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**CITY COUNCIL  
MEETING AGENDA**

**February 15, 2022  
6:00 PM**

**Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854**

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**WORKSHOP: BASEMENT CONFERENCE ROOM 5:00PM.**

Topic: History of Wastewater and its Master Plan

**REGULAR MEETING – 6:00 pm City Council Chambers**

**CALL TO ORDER BY MAYOR JACOBSON**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF CITY COUNCIL MEMBERS**

Kerri Thoreson, Nathan Ziegler, Joe Malloy, Josh Walker, Lynn Borders, Kenny Shove

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:**

**AMENDMENTS TO THE AGENDA**

*Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Council.*

**DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS**

*The Mayor and members of the City Council have a duty to serve honestly and in the public interest. Where the Mayor or a member of the City Council have a conflict of interest, they may need to disclose the conflict and in certain circumstances, including land use decisions, they cannot participate in the decision-making process. Similarly, ex-parte contacts and site visits in most land use decisions must also be disclosed.*

**1. CONSENT CALENDAR**

*The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.*

**ACTION ITEMS:**

- a. Minutes – February 1, 2022, City Council Meeting
- b. Payables – January 15, 2022 – February 7, 2022
- c. Request Surplus of Old Computer Equipment by IT Department

**2. PUBLIC HEARINGS**

*There are generally two types of public hearings. In a legislative hearing, such as adopting an ordinance amending the zoning code or Comprehensive Plan amendments, the Mayor and City Council may consider any input provided by the public. In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Mayor and City Council must follow procedures similar to those used in court to ensure the fairness of the hearing. Additionally, the*

*Mayor and City Council can only consider testimony that relates to the adopted approval criteria for each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.*

**ACTION ITEMS:**

- a. FY 2022 Budget Amendment #2
- b. Update to the Fiscal Year 2022 Fee Resolution
- c. Kootenai County Fire & Rescue and Kootenai County Emergency Medical Services System Comprehensive Plan Amendment CPA-0002-2021

**3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS**

*This section of the agenda is to continue consideration of items that have been previously discussed by the City Council and to formally adopt ordinances and resolutions that were previously approved by the Council. Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements.*

**ACTION ITEMS:**

**4. NEW BUSINESS**

*This portion of the agenda is for City Council consideration of items that have not been previously discussed by the Council. Ordinances and Resolutions are generally added to a subsequent agenda for adoption under Unfinished Business, however, the Council may consider adoption of an ordinance or resolution under New Business if timely approval is necessary.*

**ACTION ITEMS:**

- a. Contract with JUB Engineers for the Water Reclamation Facility Planning Study and Financial Plan

**5. CITIZEN ISSUES**

*This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. 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 permits. In order to ensure adequate public notice, Idaho Law provides that any item, other than emergencies, requiring Council action must be placed on the agenda of an upcoming Council meeting. As such, the City Council can't take action on items raised during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.*

**6. ADMINISTRATIVE / STAFF REPORTS**

*This portion of the agenda is for City staff members to provide reports and updates to the Mayor and City Council regarding City business as well as responses to public comments. These items are for information only and no final action will be taken.*

- a. Post Falls Crime Rates

**7. MAYOR AND COUNCIL COMMENTS**

*This section of the agenda is provided to allow the Mayor and City Councilors to make announcements and general comments relevant to City business and to request that items be added to future agendas for discussion. No final action or in-depth discussion of issues will occur.*

## **8. EXECUTIVE SESSION**

*Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session. No final decision or action may be taken in executive session.*

### **ACTION ITEM (To enter into executive session only):**

**Idaho Code 74-206(1)(f):** To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated.

## **RETURN TO REGULAR SESSION**

## **ADJOURNMENT**

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

Mayor Ronald G. Jacobson

Councilors: Kerri Thoreson, Nathan Ziegler, Joe Malloy, Josh Walker, Lynn Borders, Kenny Shove

### **Mission**

The City of Post Falls mission is to provide leadership, support common community values, promote citizen involvement and provide services which ensure a superior quality of life.

### **Vision**

Post Falls, Idaho is a vibrant city with a balance of community and economic vitality that is distinguished by its engaged citizens, diverse businesses, progressive leaders, responsible management of fiscal and environmental resources, superior service, and a full range of opportunities for education and healthy lifestyles.

"Where opportunities flow and community is a way of life"

## Calendar of Meetings & Event

Feb 14		<b>Valentines Day</b>
Feb 15	5:00 pm	<u>City Council Workshop</u> – History of Wastewater And its Master Plan
Feb 15	6:00 pm	<u>City Council</u>
Feb 17	9:00 am	Urban Renewal Agency
Feb 21		<b>City Business Offices are Closed in Observance of Presidents’ Day</b>
Mar 1	5:00 pm	<u>City Council Workshop</u> – ITD Project Update
Mar 1	6:00 pm	<u>City Council</u>
Mar 8	5:30 pm	Planning & Zoning Commission
Mar 15	5:00 pm	<u>City Council Workshop</u>
Mar 15	6:00 pm	<u>City Council</u>
Mar 17		<b>Saint Patrick’s Day</b>
Mar 17	9:00 pm	Urban Renewal Agency
Mar 22	6:00 pm	Parks and Recreation Commission
Apr 5	6:00 pm	<u>City Council</u>
Apr 12	5:30 pm	Planning & Zoning Commission
Apr 16	1:00 pm	<b>Easter Egg Hunt</b>
Apr 17		<b>Easter</b>
Apr 19	5:00 pm	<u>City Council Workshop</u>
Apr 19	6:00 pm	<u>City Council</u>
Apr 21	9:00 am	Urban Renewal Agency
Apr 26	6:00 pm	Parks and Recreation Commission

# Post Falls City Council Meeting

## February 15<sup>th</sup>, 2022

### Council Agenda Memorandum

**TO:** Mayor Ron Jacobson  
Council President Kerri Thoreson  
Councilors Josh Walker, Joe Malloy,  
Nathan Ziegler, Lynn Borders, Kenny Shove  
Legal Counsel Warren Wilson

**FROM:** Shelly Enderud, City Administrator

**CC:** Department Heads

### Workshop – History of Wastewater and its Master Plan

#### 1. [Consent Calendar](#)

- c. Request Surplus of Old Computer Equipment by the IT Department – The IT Department requests approval to declare a surplus of old computer equipment. The equipment has exceeded its useful life and will be dismantled for useful spare parts, wiped clean of city information, and disposed of.

#### 2. [Public Hearings](#)

- a. Fiscal Year 2022 Budget Amendment #2 – Opportunity for public comment is given on the FY 22 budget Amendment #2. The amendment is for the Wastewater Division to construct the required EPA upgrades to the treatment plant. The plan outlines using cash reserves to fund the existing tertiary treatment upgrades before taking draws from the loan issued by DEQ. If approved, the budget amendment will authorize staff to transfer \$25 million in cash reserves from the Operating Fund to the Reclaimed Water Capital Fund. After comment and discussion, Council may approve or deny the amendment.
- b. Update to the Fiscal Year 2022 Fee Resolution – Opportunity for public comment is given on the updates to the FY 22 Fees. Changes include updated Parks and Recreation Fees as well as a new Street Name Change Fee. The increases are due to the costs associated with the Parks and Rec programs being offered and they need to be updated prior to the recreation season. After comment and discussion Council may approve or deny the updates.
- c. Kootenai County Fire and Rescue and Kootenai County Emergency Medical Services System Comprehensive Plan Amendment CPA-0002-2021 - KCFR and KCEMSS are requesting Council approve this proposed amendment to the 2020 Comprehensive Plan. The amendment includes the KCFR Impact Fee Study and Capital Improvements Plan as well as the KCEMSS Impact Fee Study and Capital Improvement Plan. These entities

cannot collect impact fees without an intergovernmental agreement with a municipality or county. For the city to collect development related impact fees to turn over to KCFR and KCEMSS, they must have the Capital Improvement Plans adopted in the City of Post Falls Comprehensive Plan. At their January 11<sup>th</sup>, 2022, meeting, the Planning and Zoning Committee recommended approval of the amendment as presented. After comment and discussion, Council may approve or deny the amendment as presented. If approved, an ordinance to adopt the impact fees and intergovernmental agreements with KCFR and KCEMSS will be placed on a future agenda.

### 3. Unfinished Business

### 4. New Business

- a. Contract with JUB Engineers for the Water Reclamation Facility Planning Study and Financial Plan – Utility Manager Craig Borrenpohl requests approval of the contract with JUB for the Water Reclamation Facility Planning Study and Financial Plan. The most recent WRF Facility plan and capital improvement plan were completed in 2013. The new study will incorporate new growth, treatment technology, and cost information garnered over the last decade to chart a course for the City’s water reclamation over the next twenty years. Total fiscal impact is \$367,700 to be split between the Water Reclamation Facility Plan and Rate Study line items. If approved, the Mayor will sign the contract.

### 6. Administrative / Staff Reports

- a. Post Falls Crime Rates – The Police Department will present this report.

### Executive Session

**Idaho Code 74-206(1)(f):** To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated.



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**CITY COUNCIL  
MEETING MINUTES**

**February 1, 2022  
6:00 PM**

**Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854**

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**REGULAR MEETING – 6:00 pm City Council Chambers**

**CALL TO ORDER BY MAYOR JACOBSON**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF CITY COUNCIL MEMBERS**

Kerri Thoreson, Nathan Ziegler, Lynn Borders, Kenny Shove - **Present**  
Joe Malloy, Josh Walker – **Excused**

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:**

**None**

**AMENDMENTS TO THE AGENDA**

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**Motion by Borders to add the Mediation Authorization to the agenda.**

**Second by Ziegler.**

**Vote: Thoreson-Aye, Ziegler-Aye, Borders-Aye, Shove-Aye**

**Motion Carried**

**DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS**

*The Mayor and members of the City Council have a duty to serve honestly and in the public interest. Where the Mayor or a member of the City Council have a conflict of interest, they may need to disclose the conflict and in certain circumstances, including land use decisions, they cannot participate in the decision-making process. Similarly, ex-parte contacts and site visits in most land use decisions must also be disclosed.*

**Mayor Jacobson recuses himself from discussion and voting on Unfinished Business Item**

**a. Northshore District Subdivision and PUD Request for Reconsideration.**

**1. CONSENT CALENDAR**

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**ACTION ITEMS:**

- a. Minutes – January 4, 2022 City Council Meeting
- b. Payables – January 11, 2022 – January 24, 2022

- c. Cash and Investment Balances for December 2021
- d. North Mill One Subdivision Construction Improvement Agreement Addendum – Sidewalk Cash Out at 4<sup>th</sup> and Seltice
- e. Pasture View Estates Subdivision Construction Improvement Agreement
- f. North Mill One Subdivision Plat Application
- g. Utility Easements from North Mill One Subdivision

**Motion by Borders to approve the Consent Calendar as presented.**

**Second by Ziegler.**

**Vote: Thoreson-Aye, Shove-Aye, Borders-Aye, Ziegler-Aye**

**Motion Carried**

## **2. PUBLIC HEARINGS**

*There are generally two types of public hearings. In a legislative hearing, such as adopting an ordinance amending the zoning code or Comprehensive Plan amendments, the Mayor and City Council may consider any input provided by the public. In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Mayor and City Council must follow procedures similar to those used in court to ensure the fairness of the hearing. Additionally, the Mayor and City Council can only consider testimony that relates to the adopted approval criteria for each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.*

### **ACTION ITEMS:**

- a. Angell Clark Zone Change RZNE-0010-2021

**Public Hearing opened at 6:03 pm.**

### **Staff Report**

Jon Manley, Planning Manager presenting: the Applicant is Rob Clark, and the owner is Angell Clark Properties, LLC. The requested action is to rezone approximately 4.2 acres in the City of Post Falls from Single-Family Residential (R-1) zoning to the Community Commercial Mixed (CCM) zoning district this does require a development agreement. The proposed uses would be limited to a golf pro shop, full-service restaurant, bar, virtual golf, small grocery store and convenience sale, small fitness center, coffee shop, salon/day spa, bakery/delicatessen/ice cream/snack bar/wine shop, clothing boutique, hotel with up to 17 rooms on 2<sup>nd</sup> floor. On December 14, 2021, the Planning and Zoning Commission recommended that in addition to the uses proposed in the Development Agreement that the height be restricted to two-stories and the occupancy of the extended stay units be limited to less than one month.

### **Applicant**

Rob Clark: In the last 22 years the golf course has been in the black only 2 years and it has had 9 owners. The golf course is closed around 95 days a year and we need to make it a year-round facility for sustainability. We want to build a 2-story clubhouse. There would be a restaurant, retail, virtual golf. There are 4 suites to be rented out for things like a gym, coffee shop, spa. On the 2<sup>nd</sup> floor would be a 17-room hotel. They are not long term stay rooms. We need this for sustainability of the golf course. I really believe in this and am vesting in this.

Thoreson: How many parking spaces are you showing?

Clark: the minimum we must have been 153 and we will have around 178 spots.

### **Testimony**



In Favor

Eric Olson (705 S Riverside Harbor) Not Speaking

Chad Johnson (4990 E Frazier Dr) Not Speaking

Ryan Zane (4118 N Brookie Dr) In favor of all the items presented.

Kip Clark (3356 W Blaze Lp) I will be living in the closest lot to the improvements, and we are excited about it. Everything my son has done has been positive and will be great for the city.

Rochel McKenna (12191 E Bunco Rd) I have known Rob for many years. This is what Post Falls needs. This will bring in revenue for the city. I see profitability and it will make it a destination place.

Neutral

Howard Burns: Please explain how binding is a development agreement in the future? Is there a way you can condition this?

Warren Wilson, City Attorney: The development agreement is tied to a rezone of the property and will follow the property. If there are violations, the property would revert to the previous zoning.

Mike Pelissero: With it being a stay and play, could there be a play area for kids staying there with their families.

In Opposition

Samantha Steigleder: By building this, it will block the view and not be a good feel for the area. It is a good idea but not in this spot.

**Rebuttal**

Clark: We do have a play area planned over by where the new residential area is going in. the reason, we pushed this back by the maintenance building is there would be no blocking the view. It is 2-stories tall which is not any taller than any 2-story home in the residential area.

**Public Hearing closed at 6:47 pm.**

**Discussion**

Thoreson: The only view blocking I see would be from the cemetery area. It fits all the criteria and with the development agreement binding to the property I am very comfortable with it.

Ziegler: I am on the fence because of the location. Spokane St will continue to grow and be able to maintain the traffic expansion. Overall, it would be a good addition to the city.

Borders: I like the commercial aspect of the project. I am on the fence on the hotel side of it. my main concern is seeing it turned into apartments in the future and would like to see something in the development agreement on that.

Shove: My only concern is the traffic on Spokane St but see that over time we would adjust that. The hotel I am on the fence but do not have enough objections at this point to be against it.

Thoreson: Will the development agreement include no stays longer than a month?

Wilson: It will if you direct it to be and you would make it part of your motion.

Borders: How would you enforce that?

Wilson: It would be a Code Enforcement issue if we get a complaint.

Mayor: I like the clubhouse, restaurant, and bar. I am not a fan of the hotel. I think enforcement will be a problem. I am not a fan of convenience stores in residential areas. My concern with the project is the make-up of the businesses and the hotel.

**Motion by Thoreson to approve the Angell Clark Zone Change with the language recommended by the Planning and Zoning Commission.**

**Second by Ziegler.**

**Vote: Shove-Aye, Borders-Nay, Ziegler-Aye, Thoreson-Aye**

**Motion Carried**

### **3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS**

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#### **ACTION ITEMS:**

- a. Northshore District Subdivision and PUD Request for Reconsideration SUBD-0001-2021/PUD-0001-2021

Mayor Jacobson stepped back from the dais and Council President Thoreson ran the discussing on this item.

Field Harrington, Deputy City Attorney Presenting: Staff did not find any deficiencies.

Borders: I believe the Subdivision and PUD does meet the City's requirements.

**Motion by Borders to deny the request for reconsideration and confirm the Councils decision.**

**Second by Thoreson.**

**Vote: Ziegler-Aye, Borders-Aye, Shove-Aye, Thoreson-Aye**

**Motion Carried**

Mayor Jacobson rejoined the meeting.

- b. Ordinance – Title 17 Lot Line Adjustment TA-0003-2021

**Motion by Borders to place the proposed Ordinance Title 17 Lot Line Adjustment on its first and only reading by title only while under suspension of the rules.**

**Second by Ziegler.**

**Vote: Borders-Aye, Thoreson-Aye, Shove-Aye, Ziegler-Aye**

**Motion Carried**

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING MUNICIPAL CODE SECTION 17.04.030 TO PROVIDE REGULATIONS OF LOT LINE ADJUSTMENTS; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

**Motion by Borders to approve Ordinance Title 17 Lot Line Adjustment, and to direct the Clerk to assign the appropriate ordinance number, and that it be published by summary only.**

**Second by Thoreson.**

**Vote: Thoreson-Aye, Shove-Aye, Ziegler-Aye, Borders-Aye**

**Motion Carried**

#### 4. NEW BUSINESS

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##### **ACTION ITEMS:**

- a. Professional Services Contract with Welch Comer Engineers for Design and Construction Management Services for the Water Tower Parking Lot and Pocket Park.

Bill Melvin, City Engineer presenting: The City previously acquired 0.6 acres of property, south of Third Avenue, west of Spokane Street for the construction of a parking lot to assist with implementing the City Center Parking Plan. In 2021, funding was allocated for providing additional parking in the City Center area, of which the Water Tower Parking Lot was determined to provide good parking yield and subsequently chosen for implementation. Additionally, within the City Center Plan is the development of a Pocket Park, adjacent to the parking lot, and further concept design and elevations need to be established so that the two areas will ultimately join together. Funding was provided in FY21 for project completion in 2022.

**Motion by Borders to approve the professional services contract with Welch Comer Engineers for design and construction management services for the water tower parking lot and pocket park.**

**Second by Ziegler.**

**Vote: Shove-Aye, Borders-Aye, Ziegler-Aye, Thoreson-Aye**

**Motion Carried**

- b. Engineering Services Contract with Welch Comer Engineers for the Rehabilitation of Spokane Street from Spokane River Bridge to I-90.

Andrew Arbini, Projects Division Manager presenting: A section of Spokane St Asphalt pavement needs replacement, from the Spokane River bridge to the Eastbound ramps of I-90. The Streets Maintenance Department have provided interim repairs and patching to extend the current life of the asphalt; however, ongoing repairs are ineffective in the long-term preservation of the existing pavement surface. City staff recommends a full replacement of asphalt surfacing as the best long-term solution. The agreement with Welch Comer includes engineering and design of the project along with permitting assistance with the applicable railroad that bisects Spokane St inside the project limits. An amendment to this agreement for construction management services may be added in the future when a date for construction is identified. City staff intends to take into consideration the timing of a nearby project led by the Idaho Transportation Department in the vicinity of I-90 to minimize conflicts to either project and the traveling public. Completing the design and permit process now, will ensure the project is ready for construction. Rehabilitation of Spokane St is tentatively planned for 2023. Funding for this work will come from the City's Streets Maintenance budget. Engineering and Design services are not to exceed \$48,900. In the event additional tasks are required, the Public Works Director is authorized to direct the consultant to perform those tasks, up to a 10% contingency in the amount of \$4,890. Council approval is for the requested amount of \$53,790.

**Motion by Borders to approve the Engineering Services Contract with Welch Comer Engineers for the Rehabilitation of Spokane St from the Spokane River Bridge to I-90.**

**Second by Thoreson.**

**Vote: Borders-Aye, Ziegler-Aye, Thoreson-Aye, Shove-Aye**  
**Motion Carried**

- c. Approval to Bid Project – Spokane Rehabilitation (Vol. 1 of 2) Prairie Avenue and Spokane Street (Vol.2 of 2)

Rob Palus, Assistant City Engineer presenting: This project was initially desired to be constructed in 2021 but was delayed, to accommodate the construction of a deep sewer in Prairie Ave, which was identified in the most recent Water Reclamation Master Plan. Timing of construction was additionally modified to better coordinate with the construction of the Post Falls Highway Districts Prairie Ave/Idaho St Roundabout. Completion of this project will provide vehicular capacity improvements along Spokane St (Poleline to Prairie), install missing segments of pedestrian facilities, install bicycle facilities, provide rehabilitate of existing pavements, installation of a deep sewer main in Prairie Ave, and the decommissioning of two lift stations. The project includes a multi-lane roundabout which addresses safety and emergency access concerns at the Prairie Ave/Spokane St intersection and provides additional access to the Crown Pointe Subdivision. In 2017, the City started design work for the rehabilitation of Spokane St between Poleline and Grange as part of a State of Idaho Grant Application. The City was not successful in acquiring grant funding for construction. Construction drawings were initially completed and approved for construction in 2019 but were not constructed due to funding. The plans for this section were incorporated into the current plans and specification as Spokane Street Rehabilitation Vol. 1 of 2. In March of 2020, the City started design work for the construction of a roundabout at the intersection of Prairie Ave and Spokane St. This project includes roadway widening along Prairie between Chase and Spokane St., reconfiguration of Spokane St. between Grange and Prairie, installation of deep sewer in Prairie and decommissioning of two lift stations. In 2021 the first phase of this project was completed and included the railroad crossing improvements on Spokane St. The plans for this section were incorporated into the current plans and specifications as the Prairie Ave and Spokane St. Vol 2 of 2. This portion of the project has been coordinated, designed, and reviewed with the City's consultant with formal staff reviews at 70%, 95% and final design. The final design package was reviewed and conditionally approved by City Staff, subject to minor revisions within the plan set and standard specifications.

**Motion by Borders for approval to bid the Spokane Rehabilitation Vol 1 of 2 and the Prairie Ave and Spokane St Vol 2 of 2 project.**

**Second by Thoreson.**

**Vote: Borders-Aye, Ziegler-Aye, Thoreson-Aye, Shove-Aye**

**Motion Carried**

- d. Millworx Phase 1-A and 1-B Commercial Construction Improvement Agreement

Bill Melvin, City Engineer presenting: Typically, our Construction Improvement Agreements (CIA) are boiler plate agreements and run through the Consent Calendar on the agenda. Following the submitting the CIA to the agenda packet, the developer came forward and said they wanted to change some of the irrigation design which is a small change to appendix 8 of the CIA. We are asking you to approve the CIA with an updated appendix.

**Motion by Borders to approve the Millworx Phase 1-A and 1-B Commercial Construction Improvement Agreement as presented.**

**Second by Ziegler.**

**Vote: Ziegler-Aye, Thoreson-Aye, Shove-Aye, Borders-Aye**

## Motion Carried

### 5. CITIZEN ISSUES

*This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. 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 permits. In order to ensure adequate public notice, Idaho Law provides that any item, other than emergencies, requiring Council action must be placed on the agenda of an upcoming Council meeting. As such, the City Council can't take action on items raised during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.*

**Shay Gofield:** She lives on the over side of the river and has concerns of parking by the river bridge and the light at 3<sup>rd</sup> and Spokane St and why not a roundabout instead. Also, the lighting at Templin's has become like daylight and wanted to know is there any lighting code that they would need to follow.

The Mayor directed staff to talk with her on her concerns.

### 6. ADMINISTRATIVE / STAFF REPORTS

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**None**

### 7. MAYOR AND COUNCIL COMMENTS

*This section of the agenda is provided to allow the Mayor and City Councilors to make announcements and general comments relevant to City business and to request that items be added to future agendas for discussion. No final action or in-depth discussion of issues will occur.*

**None**

### 8. EXECUTIVE SESSION

*Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session. No final decision or action may be taken in executive session.*

#### **ACTION ITEM (To enter into executive session only):**

**Idaho Code 74-206(1)(f):** To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated.

**Motion by Thoreson to enter into Executive Session pursuant to Idaho Code 74-206(1)(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated, but imminently likely to be litigated, further that no action will be taken during the session and the session will last no longer than 45 minutes.**

**Second by Borders.**

**Vote: Thoreson-Aye, Shove-Aye, Borders-Aye, Ziegler-Aye**

**Motion Carried**

Council went into Executive Session at 7:41 pm.

Council exited Executive Session at 8:29 pm.

**RETURN TO REGULAR SESSION**

**ACTION ITEM**

- a. Mediation Authorization

**Motion by Borders to approve mediation that was discussed in Executive Session.  
Second by Ziegler.**

**Vote: Shove-Aye, Borders-Aye, Ziegler-Aye, Thoreson-Aye  
Motion Carried**

**ADJOURNMENT 8:30 PM**

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**Ronald G. Jacobson, Mayor**

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**Shannon Howard, City Clerk**

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

Mayor Ronald G. Jacobson

Councilors: Kerri Thoreson, Nathan Ziegler, Joe Malloy, Josh Walker, Lynn Borders, Kenny Shove

**Mission**

The City of Post Falls mission is to provide leadership, support common community values, promote citizen involvement and provide services which ensure a superior quality of life.

**Vision**

Post Falls, Idaho is a vibrant city with a balance of community and economic vitality that is distinguished by its engaged citizens, diverse businesses, progressive leaders, responsible management of fiscal and environmental resources, superior service, and a full range of opportunities for education and healthy lifestyles.

“Where opportunities flow and community is a way of life”

# Post Falls Check Approval



City of Post Falls

Packet: APPKT09231 - Check Run 2.16.22  
 Vendor Set: 01 - Vendor Set 01

Check Date: 2/9/2022

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund:</b> 001 - GENERAL FUND					
Dept: 411 Mayor & Council					
<a href="#">P4835</a>	ProPrint				
APMWB	Check	<a href="#">60437</a>	Business cards for kerry thoreson	001-411.0000.63060	34.00
<b>Dept 411 Total:</b>					<b>34.00</b>
Dept: 412 Information Systems					
<a href="#">V040</a>	Office Depot				
APMWB	Check	<a href="#">223464643001b</a>	Office Supplies- IT	001-412.0000.63060	9.86
		<a href="#">223465042001c</a>		001-412.0000.63060	6.01
<b>Dept 412 Total:</b>					<b>15.87</b>
Dept: 413 General Services					
<a href="#">A510</a>	AIC - Association of Id Cities				
APMWB	Check	<a href="#">200008506</a>	2022 Day at the capitol for Shelly	001-413.0000.64010	50.00
<b>Dept 413 Total:</b>					<b>50.00</b>
Dept: 414 Finance					
<a href="#">A4280</a>	Anderson Bros. CPA's				
APMWB	Check	<a href="#">6269</a>	Audit progress billing	001-414.0000.62091	3,500.00
<a href="#">C239</a>	CMRS-FP				
APMWB	Check	<a href="#">INV0139621</a>	Postage for Postage Machine	001-414.0000.63070	2,000.00
<a href="#">V040</a>	Office Depot				
APMWB	Check	<a href="#">223464643001c</a>	Office Supplies- Finance	001-414.0000.63060	9.86
		<a href="#">223465042001b</a>		001-414.0000.63060	2.86
<b>Dept 414 Total:</b>					<b>5,512.72</b>
Dept: 415 City Clerk					
<a href="#">C291</a>	Coeur d' Alene Press				
APMWB	Check	<a href="#">507864</a>	Printing of Ordinance 1445	001-415.0000.62000	188.58
		<a href="#">509208</a>	Printing of ordinance 1444	001-415.0000.62000	413.22
		<a href="#">507862</a>	Printing of Ordinance 1446	001-415.0000.62000	72.80
<a href="#">VEN03335</a>	Francotyp-Postalia Inc				
APMWB	Check	<a href="#">R1105168195</a>	Postage Machine	001-415.0000.66080	135.00
<a href="#">VEN02035</a>	Staples, Inc				
APMWB	Check	<a href="#">3498738605</a>	Office Supplies- Admin	001-415.0000.63060	42.84
<b>Dept 415 Total:</b>					<b>852.44</b>
Dept: 417 Media/Cable Franchise					
<a href="#">A0071</a>	ASCAP				
APMWB	Check	<a href="#">500579290 1.26.22</a>	Music Copyright Subscription Split P&R \$195.00	001-417.0000.62170	195.00
<b>Dept 417 Total:</b>					<b>195.00</b>
Dept: 418 Human Resources					
<a href="#">D09750</a>	DeVries Info Management				
APMWB	Check	<a href="#">0147320</a>	Record destruction	001-418.0000.63060	55.00
<b>Dept 418 Total:</b>					<b>55.00</b>
Dept: 421 Police					
<a href="#">N276</a>	Access Information Protected				
APMWB	Check	<a href="#">8599384</a>	Paper shredding services	001-421.0000.68010	58.00
		<a href="#">8754345</a>		001-421.0000.68010	58.00
		<a href="#">8961106</a>		001-421.0000.68010	58.00
		<a href="#">9018182</a>	FY21 - Paper shredding services	001-421.0000.68010	87.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<a href="#">A254</a>	Allegra Print & Imaging				
APMWB	Check	<a href="#">196444</a>	Impound notification forms	001-421.0000.63210	211.98
<a href="#">VEN09421</a>	Assurance Fitness Repair				
APMWB	Check	<a href="#">9513</a>	Cables for gym	001-421.0000.67020	565.78
<a href="#">VEN14464</a>	Background Solutions, LLC				
APMWB	Check	<a href="#">23919</a>	Pre-employment background software	001-421.0000.64020	530.00
<a href="#">C05100</a>	Car Wash Plazas, Inc				
APMWB	Check	<a href="#">4762</a>	Car wash services	001-421.0000.67170	100.00
<a href="#">C291</a>	Coeur d' Alene Press				
APMWB	Check	<a href="#">508375</a>	Public auction advertisement	001-421.0000.62000	32.19
<a href="#">C220</a>	Coleman Oil Co				
APMWB	Check	<a href="#">CL38954</a>	Animal Safety and patrol fuel	001-421.0000.64030	5,627.17
<a href="#">C410</a>	Country Lock & Key, Inc.				
APMWB	Check	<a href="#">8564</a>	Lock swap on evidence door	001-421.0000.68010	115.90
<a href="#">G020</a>	Galls, An Aramark Company				
APMWB	Check	<a href="#">020194064</a>	Flashlight - Cox	001-421.0000.67020	51.87
		<a href="#">020217085</a>	Jumpsuit - Clark	001-421.4000.72000	676.90
		<a href="#">020152550</a>	Belt - Cox	001-421.4000.72000	47.84
		<a href="#">020217084</a>	Jumpsuit - Harrison	001-421.4000.72000	646.53
		<a href="#">020183903</a>	Patrol shirt	001-421.4000.72000	80.03
		<a href="#">020206174</a>	Uniform shirt - PD10718	001-421.4000.72000	169.87
		<a href="#">020217079</a>	Uniform shirt - Cope	001-421.4000.72000	86.16
		<a href="#">020206169</a>	Uniform pant - Flood	001-421.4000.72000	69.90
		<a href="#">020217078</a>	Uniform shirt - Cope	001-421.4000.72000	86.16
		<a href="#">020217094</a>	Patrol shirt - Cox	001-421.4000.72000	80.03
<a href="#">I153</a>	Idaho State Police				
APMWB	Check	<a href="#">S22068698</a>	Quarterly ILETS user fees	001-421.0000.67310	14,118.75
<a href="#">VEN13191</a>	Intermax Networks				
APMWB	Check	<a href="#">178674</a>	Direct link to kootenai county	001-421.0000.62040	475.00
<a href="#">VEN09941</a>	Jacque Panza				
APMWB	Check	<a href="#">020322</a>	Chaplain Stipend - 2 weeks on call in January	001-421.0000.62370	50.00
<a href="#">VEN07726</a>	Jon Dekeles				
APMWB	Check	<a href="#">020322</a>	Chaplain stipend - 2 weeks in January	001-421.0000.62370	50.00
<a href="#">VEN03843</a>	Lexipol LLC				
APMWB	Check	<a href="#">INVLEX7824</a>	Annual policy manual fee	001-421.0000.64020	8,308.78
<a href="#">L070</a>	LexisNexis Matthew Bender				
APMWB	Check	<a href="#">29523281</a>	ID Code Rule 2021 manuals	001-421.0000.63010	55.44
<a href="#">N001</a>	Napa Auto Parts				
APMWB	Check	<a href="#">3688-130496</a>	Core deposit	001-421.0000.67100	-18.00
<a href="#">V040</a>	Office Depot				
APMWB	Check	<a href="#">222637260001</a>	Office Supplies- Police	001-421.0000.66042	433.96
<a href="#">P180</a>	Perfection Tire				
APMWB	Check	<a href="#">1035068</a>	Wheel Sensor - PFPD1	001-421.0000.67170	45.00
<a href="#">P4384</a>	Proforce Law Enforcement				
APMWB	Check	<a href="#">473575</a>	Tasers	001-421.0000.67020	563.85
<a href="#">U0010</a>	ULINE				
APMWB	Check	<a href="#">144035562</a>	Cold pack and biohazard bags for evidence roc	001-421.0000.63920	125.31
<b>Dept 421 Total:</b>					<b>33,647.40</b>
Dept: 423 Oasis					
<a href="#">VEN14554</a>	Kacey Wall, PLLC				
APMWB	Check	<a href="#">5853</a>	ICDVVA-ER Legal	001-423.1153.68400	172.42
		<a href="#">5855</a>	ICDVVA-Legal fee	001-423.1153.68400	1,495.00
<a href="#">R0963</a>	Red Lion Hotels /KVA Management LLC				
APMWB	Check	<a href="#">336226</a>	VSU client sheltering	001-423.1153.68400	306.50
<b>Dept 423 Total:</b>					<b>1,973.92</b>
Dept: 424 Legal					
<a href="#">C220</a>	Coleman Oil Co				
APMWB	Check	<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	001-424.0000.64030	44.93
		<a href="#">CL33380</a>	Fuel	001-424.0000.64030	138.85



Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>V040</u>	Office Depot				
APMWB	Check	<a href="#">223465042001</a>	Office Supplies- Legal	001-424.0000.63040	133.41
		<a href="#">223464643001</a>		001-424.0000.63060	75.58
		<a href="#">223465045001</a>		001-424.0000.66060	299.99
<u>T089</u>	Thomson Reuters				
APMWB	Check	<a href="#">845616667</a>	Legal software subscription	001-424.0000.63010	706.35
<b>Dept 424 Total:</b>					<b>1,399.11</b>
Dept: 427 Animal Control					
<u>C220</u>	Coleman Oil Co				
APMWB	Check	<a href="#">CL38954</a>	Animal Safety and patrol fuel	001-427.0000.64030	38.94
<b>Dept 427 Total:</b>					<b>38.94</b>
Dept: 431 Streets					
<u>C220</u>	Coleman Oil Co				
APMWB	Check	<a href="#">CL33380</a>	Fuel	001-431.0000.64030	14,283.16
		<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	001-431.0000.64030	10,349.56
<u>VEN01373</u>	Intermountain Sign & Safety				
APMWB	Check	<a href="#">14862</a>	Telespar Post for Signs	001-431.0000.63260	1,400.00
<u>P410</u>	Post Falls Highway District				
APMWB	Check	<a href="#">1593</a>	Mag Surcharge- October 2021 & November 20	001-431.0000.68080	7,501.98
<u>R251</u>	Serights Ace Hardware				
APMWB	Check	<a href="#">327599/1</a>	Air filter credit	001-431.0000.63000	-12.59
		<a href="#">327600/1</a>	Spark plugs	001-431.0000.63000	3.41
		<a href="#">327610/1</a>	Element- Air Cleaner	001-431.0000.63000	10.79
		<a href="#">327739/1</a>	Tape and dusters	001-431.0000.63000	15.61
		<a href="#">327609/1</a>	Pipe insulation 1/2X6	001-431.0000.63000	25.63
		<a href="#">327562/1</a>	Bulb LED U T8/T12 6" 15W, Prem Adhesive 4c	001-431.0000.63000	25.72
		<a href="#">327573/1</a>	Spark plugs, air cleaner, air filters	001-431.0000.63000	39.09
		<a href="#">327561/1</a>	Pick up Body, Air Filter Kit, Chainsaw Service	001-431.0000.63000	101.58
		<a href="#">327527/1</a>	32w Flourescent Lamp	001-431.0000.63000	10.79
		<a href="#">327602/1</a>	Xylene Solvent 1gal	001-431.0000.63000	20.69
		<a href="#">327488/1</a>	Trash Bags 50ct	001-431.0000.63000	10.49
		<a href="#">327471/1</a>	Gorilla Superglue	001-431.0000.63060	6.29
		<a href="#">327464/1</a>	Xylene Solvent 1gal, Putty Knife, 60lb concrete	001-431.0000.63260	163.48
<u>T090</u>	Thorco, Inc.				
APMWB	Check	<a href="#">1794690</a>	Locate on Chase and Seltice	001-431.0000.68100	362.50
		<a href="#">1794695</a>	Ped button repair Seltice@ Greensferry	001-431.0000.68140	1,785.00
<b>Dept 431 Total:</b>					<b>36,103.18</b>
Dept: 432 Public Works Administration					
<u>VEN14556</u>	Elizabeth Kay Morris				
APMWB	Check	<a href="#">012022</a>	Travel Reimbursement Expenses for Project M	001-432.0000.62080	355.97
<b>Dept 432 Total:</b>					<b>355.97</b>
Dept: 433 Facility Maintenance					
<u>C220</u>	Coleman Oil Co				
APMWB	Check	<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	001-433.0000.64030	233.23
		<a href="#">CL33380</a>	Fuel	001-433.0000.64030	267.07
<u>N0991</u>	Norco Inc				
APMWB	Check	<a href="#">22637</a>	Blue Heat Ice Melt + Delivery Charge	001-433.0000.68010	349.90
<u>R251</u>	Serights Ace Hardware				
APMWB	Check	<a href="#">327131/1</a>	picture hanging supplies	001-433.0000.63730	5.03
		<a href="#">326998/1</a>	Snowblower shear pins	001-433.0000.66190	16.18
<u>W0226</u>	Walter E Nelson Co				
APMWB	Check	<a href="#">460715</a>	paper supplies CH and PD	001-433.0000.63140	405.25
<u>Z026</u>	Ziegler Lumber Co #017				
APMWB	Check	<a href="#">143651</a>	Ice melt CH and PD	001-433.0000.68010	143.40
<b>Dept 433 Total:</b>					<b>1,420.06</b>
Dept: 434 Fleet Maintenance					

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>A1395</u>	Advanced Compressor & Hose Inc				
APMWB	Check	<a href="#">86293</a>	Hydraulic hose and ferrule for s211	001-434.0000.63011	24.03
		<a href="#">86267</a>	Hydraulic hose	001-434.0000.63011	68.42
		<a href="#">86290</a>	Fitting and hose made	001-434.0000.63011	72.84
		<a href="#">86455</a>	Air #10 Gen Purpose, Barb 3/8"-1/4", Brass Cri	001-434.0000.63011	86.80
<u>A0001</u>	Alsco				
APMWB	Check	<a href="#">LSPO2489701</a>	Uniforms for Fleet	001-434.0000.63160	158.44
		<a href="#">LSPO2491866</a>	Uniforms for fleet	001-434.0000.63160	102.79
<u>VEN05068</u>	AutoNation Parts Center				
APMWB	Check	<a href="#">1020513</a>	Wire for S221	001-434.0000.63011	36.12
<u>VEN02169</u>	AutoZone				
APMWB	Check	<a href="#">3701576184</a>	LED Bulbs-Sylvania Amber, Nitrile Dipped Glo	001-434.0000.63012	45.57
<u>C130</u>	Coeur d'Alene Tractor				
APMWB	Check	<a href="#">CDA-1060531</a>	Belts and Oil Filters for P304	001-434.0000.63012	250.68
		<a href="#">CDA-121489</a>	Cable adjustment, Power low check over	001-434.0000.67170	105.00
		<a href="#">CDA-844949</a>	Arm-locking	001-434.0000.67170	16.12
<u>C220</u>	Coleman Oil Co				
APMWB	Check	<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater l	001-434.0000.64030	134.41
<u>C3818</u>	Cooper Fabrication, Inc.				
APMWB	Check	<a href="#">22771</a>	Plow mount drilling	001-434.0000.67170	100.00
<u>VEN01683</u>	Goodyear Tire & Rubber Company				
APMWB	Check	<a href="#">197-1139617</a>	M&D MRT-Outside, Flow Thru Gator Cap, Met:	001-434.0000.67190	270.78
		<a href="#">197-1139618</a>		001-434.0000.67190	135.64
		<a href="#">197-1139481</a>		001-434.0000.67190	135.64
		<a href="#">197-1139480</a>		001-434.0000.67190	135.64
		<a href="#">197-1139473</a>	GY 11R22.5 G182 RSD 16, Fuel Surcharge	001-434.0000.67190	960.24
		<a href="#">197-1138664</a>	GY 11R22.5 G182 RSD 14, 22.5 STK Recon H	001-434.0000.67190	1,359.98
		<a href="#">197-1139830</a>	Duratrac Tires & Mount	001-434.0000.67190	797.82
		<a href="#">197-1139479</a>	M&D MRT-Outside, Flow Thru Gator Cap, Met:	001-434.0000.67190	203.46
<u>G098</u>	Grainger				
APMWB	Check	<a href="#">9151192573</a>	Lite-Dri Loose Absorbent 5lb, 8pk	001-434.0000.63011	192.75
<u>H250</u>	Hydraulics Plus				
APMWB	Check	<a href="#">24405</a>	S210 Hydraulic repairs	001-434.0000.63011	4,979.23
<u>VEN10274</u>	Jordan Sales & Service Inc				
APMWB	Check	<a href="#">01-18621</a>	Air Filter, Fuel Filter, Oil Filter	001-434.0000.63012	97.85
<u>N001</u>	Napa Auto Parts				
APMWB	Check	<a href="#">3688-140500</a>	Heat shrink tube for fleet	001-434.0000.63007	38.60
		<a href="#">3688-135128</a>	Credit Back- Fuel Filter	001-434.0000.63011	-7.78
		<a href="#">3688-130915</a>	De-Icer	001-434.0000.63011	104.70
		<a href="#">3688-130914</a>	DEF Filters	001-434.0000.63011	266.92
		<a href="#">3688-132228</a>	Disc Brake Pad	001-434.0000.63011	81.13
		<a href="#">3688-135013</a>	Resistor, Blower, Pigtail	001-434.0000.63011	150.25
		<a href="#">3688-135041</a>	Fuel Filter	001-434.0000.63011	7.78
		<a href="#">3688-135151</a>	Blower Motor Resistor & Resistor	001-434.0000.63011	13.53
		<a href="#">3688-140608</a>	Oil, Funnel, Drain pan	001-434.0000.63011	19.97
		<a href="#">3688-132349</a>	Antifreeze	001-434.0000.63011	125.91
		<a href="#">3688-140626</a>	Junction Box for S221	001-434.0000.63011	33.36
		<a href="#">3688-132279</a>	Funnel	001-434.0000.63011	39.12
		<a href="#">3688-133147</a>	Fuel Filter	001-434.0000.63011	23.14
		<a href="#">3688-133401</a>	Fuse Tap& Holder, Napagold Oil Filter, Air Filte	001-434.0000.63011	78.60
		<a href="#">3688-139006</a>	Poly Loom For S221	001-434.0000.63011	52.50
		<a href="#">3688-132185</a>	CL Seal	001-434.0000.63011	24.75
		<a href="#">3688-133162</a>	Belt, LED Light Bulb	001-434.0000.63011	77.23
		<a href="#">3688-133211</a>	Drivers side wiper	001-434.0000.63012	6.99
		<a href="#">3688-130689</a>	Air Filters	001-434.0000.63012	142.23
		<a href="#">3688-134683</a>	Dispenser, 5Gal Bucket	001-434.0000.63012	84.59
		<a href="#">3688-132349</a>	Antifreeze	001-434.0000.63012	125.91
		<a href="#">3688-140589</a>	Air and Oil Filters P304	001-434.0000.63012	75.09
		<a href="#">3688-132185</a>	CL Seal	001-434.0000.63012	24.75
		<a href="#">3688-131958</a>	6 in ID Bar Kit Lamp	001-434.0000.63012	45.11
		<a href="#">3688-140674</a>	Oil Filter for P304	001-434.0000.63012	4.95

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Check	<a href="#">3688-140590</a>	Oil Filter for P304	001-434.0000.63012	24.42
		<a href="#">3688-141278</a>	Cabin air filter for P304	001-434.0000.63012	9.89
		<a href="#">3688-130915</a>	De-Icer	001-434.0000.63012	104.70
		<a href="#">3688-131141</a>	Spark Plug	001-434.0000.63013	5.00
		<a href="#">3688-131669</a>	Wire Shears	001-434.0000.67090	15.78
		<a href="#">3688-130915</a>	De-Icer	001-434.0000.67090	219.00
		<a href="#">3688-133574</a>	3.5 LP LR Jack for Fleet	001-434.0000.67090	438.00
<a href="#">VEN01379</a>	O'Reilly Auto Parts				
APMWB	Check	<a href="#">3829-395000</a>	Battery for P103	001-434.0000.63012	144.39
<a href="#">P180</a>	Perfection Tire				
APMWB	Check	<a href="#">1034870</a>	Tire replaced- 2011 Chevy Silverado	001-434.0000.67190	352.04
<a href="#">R251</a>	Serights Ace Hardware				
APMWB	Check	<a href="#">327577/1</a>	Return-For Defectiveness, Fish Tape 120' L	001-434.0000.63011	-71.99
		<a href="#">327572/1</a>	Credit Return- Bulb LED U T8/T12 6" 12w	001-434.0000.63011	-17.99
		<a href="#">327556/1</a>	Fish tape 120' L	001-434.0000.63011	71.99
		<a href="#">327396/1</a>	Spray Paint-Dk Walnut, Denatured Alcohol, Kit	001-434.0000.63011	64.60
				001-434.0000.63013	64.60
		<a href="#">327699/1</a>	Paint, acetone, paint supply's	001-434.0000.68010	65.04
		<a href="#">327578/1</a>	Nails, Bolts, Nuts	001-434.0000.90010	0.96
<a href="#">S390</a>	Spokane House of Hose Inc.				
APMWB	Check	<a href="#">914642</a>	Poly Ball Valve, SS Pipe Close Nip, Curbhand-	001-434.0000.63011	355.02
		<a href="#">916867</a>	4" poly hose nip	001-434.0000.63011	61.94
		<a href="#">914722</a>	C5315-8, HYD-ADP. #8 MJIC-#8 MORB, TB16001-	001-434.0000.63011	9.40
<a href="#">S460</a>	Spray Center Electronics, Inc.				
APMWB	Check	<a href="#">261581</a>	Pump Assembly	001-434.0000.63011	943.43
<a href="#">VEN08163</a>	Superior Towing & Recovery LLC				
APMWB	Check	<a href="#">41349</a>	2014 Nissan Versa/White VIN:852612	001-434.0000.67170	145.00
<a href="#">T106</a>	Titan Truck Equipment				
APMWB	Check	<a href="#">1313366</a>	Xtreme Series LED Bulb Kit, Concept Series H	001-434.0000.63013	199.29
<a href="#">VEN13987</a>	Western Peterbilt, LLC				
APMWB	Check	<a href="#">027R1988</a>	S215 service call	001-434.0000.67170	468.00
		<a href="#">027R1987</a>	S211 Regen issue Service call	001-434.0000.67170	468.00
<a href="#">W180</a>	Western States Equipment				
APMWB	Check	<a href="#">06C0168982</a>	Gasket & Hose	001-434.0000.63011	9.58
		<a href="#">IN001908018</a>	Fuel added to complete repair	001-434.0000.64030	30.00
		<a href="#">IN001891920</a>	S513 Paver repairs	001-434.0000.67170	6,947.84
<a href="#">Z026</a>	Ziegler Lumber Co #017				
APMWB	Check	<a href="#">736790</a>	NRP White Panel	001-434.0000.63007	101.85
<b>Dept 434 Total:</b>					<b>23,339.36</b>
Dept: 441 Urban Forestry					
<a href="#">VEN13104</a>	Bluejay Industrial Inc				
APMWB	Check	<a href="#">027189</a>	Wire rope chokers	001-441.0000.67090	87.90
<a href="#">C220</a>	Coleman Oil Co				
APMWB	Check	<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	001-441.0000.64030	281.98
		<a href="#">CL33380</a>	Fuel	001-441.0000.64030	312.13
<a href="#">C410</a>	Country Lock & Key, Inc.				
APMWB	Check	<a href="#">8872</a>	Additional key for UF200 (Bucket truck)	001-441.0000.67010	10.94
<a href="#">P4835</a>	ProPrint				
APMWB	Check	<a href="#">60564</a>	Business cards for 3 staff members	001-441.0000.63210	87.00
<a href="#">R251</a>	Serights Ace Hardware				
APMWB	Check	<a href="#">327711/1</a>	Chainsaw Repair Parts	001-441.0000.67010	85.93
		<a href="#">327615/1</a>	pop rivet tool kit	001-441.0000.67090	14.39
<b>Dept 441 Total:</b>					<b>880.27</b>
Dept: 442 Cemetery					
<a href="#">C2961</a>	Cold Spring Granite Company				
APMWB	Check	<a href="#">1818810</a>	Jean fleetwood VA matching plaque	001-442.0000.63760	250.00
<a href="#">C220</a>	Coleman Oil Co				
APMWB	Check	<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	001-442.0000.64030	436.29
		<a href="#">CL33380</a>	Fuel	001-442.0000.64030	429.27

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>M0942</u>	Metalcraft, Inc.				
APMWB	Check	<u>234080</u>	Vases X 6	001-442.0000.63760	379.11
<b>Dept 442 Total:</b>					<b>1,494.67</b>
Dept: 443 Parks					
<u>A365</u>	American On-Site Services				
APMWB	Check	<u>447321</u>	Q'emiln Portables	001-443.0000.65050	175.48
		<u>447323</u>	Corbin Portable	001-443.0000.65050	150.00
		<u>447328</u>	Tullamore Portable	001-443.0000.65050	145.00
		<u>447324</u>	Black Bay Portables	001-443.0000.65050	130.00
		<u>447355</u>	Warren Portable	001-443.0000.65050	85.00
		<u>447325</u>	Skate Park Portable	001-443.0000.65050	85.00
		<u>447327</u>	Kiwanis Portable	001-443.0000.65050	85.00
		<u>447322</u>	Hilde Kellogg Portable	001-443.0000.65050	85.00
		<u>447356</u>	Woodbridge Portable	001-443.0000.65050	65.00
		<u>447342</u>	Chase Portable	001-443.0000.65050	65.00
		<u>447331</u>	Syringa Park Portable	001-443.0000.65050	65.00
		<u>447330</u>	Beck Park	001-443.0000.65050	65.00
		<u>447329</u>	Crown Pointe Portable	001-443.0000.65050	65.00
		<u>447320</u>	Meadows Portable	001-443.0000.65050	65.00
		<u>447337</u>	4th St. Trailhead Portable	001-443.0000.65050	85.00
		<u>447326</u>	White Pine Portable	001-443.0000.65050	85.00
<u>A017</u>	A-Tec, Inc.				
APMWB	Check	<u>5667</u>	Move Qemiln cameras to Parks Shop	001-443.1658.62330	4,637.07
<u>VEN06028</u>	Baseline Inc				
APMWB	Check	<u>12372-2022</u>	Baseline Irrigation Service	001-443.0000.68230	1,799.00
<u>VEN10155</u>	Bill's Heating Air Appliance Repair, LLC				
APMWB	Check	<u>109378</u>	Furnace replacement for the back of the shop	001-443.0000.67050	4,479.00
<u>C220</u>	Coleman Oil Co				
APMWB	Check	<u>CL41226</u>	Legal streets,maint,building,water,wastewater	001-443.0000.64030	2,342.03
		<u>CL33380</u>	Fuel	001-443.0000.64030	1,974.61
<u>C360</u>	Consolidated Supply Co.				
APMWB	Check	<u>S010517427.004</u>	Credit on return	001-443.0000.68230	-106.38
		<u>S010517427.003</u>	Irrigation Parts	001-443.0000.68230	106.38
<u>C410</u>	Country Lock & Key, Inc.				
APMWB	Check	<u>8559</u>	Re-key lock	001-443.0000.62180	15.00
		<u>8489</u>	Lock Repair at Shop	001-443.0000.62180	55.00
		<u>8700</u>	Repair Door Lever at Shop	001-443.0000.62180	75.00
		<u>8848</u>	Chase Shop Lock Install	001-443.0000.62180	149.45
		<u>8499</u>	Padlocks for stock	001-443.0000.67030	110.10
<u>F020</u>	Fastenal Company				
APMWB	Check	<u>IDCOE153226</u>	Hardware for Stock	001-443.0000.67030	6.02
		<u>IDCOE153037</u>		001-443.0000.67030	23.14
		<u>IDCOE153461</u>	Pump Track Repair	001-443.0000.67050	337.05
		<u>IDCOE153368</u>	Tape Measure	001-443.0000.67090	35.13
<u>G098</u>	Grainger				
APMWB	Check	<u>9101422120</u>	Field Notes	001-443.0000.63060	221.41
		<u>9192252683</u>	SDS Binders	001-443.0000.63060	54.24
<u>L109</u>	Lowe's Credit Services				
APMWB	Check	<u>17676</u>	Gym and fountain repair	001-443.0000.67030	27.69
		<u>08305</u>	Pump Track Repair	001-443.0000.67050	52.24
<u>N001</u>	Napa Auto Parts				
APMWB	Check	<u>3688-141789</u>	Charger for Equipment	001-443.0000.66190	24.49
		<u>3688-139593</u>	Small Equipment Battery	001-443.0000.66190	107.39
<u>VEN05363</u>	North 40 Outfitters				
APMWB	Check	<u>37977/E</u>	Fountain Part	001-443.0000.68250	5.96
		<u>037890/E</u>	Trailhead Plumbing	001-443.1658.62330	77.45
<u>S050</u>	Saturday Night Inc.				
APMWB	Check	<u>101276</u>	Uniforms	001-443.4000.72000	2,176.84
<u>R251</u>	Serights Ace Hardware				
APMWB	Check	<u>327661/1</u>	Respirators for Safety	001-443.0000.63110	29.67

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Check	<a href="#">327722/1</a>	Propane for warehouse	001-443.0000.64030	92.78
		<a href="#">327465/1</a>	hardware for shop	001-443.0000.67030	37.78
		<a href="#">327729/1</a>	Hardware for stock	001-443.0000.67030	5.25
		<a href="#">327671/1</a>	saw blade replacement	001-443.0000.67030	26.99
		<a href="#">327570/1</a>	Kiwanis Flag Pole	001-443.0000.67030	33.27
		<a href="#">327708/1</a>	Furnace filters, pump track repair	001-443.0000.67030	13.47
		<a href="#">327628/1</a>	Hardware for Stock	001-443.0000.67030	33.70
		<a href="#">327621/1</a>		001-443.0000.67030	40.40
		<a href="#">327708/1</a>	Furnace filters, pump track repair	001-443.0000.67050	61.16
		<a href="#">327821/1</a>	plumbing return	001-443.0000.68250	-7.53
		<a href="#">327787/1</a>	Drinking Fountain Parts	001-443.0000.68250	15.06
		<a href="#">327515/1</a>	Trailhead Deck	001-443.1658.62330	7.19
<a href="#">S400</a>	Super 1 Foods				
APMWB	Check	<a href="#">07-2424081</a>	Safety Meeting	001-443.0000.64010	20.94
<a href="#">Z026</a>	Ziegler Lumber Co #017				
APMWB	Check	<a href="#">14876</a>	Return (Pump Track Repair)	001-443.0000.67050	-162.00
		<a href="#">153582</a>	Pump Track Repair	001-443.0000.67050	12.50
		<a href="#">153581</a>		001-443.0000.67050	168.25
		<a href="#">153733</a>	Concrete for shop	001-443.0000.68170	256.20
		<a href="#">152822</a>	Trailhead Deck	001-443.1658.62330	10.43
<b>Dept 443 Total:</b>					<b>20,981.30</b>
Dept: 445 Recreation					
<a href="#">A0071</a>	ASCAP				
APMWB	Check	<a href="#">500579290 1.26.22</a>	Music Copyright Subscription Split P&R \$195.00	001-445.0000.62170	195.00
<a href="#">VEN02320</a>	BMI				
APMWB	Check	<a href="#">41890365</a>	Music Copyright	001-445.0000.62170	391.00
<a href="#">VEN01020</a>	Cindy Jacobs				
APMWB	Check	<a href="#">02012022</a>	Contract Classes - Yoga, Jan.-Feb	001-445.0000.62040	94.50
<a href="#">VEN14261</a>	Jacklin Arts & Cultural Center				
APMWB	Check	<a href="#">JACC 1.22</a>	Contract payment JACC Classes	001-445.0000.62040	2,342.90
<a href="#">VEN07749</a>	Lake City Figure Skating				
APMWB	Check	<a href="#">01282022</a>	Contract for Ice Skating classes Jan - Feb	001-445.0000.62040	420.00
<a href="#">VEN01438</a>	Northwest Martial Arts				
APMWB	Check	<a href="#">02012022</a>	Contract classes - Martial Arts, Jan-Feb.	001-445.0000.62040	471.10
<a href="#">V040</a>	Office Depot				
APMWB	Check	<a href="#">224125312001</a>	Office Supplies- Recreation	001-445.0000.63060	27.31
		<a href="#">224124458001</a>		001-445.0000.63060	5.89
		<a href="#">224125312001</a>		001-445.0000.63060	41.57
		<a href="#">224125313001</a>		001-445.0000.63060	14.99
		<a href="#">224124458001</a>		001-445.0000.63060	50.06
<a href="#">R097</a>	Rebecca Powell				
APMWB	Check	<a href="#">01262022</a>	Spring Park & Rec Guide Design	001-445.0000.63210	1,070.00
<a href="#">R169</a>	River City Lanes				
APMWB	Check	<a href="#">02012022</a>	Contract Classes - Bowling, January	001-445.0000.62040	218.40
<a href="#">S050</a>	Saturday Night Inc.				
APMWB	Check	<a href="#">101412</a>	2022 Youth Recreational Basketball T-Shirts 5i	001-445.0000.63430	1,297.60
<a href="#">VEN14058</a>	Steve Slover				
APMWB	Check	<a href="#">1.24.22</a>	Equipment Purchase Reimbursement	001-445.0000.63080	54.46
<b>Dept 445 Total:</b>					<b>6,694.78</b>
Dept: 450 Economic & Comm. Dev. Rev					
<a href="#">VEN03230</a>	Quality Stoves & Home Furnishings				
APMWB	Check	<a href="#">INV0139539</a>	Voided permit MECR-005977-2021. Out of juri:	001-450.1756.38501	70.00
<b>Dept 450 Total:</b>					<b>70.00</b>
Dept: 451 Planning & Zoning					
<a href="#">C291</a>	Coeur d' Alene Press				
APMWB	Check	<a href="#">0000507190</a>	Subdivision Publication	001-451.0000.62000	213.87
<a href="#">C220</a>	Coleman Oil Co				
APMWB	Check	<a href="#">CL33380</a>	Fuel	001-451.0000.64030	114.94

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN01101</u>	Express Employment Professionals				
APMWB	Check	<u>26674572</u>	Kiyomi's Hours - Temp Services	001-451.0000.62040	457.63
<b>Dept 451 Total:</b>					<b>786.44</b>
Dept: 452 Building Inspector					
<u>C220</u>	Coleman Oil Co				
APMWB	Check	<u>CL33380</u>	Fuel	001-452.0000.64030	459.57
		<u>CL41226</u>	Legal streets,maint,building,water,wastewater	001-452.0000.64030	524.68
<b>Dept 452 Total:</b>					<b>984.25</b>
Dept: 453 Engineering					
<u>C220</u>	Coleman Oil Co				
APMWB	Check	<u>CL41226</u>	Legal streets,maint,building,water,wastewater	001-453.0000.64030	190.60
		<u>CL33380</u>	Fuel	001-453.0000.64030	127.71
<u>J105</u>	J-U-B Engineers, Inc.				
APMWB	Check	<u>0149275</u>	Traffic Study - Hwy 41/Prairie	001-453.0000.62040	2,150.00
<u>VEN02035</u>	Staples, Inc				
APMWB	Check	<u>3498738609</u>	Office Supplies- Engineering	001-453.0000.63060	44.91
<b>Dept 453 Total:</b>					<b>2,513.22</b>
Dept: 481 Capital Improvements/Contracts					
<u>VEN14044</u>	Glacier Bay Electric LLC				
APMWB	Check	<u>013022</u>	Garage lighting install	001-481.0000.68395	1,296.00
<b>Dept 481 Total:</b>					<b>1,296.00</b>
<b>Fund 001 Total:</b>					<b>140,693.90</b>
<b>Fund: 003 - PERSONNEL BENEFIT POOL</b>					
Dept: 482 Personnel Pool					
<u>VEN13621</u>	Medicine Man West Pharmacy LLC				
APMWB	Check	<u>103121</u>	flu shot/VIP	003-482.4000.73000	22.41
<u>R1249</u>	Uprise Health				
APMWB	Check	<u>255964</u>	Counseling Services	003-482.4000.73000	1,591.98
		<u>259922</u>		003-482.4000.73000	1,591.98
		<u>264374</u>	EE Counseling Services	003-482.4000.73000	1,591.98
<b>Dept 482 Total:</b>					<b>4,798.35</b>
<b>Fund 003 Total:</b>					<b>4,798.35</b>
<b>Fund: 007 - DRUG SEIZURE PROGRAM</b>					
Dept: 425 Drug Seizure Program					
<u>VEN14524</u>	TNVC, Inc				
APMWB	Check	<u>410706-G</u>	Night Vision Helmet Mounts	007-425.0000.67020	1,624.00
<b>Dept 425 Total:</b>					<b>1,624.00</b>
<b>Fund 007 Total:</b>					<b>1,624.00</b>
<b>Fund: 008 - 911 SUPPORT</b>					
Dept: 426 911 Support					
<u>VEN14519</u>	Third Signal, LLC				
APMWB	Check	<u>012722</u>	IPSC RFP Geo-diverse NG911 Phone Syster	008-426.0000.92090	6,000.00
<b>Dept 426 Total:</b>					<b>6,000.00</b>
<b>Fund 008 Total:</b>					<b>6,000.00</b>
<b>Fund: 037 - STREETS IMPACT FEES</b>					
Dept: 431 Streets					
<u>I340</u>	Interstate Concrete & Asphalt				
APMWB	Check	<u>Payment Request #2</u>	Final Release of Retainage for Spokane St & P037-431.0000.95134		9,422.46
<b>Dept 443 Total:</b>					<b>9,422.46</b>

Packet: APPKT09231 - Check Run 2.16.22  
 Vendor Set: 01 - Vendor Set 01

Check Date: 2/9/2022

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
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Fund: 038 - PARKS IMPACT FEES

Dept: 443 Parks

<a href="#">VEN14069</a>	Michael Terrell- Landscape Architecture, PLLC	APMWB	Check	<a href="#">4693</a>	Sports Complex Engineering	038-443.0000.94165	2,564.80
<b>Dept 443 Total:</b>							<b>2,564.80</b>
<b>Fund 038 Total:</b>							<b>2,564.80</b>

Fund: 650 - RECLAIMED WATER OPERATING

Dept: 463 Wastewater Operating

<a href="#">A090</a>	Accurate Testing Labs LLC	APMWB	Check	<a href="#">121755</a>	Fecal Coliform A-1, Total Solids	650-463.0000.68360	220.00
				<a href="#">121548</a>	Quarterly Lab samples	650-463.0000.68360	320.00
				<a href="#">121817</a>	Q1 Biosolids	650-463.0000.68360	220.00
<a href="#">A1395</a>	Advanced Compressor & Hose Inc	APMWB	Check	<a href="#">86077</a>	Manuli Rockmaster 3/4" 6090 PSI Spiral, Male	650-463.0000.67170	84.15
<a href="#">A424</a>	Anatek Labs, Inc.	APMWB	Check	<a href="#">2201088</a>	BLM @ Corbin Park	650-463.0000.68360	300.00
<a href="#">C064</a>	Cascade Columbia Distribution	APMWB	Check	<a href="#">827752</a>	ACH 1/18/21	650-463.0000.63490	1,675.00
				<a href="#">819988 CM</a>	Credit - Container Return	650-463.0000.68820	-1,000.00
				<a href="#">822309</a>	Container Return	650-463.0000.68820	-360.00
<a href="#">C220</a>	Coleman Oil Co	APMWB	Check	<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	650-463.0000.65005	343.61
				<a href="#">CL33380</a>	Fuel	650-463.0000.65005	448.27
<a href="#">VEN03982</a>	Dally Environmental LLC	APMWB	Check	<a href="#">2581</a>	SRSP Consulting Services for January 2022	650-463.0000.62040	627.69
<a href="#">D070</a>	Dell Marketing LP	APMWB	Check	<a href="#">10547371858</a>	New workstation for Project Manager - Public	650-463.0000.80010	660.73
<a href="#">G098</a>	Grainger	APMWB	Check	<a href="#">9076311571</a>	Hour Meter	650-463.0000.68025	67.32
<a href="#">VEN06984</a>	Gravity Consulting, LLC	APMWB	Check	<a href="#">21206</a>	PCB Surface Water Sampling	650-463.0000.68360	1,655.87
<a href="#">I2731</a>	Inland Environmental Resources	APMWB	Check	<a href="#">2022-0109</a>	mag order 2/22	650-463.0000.63008	8,940.80
<a href="#">K0037</a>	K & N Electric Motors Inc.	APMWB	Check	<a href="#">0135380</a>	Ditch motor inspection	650-463.0000.68025	1,928.57
<a href="#">N001</a>	Napa Auto Parts	APMWB	Check	<a href="#">3688-133452</a>	Napagold Oil Filter	650-463.0000.67170	10.96
<a href="#">P310</a>	Platt Electric Supply	APMWB	Check	<a href="#">2L23190</a>	16-3 SOOW 600V Cord	650-463.0000.68025	82.59
<a href="#">R251</a>	Serights Ace Hardware	APMWB	Check	<a href="#">327584/1</a>	Air Filters, Epoxy, Rust Remover	650-463.0000.68025	56.63
				<a href="#">327420/1</a>	Hot water Nozzle	650-463.0000.68025	23.38
<a href="#">U145</a>	USABlue Book	APMWB	Check	<a href="#">846377</a>	Ammonium Hydroxide 3%, Nitrile Gloves, ABB	650-463.0000.63400	386.26
				<a href="#">844596</a>	Ammonia standard, timer, 21' Wire staff green	650-463.0000.63400	172.37
<a href="#">W0226</a>	Walter E Nelson Co	APMWB	Check	<a href="#">455704</a>	Cormatic High capacity towels	650-463.0000.63400	128.98
<a href="#">VEN13163</a>	Wapiti Consulting, LLC	APMWB	Check	<a href="#">293</a>	Pinch valve controls	650-463.0000.62040	2,632.00
<a href="#">VEN01959</a>	Washington State Department of Ecology	APMWB	Check	<a href="#">2022-BT1005</a>	2022 WA DOE Biosolids Annual Permit Fee	650-463.0000.62150	4,638.10
<a href="#">W090</a>	Welch Comer & Associates, Inc.	APMWB	Check	<a href="#">41351000-008</a>	Annexation Legal Descriptions	650-463.0000.62040	770.70
<b>Dept 463 Total:</b>							<b>25,033.98</b>

Dept: 466 Wastewater - Collections

[C280](#) Coeur d'Alene Power Tool

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	<a href="#">2-203543</a>	Cord repair, Bucket	650-466.0000.67090	50.99
<a href="#">C220</a>	Coleman Oil Co						
		APMWB	Check	<a href="#">CL33380</a>	Fuel	650-466.0000.65005	1,646.45
				<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	650-466.0000.65005	1,262.04
<a href="#">C3090</a>	Columbia Electric Supply						
		APMWB	Check	<a href="#">1120-1007172</a>	15 PSI Level Transmitter	650-466.0000.63006	747.42
				<a href="#">1120-1007078</a>	Coding Tape	650-466.0000.63330	53.15
<a href="#">C360</a>	Consolidated Supply Co.						
		APMWB	Check	<a href="#">S010656462.001</a>	6"x20' PVC DWV Pipe, 6" S40 PVC Slip Cap,	650-466.0000.63330	288.81
				<a href="#">S010656462.002</a>	6" PVC Female Adapter	650-466.0000.63330	83.22
<a href="#">G098</a>	Grainger						
		APMWB	Check	<a href="#">9185564730</a>	Chemical resistant gloves	650-466.0000.63110	20.60
				<a href="#">9488092488</a>	Credit - Pleated Air Filter	650-466.0000.68010	-73.68
<a href="#">N001</a>	Napa Auto Parts						
		APMWB	Check	<a href="#">3688-139300</a>	Core Deposit	650-466.0000.63006	-27.00
<a href="#">P310</a>	Platt Electric Supply						
		APMWB	Check	<a href="#">2K84058</a>	3M 1x30 ft Splicing	650-466.0000.63006	124.20
<a href="#">R251</a>	Serights Ace Hardware						
		APMWB	Check	<a href="#">327590/1</a>	Wire Stripper Set	650-466.0000.67090	28.79
				<a href="#">327494/1</a>	Allen Wrench	650-466.0000.67090	89.94
<a href="#">VEN01248</a>	United Crown Pump & Drilling						
		APMWB	Check	<a href="#">104706</a>	Float cable weight, sensor float control	650-466.0000.63006	194.52
<a href="#">VEN13163</a>	Wapiti Consulting, LLC						
		APMWB	Check	<a href="#">291</a>	Guy LS - Troubleshooting Found TVSS & PLC	650-466.0000.62040	480.00
				<a href="#">292</a>	Greensferry LS Call Out, Intrinsically Safe Barr	650-466.0000.62040	1,401.50
				<a href="#">290</a>	Montrose panel	650-466.3104.68400	49,142.00
<a href="#">W090</a>	Welch Comer & Associates, Inc.						
		APMWB	Check	<a href="#">41354080-002</a>	Corbin Lift Station Survey	650-466.0000.62040	1,140.00
<a href="#">W2066</a>	Whitney Equipment Co. Inc.						
		APMWB	Check	<a href="#">94506</a>	Seltice pumps panel	650-466.3104.68400	8,660.88
<b>Dept 466 Total:</b>							<b>65,313.83</b>
Dept: 468 Wastewater - Surface Water							
<a href="#">C220</a>	Coleman Oil Co						
		APMWB	Check	<a href="#">CL33380</a>	Fuel	650-468.0000.65005	392.93
				<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	650-468.0000.65005	300.85
<a href="#">N001</a>	Napa Auto Parts						
		APMWB	Check	<a href="#">3688-140138</a>	Truck Bed Coating	650-468.0000.68380	29.05
<b>Dept 468 Total:</b>							<b>722.83</b>
<b>Fund 650 Total:</b>							<b>91,070.64</b>
<b>Fund: 651 - RECLAIMED WATER CAPITAL - WWTP</b>							
Dept: 463 Wastewater Operating							
<a href="#">A293</a>	Allwest Testing & Engin., LLC						
		APMWB	Check	<a href="#">23537</a>	Special inspections and testing services for the	651-463.3213.90015	5,867.25
<a href="#">P050</a>	Panhandle Area Council						
		APMWB	Check	<a href="#">21-PFLM</a>	Wage compliance services for the WRF Terti	651-463.3213.90015	1,871.00
<a href="#">VEN14291</a>	Sletten Construction Company						
		APMWB	Check	<a href="#">Pay App 15</a>	Construction of the WRF Tertiary project per	651-463.3213.90015	977,487.04
<b>Dept 463 Total:</b>							<b>985,225.29</b>
<b>Fund 651 Total:</b>							<b>985,225.29</b>
<b>Fund: 750 - WATER OPERATING</b>							
Dept: 462 Water Operating							
<a href="#">A090</a>	Accurate Testing Labs LLC						
		APMWB	Check	<a href="#">121645</a>	Coliform presence/ Absence	750-462.0000.68360	150.00
				<a href="#">121849</a>	Coliform Presence/ Absence	750-462.0000.68360	100.00
				<a href="#">121721</a>	Coliform Presence/Absence	750-462.0000.68360	150.00
				<a href="#">121804</a>	Coliform Presence/ Absence	750-462.0000.68360	175.00



Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<a href="#">A1395</a>	Advanced Compressor & Hose Inc				
APMWB	Check	<a href="#">86416</a>	Gauge fittings	750-462.0000.63280	12.76
		<a href="#">86320</a>	Hose Push-Lok for Well 9 Generator	750-462.0000.68025	41.76
<a href="#">VEN14379</a>	Backcountry Badger, Inc				
APMWB	Check	<a href="#">29260</a>	Locator	750-462.0000.67020	5,376.90
<a href="#">VEN14124</a>	Badger Meter, Inc.				
APMWB	Check	<a href="#">80090893</a>	Hosting service beacon	750-462.0000.66012	19.80
<a href="#">VEN04268</a>	Coeur d'Alene Garbage Service				
APMWB	Check	<a href="#">1306387</a>	Recycle bin rental	750-462.0000.65050	30.50
<a href="#">C220</a>	Coleman Oil Co				
APMWB	Check	<a href="#">CL33380</a>	Fuel	750-462.0000.64030	1,499.19
		<a href="#">CL41226</a>	Legal streets,maint,building,water,wastewater	750-462.0000.64030	1,370.07
<a href="#">H215</a>	Core & Main LP				
APMWB	Check	<a href="#">P988965</a>	8" Repair fittings	750-462.0000.63280	1,862.32
		<a href="#">Q124515</a>	Service Parts	750-462.0000.63280	3,855.00
		<a href="#">Q124571</a>	SERVICE PARTS	750-462.0000.67020	1,900.00
<a href="#">VEN06511</a>	East Greenacres Irrigation Water Shut-offs				
APMWB	Check	<a href="#">01.27.22</a>	9 Water Shut Offs 01.27.22	750-462.3317.33610	315.00
<a href="#">VEN08032</a>	Eljay Oil Co, Inc				
APMWB	Check	<a href="#">0918653</a>	Delo 15/40 Oil, Hydraulic Oil, Compressor Oil f	750-462.0000.68025	1,244.06
<a href="#">G098</a>	Grainger				
APMWB	Check	<a href="#">9173116295</a>	Ice Cleats	750-462.0000.63110	117.38
		<a href="#">9184919471</a>	Blue caution paint	750-462.0000.63280	221.04
		<a href="#">9185752285</a>	Fluorescent pink line marking paint	750-462.0000.63280	34.32
		<a href="#">9184780865</a>	Black Marking paint	750-462.0000.63280	12.24
<a href="#">VEN14482</a>	Gunnerson Consulting and Communication Site Services, LLC				
APMWB	Check	<a href="#">4319</a>	January 2022 Consulting Services for cell Tower	750-462.0000.62040	280.50
<a href="#">H003</a>	H.D. Fowler Company				
APMWB	Check	<a href="#">I5997417</a>	METER BOXES	750-462.0000.63280	1,569.29
		<a href="#">I5993018</a>	Blue Flags, 17"x28" Armorcast Cover	750-462.0000.63280	1,466.08
		<a href="#">INV0139879</a>	METER BOXES	750-462.0000.63280	3,142.08
		<a href="#">I5999823</a>	Meter Flange, Ball Valve curb stop & waste, C	750-462.0000.63280	1,022.35
<a href="#">K080</a>	Knudtsen Chevrolet and GMAC				
APMWB	Check	<a href="#">LL1230</a>	2021 Chevy 6500 4X4	750-462.0000.90040	55,044.43
<a href="#">N001</a>	Napa Auto Parts				
APMWB	Check	<a href="#">3688-137889</a>	Carlyle Socket Set 1/2", Pry Bar, Flashlight for	750-462.0000.67090	209.72
		<a href="#">3688-135127</a>	Napagold oil filter	750-462.0000.67170	15.66
		<a href="#">3688-139125</a>	truck cooling pressure test kit	750-462.0000.68025	-465.99
<a href="#">N0991</a>	Norco Inc				
APMWB	Check	<a href="#">34085667</a>	Nylon Gloves, Band-Aids, Ointment	750-462.0000.63110	70.30
		<a href="#">33990520</a>	First Aid Kit, Respirator & Earplugs	750-462.0000.63110	111.73
		<a href="#">34086084</a>	Fire Extinguisher Sticker	750-462.0000.63280	2.42
<a href="#">V040</a>	Office Depot				
APMWB	Check	<a href="#">224931692001</a>	Office Supplies- Water	750-462.0000.63060	104.26
<a href="#">P125</a>	Paramount Supply Company				
APMWB	Check	<a href="#">451761</a>	PVC Pipe & Spears	750-462.0000.68025	564.48
<a href="#">R2175</a>	Ross Point Water				
APMWB	Check	<a href="#">01.27.22</a>	8 Water Shut offs 01.27.22	750-462.3317.33610	280.00
<a href="#">R251</a>	Serights Ace Hardware				
APMWB	Check	<a href="#">327382/1</a>	Lysol	750-462.0000.63110	31.34
		<a href="#">327229/1</a>	Battery, pruning saw blade, bolts & nuts	750-462.0000.63280	38.35
		<a href="#">327179/1</a>	1/2" Drivers Set, Bolts	750-462.0000.67090	88.55
		<a href="#">327178/1</a>	Tools for waters spare truck	750-462.0000.67090	179.90
		<a href="#">327558/1</a>	Torch Kit, Screwdriver	750-462.0000.67090	59.38
		<a href="#">327468/1</a>	Well 4 & Truck W#120	750-462.0000.68025	56.90
		<a href="#">327152/1</a>	Gas can for Well #6 Generator	750-462.0000.68025	31.49
<a href="#">S275</a>	Solar Eclipse				
APMWB	Check	<a href="#">42479</a>	Rockchip Repair	750-462.0000.67170	29.95
<a href="#">T118</a>	TPI Embroidery				
APMWB	Check	<a href="#">17766</a>	Safety Shirts & Hats	750-462.4000.72000	366.74
<a href="#">U145</a>	USABlue Book				

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Check	<a href="#">849832</a>	GAUGES	750-462.0000.63280	266.76
<a href="#">VEN14544</a>	Watts Regulator Company				
APMWB	Check	<a href="#">15247854</a>	Syncta Water Pureyor Hybrid Plan Upgrade	750-462.0000.62040	10,575.00
<a href="#">W131</a>	Wesco				
APMWB	Check	<a href="#">IN001893775</a>	Radiator cap for CAT	750-462.0000.68025	89.67
<b>Dept 462 Total:</b>					<b>93,718.68</b>
<b>Fund 750 Total:</b>					<b>93,718.68</b>
<b>Fund:</b>	753 - WATER CAPITAL				
Dept:	462 Water Operating				
<a href="#">J105</a>	J-U-B Engineers, Inc.				
APMWB	Check	<a href="#">0149242</a>	Engineering and design services for Well Hous	753-462.3224.95550	10,845.00
<b>Dept 462 Total:</b>					<b>10,845.00</b>
<b>Fund 753 Total:</b>					<b>10,845.00</b>
<b>Report Total:</b>					<b>1,345,963.12</b>



Fund	Account	Amount
001 - GENERAL FUND		
	001-411.0000.63060	34.00
	001-412.0000.63060	15.87
	001-413.0000.64010	50.00
	001-414.0000.62091	3,500.00
	001-414.0000.63060	12.72
	001-414.0000.63070	2,000.00
	001-415.0000.62000	674.60
	001-415.0000.63060	42.84
	001-415.0000.66080	135.00
	001-417.0000.62170	195.00
	001-418.0000.63060	55.00
	001-421.0000.62000	32.19
	001-421.0000.62040	475.00
	001-421.0000.62370	100.00
	001-421.0000.63010	55.44
	001-421.0000.63210	211.98
	001-421.0000.63920	125.31
	001-421.0000.64020	8,838.78
	001-421.0000.64030	5,627.17
	001-421.0000.66042	433.96
	001-421.0000.67020	1,181.50
	001-421.0000.67100	-18.00
	001-421.0000.67170	145.00
	001-421.0000.67310	14,118.75
	001-421.0000.68010	376.90
	001-421.4000.72000	1,943.42
	001-423.1153.68400	1,973.92
	001-424.0000.63010	706.35
	001-424.0000.63040	133.41
	001-424.0000.63060	75.58
	001-424.0000.64030	183.78
	001-424.0000.66060	299.99
	001-427.0000.64030	38.94
	001-431.0000.63000	251.21
	001-431.0000.63060	6.29
	001-431.0000.63260	1,563.48
	001-431.0000.64030	24,632.72
	001-431.0000.68080	7,501.98
	001-431.0000.68100	362.50
	001-431.0000.68140	1,785.00
	001-432.0000.62080	355.97
	001-433.0000.63140	405.25
	001-433.0000.63730	5.03
	001-433.0000.64030	500.30
	001-433.0000.66190	16.18
	001-433.0000.68010	493.30
	001-434.0000.63007	140.45
	001-434.0000.63011	7,977.28
	001-434.0000.63012	1,187.12
	001-434.0000.63013	268.89
	001-434.0000.63160	261.23
	001-434.0000.64030	164.41
	001-434.0000.67090	672.78
	001-434.0000.67170	8,249.96
	001-434.0000.67190	4,351.24
	001-434.0000.68010	65.04

001-434.0000.90010	0.96
001-441.0000.63210	87.00
001-441.0000.64030	594.11
001-441.0000.67010	96.87
001-441.0000.67090	102.29
001-442.0000.63760	629.11
001-442.0000.64030	865.56
001-443.0000.62180	294.45
001-443.0000.63060	275.65
001-443.0000.63110	29.67
001-443.0000.64010	20.94
001-443.0000.64030	4,409.42
001-443.0000.65050	1,500.48
001-443.0000.66190	131.88
001-443.0000.67030	357.81
001-443.0000.67050	4,948.20
001-443.0000.67090	35.13
001-443.0000.68170	256.20
001-443.0000.68230	1,799.00
001-443.0000.68250	13.49
001-443.1658.62330	4,732.14
001-443.4000.72000	2,176.84
001-445.0000.62040	3,546.90
001-445.0000.62170	586.00
001-445.0000.63060	139.82
001-445.0000.63080	54.46
001-445.0000.63210	1,070.00
001-445.0000.63430	1,297.60
001-450.1756.38501	70.00
001-451.0000.62000	213.87
001-451.0000.62040	457.63
001-451.0000.64030	114.94
001-452.0000.64030	984.25
001-453.0000.62040	2,150.00
001-453.0000.63060	44.91
001-453.0000.64030	318.31
001-481.0000.68395	1,296.00
<b>Fund 001 Total:</b>	<b>140,693.90</b>
003 - PERSONNEL BENEFIT POOL	
003-482.4000.73000	4,798.35
<b>Fund 003 Total:</b>	<b>4,798.35</b>
007 - DRUG SEIZURE PROGRAM	
007-425.0000.67020	1,624.00
<b>Fund 007 Total:</b>	<b>1,624.00</b>
008 - 911 SUPPORT	
008-426.0000.92090	6,000.00
<b>Fund 008 Total:</b>	<b>6,000.00</b>
037 - STREETS IMPACT FEES	
037-431.0000.95134	9,422.46
<b>Fund 037 Total:</b>	<b>9,422.46</b>
038 - PARKS IMPACT FEES	
038-443.0000.94165	2,564.80
<b>Fund 038 Total:</b>	<b>2,564.80</b>
650 - RECLAIMED WATER OPERATING	
650-463.0000.62040	4,030.39
650-463.0000.62150	4,638.10
650-463.0000.63008	8,940.80
650-463.0000.63400	687.61
650-463.0000.63490	1,675.00
650-463.0000.65005	791.88
650-463.0000.67170	95.11
650-463.0000.68025	2,158.49
650-463.0000.68360	2,715.87
650-463.0000.68820	-1,360.00
650-463.0000.80010	660.73
650-466.0000.62040	3,021.50

650-466.0000.63006	1,039.14
650-466.0000.63110	20.60
650-466.0000.63330	425.18
650-466.0000.65005	2,908.49
650-466.0000.67090	169.72
650-466.0000.68010	-73.68
650-466.3104.68400	57,802.88
650-468.0000.65005	693.78
650-468.0000.68380	29.05
<b>Fund 650 Total:</b>	<b>91,070.64</b>
651 - RECLAIMED WATER CAPITAL - WWTP	
651-463.3213.90015	985,225.29
<b>Fund 651 Total:</b>	<b>985,225.29</b>
750 - WATER OPERATING	
750-462.0000.62040	10,855.50
750-462.0000.63060	104.26
750-462.0000.63110	330.75
750-462.0000.63280	13,505.01
750-462.0000.64030	2,869.26
750-462.0000.65050	30.50
750-462.0000.66012	19.80
750-462.0000.67020	7,276.90
750-462.0000.67090	537.55
750-462.0000.67170	45.61
750-462.0000.68025	1,562.37
750-462.0000.68360	575.00
750-462.0000.90040	55,044.43
750-462.3317.33610	595.00
750-462.4000.72000	366.74
<b>Fund 750 Total:</b>	<b>93,718.68</b>
753 - WATER CAPITAL	
753-462.3224.95550	10,845.00
<b>Fund 753 Total:</b>	<b>10,845.00</b>
<b>Report Total:</b>	<b>1,345,963.12</b>

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ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILITY FOR CHECK RUN 02.16.22

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1/28/2022	\$ 149.00	86228 AT&T- Long Distance	Pay Before Due Date	001-431.0000.65030
1/28/2022	\$ 12,000.00	86229 Goodwin, Mark	Pay Before Due Date	001-21050
1/28/2022	\$ 18.48	86230 H & H Business Systems, Inc.	Pay Before Due Date	001-431.0000.66050
1/28/2022	\$ 44.99	86231 Kootenai Electric	Pay Before Due Date	001-431.0000.65030
1/28/2022	\$ 4,393.88	86232 Level 3 Communications	Pay Before Due Date	Various
1/28/2022	\$ 717.83	86233 Ricoh USA Inc.	Pay Before Due Date	Various
1/28/2022	\$ 246.53	86234 Time Warner Cable	Pay Before Due Date	Various
1/28/2022	\$ 463.23	86235 Verizon Wireless	Pay Before Due Date	Various
1/28/2022	\$ 149.61	86236 Zply Fiber	Pay Before Due Date	Various
1/28/2022	\$ 37,327.80	86237 Robideaux motors	Pay Before Due Date	001-434.0000.90010
2/4/2022	\$ 29,100.90	86304 Kootenai Electric	Pay Before Due Date	Various
2/4/2022	\$ 391.73	86306 Time Warner Cable	Pay Before Due Date	Various
2/4/2022	\$ 1,037.00	86307 Verizon Wireless	Pay Before Due Date	Various
	<b>\$ 86,040.98</b>			

**CITY OF POST FALLS**  
**AGENDA REPORT**  
Consent Calendar  
**MEETING DATE: 2/15/2022**

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**DATE:** 1/27/2022 10:54 AM  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** Michael Kirby  
**SUBJECT:** Surplus old computer equipment

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**ITEM AND RECOMMENDED ACTION:**

Designate the attached list of computers as surplus for disposal

**DISCUSSION:**

This equipment has exceeded their useful life with the City and are ready for disposal. They would no longer be a beneficial upgrade to any of the other computers now in use by the City. They will be dismantled for useful spare parts, wiped clean of City information and disposed of.

**ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:**

**APPROVED OR DIRECTION GIVEN:**

**FISCAL IMPACT OR OTHER SOURCE OF FUNDING:**

None

**BUDGET CODE:**

### **15 Dell Desktops:**

Model – Optiplex 9020 SFF

- 1) S/N – CV8KR22, Post Falls Asset – 4759
- 2) S/N – 49SGGB2, Post Falls Asset – 4900
- 3) S/N – 763FW52, Post Falls Asset – 4811
- 4) S/N – 1P8XV12, Post Falls Asset – 4737
- 5) S/N – 1P8WV12, Post Falls Asset – 4736

Model – Optiplex 750

- 1) S/N – GBBWCK1, Post Falls Asset – 5354

Model – Optiplex 5050

- 1) S/N – 97C2DH2, Post Falls Asset – 4928
- 2) S/N – 7KG4JH2, Post Falls Asset – 4952
- 3) S/N – 97BDDH2, Post Falls Asset – 4927
- 4) S/N – 97BYCH2, Post Falls Asset – 4926
- 5) S/N – 97C3DH2, Post Falls Asset – 4925
- 6) S/N – H187KH2, Post Falls Asset – 4970
- 7) S/N – 97BXCH2, Post Falls Asset – 4929
- 8) S/N – 97BZCH2, Post Falls Asset – 4924
- 9) S/N – 97CODH2, Post Falls Asset – 4933

### **01 Lenovo Desktop:**

Model – ThinkCentre M720q

- 1) S/N – MJ08P88S, Post Falls Asset – 5562

### **01 Servers:**

Model – PowerEdge 2970

- 1) S/N – 5HH6SD1, Post Falls Asset – 3954

### **01 Dell Laptop:**

Model – ThinkPad xx x

- 1) S/N - 1B1LYJ1, Post Falls Asset – 5415

### **01 Lenovo Laptop:**

Model – ThinkPad T530

- 1) S/N - R9XMFGC, Post Falls Asset – 4628

### **03 Dell Monitor:**

Model – E1913sf

- 1) S/N – CN0C5WJH72872448AGYU, Post Falls Asset – 4725

Model – E176FPc

- 1) S/N – 0MC040-64180, Post Falls Asset – 5233

Model – E197FPf

- 1) S/N – OWH319-72872, Post Falls Asset – 5243

### **01 Viewsonic Monitor:**

Model – 19" VS11962

- 1) S/N – QU2083501988, Post Falls Asset – 5324



**CITY OF POST FALLS**  
**AGENDA REPORT**  
Public Hearings  
**MEETING DATE: 2/15/2022**

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**DATE:** 1/24/2022 2:14 PM  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** Jason Faulkner  
**SUBJECT:** Budget Amendment #1 for FY 2022

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**ITEM AND RECOMMENDED ACTION:**

The wastewater division is constructing the required EPA upgrades to the treatment plant. The plan outlines using cash reserves to fund the existing tertiary treatment upgrades before taking draws from the loan issued by DEQ. This budget amendment will authorize staff to transfer \$25 million of cash reserves from Fund 650 (Operating) to Fund 651 (Reclaimed Water Capital - WWTP).

**DISCUSSION:**

**ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:**

**APPROVED OR DIRECTION GIVEN:**

**FISCAL IMPACT OR OTHER SOURCE OF FUNDING:**

25000000

**BUDGET CODE:**

650-497.1903.69651/651-497.1903.37650/650-463.1920.37201/651-463.3213.90015

CITY OF POST FALLS  
AMENDING THE BUDGET AND APPROPRIATION ORDINANCE

Notice is hereby given that the City Council of Post Falls will hold a public hearing for consideration of an amendment to the 2021-2022 fiscal year budget by appropriating additional monies received by the City of Post Falls, said hearing to be held at City Hall at 6:00 p.m. on the 15th day of February, 2022.

**PROPOSED EXPENDITURES**

	Proposed FY 2021-2022
ENTERPRISE FUNDS:	
SEWER (OPERATING)	\$ 25,000,000
SEWER CONST - WWTP	\$ 25,000,000
TOTAL ENTERPRISE FUND EXP.	<u>\$ 50,000,000</u>
<b>TOTAL ALL FUND EXPENDITURES</b>	<b>\$ 50,000,000</b>

**PROPOSED REVENUES/FUNDING RESOURCES**

ENTERPRISE FUNDS:	
FUND EQUITY REBGTD./BOND	\$ 25,000,000
OTHER FINANCING SOURCES	\$ 25,000,000
TOTAL ENTERPRISE FUND RESOURCES	<u>\$ 50,000,000</u>
<b>TOTAL ALL ESTIMATED RESOURCES</b>	<b>\$ 50,000,000</b>

Expenditure of the monies will be in accordance with the provisions by the Funding source and will not affect property taxes.

Dated: January 24, 2022

  
\_\_\_\_\_  
City Treasurer

Publish: February 1st, 2022 & February 11th, 2022.

**FY 2022**  
**CITY OF POST FALLS**  
**PROPOSED BUDGET AMENDMENT #1**

DESCRIPTION	ACCT #	AMOUNT	DESCRIPTION	ACCT #	AMOUNT
1 Transfer to Fund 651	650-497.1903.69651	\$ 25,000,000.00	Transfer from Fund 650	651-497.1903.37650	\$ 25,000,000.00
2 Cash Carryover	650-463.1920.37201	\$ 25,000,000.00	Tertiary Treatment	651-463.3213.90015	\$ 25,000,000.00
		<u>\$ 50,000,000.00</u>			<u>\$ 50,000,000.00</u>

**Subtotals** **\$ 50,000,000.00** **\$ 50,000,000.00**

City Administrator  Date 11/21/22  
*\*Approves to advertise for Public Hearing*

\$ -



01/27/2022

## **PUBLIC COMMENT**

### **Budget Amendment**

#### **Exhibit: 2B**

**Request: To amend the 2021-2022 fiscal year budget by appointing additional monies received by the City of Post Falls.**

**Hearing Date: February 15, 2022**

Questions list:

Name: Laurie Evans

Address: 11793 W Prairie Av PF ID 83854

Email: levans5153@gmail.com

Please Provide Your Position on the Budget Amendment Public Hearing: In Favor

Comments: It will help serve the community in the north part of Post Falls. There is little in the northern part of Post Falls where the community can gather as friends or family.

**CITY OF POST FALLS**  
**AGENDA REPORT**  
Public Hearings  
**MEETING DATE: 2/15/2022**

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**DATE:** 1/26/2022 3:28 PM  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** Jason Faulkner  
**SUBJECT:** Fee Resolution Public Hearing

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**ITEM AND RECOMMENDED ACTION:**

There are several parks and recreation fees that needed to be updated prior to the recreation season. These increases are due to the costs associated with the programs being offered. In addition, staff is proposing a new fee associated with changing of a street name. A fee resolution comparison is attached and the suggested changes are illustrated.

**DISCUSSION:**

**ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:**

**APPROVED OR DIRECTION GIVEN:**

**FISCAL IMPACT OR OTHER SOURCE OF FUNDING:**

N/A

**BUDGET CODE:**

N/A

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION ADOPTING CITY OF POST FALLS' FEE SCHEDULE**

WHEREAS, the City of Post Falls annually reviews all fees during the budget process to ensure accuracy; and

WHEREAS, periodic revisions to fees may be necessary; and

WHEREAS, the City has fees already established; and

WHEREAS, the City of Post Falls has determined that the fee schedule be amended to reflect the reasonable cost of providing the services; and

WHEREAS, after public hearing has been held prior to the adoption of this resolution, regarding new and increased city fees, it is deemed by the City Council to be in the best interest of the City of Post Falls and the citizens thereof that the fee schedule be amended to include the new and increased fees which were addressed in the public hearing.

NOW, THEREFORE, Be It Resolved by the Mayor and City Council of the City of Post Falls, Idaho that the following fee schedule, which reflect the new and amended fees and all other fees that have not been amended, be adopted for the City of Post Falls:

<u>FEE TYPE</u>	<u>ATTACHMENT NO.</u>
Utility Fees	1
Recreation Fees	2
Parks Fees	3
Cemetery Fees	4
Community Development Fees	5
Public Safety Fees	6
Administrative Fees	7
Local Improvement District Fees	8
Records & Copy Fees	9
Permit Valuation Chart	10

City staff is directed to take all administrative actions necessary to implement the attached listing of effective City fees.

Any fee inconsistent with the provisions of this Resolution is hereby repealed or superseded to the extent of such inconsistency, as appropriate.

The revised fee schedule shall be effective beginning February 15th, 2022, unless another date is otherwise indicated in the resolution, and shall remain in force until revised by subsequent Resolution of the Post Falls City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Ronald G. Jacobson, Mayor

ATTEST:

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Shannon Howard, City Clerk

**ATTACHMENT 1 - UTILITY FEES**

**WATER:**

**Capitalization Fees:**

<u>Service Size</u>	<u>Capitalization Fee</u>
3/4 - 1"	\$ 3,773.99
1" (Commercial)	\$ 6,289.99
1 1/2"	\$ 12,579.97
2"	\$ 20,127.96
3"	\$ 40,255.91
4"	\$ 62,899.80
6"	\$ 125,799.73
8"	\$ 185,177.76

**Use Fees:**

The sum of the following elements (A+B):

**A. BASE FEE FOR ALL USERS:**

<u>Meter Size</u>	<u>Monthly Fee</u>
1" or less	\$ 12.07
1.5"	\$ 20.21
2"	\$ 30.04
3"	\$ 53.07
4"	\$ 85.74
6"	\$ 167.65
8"	\$ 290.20

**B. USAGE FEE FOR ALL USERS ON A PER THOUSAND GALLON BASIS:**

Each 1,000 gallon unit or any portion thereof for residential and irrigation accounts:

0 to 49,000 gallons	\$ 1.33
50,000 gallons +	\$ 1.91

Each 1,000 gallon unit or any portion thereof for all other accounts:

0 + gallons	\$ 1.33
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**RECLAIMED WATER:**

**Capitalization Fees:**

Basic Capitalization Fee

The revised fee schedule shall be effective beginning October 1st, 2021, unless another Commercial/Industrial Capitalization Fee - A minimum of \$5,983.00 plus an additional \$5,983.00 for each 5,000 gallons of reclaimed water flow based upon water consumption, above the first 5,000 gallons per month.

**User Fees:**

That pursuant to Section 13.32.120 of the Post Falls Municipal Code, requiring revision to the user fees when costs or the number of equivalent users change so as to affect the ability of the system to provide the intended service, and increases have occurred since 2012 in the number of equivalent residential users and the costs of operation, maintenance, debt service and capital replacement; and is an essential part of the protection and management of the reclaimed water collection and treatment system; and the costs associated with reclaimed surface water management should be included in the costs of maintenance of the reclaimed water collection and treatment system, the reclaimed water rates of the City of Post Falls shall be as follows:

The equivalent residential user base charge for reclaimed water service shall be increased to sixty-five dollars and sixteen cents (\$65.16) per month, and \$13.06 per 1,000 gallons of water use over 5,000 gallons for commercial units.

**SOLID WASTE:**

- A. That the base rate for current 35 gallon cart residential users shall be \$8.63 per month, with such service to provide an opportunity to recycle as authorized by the contract between the City and its contract hauler. Maintenance of such rate for existing 35 gallon cart customers shall depend upon compliance with the administrative rules established for the one-can rate;
- B. That the base rate for 96 gallon cart residential users shall be \$11.55 per month, with such service to provide an opportunity to recycle as authorized by the contract between the City and its contract hauler;
- C. That the base rate for one-can (now known as 35 gallon cart customers) residential users was discontinued as a rate option effective June 1, 1999, with those currently signed up for this option, and in compliance with the required sticker on their garbage can, being allowed to keep this option until such time garbage rates are changed in the future. New residential customers shall be charged the base residential rate of \$11.55 per month with a 96 gallon cart weekly disposal allowance;
- D. That all garbage placed for collection which exceeds the per-can base rate established for the account shall be charged at the rate of two dollars and

fourty-two cents (\$2.42) per can equivalent, per pickup;

E. Commercial and additional rates will be as follows:

FL = Front Load

RL = Rear Load

Container Type	Pick-ups Per Week					
	1	2	3	4	5	6
96 Gallon Cart	19.51	26.59	-	-	-	-
300 Gallon Cart	33.67	74.43	111.66	-	-	-
400 Gallon Cart	47.85	95.69	143.55	-	-	-
FL Dumpster - 1 YD	29.15	58.49	83.30	108.10	132.91	-
FL Dumpster - 1.5 YD	40.76	77.99	113.42	148.86	184.30	-
FL Dumpster - 2 YD	50.53	96.60	141.78	186.08	230.37	-
FL Dumpster - 3 YD	74.43	141.78	209.11	269.39	342.01	-
FL Dumpster - 4 YD	90.38	171.59	255.20	333.17	411.16	498.77
FL Dumpster - 6 YD	122.29	230.37	334.93	441.26	547.59	-
FL Dumpster - 8 YD	159.51	299.51	437.74	575.97	712.42	985.33
RL Dumpster - 1 YD	33.06	58.49	83.30	106.33	129.37	-
RL Dumpster - 1.5 YD	46.97	81.52	118.76	140.00	171.89	-
RL Dumpster - 2 YD	52.29	96.60	141.78	186.08	230.37	-
RL Dumpster - 3 YD	76.19	141.78	209.11	269.39	342.01	-
RL Dumpster - 4 YD	92.15	173.68	253.42	333.17	414.69	-
RL Dumpster - 6 YD	157.73	276.45	393.41	508.63	623.81	-
RL Dumpster - 8 YD	196.72	357.99	519.26	680.51	841.79	-
Compactor - 4 YD	265.83	531.66	753.19	-	-	-
Compactor - 5 YD	327.85	655.71	983.56	-	-	-
Compactor - 6 YD	354.45	708.88	1,063.28	-	-	-
Compactor - 10 YD	531.66	1,063.28	1,594.96	-	-	-
Compactor - 15 YD	186.08	-	-	-	-	-
Compactor - 20 YD	248.20	-	-	-	-	-
Compactor - 30 YD	354.45	-	-	-	-	-
Compactor - 40 YD	487.34	-	-	-	-	-
Construction Only - 8 YD	196.72	357.99	519.26	680.51	841.79	-
Construction Only - 10 YD	233.93	434.17	636.22	834.71	1,036.73	-

Additional commercial sanitation will be charged at:

\$12.42 each additional pick up on a 96 gallon cart

\$16.86 each additional yard

Roll Off Boxes:

20 YD delivery	\$ 77.99
20 YD dump	186.08
30 YD delivery	77.99
30 YD dump	186.08
Roll off return trip	56.74
Roll off round trip	35.44

Special Hauls:

4 YD compactor	\$ 97.49
5 YD compactor	115.20
6 YD compactor	127.59
10 YD compactor	150.65

Roll off turn around 17.74

Special Hauls on Existing and Short Term Service (FL, RL and Side Load Bins):

96 Gallon commercial	\$ 10.64	4 YD	\$ 39.00
300 Gallon	17.74	6 YD FL	53.18
400 Gallon	23.96	6 YD RL	64.27
1 YD	10.64	8 YD FL	69.16
1.5 YD	21.27	8 YD RL	78.06
2 YD	23.05	10 YD RL	88.59
3 YD	28.35		

Bin Placement or Removal:

96 Gallon	\$ 8.89
300 Gallon	44.31
400 Gallon	44.31
1 - 8 YD FL	44.31
1 - 10 YD RL	44.31

Daily Rent:

96 Gallon	\$ 0.46	1 - 4 YD RL	\$ 1.98
300 Gallon	1.98	6 - 8 YD FL & RL	4.01
400 Gallon	1.98	10 YD RL	4.46
1 - 4 YD FL	1.98	20 & 30 YD Roll Off	5.26

Other Service Rates:

Delivery/Removal of Permanent Svc Container	44.31
Make Container Lockable	58.72
Special Haul Return Fee	44.31
Gate Fee (each time)	8.84
Driver Assistance Residential (each time)	5.34
Driver Assistance Commercial (each time)	5.34
Man and Truck 1 hour minimum (hour)	115.2
Commercial Recycling Bin (month)	10.64
Fighting Creek Trip Charge (each time)	168.36
Return Trip Residential (each time)	8.89
Return Trip Container (each time)	44.31
Additional Cart Service	8.88
96 Gallon Cart Exchange (each time)	10.64
Return Trip Recycling (each time)	8.84
Recycling Bin Removal (each time)	8.84
Pack-out Service (special consideration for disabled and elderly) - (month)	7.10
Saturday Pickup (each time)	17.74
Container Wash (each time)	58.72

F. The City Administrator is hereby authorized to establish specific rates for special

services or circumstances which do not fit with the categories established hereby, maintaining a proper relationship between the service provided and costs charged by the City's contractor.

**MINIMUM MONTHLY UTILITY CHARGE:**

The City of Post Falls finds it appropriate and necessary that property owners benefited by municipal utility systems pay, at a minimum, the fixed capital and operational costs of the utility systems maintained to serve their property. The following provisions establish a base rate for availability of reclaimed water services and allowing a temporary waiver of solid waste collection fees when the property is unoccupied for thirty days or more.

- A. Notwithstanding any provisions of prior resolution to the contrary, every residential connection to the City reclaimed water collection and treatment system shall pay a minimum monthly charge (base rate) of \$22.21 for each month, or part thereof, for every month that reclaimed water disposal and treatment service are available to the property by connection but the residence is unoccupied and has been for a period of thirty (30) days or more. Commercial or industrial uses shall likewise pay a base monthly reclaimed water charge of \$22.21 per month per equivalent residential unit for those months during which the property is connected to the reclaimed water collection and treatment system but is unoccupied and has been for a period of thirty (30) days or more.
  
- B. Further, notwithstanding any provision of prior resolutions to the contrary, the monthly sanitation (solid waste) collection charge for any property to which water service is temporarily discontinued for a period of thirty (30) days or more may be temporarily waived proportionate to the time that water service is discontinued. The standard disconnect fee will be charged in association with this water disconnection if disconnection is restored earlier than thirty (30) days.

**MISCELLANEOUS UTILITY FEES:**

Water Shut Off Fee - Per Occurrence	\$35.00
Pre-Treatment Sampling	Cost plus 15% admin fee
Dye Test	\$ 50.00
Locate Disk (refundable on return)	\$ 15.00
Meter Fee	Cost of Meter
Dig-in-fee	Cost of Labor and Equipment

## ATTACHMENT 2 - RECREATION FEES

## Recreation Activities Fees:

All recreation classes will have \$2.00 added to the listed price that will go directly to the Park Trust Account.

	<u>Resident</u>		<u>Non-Resident</u>	
Youth Competitive Basketball	\$ 478.00	Team	\$ 495.00	Team, extra player \$36.00
Youth Rec. League Basketball	\$ 38.00	41.00	\$ 40.00	49.00
Men's Basketball League	\$ 427.00	Team	\$ 459.00	Team, extra player \$26.00
Pre K - Kind. Instructional Basketball	\$ 41.00		\$ 49.00	
Youth T-Ball	\$ 32.00	41.00	\$ 36.00	49.00
Youth Soccer	\$ 32.00	41.00	\$ 36.00	49.00
Youth Flag Football	\$ 32.00	41.00	\$ 37.00	49.00
Smart Start Flag Football	\$ 49.00		\$ 53.00	
Adult Flag Football	\$ 551.00	Team	\$ 592.00	Team, extra player \$30.00
Adult Volleyball Leagues	\$ 220.00	Team	\$ 240.00	Team, extra player \$30.00
Adult Co-ed 4 Volleyball	\$ 220.00	Team	\$ 240.00	Team
Youth Dance (3 - 9 yrs.) - 9 wks.	\$ 98.00		\$ 98.00	
Gymnastics (2 - 3 yrs.) - 5 wks.	\$ 45.00		\$ 45.00	
Gymnastics (4 - 6 yrs.) - 5 wks.	\$ 47.00		\$ 47.00	
Martial Arts Classes - 4 wks.	\$ 39.00	(1/2 hour)	\$ 50.00	(1 hr.)
Youth Triathlon Camp - wk.	\$ 117.00		\$ 117.00	
Youth Golf Camp - wk.	\$ 112.00		\$ 112.00	
Youth Basketball Camp - wk.			\$ 87.00	Half Day
Youth Volleyball Camp - wk.	\$ 119.00		\$ 119.00	
Mini Hawk Camp	\$ 99.00		\$ 99.00	
Flag Football Camp	\$ 145.00		\$ 145.00	
Youth Soccer Camp - wk.	\$ 145.00		\$ 145.00	
Triathlon - Adult	\$ 65.00	Individual	\$ 147.00	per team
Aerobic Cheerleading - 10 wks.	\$ 119.00		\$ 119.00	
Aerobics	\$ 22.00	x 1 wk.	\$ 22.00	x 1 wk.
	\$ 26.00	x 2 wk.	\$ 26.00	x 2 wk.
	\$ 30.00	x 3 wk.	\$ 30.00	
Basketball, Open Gym	\$ 4.00		\$ 4.00	
Cross Country Skiing	\$ 36.00	own gear	\$ 36.00	own gear
	52.00	rent gear	\$ 51.00	52.00
Guitar, Intro. - 4 wks.	\$ 50.00		\$ 50.00	
Gym, Parent Tot - 4 wks.	\$ 28.00	30.00	\$ 28.00	35.00
Landscaping Class/Gardening	\$ 21.00		\$ 21.00	
Running shoes & Microbrews - 5K	35.00	\$ 27.00	\$ 27.00	45.00
Rock Climbing: outdoor	\$ 150.00	Plus Equip	\$ 150.00	Plus Equip

ATTACHMENT 2 - RECREATION FEES (Continued)

Rock Climbing: indoor	\$	31.00		\$	31.00
Tennis, Individual	\$	50.00	(1.5 hr.)	\$	60.00 (1.5 hr.)
Piano	\$	48.00		\$	48.00
Art in the Park	\$	34.00		\$	34.00
Summer Dance Camp	\$	46.00		\$	46.00
Volleyball, Open Gym	\$	4.00		\$	4.00
Youth Volleyball - Open Gym	\$	4.00		\$	4.00
Yoga Class - 4 wks.	\$	39.00		\$	39.00
Youth Baseball	\$	32.00	41.00	\$	38.00 49.00
Youth Baseball - Smart Hitters	\$	48.00	49.00	\$	52.00 53.00
Youth Basketball	\$	38.00	41.00	\$	42.00 49.00
Youth Sponsorship	\$	175.00	225.00	\$	175.00 225.00
Youth Volleyball	\$	38.00	41.00	\$	43.00 49.00
Day Camp (K - 8th Grade) - wk.	\$	131.00	150.00	\$	131.00 150.00
Pee Wee Camp - wk.	\$	131.00	130.00	\$	131.00 150.00
Wilderness Camp - wk.	\$	131.00	250.00	\$	131.00 150.00
JACC Arts Camp - wk.	\$	131.00	180.00	\$	131.00 150.00
Winter Day Kamp	\$	82.00	150.00	\$	82.00 150.00
Spring Day Kamp	150.00	\$	63.00	\$	105.00 150.00
Camp Extended Care - wk.	\$	40.00		\$	40.00
Camp Counselor In Training - wk.	\$	40.00		\$	40.00
Camp No School Days - day.	\$	30.00		\$	30.00
Golf Lessons - 5 wks.	\$	95.00		\$	95.00
Intro. To Bowling - 4 wks.	\$	39.00		\$	39.00
Photography Classes	\$	25.00		\$	25.00
Snowshoe Classes	\$	36.00		\$	36.00
Spokane Chiefs Tickets	\$	16.00	20.00	\$	20.00 25.00
White Water Rafting Trips					
Spokane River	\$	52.00	cost + 50%	\$	52.00 cost + 50%
Clark Fork River	\$	73.00	cost + 50%	\$	73.00 cost + 50%
Spokane or Clark Fork-Wine Taste	\$	73.00	cost + 50%	\$	73.00 cost + 50%
Ice Skating Lessons - 8 wks.	\$	100.00		\$	100.00
Hockey Lessons - 5 wks.	\$	70.00		\$	70.00
Preschool Workshops	\$	9.00		\$	9.00
Preschool - Discovery Art (4 wks.)	\$	34.00		\$	34.00
Youth Volleyball - Competitive	\$	168.00	Team	\$	194.00 Team, extra player \$29.00
Archery	\$	61.00	(6-12 yr. olds)	\$	61.00 (13-18 yr. olds)
Pickleball Lessons	\$	50.00		\$	50.00
River City Basketball Tournament	215.00	\$	150.00 Team	\$	154.00 215.00
Murder Mystery Party	\$	59.00	per person	\$	59.00 per person
Dodgeball Tournament	\$	97.00	Team	\$	97.00 Team
Volleyball Tournament	\$	98.00		\$	98.00
Daddy Daughter Program	\$	22.00		\$	22.00

ATTACHMENT 2 - RECREATION FEES (Continued)

Snow Tubing Trip				
Adult	\$ 25.00	34.00	\$ 25.00	39.00
Youth	\$ 23.00	31.00	\$ 23.00	31.00
Camping 101	\$ 55.00		\$ 55.00	
E-Sports Tournaments	\$ 25.00		\$ 25.00	
Volleyball and Football Clinics	\$ 45.00		\$ 45.00	
Theater Arts	\$ 65.00		\$ 65.00	
Arts Enrichment	\$ 40.00		\$ 40.00	
Pickleball Tournament	\$ 20.00		\$ 20.00	
Ladies Day Out	\$ 50.00		\$ 50.00	
Comics Design	\$ 25.00		\$ 25.00	
Gaming Introduction	\$ 12.00		\$ 12.00	
Strider Camp	\$ 115.00		\$ 115.00	
Kickball Tournament	\$ 125.00		\$ 125.00	
Preschool Holiday Art	\$ 15.00		\$ 15.00	
Sponsorships		Negotiated		Negotiated

**Festival Fees:**

10 X 10 Food Booth	\$225.00
10x15 Food Booth	\$340.00
10x20 Food Booth	\$450.00
10 X 10 Craft Booth	\$125.00
10x20 Craft Booth	\$250.00
10x10 Prepackaged Food Booth	\$200.00
Electricity Fees	\$25.00 per plug / 220 vold outlet @ \$150
Camping Fees	\$75.00
One Day Craft Booth	\$50.00
Odd sized and special activities based upon negotiated activities.	
Event Sponsorship	Negotiated
<b>Bridal Fair Booth</b>	\$50.00
<b>Post Falls Fesitival/Craft Booth</b>	\$35.00

**Centennial Trail User Fee:**

Request for special events to use the Centennial Trail will be charged a \$0.50 per user fee that will go towards the upkeep and maintenance of the Centennial Trail. There is also a re-fundable \$500.00 performance deposit required.

**Contracted Programs:**

Fees for contracted programs will be that amount established in the contract between

ATTACHMENT 2 - RECREATION FEES (Continued)

the Contractor and the City of Post Falls, which will take into consideration the number of participants, supplies, equipment and Contractor's other costs.

**New Programs:**

Fees will be set to cover Program hard costs (staff, supplies, marketing, facility rental) plus 30% to cover administrative costs.

**Tournaments**

Fees will be set to cover the use of the City facilities. Minimum charge is \$100.00 per day and up to \$500.00 per day based on the scope of the event and fees being charged. Fees for field preparation might be charged, if necessary.

**Miscellaneous Recreation Fees:**

A \$75 fee is charged for the rescheduling and/or forfeit of games in League Sports programs. Late registrations (following the pre-season meeting) for youth sports



**ATTACHMENT 3 - PARK FEES**

**Picnic Shelter Fees:**

Grand Pavilion & Tullamore Amphitheater:

	<u>Resident</u>		<u>Non-Resident</u>	
	Weekday	Weekend	Weekday	Weekend
Family	\$ 125.00	\$ 250.00	\$ 175.00	\$ 350.00
Non Profit	\$ 150.00	\$ 300.00	\$ 200.00	\$ 400.00
Business	\$ 175.00	\$ 350.00	\$ 225.00	\$ 450.00

Picnic Shelter/West Lawn Area/Higgins/Tullamore South Pavilion:

	Weekday	Weekend	Weekday	Weekend
Family	\$ 100.00	\$ 175.00	\$ 150.00	\$ 225.00
Non Profit	\$ 125.00	\$ 200.00	\$ 175.00	\$ 250.00
Business	\$ 150.00	\$ 225.00	\$ 200.00	\$ 275.00

Gazebo/Corbin Park/Falls Park/Syringa

	Weekday	Weekend	Weekday	Weekend
Family	\$ 50.00	\$ 125.00	\$ 100.00	\$ 175.00
Non Profit	\$ 75.00	\$ 150.00	\$ 125.00	\$ 200.00
Business	\$ 100.00	\$ 175.00	\$ 150.00	\$ 225.00

General Picnic Shelters:

	Weekday	Weekend	Weekday	Weekend
Family	\$ 25.00	\$ 50.00	\$ 35.00	\$ 60.00
Non Profit	\$ 30.00	\$ 55.00	\$ 40.00	\$ 65.00
Business	\$ 35.00	\$ 60.00	\$ 45.00	\$ 70.00

Trailhead Shelter

Weekday	Weekend
(Mon-Thur)	(Fri/Sat/Sun)
\$75.00/hr.	\$100.00/hr.
Weekday(s) minimum of 2 hours.	Weekend(s) minimum of 4 hours.

ATTACHMENT 3 - PARKS FEES (Continued)

Daily Fees:

	<u>Resident</u>		<u>Non-Resident</u>
Cars	6.00	Cars	\$ 10.00
RV	15.00	RV	\$ 30.00
Boat Launch	15.00	Boat Launch	\$ 30.00
Busses *	50.00	Busses *	\$ 50.00

\* Busses will be classified as any vehicle requiring a commercial drivers license (CDL) to operate.

Season Pass \*\*

	<u>Resident</u>		<u>Non-Resident</u>
Cars	20.00	Cars	50.00
Bus	150.00		150.00

\*\* Each household within the City limits of Post Falls will receive one complimentary parking pass for Q'emiln Park per calendar year. Any lost and/or additional passes will result in the required fee. Complimentary parking passes will be verified by a valid drivers license.

**Ball/Sports Field Usage Fees:**

Use/Reservation of field	\$10.00/hr.
Pre-game prep of baseball fields	\$35.00/time
Pre-game prep of soccer & football fields	\$35.00/time
Additional material (ex: drying agent)	Charged at cost

\*Organized league users may be eligible for adjusted fees if supply equipment for City use.

**Miscellaneous Items:**

Gym Rental	\$20.00/hr.
Community Garden	
4 X 8 Plot	\$ 20.00
20 X 20 Plot	\$ 40.00
Deposit	\$ 25.00

## ATTACHMENT 4 - CEMETERY FEES

### Burial Lots

Roadside	\$ 1,800.00
Middle	\$ 1,600.00
Inner	\$ 1,400.00
Cremation Lot	\$ 1,150.00
2nd Use Lot	Half of lot fee

Blocks 101, 103, 106, 107 & 108

All lots	\$ 2,500.00
----------	-------------

Double depth lots are 1.5 X the lot cost

Niche - Top	\$ 1,350.00
Niche - Middle	\$ 1,300.00
Niche - Bottom	\$ 1,250.00

Niches Blocks 100 -155

Row A (top)	\$ 1,800.00
Row B	\$ 1,700.00
Row C	\$ 1,600.00
Row D	\$ 1,500.00
Row E	\$ 1,400.00
Row F (bottom)	\$ 1,300.00

### Opening and Closing - Lots

Single depth	Weekdays	\$ 500.00
Double depth - 1st	Weekdays	\$ 600.00
Double depth - 2nd	Weekdays	\$ 500.00
Single depth/Top double	Saturday (No Sunday)	\$ 800.00
Double depth - 1st	Saturday (No Sunday)	\$ 900.00
Additional to above pricing:		
	After 3 PM	\$ 250.00
	Winter Surcharge	\$ 75.00
	Holiday Weekend/Saturday	\$ 450.00

### Opening and Closing - Niche

	Weekdays	\$ 350.00
	Saturday (No Sunday)	\$ 650.00
Additional to above pricing:		
	After 3 PM	\$ 250.00
	Holiday Weekend/Saturday	\$ 450.00

**Miscellaneous**

Headstone Locations	\$ 100.00
Setting Military Markers	\$ 125.00
Setting Markers	\$ 200.00
Moving Markers/Headstones	\$ 200.00
	Based upon
Oversize Headstones	scope of job
Liners	2.5 X Cost
Deed Transfer	\$ 75.00
Engraving	2.5 X Cost
Sell Lot Back to City	\$ 75.00
Temporary Markers	2.5 X Cost
Markers	2.5 X Cost
Ancillary Items	2.5 X Cost
Memorial Tree	\$ 750.00

**ATTACHMENT 5 - COMMUNITY DEVELOPMENT FEES**

**ANNEXATION (Standard)**

Annexation Pre-Application Conference	\$600.00 plus \$300.00/follow-up meeting
Annexation Application	\$3,000 w/out major infrastructure (includes one agreement). Negotiated fees with infrastructure issues (includes one agreement). \$500.00 for each additional agreement.
Annexation Fee (paid w/building permit)	\$1,000 per lot per unit (residential) \$0.10 per square ft. of property (non-residential)

**BUILDING**

Plan Check Deposit	Paid at Plan Submittal
Residential	\$150.00
Duplex	\$300.00
Townhouse Unit	\$150.00 per unit
Commercial	Valuation
Provisional Certificate of Occupancy	\$250.00 flat fee
Board of Appeals Application Fee	\$150.00 flat fee
Residential Plan Review	25% of building permit
Commercial Plan Review	65% of building permit
Commercial Mechanical Plan Review	25% of mechanical permit
Foundation Only Permit	10% of building permit in addition to the full building permit fee
Work Performed with no valid permit	Regular Building/Mechanical permit fee X 2
Retaining Walls	\$4.50 per Linear Foot
Manufactured Home Regular Set	\$150.00 flat fee
Manufactured/Modular Home Foundation	\$400.00 flat fee
Building Move	\$300.00 flat fee
Additions to Residential Homes	\$72.62 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Patio Cover Only	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Deck Only	\$15.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Deck w/Cover	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Deck/Patio Cover and Enclosure	\$25.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Breezeway	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Interior Finish Residential Homes	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
General Building Permit Valuation per Occupancy and Type of Construction	Per Building Safety Journal 7/2008 to establish valuation
Basement - Finished	\$96.83 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Basement - Unfinished	\$77.46 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Pole Building Residential	\$20.00 per sq. ft. (use Building Valuation Chart to calculate permit & review fee)
Special Inspection/Re-inspection	\$100.00 per hour, one hour minimum
Re-Roof, Residential	\$150 flat fee
Re-Roof, Commercial	Based upon the valuation of the work to be performed, minimum of \$150 fee.
Residing a Structure, Residential	Residential - \$100 flat fee.
Residing a Structure, Commercial	Based upon the valuation of the work to be performed, minimum of \$100 fee.
Replacing Windows, Residential	Residential - \$100 flat fee.
Replacing Windows, Commercial	Based upon the valuation of the work to be performed, minimum of \$100 fee.
Changes to Approved plans	\$100 per hour, one half hour minimum.
Each Pole/Monument sign 8 ft. or higher	\$400.00 each
All Other Signs, per type of sign per site	\$200.00 per type
Demolition-Residential per lot	\$200.00 flat fee
Demolition-Commercial per lot	\$300.00 flat fee
Swimming Pool	Based upon the valuation of the work to be performed.

TOTAL VALUATION	PERMIT FEE WORKSHEET
\$1.00 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.

ATTACHMENT 5 - COMMUNITY DEVELOPMENT FEES (Continued)

\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof.

**MECHANICAL PERMIT FEES**

Processing fee on all permits	\$45.00
Furnace, all types under 100KBTU	\$18.00
Furnace, all types over 100KBTU	\$22.00
Misc. venting, C/A, duct modifications	\$15.00
Gas fireplace	\$25.00
Residential range hood	\$16.00
Gas water heater	\$15.00
Ventilating/exhaust fans	\$10.00
Gas piping, each outlet	\$5.00
Clothes dryers	\$16.00
Heat pump, A/C 0-3 tons,	\$16.00
Heat pump, A/C 3+-15 tons,	\$30.00
Heat pump, A/C 15+-30 tons,	\$40.00
Heat pump, A/C 30+-50 tons,	\$60.00
Heat pump, A/C over 50 tons,	\$100.00
Air handlers, Fan coil units under	\$15.00
Air handlers, Fan coil units over 10,000	\$20.00
Air to air heat exchangers	\$25.00
Evaporative coolers, all types	\$15.00
Type I hood, commercial use	\$16.00/ft.
Type II hood, commercial use	\$16.00/ft.
Solid fuel stoves, inserts, must be listed	\$25.00
Installation/relocation of floor/wall/suspended heaters	\$20.00
Commercial plan review fee	25% of equipment fees.

**RESIDENTIAL/COMMERCIAL/INDUSTRIAL**

Utility R-O-W	\$100.00
Commercial R-O-W (Base fee)	\$350.00
Residential R-O-W (Base fee)	\$150.00
Utility Trench Inspection	
1 - 200 ft.	\$250.00
201 - 200 ft.	\$350.00
401 - 600 ft.	\$400.00
601 - 800 ft.	\$450.00
Over 800 ft.	\$0.85 per ft.
Curb and Gutter	\$150.00 + \$0.60 per ft.
Sidewalk and Approaches	\$150.00 + \$0.60 per ft.
Swales and Drywells	\$150.00 + \$0.20 per sq. ft. Swale + \$60.00/Drywell
Pavement	\$150.00 + \$0.50 per sq. yard
Water Pressure Test	\$120.00/observed test
Sewer Pressure Test	\$120.00/observed test
Street Tree Inspection	\$40.00 per tree

**MAPS**

Small Map (24"-35")	\$25.00
Large Map (36" +)	\$35.00
Electronic CD	\$20.00

**MAILING AND PUBLICATIONS**

Public Notice Mailings	\$6.00 each
Published Notices (billed to applicant)	\$300.00

**MISCELLANEOUS**

**Table A-33-A - Grading Plan Review Fees**

50 cubic yards or less	No fee
51 to 100 cubic yards	\$35.00
101 to 1,000 cubic yards	\$55.00
1,001 to 10,000 cubic yards	\$75.00
10,001 to 100,000 cubic yards	\$75.00 for the first 10,000 cubic yards + \$40.00 for each additional 10,000 cubic yards or fraction thereof.
100,001 to 200,000 cubic yards	\$435.00 for the first 100,000 cubic yards + \$20.00 for each additional 10,000 cubic yards or fraction thereof.
200,001 cubic yards or more	\$615.00 for the first 200,000 cubic yards + \$10.00 for each additional 10,000 cubic yards or fraction thereof.
<b>Other Fees:</b> Additional plan review required by changes, additions or revisions to approved plans	\$100.00 per hour*

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Table A-33-B - Grading Permit Fees<sup>1</sup>**

50 cubic yards or less	\$35.00
51 to 100 cubic yards	\$55.00
101 to 1,000 cubic yards	\$55.00 for the first 100 cubic yards + \$25.00 for each additional 100 cubic yards or fraction thereof.
1,001 to 10,000 cubic yards	\$280.00 for the first 1,000 cubic yards + \$22.00 for each additional 1,000 cubic yards or fraction thereof.
10,001 to 100,000 cubic yards	\$480.00 for the first 10,000 cubic yards + \$100.00 for each additional 10,000 cubic yards or fraction thereof.
100,001 cubic yards or more	\$1,380.00 for the first 100,000 cubic yards + \$55.00 for each additional 10,000 cubic yards or fraction thereof.
<b>Other inspections and Fees:</b>	
Inspections outside of normal business hours (minimum charge - two (2) hours)	\$100.00 per hour <sup>2</sup>
Reinspection fees assessed under provisions of Section 108.8	\$100.00 per hour <sup>2</sup>
Inspections for which no fee is specifically indicated (minimum charge - one half (1/2) hour)	\$100.00 per hour <sup>2</sup>

<sup>1</sup> The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

<sup>2</sup> Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Road Closure/Lane Closure	\$150.00
Street/Plat Vacation	\$750.00
Off-Site Improvement Waiver	\$150.00
Special Pre-Application Meeting Requests	\$250.00 (1st Meeting No Charge, 2nd request \$250.00)
Floodplain Permit	\$50.00

**SUBDIVISION**

Subdivision Pre-Application Conference	\$600.00, \$300.00 follow-up meetings
Minor Subdivision	\$1,000
Subdivision Amendment	\$500
Subdivision Fee	\$2,500.00 + \$50.00/lot
Subdivision Extension	\$150.00
Construction Plan Review	\$2,000.00 + \$50.00/lot >50 lots
Condominium <50 units	\$750.00
Condominium >50 units	\$750.00 + \$10.00/unit >50 units
Final Plat <50 lots	\$600.00
Final Plat >50 lots	\$600.00 + \$10.00/lot >50 lots
Engineering Construction Srvs. (Commercial)	See Commercial R-O-W Fees
Engineering Construction Srvs.(Residential)	\$350.00/lot
Engineering Construction Improvement Agreement	\$750.00

**ZONING (Standard & Smart Code)**

Smart Code Regulating Plan Review	\$3,500.00
Special Use Permit	\$750.00
Zone Amendment (Map/Text)	\$1,200.00
Variance	\$350.00
Preliminary PUD	\$2,500.00
Final PUD	\$1,000.00
PUD Modification/Amendment Major	\$1,500.00
PUD Modification/Amendment Minor	\$200.00
Comprehensive Plan Amendment (Map/Text)	\$1,200.00
Site Plan Review (Commercial and 3plex+)	\$2,000 (two reviews), \$250.00 (additional reviews or meetings).
Administrative Permit	\$300.00
Parking Lot Permit	\$500.00
Tree Installation Fee	\$600.00
Appeal (P&Z, Staff Action, or City Council)	\$350.00
License To Use Real Property	\$1,000.00
Development Agreement Addendum	\$600.00
Fee in lieu for parking	\$6,102.00

**SPECIAL EVENTS**

Special Event Permit	\$100.00 Parade Fee (No Fee for other events)
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**ATTACHMENT 5 - COMMUNITY DEVELOPMENT FEES****ELECTRICAL**

Residential	
Up to 1,500 sq. ft.	\$130.00
1,501 to 2,500 sq. ft.	\$195.00
2,501 to 3,500 sq. ft.	\$260.00
3,501 to 4,500 sq. ft.	\$325.00
Over 4,500 sq.ft.	\$325 plus \$65 for each additional 1,000 sq. ft. or portion thereof.
New Multi-Family Dwelling (contractors only):	
Duplex	\$260.00
Three or more multi-family unites	\$130 per building plus \$65 per unit.
Existing Residence/Modular, Manufactured or Mobile Homes/Detached Shop/Garage	\$65 fee (one circuit included) plus \$10 per additional branch circuit, up to the maximum of the corresponding square feet of the building.
Spas and Hot Tubs	\$65.00 for each inspection.
Swimming Pools	\$130.00 (covers two (2) mandatory inspections with the exception of lighting.)
Miscellaneous	
Signs	\$65 per sign.
Outline Lighting	\$65 per occupancy.
Other	\$65 per hour.
Requested Inspection	\$65 per hour.
Power has been off for over 1 year.	\$65 per hour.
Plan Check (2 hour minimum)	\$65 per hour.
Temporary Service	\$65 for 200 amps or less; over 200 amps - see Commercial.
Reinspection Fee	\$100.00
Work without permit	Failure to obtain permit prior to commencing work (fee equal to permit).
Commercial/Industrial	
Total Cost of Electrical System (contracted amount)	
Up to \$10,000:	(Total cost of system * 0.02) + \$60
\$10,001 to \$100,000.:	((Total cost of system - 10,000) * 0.01) + \$260
\$100,001 and over:	((Total cost of system - 100,000) * 0.005) + \$1,160
Plan Review Fee	(NEC, Building & Energy Code Compliance) 55% of Electrical Permit Fee.

**PLUMBING**

Bar Sinks	\$8.00 + \$35.00 processing fee on all permits.
Bath Tub, including shower	\$8.00 + \$35.00 processing fee on all permits.
Backflow Assembly (Building)	\$8.00 + \$35.00 processing fee on all permits.
Backflow Assembly (Landscape)	\$8.00 + \$35.00 processing fee on all permits.
Backwater Valve	\$8.00 + \$35.00 processing fee on all permits.
Clothes Washer	\$8.00 + \$35.00 processing fee on all permits.
Drain waste/vent piping, alteration/replacement each fix	\$8.00 + \$35.00 processing fee on all permits.
Floor Drains/Hub Drains	\$8.00 + \$35.00 processing fee on all permits.
Gas Piping	\$8.00 + \$35.00 processing fee on all permits.
Kitchen Sinks and /or dishwasher	\$8.00 + \$35.00 processing fee on all permits.
Lavatory (wash basins)	\$8.00 + \$35.00 processing fee on all permits.
Lawn Sprinklers from water connect through backflow c	\$8.00 + \$35.00 processing fee on all permits.
Mobile Home W/S Hook up	\$8.00 + \$35.00 processing fee on all permits.
Other	\$8.00 + \$35.00 processing fee on all permits.
Radiant Head (Quantity equals # of zones)	\$8.00 + \$35.00 processing fee on all permits.
Sewer Ejector/Sump Pump	\$8.00 + \$35.00 processing fee on all permits.
Sewer Service	\$8.00 + \$35.00 processing fee on all permits.
Showers	\$8.00 + \$35.00 processing fee on all permits.
Utility Sinks	\$8.00 + \$35.00 processing fee on all permits.
Water Closet (toilet)	\$8.00 + \$35.00 processing fee on all permits.

ATTACHMENT 5 - COMMUNITY DEVELOPMENT FEES (Continued)

Water Heater	\$8.00 + \$35.00 processing fee on all permits.
Water Piping, alteration or replacement, each fixture.	\$8.00 + \$35.00 processing fee on all permits.
Water Service	\$8.00 + \$35.00 processing fee on all permits.
Water Softener	\$8.00 + \$35.00 processing fee on all permits.
Residential Fire Sprinkler Supply from Domestic Water System	\$65.00 (up to 16 heads)
Residential Fire Sprinkler Supply from Domestic Water System.	\$4.00 per head (17 heads and up)
Commercial Fee Schedule	
Up to the 1st \$20,000	3% of the contract price.
\$20,001 to \$100,000	2% of the contract price.
\$100,001 to \$200,000	1% of the contract price.
Over \$200,001	.5% of the contract price.

**IMPACT FEES**

<b>Type of Use</b>	<b>Parks</b>	<b>Public Safety</b>	<b>Streets</b>	<b>Multimodal</b>	<b>Total</b>
<b>Residential</b>		<b>Per Housing Unit</b>			
Multi-Family	\$ 2,874	\$ 349	\$ 886	\$ 672	\$ 4,781
Single-Family	\$ 3,862	\$ 469	\$ 1,567	\$ 902	\$ 6,801
<b>Non-Residential</b>					
Commercial /Shopping Center	N/A	\$ 0.47	\$ 3.12	\$ 0.88	\$ 4.47
Office	N/A	\$ 0.19	\$ 1.21	\$ 0.34	\$ 1.74
Light Industrial	N/A	\$ 0.09	\$ 0.62	\$ 0.18	\$ 0.89
Manufacturing	N/A	\$ 0.07	\$ 0.49	\$ 0.13	\$ 0.70
Warehousing	N/A	\$ 0.03	\$ 0.21	\$ 0.06	\$ 0.31
Mini-Warehouse	N/A	\$ 0.03	\$ 0.19	\$ 0.05	\$ 0.27
Elementary School	N/A	\$ 0.24	\$ 1.61	\$ 0.44	\$ 2.29
Middle School/Junior High	N/A	\$ 0.25	\$ 1.67	\$ 0.48	\$ 2.40
High School	N/A	\$ 0.18	\$ 1.16	\$ 0.33	\$ 1.67
Day Care	N/A	\$ 0.59	\$ 3.94	\$ 1.11	\$ 5.65
Church	N/A	\$ 0.13	\$ 0.87	\$ 0.24	\$ 1.25
Assisted Living	N/A	\$ 0.08	\$ 0.52	\$ 0.15	\$ 0.75
Nursing Home	N/A	\$ 0.12	\$ 0.81	\$ 0.24	\$ 1.17
Recreational Community Center	N/A	\$ 0.54	\$ 3.51	\$ 1.03	\$ 5.08
Hotel (per room)	N/A	\$ 157.78	\$ 1,050.63	\$ 296.66	\$ 1,505.07

## ATTACHMENT 6 - PUBLIC SAFETY FEES

### All Violations of Title 6 - Animal Control Violations

First Offense	\$ 25.00
Second Offense	\$ 50.00
Third Offense	\$ 100.00

### Animal Control Impound Fees

Impound For (up to 72 hours)	\$ 25.00
After 72 hours	\$10.00/Day

### Animal Control Licenses

Spayed/Neutered Canine	\$1.25/Month
Not Spayed/Neutered Canine	\$2.25/Month
Spayed/Neutered Cat	Free
Not Spayed/Neutered Cat	Will Not License
Miniature Pig	\$25.00 (one-time fee)
Adoption Fee	\$40.00

### Police Department Fees and Fines

VIN Inspections	\$ 5.00
Vehicle Storage	\$15.00/Day
Parking Fine	\$ 20.00
Fingerprinting	\$10.00 first card \$5.00 each additional card
Salvage Permit Fee - 30 days	\$ 75.00
Salvage Permit Fee - 6 months	\$ 300.00*

\*eligible for a \$50 refund/month if vehicle(s) is removed from the premises prior to the expiration date of the permit

### Use of Police Department Community Room

Refundable Cleaning & Damage Deposit	\$ 25.00
Use of Audio/Visual Equipment	\$10.00/Day
Special Room Configuration and Setup	\$25.00 minimum
Room Use	\$ 25.00

**False Alarms Fees**

The revise First Offense	\$	25.00
Second Offense	\$	50.00
Third Offense	\$	100.00

**Title 5 Fees**

Sexually Oriented Business	\$300.00	Annually
Bathhouses & Massage Parlors	\$300.00	Annually

**ATTACHMENT 7 - ADMINISTRATIVE FEES**

**Business Licenses & Regulations**

Alcoholic Beverage Licenses

Beer (off premises)	\$ 50.00	Annually
Beer (on premises)	\$ 200.00	Annually
Wine (off premises)	\$ 200.00	Annually
Wine (on premises)	\$ 200.00	Annually
Liquor/Wine (on premises)	\$ 562.50	Annually
Liquor/Wine (club)	\$ 281.25	Annually
Liquor/Wine (golf course)	\$ 300.00	Annually
Catering Permit	\$ 20.00	Daily
Door to Door Solicitation (180 days only)	\$ 25.00	Annually
Merchant Security Police	\$ 25.00	Annually
Business Licenses	\$ 25.00	Annually

**Media Department**

Use of audio/visual equipment, including but not limited to presentation equipment in the Council Chambers	\$35.00/hr.
Maximum Daily Fee	\$ 150.00
Taping/broadcast and facility use	\$50.00/hr.

**City Hall Area Use Fee**

Rotunda	\$ 100.00
Council Ante Room	\$ 50.00
Council Chambers	\$ 200.00
Plaza- Full Day	\$ 250.00
Plaza- Half Day	\$125.00
Carpet Soiling Surcharge	\$ 50.00

**Deposit**

Rotunda	\$ 50.00
Council Ante Room	\$ 25.00
Council Chambers	\$ 75.00
Plaza	\$ 150.00

**Miscellaneous**

City Street Renaming	\$ 250.00
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**ATTACHMENT 8 - LOCAL IMPROVEMENT DISTRICT FEES**

2 % Penalty	Charged after 30 day grace period
Idaho State judgment rate of interest, not to exceed 10% per annum	Charged as of delinquency certificate filing
Professional Services Fee	Bond Counsel Fees as billed, any other professional necessary as billed and actual staff time as calculated on staff's hourly benefited rate of pay
Early Pay-off Fee	Current LID principal, interest and penalty balance + calculated interest for current year + one year interest + a 2% penalty (calculated on the total aforementioned amounts)
Segregation Fee	Bond Counsel Fees as billed, any other professional necessary as billed and actual staff time as calculated on staff's hourly benefited rate of pay

**ATTACHMENT 9 - RECORDS & COPY FEES**

Records Oversight & Copy Fee Schedule - consistent with Records Policy and Idaho Law (no research or redaction required; over 100 copies or over 2 hours of copying or hours of records oversight, cumulatively - first 100 copies of back and white per 8 1/2" x 11" image area at no charge so long as can be done in less than 2 hours)

Black and White Copies	\$0.05 per page (not to exceed 11"x17")
Color Copies	\$0.10 per page (not to exceed 8 1/2"x11")
DVD Copies	\$1.00 each
CD Copies	\$1.00 each
Photos	\$2.00 each per 8 1/2"x10" or smaller image
VHS Tape (PD)	\$2.00 each
Oversized Documents (greater than 11"x17")	Net cost of duplication by outside vendor
Records examination oversight (for services beyond 2 hours in any calendar year)	Lowest hourly wage plus benefited amount (25% of wage) of any employee qualified to assist in the records research and oversight
	Lowest hourly wage plus benefited amount (25% of wage) of any employee qualified to assist in the records research and oversight.
Examination for redaction of confidential information	Legal services concerning redaction examination shall be charged at actual cost charged to City by qualified counsel whether prosecutor (employee - actual wage plus 25% benefits) or City attorney's office (contract counsel at actual billed rate)

Records sought to be copied must be City records that actually exist. The City does not perform research projects for those who request records that require compilation. Records examination and copying must conform to available personnel to assure that regular City business can be maintained.

Prepayment is required for any records-related activities that exceed 2 hours during any calendar year. Prepayment amounts will be based upon good faith estimates of time and resources required. When records have been produced pursuant to a prepaid request and the amount prepaid exceeds actual costs, the City will refund any balance that is not expended in provision of services or copies. Copying will not be completed unless prepaid, as required.

Serial records requests that are related to one another in any way will be treated as one request for purposes of calculating, copying, or records oversight charges during any calendar year.



ATTACHMENT 9 - RECORDS AND COPY FEES (Continued)

Records produced pursuant to this fee schedule and the policy it accompanies shall not be used for mail or telephone solicitation as prohibited by law. A person requesting such records may be asked to affirm compliance with such requirement by signature on a request form or similar document.

**CITY OF POST FALLS  
AGENDA REPORT  
PUBLIC HEARING**

**MEETING DATE: February 22, 2022**

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**DATE:** January 28, 2022

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** JON MANLEY, PLANNING MANAGER  
[jmanley@postfallsidaho.org](mailto:jmanley@postfallsidaho.org) / 208-457-3344

**SUBJECT:** REVIEW PROPOSED AMENDMENT TO THE 2020 COMP PLAN  
File No. CPA-0002-2021

**ITEM AND RECOMMENDED ACTION:**

KCFR/KCEMSS is requesting City Council to approve the proposed amendment to the 2020 Comprehensive Plan.

**PROPOSED CHANGES:**

On December 14, 2021, the Post Falls Impact Review Committee reviewed and accepted the following Capital Improvement Plans proposed to be incorporated by reference into the Post Falls Comprehensive Plan:

- Kootenai County Fire & Rescue Impact Fee Study and Capital Improvements Plan; and
- Kootenai County Emergency Medical Services System (KCEMSS) Impact Fee Study and Capital Improvement Plan.

The City Council is being asked to amend the Post Falls Comprehensive Plan, to provide for development impact fees for Kootenai County Fire & Rescue (KCFR) and Kootenai County Emergency Medical Services System (KCEMSS) per the cited impact fees studies cited above. KCFR and KCEMSS, cannot collect impact fees without an intergovernmental agreement with a municipality or county and in order for the City to collect development related impact fees to turn over to KCFR and KCEMSS they must have the Capital Improvement Plans (CIP) adopted in the City of Post Falls Comprehensive Plan. Exhibit A-1, Exhibit A-2 and Exhibit S-1: (New Language Underlined)

**ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON: N/A**

**APPROVED OR DIRECTION GIVEN:** On January 11, 2022, the Planning and Zoning Commission forwarded a recommendation of approval.

**FISCAL IMPACT OR OTHER SOURCE OF FUNDING:** New Impact Fees that the City will collect and coordinate with KCFR/KCEMSS

**BUDGET CODE: N/A**

**SUPPORTING DOCUMENTS:**

**STAFF EXHIBITS:**

Exhibit S-2 PZ Staff Report 1-11-2022

Exhibit A-1 Kootenai County Fire & Rescue Impact Fee Study and Capital Improvement Plan

Exhibit A-2 Kootenai County Emergency Medical Services System Impact Fee Study and Capital Improvement Plan

Exhibit S-1 Proposed Comp Plan Amendment (New Language Underlined)

Exhibit PA-1 PFHD Comments

Exhibit S-3 Meeting Minutes 1-11-2022

**Testimony**

Exhibit PA-2 DEQ Comments

**CITY OF POST FALLS  
AGENDA REPORT**

**REPORT DATE:** January 7, 2022  
**TO:** POST FALLS PLANNING AND ZONING COMMISSION  
**FROM:** JON MANLEY, PLANNING MANAGER  
(208) 457 - 3344, [jmanley@postfallsidaho.org](mailto:jmanley@postfallsidaho.org)  
**SUBJECT:** FINAL STAFF REPORT FOR THE JANUARY 11, 2022 P&Z  
COMMISSION MEETING - COMPREHENSIVE PLAN AMENDMENT

**FILE NO(s):** CPA-0002-2021: COMPREHENSIVE PLAN AMENDMENT

**APPLICANT:** KOOTENAI COUNTY FIRE AND RESCUE DISTRICT

**COMPREHENSIVE PLAN AMENDMENT REQUEST:**

On December 14, 2021 the Post Falls Impact Review Committee reviewed and accepted the following Capital Improvement Plans proposed to be incorporated by reference into the Post Falls Comprehensive Plan:

- Kootenai County Fire & Rescue Impact Fee Study and Capital Improvements Plan; and
- Kootenai County Emergency Medical Services System (KCEMSS) Impact Fee Study and Capital Improvement Plan.

The Planning and Zoning Commission is being asked to amend the Post Falls Comprehensive Plan, to provide for development impact fees for Kootenai County Fire & Rescue (KCFR) and Kootenai County Emergency Medical Services System (KCEMSS) per the cited impact fees studies cited above. KCFR and KCEMSS, cannot collect impact fees without an intergovernmental agreement with a municipality or county and in order for the City to collect development related impact fees to turn over to KCFR and KCEMSS they must have the Capital Improvement Plans (CIP) adopted in the City of Post Falls Comprehensive Plan. Exhibit S-1 and Exhibit S-2: (New Language Underlined).

**OTHER AGENCY RESPONSE & RECEIVED WRITTEN COMMENTS:**

Agencies Notified:

Post Falls Post Office	PF Park & Rec	East Greenacres Irr. District
Kootenai County Fire	Kootenai Electric	Time Warner Cable
PF Highway District	Ross Point Water	PF Police Department
PF School District	Verizon	Utilities (W/WW)
Avista Corp. (WWP-3)	Idaho Department of Lands	Urban Renewal Agency
Department of Environmental Quality	Panhandle Health District	Kootenai County Planning

Conoco, Inc. (Pipeline Co.)	NW Pipeline Corp.	KMPO
Yellowstone Pipeline Co.	TransCanada GTN	TDS

➤ **Post Falls Highway District (Exhibit PA-1) – No Comment**

**PUBLIC PROCESS:** This application is processed as an amendment to the *2020 Comprehensive Plan*. A public hearing is held before the Planning & Zoning Commission; of which, will review the record, hear the staff report, and make a recommendation concerning the proposed amendment to City Council. Upon receipt of the recommendation, City Council will hold a public hearing at a later date and render a decision regarding the proposed amendment. If the amendment is approved, it will be made part of the Comprehensive Plan upon the preparation and passage of a resolution adopting the amendment.

Notice of the proposed amendment follows the Notice and Hearing provisions under [Idaho Code 67-6509](#). Notice of the time and place and a summary of the plan to be discussed has been published in the Post Falls Press on August 28, 2021. The commission also made available the notice to other papers, radio, and television stations serving the jurisdiction for use as a public service announcement. Notice of intent to amend the plan was sent to all political subdivisions providing services within the planning jurisdiction, including school districts and the manager or person in charge of the local public airport, at least fifteen (15) days prior to the public hearing scheduled by the commission.

**MOTION OPTIONS:** The Planning Commission must provide a recommendation to the City Council concerning the proposed amendment. Should the Commission need additional information or wish to hear additional testimony, it may wish to move to continue the public hearing to a date certain. If the Commission has heard sufficient testimony but needs additional time to deliberate and make a recommendation, it may close the public hearing and move the deliberations to a date certain. If the Planning Commission recommends a material change to the proposed amendment to the plan, such notice of the recommendation shall be included in the notice of public hearing provided by the City Council.

**ATTACHMENTS:**

**Exhibit A-1:** Kootenai County Fire & Rescue Impact Fee Study and Capital Improvements Plan

**Exhibit A-2:** Kootenai County Emergency Medical Services System (KCEMSS) Impact Fee Study and Capital Improvement Plans

**Exhibit S-1:** Proposed Comp Plan Amendment (New Language Underlined)

**Testimony:** Exhibit PA-1 PFHD Comments

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DRAFT REPORT – September 15, 2021

Kootenai County Fire & Rescue  
District District  
Impact Fee Study and  
Capital Improvement Plan

Prepared By

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1214 South Johnson  
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# Section I.

## Introduction

This report regarding impact fees for the Kootenai County Fire & Rescue District is organized into the following sections:

- An overview of the report's background and objectives;
- A definition of impact fees and a discussion of their appropriate use;
- An overview of land use and demographics;
- A step-by-step calculation of impact fees under the Capital Improvement Plan (CIP) approach;
- A list of implementation recommendations; and
- A brief summary of conclusions.

### Background and Objectives

The Kootenai County Fire & Rescue District hired Galena Consulting to calculate impact fees.

This document presents impact fees based on the District's demographic data and infrastructure costs before credit adjustment; calculates the District's monetary participation; examines the likely cash flow produced by the recommended fee amount; and outlines specific fee implementation recommendations. Credits can be granted on a case-by-case basis; these credits are assessed when each individual building permit is pulled.

### Definition of Impact Fees

Impact fees are one-time assessments established by local governments to assist with the provision of Capital Improvements necessitated by new growth and development. Impact fees are governed by principles established in Title 67, Chapter 82, Idaho Code, known as the Idaho Development Impact Fee Act (Impact Fee Act). The Idaho Code defines an impact fee as "... a payment of money imposed as a condition of development approval to pay for a proportionate share of the cost of system improvements needed to serve development."<sup>1</sup>

Purpose of impact fees. The Impact Fee Act includes the legislative finding that "... an equitable program for planning and financing public facilities needed to serve new growth and development is necessary in order to promote and accommodate orderly growth and development and to protect the public health, safety and general welfare of the citizens of the state of Idaho."<sup>2</sup>

Idaho fee restrictions and requirements. The Impact Fee Act places numerous restrictions on the calculation and use of impact fees, all of which help ensure that local governments adopt impact fees that are consistent with federal law.<sup>3</sup> Some of those restrictions include:

- Impact fees shall not be used for any purpose other than to defray system improvement costs incurred to provide additional public facilities to serve new growth;<sup>4</sup>
- Impact fees must be expended within 8 years from the date they are collected. Fees may be held in certain circumstances beyond the 8-year time limit if the governmental entity can provide reasonable cause;<sup>5</sup>
- Impact fees must not exceed the proportionate share of the cost of capital improvements needed to serve new growth and development;<sup>6</sup>
- Impact fees must be maintained in one or more interest-bearing accounts within the capital projects fund.<sup>7</sup>

In addition, the Impact Fee Act requires the following:

- Establishment of and consultation with a development impact fee advisory committee (Advisory Committee);<sup>8</sup>
- Identification of all existing public facilities;
- Determination of a standardized measure (or service unit) of consumption of public facilities;
- Identification of the current level of service that existing public facilities provide;
- Identification of the deficiencies in the existing public facilities;
- Forecast of residential and nonresidential growth;<sup>9</sup>
- Identification of the growth-related portion of the District's Capital Improvement Plan;<sup>10</sup>
- Analysis of cash flow stemming from impact fees and other capital improvement funding sources;<sup>11</sup>
- Implementation of recommendations such as impact fee credits, how impact fee revenues should be accounted for, and how the impact fees should be updated over time;<sup>12</sup>
- Preparation and adoption of a Capital Improvement Plan pursuant to state law and public hearings regarding the same;<sup>13</sup> and
- Preparation and adoption of a resolution authorizing impact fees pursuant to state law and public hearings regarding the same.<sup>14</sup>



How should fees be calculated? State law requires the District to implement the Capital Improvement Plan methodology to calculate impact fees. The District can implement fees of any amount not to exceed the fees as calculated by the CIP approach. This methodology requires the District to describe its service areas, forecast the land uses, densities and population that are expected to occur in those service areas over the 10-year CIP time horizon, and identify the capital improvements that will be needed to serve the forecasted growth at the planned levels of service, assuming the planned levels of service do not exceed the current levels of service.<sup>15</sup> Only those items identified as growth-related on the CIP are eligible to be funded by impact fees.

The governmental entity intending to adopt an impact fee must first prepare a capital improvements plan.<sup>17</sup> Once the essential capital planning has taken place, impact fees can be calculated. The Impact Fee Act places many restrictions on the way impact fees are calculated and spent, particularly via the principal that local governments cannot charge new development more than a “proportionate share” of the cost of public facilities to serve that new growth. “Proportionate share” is defined as “. . . that portion of the cost of system improvements . . . which reasonably relates to the service demands and needs of the project.”<sup>19</sup> Practically, this concept requires the District to carefully project future growth and estimate capital improvement costs so that it prepares reasonable and defensible impact fee schedules.

The proportionate share concept is designed to ensure that impact fees are calculated by measuring the needs created for capital improvements by development being charged the impact fee; do not exceed the cost of such improvements; and are “earmarked” to fund growth-related capital improvements to benefit those that pay the impact fees.

There are various approaches to calculating impact fees and to crediting new development for past and future contributions made toward system improvements. The Impact Fee Act does not specify a single type of fee calculation, but it does specify that the formula be “reasonable and fair.” Impact fees should take into account the following:

- Any appropriate credit, offset or contribution of money, dedication of land, or construction of system improvements;
- Payments reasonably anticipated to be made by or as a result of a new development in the form of user fees and debt service payments;
- That portion of general tax and other revenues allocated by the District to growth-related system improvements; and
- All other available sources of funding such system improvements.<sup>20</sup>

Through data analysis and interviews with the District and Galena Consulting identified the share of each capital improvement needed to serve growth. The total projected capital improvements needed to serve growth are then allocated to residential and nonresidential development with the resulting amounts divided by the appropriate growth projections from 2021-2031. This is consistent with the Impact Fee Act.<sup>21</sup> Among the advantages of the CIP approach is its establishment of a spending plan to give developers and new residents more certainty about the use of the particular impact fee revenues.

Other fee calculation considerations. The basic CIP methodology used in the fee calculations is presented above. However, implementing this methodology requires a number of decisions. The considerations accounted for in the fee calculations include the following:

- Allocation of costs is made using a service unit which is “a standard measure of consumption, use, generation or discharge attributable to an individual unit<sup>22</sup> of development calculated in accordance with generally accepted engineering or planning standards for a particular category of capital improvement.”<sup>23</sup> The service units chosen by the study team for every fee calculation in this study are linked directly to residential dwelling units and nonresidential development square feet.<sup>24</sup>
- A second consideration involves refinement of cost allocations to different land uses. According to Idaho Code, the CIP must include a “conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, agricultural and industrial.”<sup>25</sup> In this analysis, the study team has chosen to use the highest level of detail supportable by available data and, as a result, in this study, the fee is allocated between aggregated residential (i.e., all forms of residential housing) and nonresidential development (all nonresidential uses including retail, office, agricultural and industrial).

#### Current Assets and Capital Improvement Plans

The CIP approach estimates future capital improvement investments required to serve growth over a fixed period of time. The Impact Fee Act calls for the CIP to “. . . project demand for system improvements required by new service units . . . over a reasonable period of time not to exceed 20 years.”<sup>26</sup> The impact fee study team recommends a 10-year time period based on the District’s best available capital planning data.

The types of costs eligible for inclusion in this calculation include any land purchases, construction of new facilities and expansion of existing facilities to serve growth over the next 10 years at planned and/or adopted service levels.<sup>27</sup> Equipment and vehicles with a useful life of 10 years or more are also impact fee eligible under the Impact Fee Act.<sup>28</sup> The total cost of improvements over the 10 years is referred to as the “CIP Value” throughout this report. The cost of this impact fee study is also impact fee eligible for all impact fee categories.

The forward-looking 10-year CIP for the District includes some facilities that are only partially necessitated by growth (e.g., facility expansion). The study team met with the District to determine a defensible metric for including a portion of these facilities in the impact fee calculations. A general methodology used to determine this metric is discussed below. In some cases, a more specific metric was used to identify the growth-related portion of such improvements. In these cases, notations were made in the applicable section.

## Fee Calculation

In accordance with the CIP approach described above, we calculated fees for each department by answering the following seven questions:

1. **Who is currently served by the District?** This includes the number of residents as well as residential and nonresidential land uses.
2. **What is the current level of service provided by the District?** Since an important purpose of impact fees is to help the District achieve its planned level of service<sup>29</sup>, it is necessary to know the levels of service it is currently providing to the community.
3. **What current assets allow the District to provide this level of service?** This provides a current inventory of assets used by the District, such as facilities, land and equipment. In addition, each asset's replacement value was calculated and summed to determine the total value of the District's current assets.
4. **What is the current investment per residential and nonresidential land use?** In other words, how much of the District's current assets' total value is needed to serve current residential households and nonresidential square feet?
5. **What future growth is expected in the District?** How many new residential households and nonresidential square footage will the District serve over the CIP period?
6. **What new infrastructure is required to serve future growth?** For example, how many stations will be needed by the Kootenai County Fire & Rescue District within the next ten years to achieve the planned level of service of the District?<sup>30</sup>
7. **What impact fee is required to pay for the new infrastructure?** We calculated an apportionment of new infrastructure costs to future residential and nonresidential land- uses for the District. Then, using this distribution, the impact fees were determined.

Addressing these seven questions, in order, provides the most effective and logical way to calculate impact fees for the District. In addition, these seven steps satisfy and follow the regulations set forth earlier in this section.

Exhibits found in Section III of this report detail all capital improvements planned for purchase over the next ten years by the District.

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<sup>1</sup> See Section 67-8203(9), Idaho Code. "System improvements" are capital improvements (i.e., improvements with a useful life of 10 years or more) that, in addition to a long life, increase the service capacity of a public facility. Public facilities include fire, emergency medical and rescue facilities. See Sections 67-8203(3), (24) and (28), Idaho Code.

<sup>2</sup> See Section 67-8202, Idaho Code.

<sup>3</sup> As explained further in this study, proportionality is the foundation of a defensible impact fee. To meet substantive due process requirements, an impact fee must provide a rational relationship (or nexus) between the impact fee assessed against new development and the actual need for additional capital improvements. An impact fee must substantially advance legitimate local government interests. This relationship must be of "rough proportionality." Adequate consideration of the factors outlined in Section 67-8207(2) ensure that rough proportionality is reached. See *Banbury Development Corp. v. South Jordan*, 631 P.2d 899 (1981); *Dollan v. District of Tigard*, 512 U.S. 374 (1994).

<sup>4</sup> See Sections 67-8202(4) and 67-8203(29), Idaho Code.

<sup>5</sup> See Section 67-8210(4), Idaho Code.

<sup>6</sup> See Sections 67-8204(1) and 67-8207, Idaho Code.

<sup>7</sup> See Section 67-8210(1), Idaho Code

<sup>8</sup> See Section 67-8205, Idaho Code.

<sup>9</sup> See Section 67-8206(2), Idaho Code.

<sup>10</sup> See Section 67-8208, Idaho Code.

<sup>11</sup> See Section 67-8207, Idaho Code.

<sup>12</sup> See Sections 67-8209 and 67-8210, Idaho Code.

<sup>13</sup> See Section 67-8208, Idaho Code.

<sup>14</sup> See Sections 67-8204 and 67-8206, Idaho Code.

<sup>15</sup> As a comparison and benchmark for the impact fees calculated under the Capital Improvement Plan approach, Galena Consulting also calculated the District's current level of service by quantifying the District's current investment in capital improvements, allocating a portion of these assets to residential and nonresidential development, and dividing the resulting amount by current housing units (residential fees) or current square footage (nonresidential fees). By using current assets to denote the current service standard, this methodology guards against using fees to correct existing deficiencies.

<sup>17</sup> See Section 67-8208, Idaho Code.

<sup>19</sup> See Section 67-8203(23), Idaho Code.

<sup>20</sup> See Section 67-8207, Idaho Code.

<sup>21</sup> The impact fee that can be charged to each service unit (in this study, residential dwelling units and nonresidential square feet) cannot exceed the amount determined by dividing the cost of capital improvements attributable to new development (in order to provide an adopted service level) by the total number of service units attributable to new development. See Sections 67-8204(16), 67-8208(1(f) and 67-8208(1)(g), Idaho Code.

<sup>22</sup> See Section 67-8203(27), Idaho Code.

<sup>23</sup> See Section 67-8203(27), Idaho Code.

<sup>24</sup> The construction of detached garages alongside residential units does not typically trigger the payment of additional impact fees unless that structure will be the site of a home-based business with significant outside employment.

<sup>25</sup> See Section 67-8208(1)(e), Idaho Code.

<sup>26</sup> See Section 67-8208(1)(h).

<sup>27</sup> This assumes the planned levels of service do not exceed the current levels of service.

<sup>28</sup> The Impact Fee Act allows a broad range of improvements to be considered as "capital" improvements, so long as the improvements have useful life of at least 10 years and also increase the service capacity of public facilities. See Sections 67- 8203(28) and 50-1703, Idaho Code.

<sup>29</sup> This assumes that the planned level of service does not exceed the current level of service.

<sup>30</sup> This assumes the planned level of service does not exceed the current level of service.

## Section II. Land Uses

As noted in Section I, it is necessary to allocate capital improvement plan (CIP) costs to both residential and nonresidential development when calculating impact fees. The study team performed this allocation based on the number of projected new households and nonresidential square footage projected to be added from 2021 through 2031 for the District. These projections were based on the most recent growth estimates from Kootenai County, the City of Post Falls and the City of Dalton Gardens; regional real estate market reports Census data; Idaho Department of Labor reports and recommendations from District Staff and the Impact Fee Advisory Committee.

Demographic and land-use projections are some of the most variable and potentially debatable components of an impact fee study, and in all likelihood the projections used in our study will not prove to be 100 percent correct. The purpose of the Advisory Committee’s annual review is to account for these inconsistencies. As each CIP is tied to the District’s land use growth, the CIP and resulting fees can be revised based on actual growth as it occurs.

The District serves the population of the City of Post Falls, the City of Dalton Gardens, and a portion of unincorporated Kootenai County. The following Exhibit II-1 presents the current and estimated future population for the District.

**Exhibit II-1.  
Current and Future Population within the boundaries of Kootenai County Fire & Rescue**

	2021	2031	Net Growth	10 year Growth Rate
Population				
Post Falls	36,241	50,737	14,496	40.0%
Dalton Garden	2,177	2,477	300	13.8%
Rural Fire	13,886	20,011	6,125	44.1%
	<u>52,303</u>	<u>73,224</u>	<u>20,921</u>	<u>40.0%</u>

The District currently has approximately 52,303 persons residing within its service boundary. Current and future population estimates were derived by comparing 2010-2020 Census data to current population estimates from Kootenai County, the City of Post Falls and the City of Dalton Gardens, as well as parcel data from the Kootenai County Assessor, recent permit activity and the number of permits recently approved for future residential and non-residential construction. More residential projects are being approved within the District than before, including multi-family developments, increasing the capacity for population growth in the future. Non-residential growth was calculated using a formula of number of square feet per residential unit based on regional trends.

Over the next ten years, it is estimated the District will grow by approximately 20,921 people, or at a 10-year growth rate of 40 percent. Based on this population, the following Exhibit II-2 presents the current and future number of residential units and nonresidential square feet for the District.

**Exhibit II-2.**  
**Current and Future Land Uses, Kootenai County Fire & Rescue**

	2021	2031	Net Growth	Net Growth in Square Feet <sup>(1)</sup>	Percent of Growth in SF
Population	52,303	73,224	20,921		
Residential (in units)	23,041	32,257	9,216	<b>18,432,775</b>	<b>91%</b>
Nonresidential (in square feet)	4,608,194	6,451,471	1,843,278	<b>1,843,278</b>	<b>9%</b>
		Total Square Footage Growth =		<b>20,276,053</b>	100%

As shown above, the Kootenai County Fire & Rescue District is expected to grow by approximately 9,216 residential units and 1.84 million nonresidential square feet over the next ten years. Ninety-one percent of this growth is attributable to residential land uses, while the remaining nine percent is attributable to nonresidential growth. These growth projections will be used in the following sections to calculate the appropriate impact fees for the District.

## Section III. Impact Fee Calculation

In this section, we calculate impact fees for the Kootenai County Fire & Rescue District according to the seven-question method outlined in Section I of this report.

### **1. Who is currently served by Kootenai County Fire & Rescue?**

As shown in Exhibit II-2, the District currently serves 23,041 residential units and approximately 4.6 million square feet of nonresidential land use.

### **2. What is the current level of service provided by the Kootenai County Fire & Rescue?**

The Kootenai County Fire & Rescue District provides a level of service of a 90 percent fractile response time of 7 minutes and 30 seconds. Response times are faster within the cities of Post Falls and Dalton Gardens, and can be longer for other parts of the unincorporated County. As the population of the District grows, additional infrastructure and equipment will be needed to sustain this level of service. Based on conversations with District staff, it is our understanding that the planned level of service is equal to the current level of service.

### **3. What current assets allow the Kootenai County Fire & Rescue District to provide this level of service?**

The following Exhibit III-1 displays the current assets of the Kootenai County Fire & Rescue District.

Exhibit III-1.  
Current Assets – Kootenai County Fire & Rescue

Type of Capital Infrastructure	Square Feet	Acres	Replacement Value
<b>Facilities</b>			
Headquarters	7,000	1	\$ 2,850,000
Training Center/maintenance shop	27,000	8	\$ 11,175,000
Training Tower four story	3,000		\$ 1,200,000
Station 1	8,036	1	\$ 3,283,250
Station 2	7,800	1	\$ 3,173,500
Station 3	7,800	1	\$ 3,165,900
Station 4	7,600	1	\$ 3,085,900
Building 8 (leased by Eastside Fire Dist.)	3,400	1	\$ 1,405,900
Vacant lot Innovation Way		3	\$ 150,000
Prairie Ave future station site		2	\$ 100,000
<b>Apparatus/Vehicles</b>			
5 Engines			\$ 3,875,000
3 Brush Trucks			\$ 450,000
3 1800 gal. Tenders			\$ 135,000
2 Aerials			\$ 2,400,000
1 Heavy Rescue Truck			\$ 750,000
1 Air Trailer			\$ 150,000
16 Staff/Support vehicles			\$ 720,000
9 Flatbed/Cargo Trailers			\$ 33,750
1 18' Boat with pump			\$ 670,000
<b>Equipment</b>			
63 SCBA (Scott)			\$ 504,000
4 SCBA Compressors			\$ 240,000
5 Sets Extrication Equipment			\$ 150,000
190 Sets of Structure Turnout Gear			\$ 475,000
	11,000		\$ 40,142,200
Plus Impact Fee Study			\$ 8,000
<b>TOTAL CURRENT INVESTMENT</b>			<b>\$ 40,150,200</b>

As shown above, the District currently owns approximately \$40.2 million of eligible current assets. These assets are used to provide the District’s current level of service.

**4. What is the current investment per residential unit and nonresidential square foot?**

The Kootenai County Fire & Rescue District has already invested \$1,584 per existing residential unit and \$0.79 per existing nonresidential square foot in the capital necessary to provide the current level of service. This figure is derived by allocating the value of the District’s current assets among the current number of residential units and nonresidential square feet.

We will compare our final impact fee calculations with these figures to determine if the two results will be similar; this represents a “check” to see if future District residents will be paying for infrastructure at a level commensurate with what existing District residents have invested in infrastructure.



## 5. What future growth is expected in the Kootenai County Fire & Rescue?

As shown in Exhibit II-2, the Kootenai County Fire & Rescue District is expected to grow by approximately 9,216 residential units and 1.84 million square feet of nonresidential land use over the next ten years.

## 6. What new infrastructure is required to serve future growth?

The following Exhibit III-2 displays the capital improvements planned for purchase by the Kootenai County Fire & Rescue District over the next ten years.

Exhibit III-2.

Kootenai County Fire & Rescue District CIP 2021 to 2031

Type of Capital Infrastructure	Square Feet	CIP Value	Growth Portion	Amount to Include in Fees	Amount from Other Sources
<b>Facilities</b>					
New Station for existing deficiency - Station #5 bond funded	10,000	\$ 3,750,000	100%	\$ -	\$ 3,750,000
Relocate Station #3 for coverage - bond funded	10,000	\$ 3,800,000	0%	\$ -	\$ 3,800,000
Relocate Station #4 for coverage - bond funded	10,000	\$ 3,800,000	0%	\$ -	\$ 3,800,000
New Station for growth - Station #6	10,000	\$ 3,800,000	100%	\$ 3,800,000	\$ -
New Station for growth - Station #7	10,000	\$ 3,800,000	100%	\$ 3,800,000	\$ -
New Fire Boat House		\$ 250,000	50%	\$ 125,000	\$ 125,000
Outdoor Classroom and Storage - bond funded		\$ 900,000	0%	\$ -	\$ 900,000
Update Station #1		\$ 450,000	0%	\$ -	\$ 450,000
<b>Apparatus/Vehicles</b>					
New Fire Boat for Growth		\$ 475,000	50%	\$ 237,500	\$ 237,500
2 Fire Engines for Growth		\$ 1,550,000	100%	\$ 1,550,000	\$ -
2 Brush Trucks for Growth		\$ 300,000	100%	\$ 300,000	\$ -
2 Staff Vehicles for Growth		\$ 120,000	100%	\$ 120,000	\$ -
Platform Truck for Growth		\$ 1,500,000	100%	\$ 1,500,000	\$ -
Tender for Growth		\$ 475,000	100%	\$ 475,000	\$ -
Squad Response Vehicle for Growth		\$ 140,000	100%	\$ 140,000	\$ -
Refurbish Heavy Rescue Truck		\$ 325,000	0%	\$ -	\$ 325,000
Replace Tender		\$ 475,000	0%	\$ -	\$ 475,000
Replace Swift Water Boat		\$ 45,000	0%	\$ -	\$ 45,000
Replace BC Truck		\$ 80,000	0%	\$ -	\$ 80,000
Replace Quint Truck		\$ 1,100,000	0%	\$ -	\$ 1,100,000
Refurbish Platform Truck		\$ 550,000	0%	\$ -	\$ 550,000
Replace 4 Engines		\$ 2,400,000	0%	\$ -	\$ 2,400,000
Replace 2 Brush Trucks		\$ 550,000	0%	\$ -	\$ 550,000
Replace 13 Staff Vehicles		\$ 780,000	0%	\$ -	\$ 780,000
<b>Equipment</b>					
New Radios for Growth		\$ 180,000	100%	\$ 180,000	\$ -
Replace SCBAS		\$ 504,000	0%	\$ -	\$ 504,000
Replace Extrication Equipment		\$ 150,000	0%	\$ -	\$ 150,000
<b>SUBTOTAL</b>		<b>\$ 32,249,000</b>		<b>\$ 12,227,500</b>	<b>\$ 20,021,500</b>
<b>Plus Cost of Capital-Related Research</b>					
Impact Fee Study		\$ 8,000	100%	\$ 8,000	\$ -
<b>TOTAL</b>		<b>\$ 32,257,000</b>		<b>\$ 12,235,500</b>	<b>\$ 20,021,500</b>

As shown above, the District plans to purchase approximately \$32.3 million in capital improvements over the next ten years, \$12.2 million of which is impact fee eligible. These new assets will allow the District to continue its current level of service in the future.

The primary impact fee eligible expenditures are the construction of Station #6 and Station #7 to provide coverage for future growth. All apparatus and equipment associated with these two stations including 2 fire engines, 2 brush trucks, 2 staff vehicles, a platform truck, a squad response truck and mobile radios are also needed to serve growth and are therefore impact fee eligible. Since the new fire boat house is partly needed for growth and partly an existing deficiency, only 50% or \$237,500 of the full cost is impact fee eligible.

The remaining \$20 million (\$32 million minus \$12 million in partially growth-related improvements) is the price for the District to relocate and/or build 3 stations; build an outdoor classroom and storage; update Station #1; fund the non-growth portion of the fire boat and boathouse; and replace existing apparatus, vehicles and equipment. Replacement of existing capital is not eligible for inclusion in the impact fee calculations. The District will therefore have to use other sources of revenue including all of those listed in Idaho Code 67- 8207(iv)(2)(h). The District has identified property tax revenue or grants as the source for funding non growth-related capital improvements, and will replace its apparatus and equipment as they reach their industry life span throughout the 10-year period.

**7. What impact fee is required to pay for the new capital improvements?**

The following Exhibit III-3 takes the projected future growth from Exhibits II-2 and the growth-related CIP from Exhibit III-2 to calculate impact fees for the Kootenai County Fire & Rescue District.

Exhibit III-3.  
Impact Fee Calculation, Kootenai County Fire & Rescue District

Impact Fee Calculation	
Amount to Include in Fee Calculation	\$12,235,500
Distribution of Future Land Use Growth	
Residential	91%
Nonresidential	9%
Future Assets by Land Use	
Residential	\$ 11,123,182
Nonresidential	\$ 1,112,318
Future Land Use Growth	
Residential	9,216
Nonresidential	1,843,278
Impact Fee per Unit	
Residential	\$ 1,207
Nonresidential	\$ 0.60

As shown above, we have calculated impact fees for the Kootenai County Fire & Rescue District at \$1,207 per residential unit and \$0.60 per nonresidential square foot. In comparison, as indicated in question #4 above, property taxpayers within the District have already invested \$1,584 per residential unit and \$0.79 per nonresidential square foot in the capital inventory necessary to provide today’s level of service. The difference between the current investment and the impact fee per unit comparable and indicates current taxpayers have already paid in a similar amount to which growth would be required to pay for.

The District cannot assess fees greater than the amounts shown above. The District may assess fees lower than these amounts, but would then experience a decline in service levels unless the District used other revenues to make up the difference.

## Section IV.

# Fee Analysis and Administrative Recommendations

Some communities express concern that impact fees will stifle growth. Empirical data indicates impact fees are not a primary reason for a decision to build or not build in a particular area. Factors including the price of land and construction, market demand, the availability of skilled workers, access to major transportation modes, amenities for quality of life, etc. all weigh more heavily in decisions to construct new homes or businesses, as well for business relocation. Ultimately the impact fee, which is paid at the time of building permit, is passed along to the buyer in the purchase price or wrapped into a lease rate. Therefore, in a market with a high demand for development, an impact fee higher than other jurisdictions is unlikely to slow growth.

An impact fee program will enable the District to plan for growth without decreasing its service levels (response time), which can decrease buyer satisfaction and cause property insurance premiums to increase. It will also allow the District to collect a proportionate share of the cost of capital improvements from growth instead of funding all future capital through property taxes assessed to existing residents and businesses.

As the District Commission, City Council and County Commission evaluates whether or not to adopt the Capital Improvement Plan and impact fee presented in this report, we also offer the following information regarding District participation in funding, and implementation recommendations for your consideration.

### Implementation Recommendations

The following implementation recommendations should be considered:

**Intergovernmental Agreements.** The Kootenai County Fire & Rescue District is enabled under Idaho Code as a governmental entity to adopt impact fees. However, because impact fees are paid upon building permit, and the District does not participate in this process, it needs another governmental entity to collect these fees on its behalf. Idaho Code 67-8204(a) authorizes the District to enter into an intergovernmental agreement with a city or county which can collect fire fees on their behalf. In the case of this District, which includes two municipalities and one county, three intergovernmental agreements for the collection of Fire District impact fees would have to be developed and adopted by the corresponding bodies.

In the case that any one of these jurisdictions chooses not to collect the fees on the Fire District's behalf, inequities will result. Developers will have to pay an impact fee in one part of the District but not another, and the growth in the non-participating jurisdictions will essentially be subsidized by the growth in the participating region. Should this occur, it is recommended that the fee calculation be revised to more accurately reflect demand from the participating jurisdictions. Alternatively, jurisdictions not wishing to collect impact fees on behalf of the District may be encouraged to include the payment of the fee amount in their development agreements to be paid directly to the District.

**Capital Improvements Plan.** Should the Advisory Committee recommend this study to the District Commission and should the Commission adopt the study, the District should also formally adopt this Capital Improvement Plan. While not subject to the procedures of the Local Land Use Planning Act (LLUPA), the adoption of the Capital Improvement Plan would comply with the Act's requirements of other governmental entities to adopt capital improvement plans into a Comprehensive Plan as part of the adoption of impact fees.

Each participating jurisdiction will need to also adopt the Capital Improvement Plan into their Comprehensive Plan via amendment.

Impact Fee Ordinance. Following adoption of the Capital Improvement Plan, the Commission should review the proposed Impact Fee Ordinance for adoption via resolution as reviewed and recommended by the Advisory Committee and legal counsel. Each participating jurisdiction will also need to adopt the impact fee ordinance.

Advisory Committee. The Advisory Committee is in a unique position to work with and advise Commission and District staff to ensure that the capital improvement plans and impact fees are routinely reviewed and modified as appropriate.

Impact fee service area. Some municipalities have fee differentials for various zones under the assumption that some areas utilize more or less current and future capital improvements. The study team, however, does not recommend the District assess different fees by dividing the areas into zones. The capital improvements identified in this report inherently serve a system-wide function.

Specialized assessments. If permit applicants are concerned they would be paying more than their fair share of future infrastructure purchases, the applicant can request an individualized assessment to ensure they will only be paying their proportional share. The applicant would be required to prepare and pay for all costs related to such an assessment.

Donations. If the District receives donations for capital improvements listed on the CIP, they must account for the donation in one of two ways. If the donation is for a non- or partially growth-related improvement, the donation can contribute to the District's General Fund participation along with more traditional forms, such as revenue transfers from the General Fund. If, however, the donation is for a growth-related project in the CIP, the donor's impact fees should be reduced dollar for dollar. This means that the District will either credit the donor or reimburse the donor for that portion of the impact fee.

Credit/reimbursement. If a developer constructs or contributes all or part of a growth-related project that would otherwise be financed with impact fees, that developer must receive a credit against the fees owed for this category or, at the developer's choice, be reimbursed from impact fees collected in the future.<sup>37</sup> This prevents "double dipping" by the District.

The presumption would be that builders/developers owe the entirety of the impact fee amount until they make the District aware of the construction or contribution. If credit or reimbursement is due, the governmental entity must enter into an agreement with the fee payer that specifies the amount of the credit or the amount, time and form of reimbursement.<sup>38</sup>

Impact fee accounting. The District should maintain Impact Fee Funds separate and apart from the General Fund. All current and future impact fee revenue should be immediately deposited into this account and withdrawn only to pay for growth-related capital improvements of the same category. General Funds should be reserved solely for the receipt of tax revenues, grants, user fees and associated interest earnings, and ongoing operational expenses including the repair and replacement of existing capital improvements not related to growth.

Spending policy. The District should establish and adhere to a policy governing their expenditure of monies from the Impact Fee Fund. The Fund should be prohibited from paying for any operational expenses and the repair and replacement or upgrade of existing infrastructure not necessitated by growth. In cases when *growth-related capital improvements are constructed*, impact fees are an allowable revenue source as long as only new growth is served. In cases when *new capital improvements are expected to partially replace existing capacity and to partially*

*serve new growth*, cost sharing between the General Fund or other sources of revenue listed in Idaho Code 67-8207(1)(iv), (2)(h) and Impact Fee Fund should be allowed on a pro rata basis.

Update procedures. The District is expected to grow rapidly over the 10-year span of the CIPs. Therefore, the fees calculated in this study should be updated annually as the District invests in additional infrastructure beyond what is listed in this report, and/or as the District's projected development changes significantly. Fees can be updated on an annual basis using an inflation factor for building material from a reputable source such as McGraw Hill's Engineering News Record. As described in Idaho Code 67-8205(3)(c)(d)(e), the Advisory Committee will play an important role in these updates and reviews.

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<sup>37</sup> See Section 67-8209(3), Idaho Code.

<sup>38</sup> See Section 67-8209(4), Idaho Code

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FINAL REPORT – October 11, 2021

Kootenai County Emergency Medical  
Services System  
Impact Fee Study and  
Capital Improvement Plan

Prepared By

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# Section I.

## Introduction

This report regarding impact fees for the Kootenai County Emergency Medical Services System (KCEMSS, or the “District”) is organized into the following sections:

- An overview of the report’s background and objectives;
- A definition of impact fees and a discussion of their appropriate use;
- An overview of land use and demographics;
- A step-by-step calculation of impact fees under the Capital Improvement Plan (CIP) approach;
- A list of implementation recommendations; and
- A brief summary of conclusions.

### Background and Objectives

The Kootenai County Emergency Medical Services System hired Galena Consulting to calculate impact fees.

This document presents impact fees based on the District’s demographic data and infrastructure costs before credit adjustment; calculates the District’s monetary participation; examines the likely cash flow produced by the recommended fee amount; and outlines specific fee implementation recommendations. Credits can be granted on a case-by-case basis; these credits are assessed when each individual building permit is pulled.

### Definition of Impact Fees

Impact fees are one-time assessments established by local governments to assist with the provision of Capital Improvements necessitated by new growth and development. Impact fees are governed by principles established in Title 67, Chapter 82, Idaho Code, known as the Idaho Development Impact Fee Act (Impact Fee Act). The Idaho Code defines an impact fee as “... a payment of money imposed as a condition of development approval to pay for a proportionate share of the cost of system improvements needed to serve development.”<sup>1</sup>

Purpose of impact fees. The Impact Fee Act includes the legislative finding that “... an equitable program for planning and financing public facilities needed to serve new growth and development is necessary in order to promote and accommodate orderly growth and development and to protect the public health, safety and general welfare of the citizens of the state of Idaho.”<sup>2</sup>

Idaho fee restrictions and requirements. The Impact Fee Act places numerous restrictions on the calculation and use of impact fees, all of which help ensure that local governments adopt impact fees that are consistent with federal law.<sup>3</sup> Some of those restrictions include:

- Impact fees shall not be used for any purpose other than to defray system improvement costs incurred to provide additional public facilities to serve new growth;<sup>4</sup>
- Impact fees must be expended within 8 years from the date they are collected. Fees may be held in certain circumstances beyond the 8-year time limit if the governmental entity can provide reasonable cause;<sup>5</sup>
- Impact fees must not exceed the proportionate share of the cost of capital improvements needed to serve new growth and development;<sup>6</sup>
- Impact fees must be maintained in one or more interest-bearing accounts within the capital projects fund.<sup>7</sup>

In addition, the Impact Fee Act requires the following:

- Establishment of and consultation with a development impact fee advisory committee (Advisory Committee);<sup>8</sup>
- Identification of all existing public facilities;
- Determination of a standardized measure (or service unit) of consumption of public facilities;
- Identification of the current level of service that existing public facilities provide;
- Identification of the deficiencies in the existing public facilities;
- Forecast of residential and nonresidential growth;<sup>9</sup>
- Identification of the growth-related portion of the District's Capital Improvement Plan;<sup>10</sup>
- Analysis of cash flow stemming from impact fees and other capital improvement funding sources;<sup>11</sup>
- Implementation of recommendations such as impact fee credits, how impact fee revenues should be accounted for, and how the impact fees should be updated over time;<sup>12</sup>
- Preparation and adoption of a Capital Improvement Plan pursuant to state law and public hearings regarding the same;<sup>13</sup> and
- Preparation and adoption of a resolution authorizing impact fees pursuant to state law and public hearings regarding the same.<sup>14</sup>



How should fees be calculated? State law requires the District to implement the Capital Improvement Plan methodology to calculate impact fees. The District can implement fees of any amount not to exceed the fees as calculated by the CIP approach. This methodology requires the District to describe its service areas, forecast the land uses, densities and population that are expected to occur in those service areas over the 10-year CIP time horizon, and identify the capital improvements that will be needed to serve the forecasted growth at the planned levels of service, assuming the planned levels of service do not exceed the current levels of service.<sup>15</sup> Only those items identified as growth-related on the CIP are eligible to be funded by impact fees.

The governmental entity intending to adopt an impact fee must first prepare a capital improvements plan.<sup>17</sup> Once the essential capital planning has taken place, impact fees can be calculated. The Impact Fee Act places many restrictions on the way impact fees are calculated and spent, particularly via the principal that local governments cannot charge new development more than a “proportionate share” of the cost of public facilities to serve that new growth. “Proportionate share” is defined as “. . . that portion of the cost of system improvements . . . which reasonably relates to the service demands and needs of the project.”<sup>19</sup> Practically, this concept requires the District to carefully project future growth and estimate capital improvement costs so that it prepares reasonable and defensible impact fee schedules.

The proportionate share concept is designed to ensure that impact fees are calculated by measuring the needs created for capital improvements by development being charged the impact fee; do not exceed the cost of such improvements; and are “earmarked” to fund growth-related capital improvements to benefit those that pay the impact fees.

There are various approaches to calculating impact fees and to crediting new development for past and future contributions made toward system improvements. The Impact Fee Act does not specify a single type of fee calculation, but it does specify that the formula be “reasonable and fair.” Impact fees should take into account the following:

- Any appropriate credit, offset or contribution of money, dedication of land, or construction of system improvements;
- Payments reasonably anticipated to be made by or as a result of a new development in the form of user fees and debt service payments;
- That portion of general tax and other revenues allocated by the District to growth-related system improvements; and
- All other available sources of funding such system improvements.<sup>20</sup>

Through data analysis and interviews with the District and Galena Consulting identified the share of each capital improvement needed to serve growth. The total projected capital improvements needed to serve growth are then allocated to residential and nonresidential development with the resulting amounts divided by the appropriate growth projections from 2021 to 2030. This is consistent with the Impact Fee Act.<sup>21</sup> Among the advantages of the CIP approach is its establishment of a spending plan to give developers and new residents more certainty about the use of the particular impact fee revenues.

Other fee calculation considerations. The basic CIP methodology used in the fee calculations is presented above. However, implementing this methodology requires a number of decisions. The considerations accounted for in the fee calculations include the following:

- Allocation of costs is made using a service unit which is “a standard measure of consumption, use, generation or discharge attributable to an individual unit<sup>22</sup> of development calculated in accordance with generally accepted engineering or planning standards for a particular category of capital improvement.”<sup>23</sup> The service units chosen by the study team for every fee calculation in this study are linked directly to residential dwelling units and nonresidential development square feet.<sup>24</sup>
- A second consideration involves refinement of cost allocations to different land uses. According to Idaho Code, the CIP must include a “conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, agricultural and industrial.”<sup>25</sup> In this analysis, the study team has chosen to use the highest level of detail supportable by available data and, as a result, in this study, the fee is allocated between aggregated residential (i.e., all forms of residential housing) and nonresidential development (all nonresidential uses including retail, office, agricultural and industrial).

#### Current Assets and Capital Improvement Plans

The CIP approach estimates future capital improvement investments required to serve growth over a fixed period of time. The Impact Fee Act calls for the CIP to “. . . project demand for system improvements required by new service units . . . over a reasonable period of time not to exceed 20 years.”<sup>26</sup> The impact fee study team recommends a 10-year time period based on the District’s best available capital planning data.

The types of costs eligible for inclusion in this calculation include any land purchases, construction of new facilities and expansion of existing facilities to serve growth over the next 10 years at planned and/or adopted service levels.<sup>27</sup> Equipment and vehicles with a useful life of 10 years or more are also impact fee eligible under the Impact Fee Act.<sup>28</sup> The total cost of improvements over the 10 years is referred to as the “CIP Value” throughout this report. The cost of this impact fee study is also impact fee eligible for all impact fee categories.

The forward-looking 10-year CIP for the District includes some facilities that are only partially necessitated by growth (e.g., facility expansion). The study team met with the District to determine a defensible metric for including a portion of these facilities in the impact fee calculations. A general methodology used to determine this metric is discussed below. In some cases, a more specific metric was used to identify the growth-related portion of such improvements. In these cases, notations were made in the applicable section.

## Fee Calculation

In accordance with the CIP approach described above, we calculated fees for each department by answering the following seven questions:

1. **Who is currently served by the District?** This includes the number of residents as well as residential and nonresidential land uses.
2. **What is the current level of service provided by the District?** Since an important purpose of impact fees is to help the District achieve its planned level of service<sup>29</sup>, it is necessary to know the levels of service it is currently providing to the community.
3. **What current assets allow the District to provide this level of service?** This provides a current inventory of assets used by the District, such as facilities, land and equipment. In addition, each asset's replacement value was calculated and summed to determine the total value of the District's current assets.
4. **What is the current investment per residential and nonresidential land use?** In other words, how much of the District's current assets' total value is needed to serve current residential households and nonresidential square feet?
5. **What future growth is expected in the District?** How many new residential households and nonresidential square footage will the District serve over the CIP period?
6. **What new infrastructure is required to serve future growth?** For example, how many ambulances will be needed by the Kootenai County Emergency Medical Services System within the next ten years to achieve the planned level of service of the District?<sup>30</sup>
7. **What impact fee is required to pay for the new infrastructure?** We calculated an apportionment of new infrastructure costs to future residential and nonresidential land- uses for the District. Then, using this distribution, the impact fees were determined.

Addressing these seven questions, in order, provides the most effective and logical way to calculate impact fees for the District. In addition, these seven steps satisfy and follow the regulations set forth earlier in this section.

Exhibits found in Section III of this report detail all capital improvements planned for purchase over the next ten years by the District.

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<sup>1</sup> See Section 67-8203(9), Idaho Code. "System improvements" are capital improvements (i.e., improvements with a useful life of 10 years or more) that, in addition to a long life, increase the service capacity of a public facility. Public facilities include fire, emergency medical and rescue facilities. See Sections 67-8203(3), (24) and (28), Idaho Code.

<sup>2</sup> See Section 67-8202, Idaho Code.

<sup>3</sup> As explained further in this study, proportionality is the foundation of a defensible impact fee. To meet substantive due process requirements, an impact fee must provide a rational relationship (or nexus) between the impact fee assessed against new development and the actual need for additional capital improvements. An impact fee must substantially advance legitimate local government interests. This relationship must be of "rough proportionality." Adequate consideration of the factors outlined in Section 67-8207(2) ensure that rough proportionality is reached. See *Banbury Development Corp. v. South Jordan*, 631 P.2d 899 (1981); *Dollan v. District of Tigard*, 512 U.S. 374 (1994).

<sup>4</sup> See Sections 67-8202(4) and 67-8203(29), Idaho Code.

<sup>5</sup> See Section 67-8210(4), Idaho Code.

<sup>6</sup> See Sections 67-8204(1) and 67-8207, Idaho Code.

<sup>7</sup> See Section 67-8210(1), Idaho Code

<sup>8</sup> See Section 67-8205, Idaho Code.

<sup>9</sup> See Section 67-8206(2), Idaho Code.

<sup>10</sup> See Section 67-8208, Idaho Code.

<sup>11</sup> See Section 67-8207, Idaho Code.

<sup>12</sup> See Sections 67-8209 and 67-8210, Idaho Code.

<sup>13</sup> See Section 67-8208, Idaho Code.

<sup>14</sup> See Sections 67-8204 and 67-8206, Idaho Code.

<sup>15</sup> As a comparison and benchmark for the impact fees calculated under the Capital Improvement Plan approach, Galena Consulting also calculated the District's current level of service by quantifying the District's current investment in capital improvements, allocating a portion of these assets to residential and nonresidential development, and dividing the resulting amount by current housing units (residential fees) or current square footage (nonresidential fees). By using current assets to denote the current service standard, this methodology guards against using fees to correct existing deficiencies.

<sup>17</sup> See Section 67-8208, Idaho Code.

<sup>19</sup> See Section 67-8203(23), Idaho Code.

<sup>20</sup> See Section 67-8207, Idaho Code.

<sup>21</sup> The impact fee that can be charged to each service unit (in this study, residential dwelling units and nonresidential square feet) cannot exceed the amount determined by dividing the cost of capital improvements attributable to new development (in order to provide an adopted service level) by the total number of service units attributable to new development. See Sections 67-8204(16), 67-8208(1(f) and 67-8208(1)(g), Idaho Code.

<sup>22</sup> See Section 67-8203(27), Idaho Code.

<sup>23</sup> See Section 67-8203(27), Idaho Code.

<sup>24</sup> The construction of detached garages alongside residential units does not typically trigger the payment of additional impact fees unless that structure will be the site of a home-based business with significant outside employment.

<sup>25</sup> See Section 67-8208(1)(e), Idaho Code.

<sup>26</sup> See Section 67-8208(1)(h).

<sup>27</sup> This assumes the planned levels of service do not exceed the current levels of service.

<sup>28</sup> The Impact Fee Act allows a broad range of improvements to be considered as "capital" improvements, so long as the improvements have useful life of at least 10 years and also increase the service capacity of public facilities. See Sections 67- 8203(28) and 50-1703, Idaho Code.

<sup>29</sup> This assumes that the planned level of service does not exceed the current level of service.

<sup>30</sup> This assumes the planned level of service does not exceed the current level of service.

## Section II. Land Uses

As noted in Section I, it is necessary to allocate capital improvement plan (CIP) costs to both residential and nonresidential development when calculating impact fees. The study team performed this allocation based on the number of projected new households and nonresidential square footage projected to be added from 2021 through 2031 for the District. These projections were based on the most recent growth estimates from Kootenai County; regional real estate market reports; Census data; Idaho Department of Labor reports and recommendations from District Staff and the Impact Fee Advisory Committee.

Demographic and land-use projections are some of the most variable and potentially debatable components of an impact fee study, and in all likelihood the projections used in our study will not prove to be 100 percent correct. The purpose of the Advisory Committee's annual review is to account for these inconsistencies. As each CIP is tied to the District's land use growth, the CIP and resulting fees can be revised based on actual growth as it occurs.

The District serves the population Kootenai County except for the City of Harrison who use their own EMS system. The following Exhibit II-1 presents the current and estimated future population for the District.

**Exhibit II-1.  
Current and Future Population within the boundaries of the Kootenai County Emergency  
Medical Services System**

	2021	2031	Net Growth	10 year Growth Rate
Population	174,014	243,619	69,605	40.0%

The District currently has approximately 174,014 persons residing within its service boundary. Current and future population estimates were derived by comparing 2010-2020 Census data to current population estimates from Kootenai County, as well as parcel data from the Kootenai County Assessor, recent permit activity and the number of permits recently approved for future residential and non-residential construction. More residential projects are being approved within the District than before, including multi-family developments, increasing the capacity for population growth in the future. Non-residential growth was calculated using a formula of number of square feet per residential unit based on regional trends.

Over the next ten years, it is estimated the District will grow by approximately 69,605 people, or at a 10-year growth rate of 40 percent. Based on this population, the following Exhibit II-2 presents the current and future number of residential units and nonresidential square feet for the District.

**Exhibit II-2.**  
**Current and Future Land Uses, Kootenai County Emergency Medical Services System**

	2021	2031	Net Growth	Net Growth in Square Feet <sup>(1)</sup>	Percent of Growth in SF
Population	174,014	243,619	69,605		
Residential (in units)	76,658	107,321	30,663	<b>61,326,400</b>	<b>93%</b>
Nonresidential (in square feet)	11,498,700	16,098,180	4,599,480	<b>4,599,480</b>	<b>7%</b>
			Total Square Footage Growth =	<b>65,925,880</b>	100%

As shown above, the Kootenai County Emergency Medical Services System is expected to grow by approximately 30,663 residential units and 4.6 million nonresidential square feet over the next ten years. Ninety-three percent of this growth is attributable to residential land uses, while the remaining seven percent is attributable to nonresidential growth. These growth projections will be used in the following sections to calculate the appropriate impact fees for the District.

## Section III. Impact Fee Calculation

In this section, we calculate impact fees for the Kootenai County Emergency Medical Services System according to the seven -question method outlined in Section I of this report.

### **1. Who is currently served by the Kootenai County Emergency Medical Services System?**

As shown in Exhibit II-2, the District currently serves 76,658 residential units and approximately 11.5 million square feet of nonresidential land use.

### **2. What is the current level of service provided by the Kootenai County Emergency Medical Services System?**

The Kootenai County Emergency Medical Services System provides a level of service of a 90 percent fractile response time of seven minutes and 57 seconds. Response times are faster within cities where an ambulance is housed and can be longer for other parts of the unincorporated County. As the population of the District grows, additional infrastructure and equipment will be needed to sustain this level of service. Based on conversations with District staff, it is our understanding that the planned level of service is equal to the current level of service.

### **3. What current assets allow the Kootenai County Emergency Medical Services System to provide this level of service?**

The following Exhibit III-1 displays the current assets of the Kootenai County Emergency Medical Services System.

Exhibit III-1.

Current Assets – Kootenai County Emergency Medical Services System

Type of Capital Infrastructure	Square Feet	Acres	Replacement Value
<b>Facilities</b>			
Administration Building	10,000	5	\$ 4,125,000
Administration Shop	4,920		\$ 1,968,000
<b>Apparatus/Vehicles</b>			
15 Ambulances - Horton			\$ 5,465,050
3 Chief Response Vehicles			\$ 225,000
Towing Response Vehicle			\$ 75,000
Mass Casualty Freight Liner Truck			\$ 200,000
Kawasaki Mule ATV			\$ 30,000
<b>Equipment</b>			
CFP-15 Oxygen Generator			\$ 35,000
MOGS-100 Oxygen Generator			\$ 75,000
CAT Forklift			\$ 15,000
Bariatric Gurney			\$ 10,000
2 MCI Mini Trailer			\$ 40,000
MCI Enclosed Trailer			\$ 2,500
27 Zoll X Series Monitors			\$ 1,053,000
3 AeroClave Decontamination Systems			\$ 49,500
CCT LTV1200 Vent			\$ 4,500
CCT Hamilton Ventilator			\$ 26,000
MDTs for all vehicles			\$ 3,400
200 D Oxygen Cylinders			\$ 12,000
7 Autopulse Resuscitation Systems			\$ 105,000
			<b>\$ 13,518,950</b>
Plus Impact Fee Study			\$ 8,000
<b>TOTAL CURRENT INVESTMENT</b>			<b>\$ 13,526,950</b>

As shown above, the District currently owns approximately \$13.5 million of eligible current assets. These assets are used to provide the District’s current level of service.

**4. What is the current investment per residential unit and nonresidential square foot?**

The Kootenai County Emergency Medical Services System has already invested \$164 per existing residential unit and \$0.08 per existing nonresidential square foot in the capital necessary to provide the current level of service. This figure is derived by allocating the value of the District’s current assets among the current number of residential units and nonresidential square feet.

We will compare our final impact fee calculations with these figures to determine if the two results will be similar; this represents a “check” to see if future District residents will be paying for infrastructure at a level commensurate with what existing District residents have invested in infrastructure.



**5. What future growth is expected in the Kootenai County Emergency Medical Services System?**

As shown in Exhibit II-2, the Kootenai County Emergency Medical Services System is expected to grow by approximately 30,663 residential units and 4.6 million square feet of nonresidential land use over the next ten years.

**6. What new infrastructure is required to serve future growth?**

The following Exhibit III-2 displays the capital improvements planned for purchase by the Kootenai County Emergency Medical Services System over the next ten years.

Exhibit III-2.  
Kootenai County Emergency Medical Services System CIP 2021 to 2031

Type of Capital Infrastructure	Square Feet	CIP Value	Growth Portion	Amount to Include in Fees	Amount from Other Sources
<b>Facilities</b>					
Admin Building Expansion - Supply Dispensary/Security/Additional Office	1,000	\$ 442,000	100%	\$ 442,000	\$ -
Additional Shop for Vehicle Storage and Maintenance	10,000	\$ 4,000,000	25%	\$ 1,000,000	\$ 3,000,000
<b>Apparatus/Vehicles</b>					
5 Additional Ambulances for Growth		\$ 1,821,683	100%	\$ 1,821,683	\$ -
Additional Critical Care Ambulance for Growth		\$ 450,000	100%	\$ 450,000	\$ -
Additional Response Vehicle for Growth		\$ 86,400	100%	\$ 86,400	\$ -
Replace 3 Command Response Vehicles		\$ 225,000	0%	\$ -	\$ 225,000
Replace Towing Response Vehicle		\$ 75,000	0%	\$ -	\$ 75,000
Replace 15 Ambulances		\$ 5,465,050	0%	\$ -	\$ 5,465,050
<b>Equipment</b>					
New Oxygen Generator for growth		\$ 100,000	100%	\$ 100,000	\$ -
New Drug & Supply Dispensary Equipment		\$ 300,000	100%	\$ 300,000	\$ -
New Bariatric Gurney for Growth		\$ 12,000	100%	\$ 12,000	\$ -
3 New AeroClave Decontamination Systems for Growth		\$ 54,000	100%	\$ 54,000	\$ -
New Monitor Diagnostic Computer for Growth		\$ 15,000	100%	\$ 15,000	\$ -
CCT Ventilator for Growth		\$ 30,000	100%	\$ 30,000	\$ -
3 New Video Laryngoscopy for growth		\$ 6,600	100%	\$ 6,600	\$ -
Mini Mass Casualty Trailer for Growth		\$ 25,000	100%	\$ 25,000	\$ -
Replace Oxygen Generator		\$ 100,000	0%	\$ -	\$ 100,000
Replace 27 Cardiac Monitors		\$ 1,053,000	0%	\$ -	\$ 1,053,000
	<b>SUBTOTAL</b>	<b>\$ 14,260,733</b>		<b>\$ 4,342,683</b>	<b>\$ 9,918,050</b>
<b>Plus Cost of Capital-Related Research</b>					
Impact Fee Study		\$ 8,000	100%	\$ 8,000	\$ -
	<b>TOTAL</b>	<b>\$ 14,268,733</b>		<b>\$ 4,350,683</b>	<b>\$ 9,918,050</b>

As shown above, the District plans to purchase approximately \$14.3 million in capital improvements over the next ten years, \$4.35 million of which is impact fee eligible. These new assets will allow the District needs to continue its current level of service as the community grows.

The primary impact fee eligible expenditures include the expansion of the administration building to provide a dispensary for controlled substances and other medical supplies adjacent to the KCEMSS administration building to allow personnel to resupply ambulances closer to their station instead of traveling to the hospital as is current practice; and 5 additional ambulances to respond to increased demand in calls from growth. 100%, or \$442,000 of the cost to expand the administration building for the dispensary is necessitated by growth. An additional shop for storage and maintenance is also needed to service additional growth-related vehicles and keep existing vehicles maintained. 25%, or \$1,000,000 of the cost of the fleet maintenance facility is impact fee eligible. Because the shop will mostly serve existing vehicles and not solely the new vehicles, the remaining 75% or \$3,000,000 of the cost must be funded by other revenue sources,

including property taxes. The remaining impact fee eligible items are additional vehicles and equipment to serve growth. 100% of the cost of these improvements are impact fee eligible.

The remaining \$6,918,050 (\$9,918,050 minus \$3,000,000 in partially growth-related improvements) is the price for the District to replace existing apparatus, vehicles and other equipment. Replacement of existing capital is not eligible for inclusion in the impact fee calculations. The District will therefore have to use other sources of revenue including all of those listed in Idaho Code 67- 8207(iv)(2)(h). The District has identified property tax revenue or grants as the source for funding non growth-related capital improvements, and will replace its apparatus and equipment as they reach their industry life span throughout the 10-year period.

**7. What impact fee is required to pay for the new capital improvements?**

The following Exhibit III-3 takes the projected future growth from Exhibits II-2 and the growth-related CIP from Exhibit III-2 to calculate impact fees for the Kootenai County Emergency Medical Services System.

Exhibit III-3.  
Impact Fee Calculation, Kootenai County Emergency Medical Services System

Impact Fee Calculation	
Amount to Include in Fee Calculation	\$4,350,683
Distribution of Future Land Use Growth	
Residential	93%
Nonresidential	7%
Future Assets by Land Use	
Residential	\$ 4,047,147
Nonresidential	\$ 303,536
Future Land Use Growth	
Residential	30,663
Nonresidential	4,599,480
Impact Fee per Unit	
Residential	\$ 132
Nonresidential	\$ 0.07

As shown above, we have calculated impact fees for the Kootenai County Emergency Medical Services System at \$132 per residential unit and \$0.07 per nonresidential square foot. In comparison, as indicated in question #4 above, property taxpayers within the District have already invested \$164 per residential unit and \$0.08 per nonresidential square foot in the capital inventory necessary to provide today’s level of service. The difference between the current investment and the impact fee per unit indicates current taxpayers have already built in some capacity for future development.

The District cannot assess fees greater than the amounts shown above. The District may assess fees lower than these amounts, but would then experience a decline in service levels unless the District used other revenues to make up the difference.

## Section IV.

# Fee Analysis and Administrative Recommendations

Some communities express concern that impact fees will stifle growth. Empirical data indicates impact fees are not a primary reason for a decision to build or not build in a particular area. Factors including the price of land and construction, market demand, the availability of skilled workers, access to major transportation modes, amenities for quality of life, etc. all weigh more heavily in decisions to construct new homes or businesses, as well for business relocation. Ultimately the impact fee, which is paid at the time of building permit, is passed along to the buyer in the purchase price or wrapped into a lease rate. Therefore, in a market with a high demand for development, an impact fee higher than other jurisdictions is unlikely to slow growth.

An impact fee program will enable the District to plan for growth without decreasing its service levels (response time), which can decrease buyer satisfaction and cause property insurance premiums to increase. It will also allow the District to collect a proportionate share of the cost of capital improvements from growth instead of funding all future capital through property taxes assessed to existing residents and businesses.

As the District evaluates whether or not to adopt the Capital Improvement Plan and impact fee presented in this report, we also offer the following information regarding District participation in funding, and implementation recommendations for your consideration.

### Implementation Recommendations

The following implementation recommendations should be considered:

**Intergovernmental Agreements.** The Kootenai County Emergency Medical Services System is enabled under Idaho Code as a governmental entity to adopt impact fees. However, because impact fees are paid upon building permit, and the District does not participate in this process, it needs another governmental entity to collect these fees on its behalf. Idaho Code 67-8204(a) authorizes the District to enter into an intergovernmental agreement with a city and/or county which can collect fees on their behalf. In the case of this District, which serves all incorporated cities and the unincorporated county, intergovernmental agreements will have to be developed and adopted by each of these corresponding bodies.

In the case that any one of these jurisdictions chooses not to collect the fees on the District's behalf, inequities will result. Developers will have to pay an impact fee in one part of the District but not another, and the growth in the non-participating jurisdictions will essentially be subsidized by the growth in the participating region. Should this occur, it is recommended that the fee calculation be revised to more accurately reflect demand from the participating jurisdictions. Alternatively, jurisdictions not wishing to collect impact fees on behalf of the District may be encouraged to include the payment of the fee amount in the their development agreements to be paid directly to the District.

**Capital Improvements Plan.** Should the Advisory Committee recommend this study to the District Commission and should the Commission adopt the study, the District should also formally adopt this Capital Improvement Plan. While not subject to the procedures of the Local Land Use Planning Act (LLUPA), the adoption of the Capital Improvement Plan would comply with the Act's requirements of other governmental entities to adopt capital improvement plans into a Comprehensive Plan as part of the adoption of impact fees.

Each participating jurisdiction will need to also adopt the Capital Improvement Plan into their Comprehensive Plan via amendment.

Impact Fee Ordinance. Following adoption of the Capital Improvement Plan, the Commission should review the proposed Impact Fee Ordinance for adoption via resolution as reviewed and recommended by the Advisory Committee and legal counsel. Each participating jurisdiction will also need to adopt the impact fee ordinance.

Advisory Committee. The Advisory Committee is in a unique position to work with and advise Commission and District staff to ensure that the capital improvement plans and impact fees are routinely reviewed and modified as appropriate.

Impact fee service area. Some municipalities have fee differentials for various zones under the assumption that some areas utilize more or less current and future capital improvements. The study team, however, does not recommend the District assess different fees by dividing the areas into zones. The capital improvements identified in this report inherently serve a system-wide function.

Specialized assessments. If permit applicants are concerned they would be paying more than their fair share of future infrastructure purchases, the applicant can request an individualized assessment to ensure they will only be paying their proportional share. The applicant would be required to prepare and pay for all costs related to such an assessment.

Donations. If the District receives donations for capital improvements listed on the CIP, they must account for the donation in one of two ways. If the donation is for a non- or partially growth-related improvement, the donation can contribute to the District's General Fund participation along with more traditional forms, such as revenue transfers from the General Fund. If, however, the donation is for a growth-related project in the CIP, the donor's impact fees should be reduced dollar for dollar. This means that the District will either credit the donor or reimburse the donor for that portion of the impact fee.

Credit/reimbursement. If a developer constructs or contributes all or part of a growth-related project that would otherwise be financed with impact fees, that developer must receive a credit against the fees owed for this category or, at the developer's choice, be reimbursed from impact fees collected in the future.<sup>37</sup> This prevents "double dipping" by the District.

The presumption would be that builders/developers owe the entirety of the impact fee amount until they make the District aware of the construction or contribution. If credit or reimbursement is due, the governmental entity must enter into an agreement with the fee payer that specifies the amount of the credit or the amount, time and form of reimbursement.<sup>38</sup>

Impact fee accounting. The District should maintain Impact Fee Funds separate and apart from the General Fund. All current and future impact fee revenue should be immediately deposited into this account and withdrawn only to pay for growth-related capital improvements of the same category. General Funds should be reserved solely for the receipt of tax revenues, grants, user fees and associated interest earnings, and ongoing operational expenses including the repair and replacement of existing capital improvements not related to growth.

Spending policy. The District should establish and adhere to a policy governing their expenditure of monies from the Impact Fee Fund. The Fund should be prohibited from paying for any operational expenses and the repair and replacement or upgrade of existing infrastructure not necessitated by growth.

In cases when *growth-related capital improvements are constructed*, impact fees are an allowable revenue source as long as only new growth is served. In cases when new capital improvements are expected *to partially replace existing capacity and to partially serve new growth*, cost sharing between the General Fund or other sources of revenue listed in Idaho Code 67-8207(I)(iv), (2)(h) and Impact Fee Fund should be allowed on a pro rata basis.

Update procedures. The District is expected to grow rapidly over the 10-year span of the CIPs. Therefore, the fees calculated in this study should be updated annually if the District invests in additional infrastructure beyond what is listed in this report, and/or as the District's projected development changes significantly. Fees can be updated on an annual basis using an inflation factor for building material from a reputable source such as McGraw Hill's Engineering News Record. As described in Idaho Code 67-8205(3)(c)(d)(e), the Advisory Committee will play an important role in these updates and reviews.

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<sup>37</sup> See Section 67-8209(3), Idaho Code.

<sup>38</sup> See Section 67-8209(4), Idaho Code

# Public Services, Facilities & Utilities

# 5

Post Falls is served by a full range of public utility and service systems including telephone, fiber optic and cable telecommunications, electric power and natural gas. Services provided or contracted for by the City include police, library, solid waste, water and wastewater/water reclamation.

Projections for growth in Post Falls will require service providers to plan for and monitor corresponding investment and expansion of services. Robust growth – particularly at Highway 41 and Prairie Avenue – is anticipated over the next two decades, with as many as 3,300 new residents arriving per year.

Post Falls recognizes the value of land use and service policy in helping implement a broad scope of community goals and objectives. Growth presents numerous one-time opportunities, so it's critical to manage civic investment in ways that ensure the creation of cost-effective, durable and well-coordinated service infrastructure.

## Services

The following summarizes key services available in Post Falls, introducing each category including providing agency, generalized capacity and facility plans, as available. A listing of goals most closely related to public services and facilities (from the plan's overall Goal & Policy Framework, Appendix B) completes the chapter. Action items related to Housing may also be included in Chapter 10, Implementation.

### Police Protection

The City of Post Falls operates its own Police department, with an extensive array of services managed under patrol, communications, investigations and IT divisions. The Department's Capital Improvements Plan (CIP) and associated levels of service can be identified in the City's most recent Impact Fee report.

The Police Department also houses the City's code enforcement unit, also known as Community Services. This unit is primarily responsible for ensuring that City Code/Ordinance violations in the City are identified and quickly corrected. The Police Department also participates in local events and special outreach programs, such as Coffee with a Cop and Movie Night Out. Such participation is seen as important in promoting a safe community, serving as proactive crime deterrents through setting a good example, and fostering the respect of the community.

Despite the Post Falls' rapid growth in recent years, the city continues to enjoy relatively low crime rates. Criminal offenses in Post Falls are lower than national averages, along with excellent clearance rates of approximately 56 – 58% over the past few years.

Moving forward, continued coordination with the Police Department is paramount to ensure adequate services are available in areas that receive annexation and development requests. Coordination with the Police Department regarding future growth and new development in Post Falls will assist in the planning and design of new facilities, services, and contingencies or hazardous response plans. Utilizing the Police Department's expertise in matters of safety and planning for future neighborhoods and commercial centers will assist in continuing Post Falls being a safe place to live, work, and play.

Additional specifics on services and departmental capacity may be found on the department's website.

See: [www.postfallspolice.com](http://www.postfallspolice.com)

## Fire Protection / Emergency Services

Post Falls is served by Kootenai County Fire & Rescue (KCFR), an independent agency funded by district property taxes and governed by an elected board of commissioners. KCFR currently enjoys a Class 3 protection rating for most residential and commercial properties within City limits.<sup>1</sup> KCFR works with Kootenai County Emergency Medical Services System (KCEMSS) to provide EMS services and first response and ambulance transport. Fire District services also include technical rescue; code review and enforcement; public education; hazardous materials/disaster response; burn permits; fire prevention workshops and sprinkler plan reviews. Additionally, KCFR partners with the Post Falls Police Department for emergency response; fire and medical emergencies that include automated external defibrillator (AED) use or administration of Narcan<sup>2</sup>; response to active shooters; and provision of a police substation in a fire station.

See: [www.kootenaifire.com](http://www.kootenaifire.com)



**Figure 5.01** – In Post Falls, Fire and EMS services are provided by Kootenai County Fire & Rescue. (Image: Studio Cascade, Inc.)

The City Council has adopted Development Impact Fees for KCFR and KCEMSS and entered into Intergovernmental Agreement and Joint Powers Agreements for the Collection and Expenditure of Development Impact Fees for Fire District and EMS Systems Improvements by and between the City and the Kootenai County Fire and Rescue District and Kootenai County Emergency Medical Services System pursuant to Idaho Code §§ 67-8204A and 67-2328 for the collection and expenditure of Fire District and EMS System Impact Fees for both residential and non-residential development.

The following Capital Improvement Plans are Incorporated by Reference to this Comprehensive Plan:

- **Kootenai County Fire & Rescue Impact Fee Study and Capital Improvements Plan**
- **Kootenai County Emergency Medical Services System (KCEMSS) Impact Fee Study and Capital Improvement Plans**

## Solid Waste / Waste Collection

The City of Post Falls contracts with private collection firms to provide solid waste and recycling collection. Solid waste disposal is managed by

<sup>1</sup> Idaho Service Rating Bureau ratings classes 1-10; 1 = most desirable. Insurers often base coverage programs on ISRB scoring. Ratings are based on many factors, including quality of the fire department, water supply and hydrant locations, communication systems, building codes and building inspection programs.

<sup>2</sup> Brand name for naloxone, an opioid overdose reversal drug.



Kootenai County, with non-recyclable materials directed to an active landfill adjoining Highway 95 approximately 16 miles south of Coeur d'Alene. The facility is operated on a portion of a County-owned 450-acre site, with an estimated life cycle for its permitted area through 2041-2042.

Ongoing growth will require careful attention to the logistical needs of solid waste haulers – such as transportation and site plan considerations – to maintain service efficiencies and manage waste in a purposeful, proactive fashion.

See: [www.kcgov.us/departments/solidwaste](http://www.kcgov.us/departments/solidwaste)

## Water Services

High quality water from an abundant supply (the Rathdrum Prairie Aquifer) is a unique resource to north Idaho and Post Falls. This plan's policy framework recognizes this, and supports the preservation and protection of this high-quality water supply. The aquifer was designated as a “Sole-Source Aquifer” by the Environmental Protection Agency in 1978, and has been further protected by Kootenai County and the Panhandle Health District, which limits septic tank wastewater service to one residential equivalent per five acres. Additionally, the Sensitive Resource Aquifer designation in 1997 by the State of Idaho further protects the SVRPA with Idaho’s only “non-degradation” management standard. Detailed quantity, flow, and level analyses have been performed on both the Idaho and Washington side of the aquifer as part of the 2007 U.S. Geologic Surveys’ “Bi-State” Study and is available on the IDEQ website.

## Level of Service Criteria

The 2011 Water System Master Plan lists level-of-service performance criteria as follows:

- + *A normal year-round operating pressure range of 50 to 90 psi;*
- + *Water supply with a minimum capacity equal to the peak day demand with the largest well out of service;*
- + *Storage capable of meeting the maximum fire demand plus peak-day equalization demand with one well out of service;*
- + *Additional emergency storage, as required, to assure the system can provide average day demands with the largest well and power grid out of service;*
- + *Capability of meeting a minimum fire flow in commercial areas of 3,000 gpm for four hours and a minimum residential fire flow of 1,000*

*gpm for two hours, while maintaining a minimum of psi 20 year round throughout the system;*

- ✦ *Fire flow demands exceeding these ranges or system capability at the time of building construction require that property owners provide on-site fire protection, including, but not limited to, building sprinklers and specialized construction.*

## Service Providers

The City of Post Falls provides approximately 50% of all water services within its boundaries, with two other providers, East Greenacres Irrigation District (EGID), and Ross Point Water District (RPWD), serving a majority of the balance. Numerous small water systems also exist throughout the incorporated City Limits, each operated under jurisdiction of the Idaho Department of Environmental Quality (DEQ) and have little formal connection to the City of Post Falls.<sup>3</sup> Five emergency inter-ties exist between the City and the RPWD and EGID systems, providing mutual support in the event of a water supply emergency.

### *City of Post Falls Water System*

The Post Falls water system oversees more than 115 miles of water lines in the city, with water sourced from eight wells drawing from the Rathdrum Prairie Aquifer. These wells are capable of producing over 23 million gallons per day, with approximately 5.55 million gallons of storage capacity in-place for emergency use. The City's existing water rights total 19,596 gallons per minute (gpm) and are considered sufficient through 2030, based on anticipated growth within the City's Water System Master Plan. All water rights associated with parcels requesting annexation to the City should be transferred to the City as a condition of annexation. If the City has unused water rights capacity, that capacity should be placed in a water rights bank for potential revenue and protection of the claims.

Additional water rights may be required to meet projections, and may be procured through transfers and/or Reasonably Anticipated Future Needs (RAFN) provisions of Idaho's 1996 Municipal Water Rights Act.<sup>4</sup>

For more on the City of Post Falls' water system, see the City's latest Water System Master Plan. A copy of the City's water service area map is included in this chapter as Figure 5.03.

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<sup>3</sup> *The 2011 Post Falls Water System Master Plan (WSMP) notes the Royal Highlands Water District, the North Kootenai Water District and the Pine Villa Water System; the plan's service area map is copied here as Figure 5.03. Service area callouts shown in Figure 5.01 are listed in the WSMP but not copied in this element.*

<sup>4</sup> *Post Falls WSMP, 2011 Update, pg. ES-6. The plan suggests future acquisition of Pine Villa and Royal Highlands Water System(s).*

### *East Greenacres Irrigation District*

The East Greenacres Irrigation District (EGID) generally covers areas north of the city center, serving approximately 9,800 customers accessing 3,600 domestic, municipal and industrial connections and approximately 1,000 irrigation connections. The EGID is authorized as an Irrigation District under Idaho's Title 43, serving domestic, municipal, industrial and irrigation needs. The district's financial resources derive from sale and assessments of metered and irrigation water. Domestic and irrigation hookup fees are placed in reserve for aging infrastructure replacement and upgrades. EGID's operations are overseen by a board of directors which select a manager/chief administrative officer and a clerk to carry out district affairs. Additional details on EGID capacities include:

- + *Number of wells – 14 (5,300 HP) at three well fields;*
- + *Capacity – 57 million gallons per day (MGD);*
- + *Storage facilities – One (1) 325,000 gallon;*
- + *Distribution facilities – Approximately 80 miles of pipe (50 miles of asbestos cement, 30 miles of PVC);*
- + *System conditions – Irrigation facilities were first established in 1921, utilizing surface water from Twin Lakes. Led by the US Bureau of Reclamation, pressurized system facilities were completed in 1976, allowing provision of domestic water. Asbestos-cement (A/C) piping was the material of choice at this time, and continues to perform well in local soil conditions. EGID saves hot tap coupons as mainline material samples, and indications show A/C material is in excellent condition;*
- + *Planned upgrades or replacements – Two (2) wells per year to be pulled and completely rehabilitated by 2015-2022; additional backup power; additional reservoir storage review; complete looping in critical areas.*

EGID's boundaries are under Federal control, which restrict the district's abilities to annex or release portions of their service area and effectively exempt it from City planning authority.<sup>5</sup> Though EGID has filed a request with the United States Bureau of Reclamation (USBR) to amend its 1969 (14,000 acre foot) water claim from an irrigation to a municipal right, the district may see reductions in its capacity due to declining irrigation needs for farming.

### *Ross Point Water District*

The Ross Point Water District, established in 1946 under State of Idaho Irrigation District statutes (Title 43), serves a sizable portion of the City's northeast quadrant, generally bounded by Syringa Road to the west, Hayden Avenue to the north, Huetter Road to the east and Mullan Avenue to the south. The district serves 3,200 meters, with an indeterminate

<sup>5</sup> *East Greenacres Irrigation District; Plan Update Meeting Notes, Workshop #1, 2/12/17*

number associated with domestic, industrial and irrigation customers. The district's financial resources derive from sale of metered water and through hookup fees. Ross Point's operations are overseen by a three-member board of directors (three-year terms) and a manager/chief administrative officer. Additional details include:

- + *Number of wells – Five (5);*
- + *Capacity – 17,200 m<sup>3</sup>/s;*
- + *Storage facilities – One (1) 2,500 gallon;*
- + *System conditions – N/A;*
- + *Planned upgrades or replacements – New 12" lines facing east and west sides of Highway 41 from E Mullan Avenue to W Prairie Avenue, supporting expected development in the Prairie crossing area.*

## Looking Forward

Through master planning efforts, the City should identify strategic investments in water infrastructure to aid or spur economic development goals. As an example, the City has identified opportunities in the Beck Road area to initiate construction of a trunkline which could provide water for future industrial development.

Currently, water system standards are generally shared between the City and RPWD, with EGID tracking a less coordinated approach. Ideally, all three water service providers will coordinate and address standardization of systems during future plan update cycles. Regardless, the City should develop and articulate a long-term position on addressing water service provision in context of anticipated growth and ongoing relationships with the EGID and RPWD.

See: [www.postfallsidaho.org/departments/public-services/water](http://www.postfallsidaho.org/departments/public-services/water)

See: [www.eastgreenacres.org](http://www.eastgreenacres.org)

## Wastewater

The City of Post Falls maintains a collection system to transport wastewater to its Water Reclamation Facility, including 31 lift stations (including two which service City Parks) and over 165 miles of pipeline.

The Water Reclamation Facility came on line in 1985 and has grown to a present capacity of approximately four million gallons per day. In 2014, the City was issued a new permit for the facility requiring state-of-the-art technology for phosphorus removal to levels among the lowest in the nation. Efforts to meet these requirements were initiated in anticipation of permit issuance and will continue through 2022.



**Figure 5.02** – Avista Utilities and Kootenai Electric Cooperative provide electricity and natural gas to residents of Post Falls. (Image: Studio Cascade, Inc.)

Cleaned water is returned to the Spokane River, with waste solids – largely microbes which grow by processing the wastewater – sent to a composting facility for use as fertilizer.

Maintaining treatment capacity at the Water Reclamation Facility is critical to both existing and future users. The phosphorus limits within the 2014 discharge permit effectively require the City to develop an alternative use for treated water within the next decade. To this end, the City is also initiating efforts to produce “Class A” reclaimed water. The City should strive to identify and secure opportunities to put treated water to beneficial reuse within the community. Reclaimed water is a resource which can be utilized for economic development. Even if potable water is not scarce, there is a growing movement to secure “reused” resources to minimize the ecological footprint of business and organizations. The City should develop policies supporting the utilization of reclaimed water as a commodity and economic development driver.

Policies and regulations surrounding the treatment and reuse of wastewater are increasingly complex. The City should take an active role in contributing to the body of knowledge which informs these regulations, and in the processes which develop them. Where local knowledge is pertinent, the City should support research efforts which can help to inform water resource policy. Examples would include appropriate uses for reclaimed water and best practices for stormwater management.

The City is also working toward development of a 500-acre multi-use natural area called the Post Falls Community Forest, serving as a multi-use property for the City. The area, as envisioned, would provide an opportunity to reuse highly treated Class A reclaimed water via drip irrigation; serve as an educational forest, and provide outdoor recreational opportunities.

## Electricity & Natural Gas

Avista Utilities (Avista) and Kootenai Electric Cooperative (KEC) provide electricity and natural gas to residents of Post Falls. There are a few areas where providers overlap, including the Highway 41 North corridor.

Areas south of the river are solely served by KEC, with overhead feeder and transmission lines across the river at Greensferry road and underwater lines at Heather Road, Ross Point Road, and Beck Road. KEC maintains a four-year work plan to manage priorities, and works with economic development agencies and city/county planning offices to coordinate improvements with development activity.

Avista supplies all natural gas services in Post Falls, and employs an extensive electric grid across the city. The company maintains a five-year capital projects plan, with regular updates performed in response to trends identified by the City and other agencies.

During development of this update, Avista indicated no capacity concerns where services already exist. The company is investing heavily in gas system upgrades at the Prairie Avenue/Highway 41 intersection, addressing new development forecast for that area.

See: [www.avistautilities.com](http://www.avistautilities.com)

See: [www.kec.com](http://www.kec.com)

## Coeur d'Alene Airport

Coeur d'Alene Airport ("COE" or the "Airport"), is located in, owned and operated by Kootenai County. The Airport is surrounded by, with airspace overlays including the cities of Post Falls, Hayden Lake, Coeur d'Alene, Hayden Lake, Dalton Gardens and Rathdrum, with an airspace overlay touching each of these cities excepting Coeur d'Alene. The 1,100-acre airport is located 2,320 feet above mean sea level, west of U.S. Highway 95 and north of Interstate 90. State Highways 53 and 41 also serve the surrounding area and are located west of the airport.

In the Idaho Airport System Plan (IASP), the Airport is categorized as a regional business airport supporting regional economic activities,

connecting to state and national economies, and serving all types of general aviation aircraft. The Airport also accommodates local business activities and various types of general aviation users.

As a regional business airport, COE has the largest economic impact of any general aviation airport in the state and the second highest economic impact behind only the Boise Airport. The Airport supports 1,058 jobs, translating to about \$40 million in total payroll and almost \$130 million in total output.<sup>6</sup> These economic links can be traced to business operations, medical services, search and rescue, fire-fighting, law enforcement, recreation/tourism, and agriculture.

COE is an important part of the national transportation infrastructure and is included in the FAA National Plan of Integrated Airport Systems (NPIAS). As a NPIAS airport, the Airport receives federal funding via the FAA Airport Improvement Program and is subject to FAA design standards, regulations, rules, sponsor responsibilities, and policies. The Airport is also eligible for and receives Airport Improvement Program (AIP) grants from the FAA through ITD Aero.

General aviation operations (noncommercial or military) account for 77 percent of the operations at the Coeur d'Alene Airport. The take-offs and landings were estimated at 79,846 in 2007 and rose to an estimated 86,876 in 2017. Forecasts place the future operations growth at about 2.3 percent annually to a level of 136,900 operations in 2037.<sup>7</sup>

The Airport maintains a master plan to address current and future needs. The facility meets minimum Idaho Airport System Plan objectives for runway length, runway width, runway strength, visual aids, runway lighting, weather reporting capabilities, land-side facilities, and services.

## Policy Considerations

The following topics are identified as key considerations relating to policy development near the Coeur d'Alene Airport:

**Encroachment of Incompatible Development** – One of the greatest threats to the viability of airports is the encroachment of incompatible land use. Recently, ITD Aero and the FAA have been working with Idaho's airports to strengthen airport land use compatibility policies and practices to reverse this trend.

**Safety and Quality of Life** – Proactive planning around airports ensures the safety of both aircraft operators and airport neighbors from potential accidents. It also protects the quality of life of airport

<sup>6</sup> Idaho Transportation Department (ITD), 2010

<sup>7</sup> Coeur d'Alene Airport Master Plan, 2017

neighbors by ensuring they are not adversely impacted by noise, dust or fumes often associated with airport operations.

**Economic Benefit** – COE provides a substantial economic benefit to Kootenai County and its citizens. Users such as corporations and life-flight operators use COA and contribute to the economy as a result of their use. The Airport needs to be protected so it may continue to provide user access and resulting economic benefits.

### *Airport Goals & Policies*

The goals and policies referenced below (from Appendix B) are intended to guide Post Falls' land use and infrastructure choices as both the city and COE grow.

Goals: G.01, G.02, G.06

Policies: P.01, P.02, P.11, P.13, P.23, P.28, P.29, P.30, P.31, P.61, P.88, P.91

## Library

Post Falls enjoys a central library at 821 N. Spokane Street, operated by the Community Library Network, a library district serving Kootenai and Shoshone Counties. The district is governed by an elected five-member Board of Trustees and serves Post Falls, State Line and surrounding areas as far as Coeur d'Alene to the east and Hayden and Rathdrum to the north.

See: [www.communitylibrary.net/drupal7/content/post-falls](http://www.communitylibrary.net/drupal7/content/post-falls)

## Educational Services

Post Falls enjoys a positive relationship with multiple providers offering quality, safe, and accessible school facilities for residents. In anticipation of growth, the City supports ongoing collaboration with all primary and secondary educational providers, maintaining levels of service and adapting to evolving regional demands.

The City supports continuing to provide educational opportunities from elementary through post-secondary education, as a measure to meet the demands of the evolving economic demands of the region.

## Post Falls School District

Post Falls School District 273 provides a comprehensive public education for preschool, elementary, middle, and high school students in Post Falls. Although the boundaries of the school district extend beyond city limits, the location of all schools and district facilities are located in Post Falls.

School District 273 develops and maintains a Long Range Facilities Plan. The District's 2018 plan recommends several new facilities be built over



the next decade in order to provide space for the anticipated enrollment growth. These recommendations are based on student population growth of 1.5% annually. If the enrollment growth exceeds 1.5%, it will be necessary to accelerate the recommended timelines for construction. The plan calls for a new elementary school, a third middle school and a second traditional high school along with upgrades and remodels of several existing buildings. See Figure 5.04 for PFSD district boundaries.

See: [www.pfsd.com](http://www.pfsd.com)

## Higher Education

Post Falls residents are served by North Idaho College (NIC), a community college located in Coeur d'Alene. NIC hosts satellite campuses for the University of Idaho and Lewis & Clark College on its campus.

The University of Idaho Research Park, located in Post Falls at Riverbend Commerce Park, provides facilities for research and technology-based companies seeking a collaborative relationship with U of I faculty and students. The facility offers state-of-the-art laboratories, computer labs and classrooms for use by U of I, other Northwest colleges and universities, and the community. The park is located on 28 acres, and houses five technology and research organizations in addition to U of I programs.

See: [www.nic.edu](http://www.nic.edu)

See: [www.uidaho.edu/cda/uirp](http://www.uidaho.edu/cda/uirp)

### *Educational Goals & Policies*

The goals and policies referenced below (from Appendix B) are selected as specific and useful in guiding the location, accessibility, and function of school facilities, even as they continue to expand beyond existing City limits.<sup>8</sup>

Goals: G.01, G.02

Policies: P.02, P.03, P.10, P.23, P.25, P.26, P.27, P.37, P.38, P.56, P.64, P.87

## Geographic Information Systems

A significant and ongoing achievement in the region is the creation of the Kootenai County Geographic Information System (GIS). These electronic files, keyed to geographic coordinates, provide detailed mapping and coordination of virtually any type of data, especially those types of systems used by municipal and service agencies. For this reason, GIS is seen as an extremely valuable tool for services planning.

Post Falls has and will continue its participation with area communities, Kootenai County, and service provider in the development of the local

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<sup>8</sup> Because other goals and policies may also relate, a full review of the policy framework is advised.

GIS database. The value of this system is expected to increase with time as new information is collected and made available to the public in both industry-standard (.shp, .shx, .dbf, and .dwg) and widely accessible (.pdf, .html) formats.

See: [www.co.kootenai.id.us/departments/mapping](http://www.co.kootenai.id.us/departments/mapping)

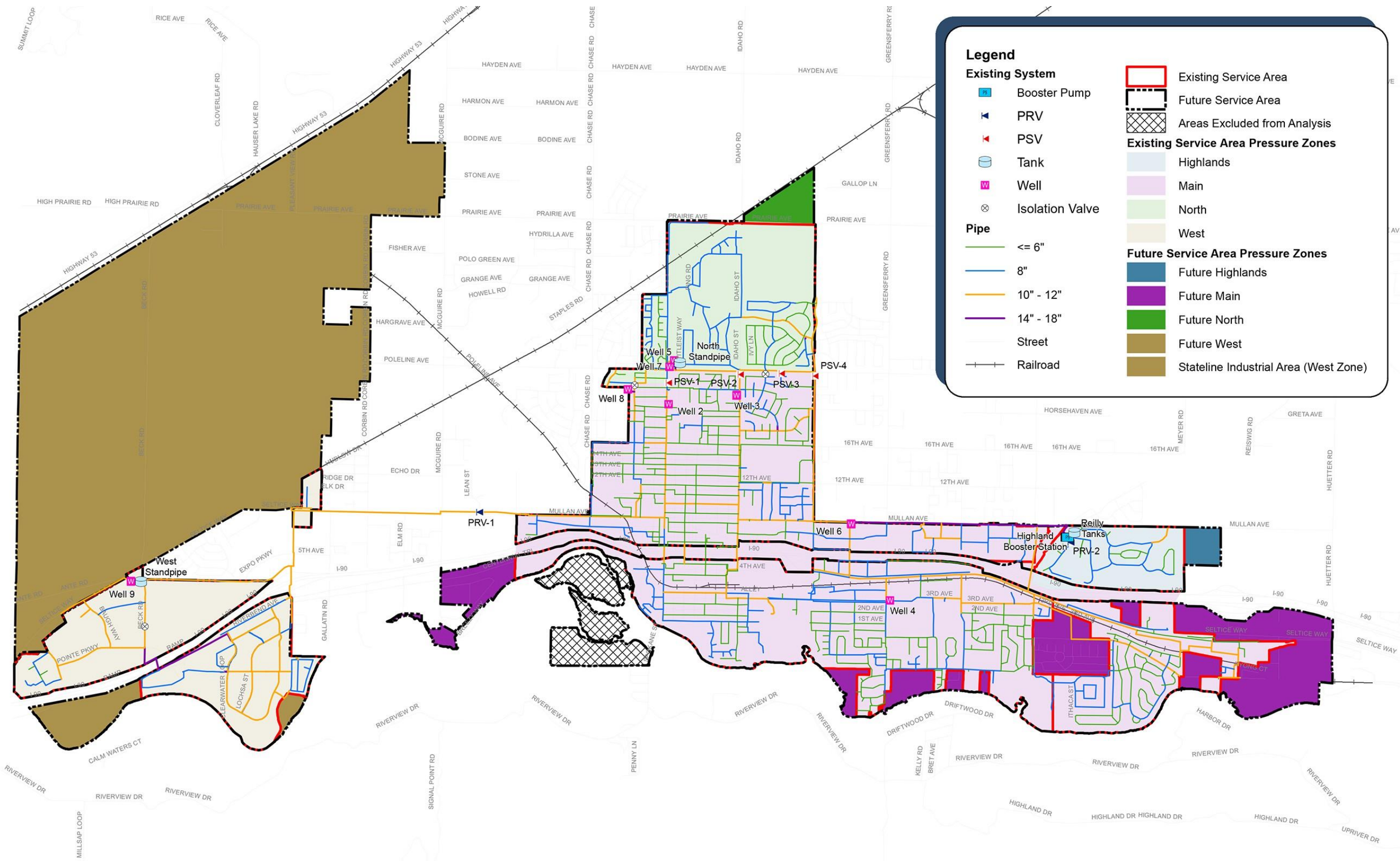
## Future Needs

Post Falls' public services will need to be expanded to meet anticipated growth and maintain current levels of service. To accomplish this, the City is working towards coordinating population projections among all its departments and service providers, and creating and/or formalizing its level of service standards.

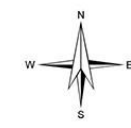
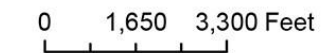
Some of these standards were established as part of the City's 2011 Development Fee Impact study, subsequently adapted as a fee schedule which collects funds supporting parks, streets and public safety services.<sup>9</sup> Others, such as those adopted by the Kootenai Metropolitan Planning Organization, were developed with Post Falls' needs and objectives as secondary considerations to regional goals. Regardless, full and comprehensive coordination of services development – including all City-led or contracted services – is imperative if Post Falls hopes to properly anticipate, direct, fund and manage the many demands that come with growth.

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<sup>9</sup> "Capital Improvement Plans & Development Impact Fees" September 2011, City of Post Falls. Study developed per requirements of the Idaho Development Impact Fee Act.



**City of Post Falls  
Water System Master Plan**



**Service Areas**

Figure 5.03 – Water services map

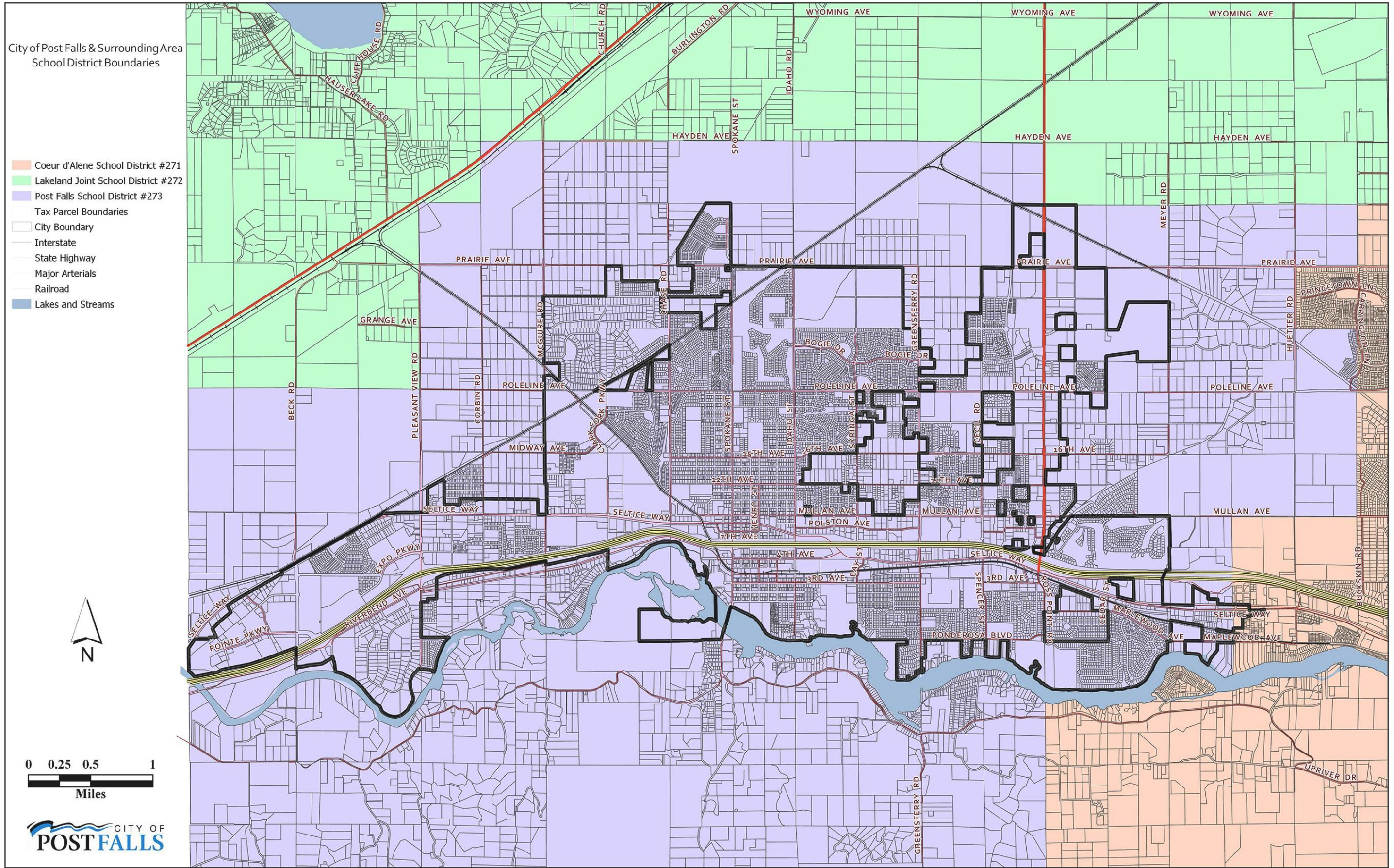


Figure 5.04 – School district map

## ■ Public Services Goals

### Goals

**Maintain and improve the provision of high-quality, affordable and efficient community services in Post Falls. [G-02]**

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*Discussion: Municipalities exist to provide infrastructure and services that would be impossible for individuals to provide. While pooled resources make essential services achievable, they also require strong levels of coordination and management to assure accountability and efficiency. Some actions have clear and immediate effects on resources. Other actions may be more difficult to associate with fiscal impact, but over time, may profoundly affect the costs of services – and livability of the community. This goal anchors the need for the City of Post Falls to consider the long-term cost implications and benefits of choices including land use, transportation investments, parks and recreational services, as well as other types of infrastructure – maintaining efficiency and accountability for the community it serves.*

**Maintain and improve Post Falls’ transportation network, on pace and in concert with need and plan objectives. [G.06]**

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*Discussion: All cities require functional, resilient transportation networks providing for the flow of people and materials. In assisting with this plan, residents urged improvements to the existing fabric and criteria that provide a full-featured street network for Post Falls, improving the efficiency, function and value of the City. Residents also recognize the importance of transit services, as well as connectivity to regional ground, rail and air transportation systems.*

**Plan for and establish types and quantities of land uses in Post Falls supporting community needs and the City’s long-term sustainability. [G.07]**

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*Discussion: Cities exercise considerable influence over land use, in turn influencing the type and character of development, patterns of growth, and the short and long-term financial impact of growth on the local economy. Consequently, this plan supports the allocation of land use types, parks features and other areas sufficient to achieve overall plan objectives.*

**Protect and maintain Post Falls’ natural resources including clean air, soils, river and aquifer, and minimizing light and noise pollution citywide. [G.08]**

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*Discussion: City livability, health and value are fully dependent on clean, safe and sustainable natural resources. This goal underscores Post Falls’ commitment to maintaining its natural resources as a top priority, recognizing them as essential to the community’s survival.*

**Maintain the City of Post Falls' long-term fiscal health. [G.12]**  
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*Discussion: Services that cities provide cannot be sustained without fiscal balance and accountability. This goal serves to anchor the City of Post Falls' obligation to sustain its fiscal health – achieved through the gathering of income in responsible, equitable ways, and through decisions, investments and actions that provide rate-payers with efficient, effective services now and in the future.*

**Maintain, update, coordinate and implement Post Falls' policy and regulatory documents. [G.13]**  
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*Discussion: Cities are more likely to succeed when leaders and citizens come together to address a shared vision and set of objectives. This goal serves to affirm Post Falls' commitment to community planning and implementation. This plan is configured to aid periodic updates, and encourages future planning work by City departments, creating topical, parks or sub-area planning. Good planning – and just as important, implementation – is key to maintaining Post Falls' essential qualities over time.*



## Amber Blanchette

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**From:** jonie@postfallshd.com  
**Sent:** Wednesday, December 22, 2021 1:23 PM  
**To:** Amber Blanchette  
**Subject:** RE: KCFR/KCEMSS Comp Plan Amendment CPA-0002-2021

**WARNING:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

PFHD has no comment.

Jonie Anderson  
Administrative Assistant 1  
Post Falls Highway District  
p 208.765.3717  
f 208.765.0493  
contactus@postfallshd.com

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**From:** Amber Blanchette <amberb@postfallsidaho.org>  
**Sent:** Tuesday, December 21, 2021 11:55 AM  
**To:** Ali Marienau <AMarienau@kmpo.net>; Andy Obermueller <aobermueller@cdapress.com>; audie.neuson@williams.com; Avista <c01\_Real\_Estate@avistacorp.com>; Bill Melvin <bmelvin@postfallsidaho.org>; Bill Roberson <william.roberson@itd.idaho.gov>; Brittany Stottlemire <brittany.stottlemire@avistacorp.com>; CDA GARBAGE <jennifer@cdagarbage.com>; CDA Press <BBLITZ@cdapress.com>; Charles Lane <Charles.Lane@charter.com>; CHARTER <DLwest-pnw-construction@charter.com>; Chris Riedeman <criedeman@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dana Marsh <dana.marsh@tdstelecom.com>; David Callahan <dcallahan@kcgov.us>; David Fair <dfair@postfallsidaho.org>; David Sauer (ZiPLY) <david.sauer@ziPLY.com>; Dena Naccarato <dnaccarato@273.com>; Dewey, Kristina <kristina.a.dewey@usps.gov>; Diane URA <dianepfura@gmail.com>; Dylan Owens <dylan.owens@tdstelecom.com>; Ellie Hilbert <ehilbert@cdapress.com>; Erik Ketner <eketner@phd1.idaho.gov>; Erika Auger <eauger@phd1.idaho.gov>; Erin Butler <ebutler@sd273.com>; Ethan Porter <eport@postfallsidaho.org>; Field Herrington <fherrington@postfallsidaho.org>; Heidi <heidig@inlander.com>; Heidi Varney <hvarney@postfallsidaho.org>; J Mcmillin <jmcmillin@postfallspolice.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Faulkner <jfaulkner@postfallsidaho.org>; Jason Kimberling <jason.kimberling@itd.idaho.gov>; Jennifer Poindexter <jpoindexter@postfallsidaho.org>; Jeryl Archer <jeryla@kootenaifire.com>; jhofer@kec.com; JHolderman@KEC.com; Jodi Meyer <jmeyer@postfallsidaho.org>; John Beacham <jbeacham@postfallsidaho.org>; Jonathon Manley <jmanley@postfallsidaho.org>; Judah Lopez <judah\_lopez@tracanaca.com>; Justin Miller <jmiller@postfallsidaho.org>; Keeler <keeler.white@twcable.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kirk <Kirk.Hobson@charter.com>; Kirk Hobson <kirk.hobson@twcable.com>; KMPO <Gmiles@kmpo.net>; Kootenai Electric <mblyton@kec.com>; Kootenai Electric <mnewcomer@kec.com>; Kristie McEnroe <kristie.mcenroe@deq.idaho.gov>; Laura Jones <ljones@postfallsidaho.org>; lauriep@kootenaifire.com; Lindsay Spencer <lindsay@eastgreenacres.org>; Lynn Sandsor, AECOM <lynn.sandsor@aecom.com>; Marvin Fenn <marvin.fenn@itd.idaho.gov>; Matthew Jones, BNSF <matthew.jones@bnsf.com>; Media <media@postfallsidaho.org>; Michael Allen <MAllen@postfallspolice.com>; Michael Thomas, P.E. <mthomas@kec.com>; Monica Miller <momiller@quantatel.com>; Naomi Tierney <ntierney@postfallsidaho.org>; Pat Knight <pknight@postfallspolice.com>; PFHD <contactus@postfallshd.com>; PFPD <admin@postfallspolice.com>; Phillip Evander <PEvander@kec.com>; Post Falls Chamber <pam@postfallschamber.com>; Preston Hill <prestonh@postfallsidaho.org>; Rob Palus <rpalus@postfallsidaho.org>; Robert Seale <rseale@postfallsidaho.org>; Robin Bekkedahl <robin.bekkedahl@avistacorp.com>; Rod CDA Garbage <Rod@cdagarbage.com>; Ross Point Water <rosspointwater@frontier.com>; Scott Davis <sdavis@kec.com>; Shannon Howard <showard@postfallsidaho.org>; Shelly Enderud <SEnderud@postfallsidaho.org>; Stacy Simkins

*public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.*

**ACTION ITEMS:**

- A. Comprehensive Plan Amendment, KCRF/KCEMSS File No. CPA-0002-2021 – Anne Wescott, Galena Consulting to present (**Action Item**) – Tonight we are speaking to you as Planning and Zoning. On Page 11 of the Kootenai County report, the Capital Improvement Plan (CIP) for the Fire Department and EMS for the next ten years is offered in detail to determine if the CIP is in alignment with the Comprehensive Plan. The plan has not changed since it was presented in December.

**Manley** – I would like to make one clarification. A lot of what was presented by Anne Wescott of Galena Consulting dealt with the capital expenditures as part of the impact fees. What is being forwarded for recommendation is that Comp Plan Amendment portion. On Page 5.3 there is that additional language in there that is being requested to be amended under the services section.

**Herrington** – Page 68 of your agenda.

**Manley** – That additional language points to those master documents as presented as KCFR and KCEMSS.

**Davis** – So the language you are referring to is the Council's adopted impact fees for KCRF and KCEMSS and extended that whole piece?

**Manley** – Yes, it's all underlined.

**Testimony:**  
**In Favor – None**  
**Neutral – None**  
**Opposition – None**

**Carey moved to forward for approval City Council CPA-0004-2021**

**Second By: Steffensen**

**Vote Steffensen – Yes; Carey – Yes; Kimball – Yes; Davis – Yes**

**Moved**

- ~~B. Dual Brand Hotel Special Use Permit File No. USE-0006-2021 – Laura Jones, Associate Planner, to present. The owner is Bill Lawson of A & A Construction. Applicant is Dwight Hume of Land Use Solutions and Entitlement. (**Action Item**) – Special Use Permit approval to exceed the maximum height requirement of 45' within the Community Commercial Services (CCS) zoning designation, to construct a 5-story hotel with a maximum height of 60'. The project site is located south of Interstate 90 and north of E. 4<sup>th</sup> Avenue between North Idaho Street and E Seltice Way. The existing zoning to the north, west and east are CCS, which is currently vacant and being subdivided. To the southeast is Woodland Meadows R-3 multi-family residential. The area to the southwest~~



## Amber Blanchette

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**From:** Kristie May <Kristie.May@deq.idaho.gov>  
**Sent:** Friday, January 28, 2022 12:42 PM  
**To:** Amber Blanchette  
**Subject:** RE: KCFR-KCEMSS Comp Plan Amendment File No. CPA-0002-2021

**WARNING:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

DEQ has no environmental impact comments pertaining to the amendment referenced above.

Thank you,  
Kristie

**Kristie May (McEnroe) | Admin Assistant II**  
Idaho Department of Environmental Quality  
2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814  
Direct: 208.666.4608  
Office Line: 208.769.1422  
[www.deq.idaho.gov](http://www.deq.idaho.gov)

**Our mission:** To protect human health and the quality of Idaho's air, land, and water.

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**From:** Amber Blanchette <amberb@postfallsidaho.org>  
**Sent:** Friday, January 28, 2022 11:06 AM  
**To:** Ali Marienau <AMarienau@kmpo.net>; Andy Obermueller <aobermueller@cdapress.com>; audie.neuson@williams.com; Avista <c01\_Real\_Estate@avistacorp.com>; Bill Melvin <bmelvin@postfallsidaho.org>; Bill Roberson <william.roberson@itd.idaho.gov>; Brittany Stottlemire <brittany.stottlemire@avistacorp.com>; CDA GARBAGE <jennifer@cdagarbage.com>; CDA Press <BBLITZ@cdapress.com>; Charles Lane <Charles.Lane@charter.com>; CHARTER <DLwest-pnw-construction@charter.com>; Chris Riedeman <criedeman@kec.com>; Dan Ryan <danr@kootenaifire.com>; Dan Selden <danselden@hotmail.com>; Dana Marsh <dana.marsh@tdstelecom.com>; David Callahan <dcallahan@kcgov.us>; David Fair <dfair@postfallsidaho.org>; David Sauer (ZiPLY) <david.sauer@ziply.com>; Dena Naccarato <dnaccarato@273.com>; Dewey, Kristina <kristina.a.dewey@usps.gov>; Diane URA <dianepfura@gmail.com>; Dylan Owens <dylan.owens@tdstelecom.com>; Ellie Hilbert <ehilbert@cdapress.com>; Erik Ketner <eketner@phd1.idaho.gov>; Erika Auger <eauger@phd1.idaho.gov>; Erin Butler <ebutler@sd273.com>; Ethan Porter <eportner@postfallsidaho.org>; Field Herrington <fherrington@postfallsidaho.org>; Heidi <heidig@inlander.com>; Heidi Varney <hvarney@postfallsidaho.org>; J Mcmillin <jmcmillin@postfallspolice.com>; Jame Davis <jame.davis@intermaxteam.com>; Jason Faulkner <jfaulkner@postfallsidaho.org>; Jason Kimberling <jason.kimberling@itd.idaho.gov>; Jennifer Poindexter <jpoindexter@postfallsidaho.org>; Jeryl Archer <jeryla@kootenaifire.com>; jhofer@kec.com; JHolderman@KEC.com; Jodi Meyer <jmeyer@postfallsidaho.org>; John Beacham <jbeacham@postfallsidaho.org>; Jonathon Manley <jmanley@postfallsidaho.org>; Judah Lopez <judah\_lopez@tranacanaca.com>; Justin Miller <jmiller@postfallsidaho.org>; Keeler <keeler.white@twcable.com>; Kevin Linville <kevin.linville@tdstelecom.com>; Kirk <Kirk.Hobson@charter.com>; Kirk Hobson <kirk.hobson@twcable.com>; KMPO <Gmiles@kmpo.net>; Kootenai Electric

**CITY OF POST FALLS**  
**AGENDA REPORT**  
New Business  
**MEETING DATE: 2/15/2022**

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**DATE:** 2/9/2022 2:59 PM  
**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** Craig Borrenpohl  
**SUBJECT:** Contract with J-U-B Engineers for the Water Reclamation Facility Planning Study and Financial Plan

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**ITEM AND RECOMMENDED ACTION:**

City Council approves and authorizes the Mayor to sign the contract with J-U-B- Engineers Inc. for the Post Falls Water Reclamation Facility Planning Study.

**DISCUSSION:**

The City of Post Falls Water Reclamation Division presents the attached scope for professional consulting services with J-U-B Engineers, Inc. Prior to this request, the most recent WRF facility plan and capital improvement plan were completed in 2013. Completion of a new facility planning study in 2023 will incorporate subsequent growth, treatment technology, and cost information garnered over the last decade and chart a course for water reclamation over the next 20 years.

Treatment focus areas of the study include an existing conditions and systems review, updating flow and wasteload projections, regulatory review, development of liquid stream treatment and reuse options, development of biosolids treatment and reuse options.

Development of a capital improvement plan (CIP) will also be a major component of this effort. The CIP will combine anticipated treatment costs developed in the water reclamation facility plan, discussed above, as well as costs outlined in the recently adopted wastewater collection system master plan. The rate study will ensure user rates are appropriately set so as to balance the anticipated costs with the burden rates place on our rate payers.

**ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:**

NA

**APPROVED OR DIRECTION GIVEN:**

NA

**FISCAL IMPACT OR OTHER SOURCE OF FUNDING:**

The authorization to J-U-B Engineers, Inc. has a value of \$367,700.00. Funding will be split between Water Reclamation Line Items for a Facility Plan and Rate Study

**BUDGET CODE:**

651-463.3209.95500, 652-463.3208.95500

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**Title: Consulting Services for The City of Post Falls –Water Reclamation Facility – Facility Planning Study**

Estimated Contract Value: \$367,700

Estimated Completion Date: 4/1/2023

Contract Type: Lump Sum – Engineering Consulting for Facility Planning Study and Financial Plan. Time and Material Not To Exceed will be used for optional tasks if authorized by City.

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**CITY OF POST FALLS:**

City of Post Falls Idaho  
C/O City of Post Falls Public Works – Utilities Division  
408 N. Spokane Street  
Post Falls, ID 83854

City Contract Administrator: Jason Faulkner, Finance Director, Phone: (208) 773-3511

Email: [jfaulkner@postfallsidaho.org](mailto:jfaulkner@postfallsidaho.org)

City Project Manager: Craig M. Borrenpohl, P.E., Utilities Manager, Phone: (208) 262-7374

Email: [cborrenpohl@postfallsidaho.org](mailto:cborrenpohl@postfallsidaho.org)

**CONSULTANT:**

J-U-B Engineers, Inc.

7825 Meadowlark Way, Coeur d'Alene, ID 83815

Firm Project Manager: Mike Conn, P.E., Project Manager. Phone: (208)762-8787

Email: [mconn@jub.com](mailto:mconn@jub.com)

THIS AGREEMENT made and entered into by and between City of Post Falls, a political subdivision of the State of Idaho, having offices for the transaction of business at 408 N. Spokane Street, Post Falls, Idaho 83854, hereinafter referred to as the "**City**," and J-U-B Engineers, Inc. having offices for the transaction of business at 7825 Meadowlark Way, Coeur d'Alene, ID 83815 hereinafter referred to as the "**Consultant**" jointly, hereinafter referred to along with the City as the "Parties."

WITNESSETH:

WHEREAS, the city desires to obtain engineering consulting services within the City; and

WHEREAS, the Consultant has been selected by the City to prepare such.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions set forth herein, the Parties mutually agree as follows:

## **ARTICLE 1. SUBJECT AND PURPOSE**

1.1. **PURPOSE:** The City hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the services hereinafter set forth, which are generally described within **Exhibit “A”**, which is incorporated herein by this reference.

## **ARTICLE 2. SCOPE OF WORK AND PERSONNEL**

2.1. **PROJECT LOCATION:** This project is to be located in the City of Post Falls.

2.2. **SCOPE/STATEMENT OF WORK:** The Consultant will provide the professional services described in the Scope of Services attached hereto as **Exhibit “A”**, which is incorporated herein by reference. All of the services required hereunder will be performed by the Consultant or under Consultant’s direct supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. Work will be coordinated with the City Project Manager or their representative.

2.3. **PERSONNEL:** The Consultant represents that it has or will secure at its own expense all personnel required to perform its services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City. It is expected that the Project Manager and other key employee(s) upon which the Consultant based its qualifications to perform the work will be the ones who perform the services on behalf of the Consultant. The Consultant’s Project Manager and/or other key employee(s) may not be replaced without obtaining the City’s approval, which will not be unreasonably withheld. The written request for substitution must describe why the action is being requested and be accompanied by the documentation for the person(s) as called for in the Request for Qualification’s criteria section dealing with the competence of personnel and any applicable specialized experience. Based upon the City’s review of the Consultant’s documentation, and any supplemental information that may have been submitted at the City’s request, the City, may at its sole option: (1) approve the Consultant’s request in writing; or (2) deny the Consultant’s request and call for other substitute(s) or replacement(s) to be submitted for review; or (3) terminate this Agreement for cause and remove the Consultant from the project.

2.4. **ASSIGNABILITY:** The Consultant may not assign or transfer any interest in this Agreement without the prior written consent of the City thereto. Provided, however, that claims for money due or to become due to the Consultant from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City. Likewise, the Consultant may not delegate duties or otherwise subcontract work or services under this Agreement without the prior written approval of the City.

2.5. **RELATIONSHIP OF THE PARTIES:** The Consultant shall perform its obligations hereunder as an independent contractor of the City. The City may administer this Agreement and monitor the Consultant's compliance with this Agreement but shall not supervise or otherwise direct the Consultant except to provide recommendations and to provide approvals pursuant to this Agreement.

2.6. **TERM:** Services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work. Upon request of the City, and subject to the City's approval a schedule for the performance of the Services which may be adjusted as the Project proceeds, shall be submitted for review and approval. The schedule shall include allowances for periods of time required for the City's review and for the receipt of submissions by authorities having jurisdiction over the project.

### **ARTICLE 3. COMPENSATION**

3.1. **BASIS OF COMPENSATION:** Consultant will be paid at an hourly rate based on the rates listed in the Budget section of **Exhibit "A"**. Total reimbursement to the Consultant, including reimbursable expenses, will not exceed \$[367,700.00 Dollars] without a change order approved in writing by both parties. Prices and rates shall remain firm for the duration of this Agreement unless formally amended or changed by Change Order to the Agreement. Prices and rates shall remain firm for the duration of this Agreement unless formally amended or changed by Change Order to the Agreement. In the event the term of the contract extends beyond 12 months, the Parties agree to attempt to negotiate an equitable adjustment to the Consultant's compensation. If such an agreement is negotiated, a three percent (3%) increase to prices and rates will apply annually on the anniversary date of the contract.

3.2. **REIMBURSABLE EXPENSES:** Reimbursable expenses must have the prior written approval of the City. Reimbursable expenses will be billed at cost unless otherwise approved in writing by the Contract Administrator. Such reimbursable expenses, which are subject to the total compensation limit addressed in Section 3.1 of this Article. Reimbursable expenses include expenses by the Consultant and the Consultant's employees in the interest of the Project.

3.3. **EXCLUSIONS FROM COMPENSATION:** Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, use of facilities, service or other thing of value to the Consultant in connection with performance of agreement duties. The parties understand and agree that, except as otherwise provided in this Article, administrative overhead and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement, including but not limited to, fees, licenses, and permits have already been included in computation of the Consultant's fee and may not be charged to the City.

3.4. **TIME OF PAYMENT:** Payments will be made in monthly installments based on an invoice of services rendered and costs incurred during the previous month. Each invoice will contain the project/contract number and be sequentially numbered beginning with "Pay Request 1". The invoice will be addressed to the Project Manager at the address listed above. The invoice will be paid within 30 days of receipt by the City contingent upon review and authorization by the City's Contract Administrator and Project Manager. Each monthly invoice must reflect the total work performed and approved to date. Past due amounts may bear a finance charge as stipulated by law not to exceed 1% of the past due amount per month.

**3.5. METHOD OF PAYMENT:** The, City, in its sole discretion, may elect to make payment by warrant (check), credit card (payment card or “P” card), Automated Clearing House (ACH) or Electronic Payment (E-payment or E-payables). The pricing submitted by the Consultant and accepted by the City is inclusive of applicable payment terms, as well as, any and all fees incurred by the Consultant through their financial institutions in accepting any of the above referenced payment methods. No additional fees or charges to the City shall apply, unless otherwise preapproved by the City.

**3.6. FINAL INVOICE:** In order for the Parties to close their books and records, the Consultant will state "final invoice" or other words to that effect on its final or last billing to the City for the work of the Agreement. Since this Agreement will thereupon be closed and any budget balances deleted, the Consultant agrees that any further charges not properly included on this or previous billings will be waived in their entirety.

#### **ARTICLE 4. INSURANCE**

**4.1. INSURANCE:** The Consultant will maintain, at a minimum, the insurance coverage’s set forth in this Article. Any exclusions must be pre-approved by the City of Post Falls Finance Department. Work under this contract may not commence until evidence of all required insurance is provided to, and approved by, the City Attorney. The Consultant’s insurer must have a minimum A.M. Best’s rating of A-VII and must be licensed to do business in the State of Idaho. Evidence of such insurance shall consist of a completed copy of the certificate of insurance, signed by the insurance agent for the Consultant. The insurance policy or policies will not be canceled, materially changed or altered without forty-five (45) days prior notice submitted to the City. The policy must be endorsed and the certificate must reflect that the City of Post Falls is named as an additional insured on the Consultant’s general liability policy with respect to activities under this Agreement. The policy must provide and the certificate must reflect that the insurance afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company’s liability. Additionally, the policy must be endorsed and the certificate must reflect that the insurance afforded therein shall be primary insurance for the Consultant. The certificate holder shall be City of Post Falls C/O City of Post Falls Public Works Department, 408 N. Spokane Street, Post Falls, Idaho 83954. Any insurance or self-insurance carried by the City shall be excess and not contributory insurance to that provided by the Consultant.

**4.2. GENERAL LIABILITY INSURANCE:** The Consultant must have Commercial General Liability Insurance with limits of \$1,000,000.00 per occurrence, which includes general aggregate, products, completed operation, personal injury and fire damage. The General Liability Insurance must state that City of Post Falls, it’s officers, agents and employees, and any other entity specifically required by the provisions of this Agreement will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims.

**4.3. AUTOMOBILE INSURANCE:** The Consultant must carry, for the duration of this Agreement, comprehensive automobile liability coverage of \$1,000,000.00 for any vehicle used in conjunction with the provision of services under the terms of this Agreement. The policy must provide that it will

not be canceled, materially changed, or renewed without forty-five (45) days written notice prior thereto to City of Post Falls.

4.4. **WORKERS COMPENSATION:** The Consultant agrees to maintain Workmen's Compensation coverage on all employees, including employees of subcontractors, during the term of this Agreement as required by Idaho Code and to provide proof of Worker's Compensation coverage by providing its State Industrial Account Identification Number to the City. Should the Consultant fail to maintain such insurance during the entire term hereof, the Consultant will indemnify the City against any loss resulting to the City from such failure, either by way of compensation or additional premium liability.

4.5. **PROFESSIONAL LIABILITY INSURANCE:** The Consultant will carry Professional Liability insurance coverage in the minimum amount of this Agreement or \$1,000,000.00, whichever is less.

4.6. **FAILURE TO COMPLY:** Failure of the Consultant to fully comply with the above insurance requirements during the term of this Agreement will be considered a material breach of this Agreement and could be cause for immediate termination of the Agreement at the City's sole discretion. Alternatively, the City may procure and maintain, at the Consultant's sole expense, insurance up to the amount of the required coverage(s). The City may offset the cost of such insurance against any payment due to the Consultant due for work performed under this Agreement.

## **ARTICLE 5. CONTRACT TERMINATION**

5.1. **TERMINATION BY CONSULTANT:** This Agreement may be terminated by the Consultant upon thirty (30) days' prior written notice to the City in the event of substantial failure by the City to perform in accordance with the terms of this Agreement through no fault of the Consultant.

5.2. **TERMINATION BY CITY:** This Agreement may be terminated by the City with or without cause immediately upon written notice to the Consultant. In the event of termination of a Contract through no fault of the Consultant, the City agrees to pay the Consultant for services rendered to the City's satisfaction up to the date of termination based upon actual costs and expenses incurred according to this Agreement. Payment will be based upon an itemized breakdown and documentation by the Consultant that services have been performed to the date of termination and acceptance of said documentation by the City. In the event of termination for cause, the Consultant, must reimburse the City for all reasonable costs associated with the replacement of the Consultant with a different entity to complete the work that is the subject of this Agreement.

5.3. **CLOSE-OUT OF WORK:** Immediately after sending a Termination Notice to the City or receiving a Termination Notice from the City, and except as otherwise directed by the City the Consultant must:

- (1) Stop work on the date and to the extent specified; and
- (2) Terminate and settle all orders and subcontracts relating to the performance of the terminated work; and

- (3) Transfer all work in process, completed work, and other material related to the terminated work to the City; and
- (4) Continue and complete all parts of the work that have not been terminated.

## **ARTICLE 6. INDEMNIFICATION**

**6.1. CONSULTANT TO INDEMNIFY CITY:** The Consultant agrees to indemnify, defend (at the city's sole option), and hold the City harmless from any and all claims, including but not limited to reasonable attorney fees, demands, losses and liabilities to or by third parties to the extent arising from, resulting from, a negligent act, error or omission of the Consultant performed under this Agreement by the Consultant, its agents or employees to the fullest extent permitted by law. The Consultant's duty to indemnify the City shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of the City, its agents or employees. The Consultant's duty to indemnify the City for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence or (a) the City, its agents or employees, and (b) Consultant, its agents or employees shall apply only to the extent of negligence of the Consultant or its agents or employees. Consultant's duty to defend (at the city's sole option), indemnify and hold the City harmless shall include, as to all claims, demands, losses and liability to which it applies, the City's personnel-related costs, reasonable attorney's fees, court costs and all other claim-related expenses. Consultant's defense obligation under the indemnity paragraph shall include only the reimbursement of reasonable defense costs to the extent of Consultant's actual, proportional indemnity obligation as determined by a court of law.

**6.2. PROFESSIONAL LIABILITY:** The Consultant's professional liability to the City (including Consultant's officers, directors, employees and agents) is limited to the amount payable under this Contract or one million dollars (\$1,000,000), whichever is less. In no case will the Consultant's professional liability to third parties be limited in any way. This limitation applies to all lawsuits, claims or actions identified under any legal theory related to Consultant's services under this Agreement and any continuation or extension of such services.

**6.3. U.C.C., LIENS, ETC.** The Consultant's indemnification shall specifically include all claims for loss or liability because of wrongful payments under the Uniform Commercial Code, or other statutory or contractual liens or rights of third parties, including taxes, accrued or accruing as a result of this contract or work performed or materials furnished directly or indirectly because of this contract.

## **ARTICLE 7. INSTRUMENTS OF SERVICE/RECORDS**

**7.1. CITY OWNS INSTRUMENTS OF SERVICE:** Drawings and other documents, including those in electronic form, prepared by the Consultant and Consultant's subcontractors are Instruments of Service. The City shall own all rights, title and interest in all of the Instruments of



Service and all of the other materials conceived or created by the Consultant or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereafter "Materials"). All finished or unfinished Materials prepared by the Consultant under this Agreement shall be the property of the City whether or not the project is completed, or this Agreement is canceled prior to expiration.

**7.2. CONSULTANT TO ASSIGN RIGHTS:** The Consultant hereby assigns to the City all rights, title and interest to the Materials. The Consultant will, upon request of the City, execute all papers and perform all other acts necessary to assist the City to obtain and register copyrights, patents or other forms of protection provided by law for the Materials such work being at additional expense to the City. The Materials created under this Agreement by the Consultant, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the Materials, whether in paper, electronic, or other form, shall be remitted to the City by the Consultant, its employees and any subcontractors, and the Consultant shall not copy, reproduce, allow or cause to have the Materials copied, reproduced or used for any purpose other than performance of the Consultant's obligations under this Agreement without the prior written consent of the City's Designated Representative except that the Consultant may retain copies necessary for record keeping, documentation and other such business purposes related to the Agreement.

**7.3. STANDARD ELEMENTS:** The foregoing shall not be construed to mean that the City shall acquire an exclusive possessory right, by copyright or otherwise, to the exclusion of the Consultant, in standard elements found in the Materials (such as standard details) generated and authored by the Consultant for its regular, repeated and ongoing use in designs, plans and drawings for its customers in the regular course of its business. The City further waives any claim it might have against the Consultant for errors or omissions arising specifically from changes made by the City or others to the Materials after the completion of the work provided by this Agreement. This waiver does not extend to errors or omissions in the Materials unrelated to any such changes by the City or others.

**7.4. INFRINGING ON OTHERS INTELLECTUAL PROPERTY:** The Consultant represents and believes that Materials produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. The Consultant shall indemnify and defend (at the City's sole option), the City at the Consultant's expense from any action or claim brought against the City to the extent that it is based on a claim that all or part of the Materials infringe upon the intellectual property rights of another. The Consultant shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this Agreement, amendments and supplements thereto, which are attributed to such claims or actions. This paragraph shall not apply to claims that arise from Materials specifically required by the City, or to portions of the Materials which the City directed the Consultant to include within said Materials. If such a claim or action arises, or in the Consultant's or the City's opinion is likely to arise, the Consultant will, at the City's

discretion, either procure for the City the right or license to continue using the Materials at issue or replace or modify the allegedly infringing Materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

**7.5. FINDINGS CONFIDENTIAL:** Any reports, information, data, etc., given to or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

**7.6. MAINTENANCE OF RECORDS:** The Contractor will maintain, for at least three (3) years after completion of this contract, all relevant records pertaining to the contract. The Contractor shall make available to the City, at any time during their normal operating hours, all records, books or pertinent information which the Contractor shall have kept in conjunction with this Agreement and which the City may be required by law to include or make part of its auditing procedures, an audit trail or which may be required for the purpose of funding the services contracted for herein.

**7.7. APPROVAL OF DOCUMENTS:** The City's approval of documents resulting from the services provided by the Consultant does not relieve the Consultant from its responsibility to comply with the standard of care for performance of its services set forth in this Agreement.

**7.8. ARTICLE APPLICABLE TO SUBCONTRACTORS:** The CONSULTANT shall ensure that the substance of foregoing subsections is included in each subcontract for the Work under this Contract.

## **ARTICLE 8. GENERAL CONDITIONS**

**8.1. PAYMENT OF TAXES:** This Contract is for the employment of the Consultant as an independent contractor. The Consultant acknowledges that they are an independent contractor doing business as listed above and is solely responsible for paying any and all taxes associated with the work of this Agreement including but not necessarily limited to income and social security taxes.

**8.2. ENFORCEMENT COSTS:** If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing Party or Parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such Party or Parties may be entitled.

**8.3. COMPLIANCE WITH LAWS:** The Parties hereto specifically agree to observe federal, state and local laws, ordinances and regulations to the extent that they may have any bearing on either providing any money under the terms of this Agreement or the services actually provided under the terms of this Agreement.

**8.4. MODIFICATION:** No modification or amendment to this Agreement will be valid until the same is reduced to writing, in the form of a change order, and executed with the same formalities as

this present Agreement.

**8.5. VENUE STIPULATION:** This Agreement has and shall be construed as having been made and delivered in the State of Idaho, and the laws of the State of Idaho shall be applicable to the construction and enforcement of this Agreement or any provision hereto. Any civil action arising from this Agreement shall be brought in the District Court for the First Judicial District of the State of Idaho at Coeur d'Alene, Kootenai County, Idaho and may not thereafter be removed to any other State or Federal Court. Each party shall be responsible for its own fees and costs.

**8.6. WAIVER:** No officer, employee, agent or otherwise of the City, has the power, right or authority to waive any of the conditions or provisions of this Agreement. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement or a law shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law. Failure of the City to enforce at any time any of the provisions of this Agreement or to require at any time performance by the Consultant of any provision hereof, shall in no way be construed to be a waiver of such provisions, nor in any way affect the validity of this Agreement or any part hereof, or the right of the City to hereafter enforce each and every such provision.

**8.7. HEADINGS:** The Article and Section headings in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the Articles/Sections to which they appertain.

**8.8. OTHER EMPLOYMENT:** This Agreement is not an exclusive services Agreement. The Consultant may take on other professional assignments while completing work under this Agreement.

**8.9. RECOVERY OF FUNDS:** Whenever, under the Agreement, any sum of money shall be recoverable from or payable by the Consultant to the City, the same amount may be deducted from any sum due to the Consultant under the Contract or under any other contract between the Consultant and the City including reasonable attorney fees and or any other collection costs. The rights of City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the Consultant.

**8.10. SEVERABILITY:** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement, which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

**8.11. NOTIFICATION:** All notices called for or provided for in this Agreement shall be in writing and must be served on any of the Parties either personally or by United States Mail to their respective addresses set forth above. All notices or other communications given hereunder and sent or delivered to the Party at the address set forth for such shall be deemed received: (1) when certified mail is deposited in the United States mail, postage prepaid; or (2) on the third day following the day on which the same have been mailed by first class delivery, postage prepaid; or (3) on the day such notices or other communications are received when sent by personal delivery, prepaid.

**8.12. INTEREST OF MEMBERS OF CITY AND OTHERS:** No officer, member, or employee of the City and no member of its governing body, and no other public official of the governing body shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly, interested or has any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

**8.13. INTEREST OF CONSULTANT:** The Consultant covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

**8.14. PERMITS:** The Consultant shall acquire and maintain in good standing all permits, licenses and other documents necessary to its performance under this Agreement.

**8.15. INTEGRATION:** This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties.

**8.16 NONDISCRIMINATION:** The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant agrees to post in conspicuous places available for employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The Consultant shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as the City may require. The Consultant further agrees to comply will all the Nondiscrimination Requirements contained in **Exhibit "B"**, which by this reference is incorporated herein.

**8.17. ADDITIONAL REQUIREMENTS OF THE STATE OF IDAHO:** The clauses contained in this Section are required by the State of Idaho. The inclusion of these clauses in this Agreement by the City does not indicate the City's support or opposition to these clauses nor acknowledgement by the City that these clauses are relevant to the subject matter of this Agreement. Rather, these clauses are included solely to comply with Idaho state law.

(1) **Boycotting Israel:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and Consultant employs ten (10) or more persons, then Consultant certifies that it is not currently engaged in, and will not, for the duration of this Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the "Anti-Boycott Against Israel Act" (Idaho Code 67-2346).

(2) **Contract with Abortion Providers:** To the extent this Agreement is subject to the use of public funds, Consultant certifies that it is not, and will not, for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider as those terms are defined in the “No Public Funds for Abortions Act” (Idaho Code Title 18, Chapter 87).

## **ARTICLE 9. CONTRACT DOCUMENTS**

9.1. **CONTRACT DOCUMENTS:** The Contract Documents consist of this Agreement and the other documents listed below and all modifications and change orders issued subsequent thereto. These form a contract and all are as fully a part of the contract as if attached to this agreement or repeated herein. In the event of any inconsistency between the provisions of this Agreement and the documents listed below, the provisions of this Agreement will control and the order of precedence will be in the order listed. An enumeration of the contract documents is set forth below:

1. Change Orders; and
2. This Agreement; and
3. Exhibit “A” Scope of Work including sub-Exhibit 1-A and 1-B; and
4. Exhibit “B” Nondiscrimination Requirements; and
5. Consultant response to the Request for Qualifications.

END OF ARTICLES

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the day and year set forth herein above.

MAYOR OF POST FALLS, IDAHO

ATTEST:

\_\_\_\_\_  
Ronald G. Jacobson, Mayor

BY: \_\_\_\_\_  
Shannon Howard  
City Clerk

Date: February \_\_\_\_, 2022

CONSULTANT  
Cory Baune  
\_\_\_\_\_  
Cory Baune, P.E., Vice President  
J-U-B Engineers, Inc.

Date: February 3, 2022

State of Idaho            )  
                                  : ss  
County of Kootenai    )

On this 3rd day of February, 2022 before me, a notary for the State of Idaho, personally appeared Cory Baune who, being by me first duly sworn, declared that they are a Vice President of J-U-B Engineers, Inc. that they signed the foregoing document as the authorized officer of the corporation, and that all statements therein contained are true.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written



Kimberly Groom  
Notary Public for the State of Idaho  
Residing at: Kootenai County  
My Commission Expires: 7/9/2027

## **Exhibit B Nondiscrimination Requirements**

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

**1. Compliance with Regulations**

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

**2. Non-discrimination**

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

**3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

**4. Information and Reports**

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

**5. Sanctions for Non-compliance**

In the event of the contractor’s non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

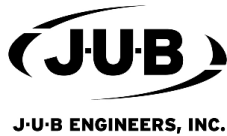
- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part.

**Incorporation of Provisions**

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

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

**Exhibit A – Scope of Services, Basis of Fee, and Schedule**

**PROJECT NAME:** Post Falls WRF Facility Plan Study

**CLIENT:** City of Post Falls, Idaho

**J-U-B PROJECT NUMBER:** TBD

**CLIENT PROJECT NUMBER:** Click or tap here to enter text.

**ATTACHMENT TO:**

**AGREEMENT DATED:** 2/15/2022; or

**AUTHORIZATION FOR ADDITIONAL SERVICES #N/A; DATED:** Click or tap to enter a date.

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

**PART 1 - PROJECT UNDERSTANDING**

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The Post Falls Water Reclamation Facility (WRF) provides wastewater treatment for the City of Post Falls and the City of Rathdrum. The plant was originally constructed in the 1980s and has had many upgrades over the past few decades. The last major upgrades included a new headworks, influent equalization, and improved solids handling in 2016. The facility is currently under construction with project elements focused on expanded treatment with biological nutrient reduction, tertiary clarification, effluent filtration, and new upgraded ultraviolet (UV) Disinfection. These projects were based on a Facility Planning Study (FPS) completed in 2013, with projects identified through the 2032 planning period.

The Scope of Services below are for a new FPS that will evaluate the existing WRF's performance, evaluate and update improvements noted herein needed to comply with known discharge limits, and detail an improvement plan for the next 20 years of service through the Year 2042 planning period.

**PART 2 - SCOPE OF SERVICES BY J-U-B**

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

**Task 100 – WRF Facility Plan Study**

**A. Subtask 001: Project Management**

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning and risk assessment.
3. Communicate and coordinate J-U-B team activities during the course of the project.
4. Communicate and coordinate subconsultant activities under J-U-B.



5. Regularly monitor project status, budget and schedule.
6. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
7. Provide a monthly invoice including budget status.
8. Provide ongoing document handling and filing.

**B. Subtask 002: Project Closeout**

1. Archive paper and electronic files and records.
2. Communicate the project completion to CLIENT.
3. Close financial billing and accounting records in J-U-B's financial and record-keeping systems.

**C. Subtask 003: Workshops**

1. Conduct the following workshops during the course of the WRF Facility Plan Study:
  - a. Project Kickoff Meeting
  - b. City Review Workshop #1 – Existing Facility Summary/Alternative Pre-screening
  - c. City Review Workshop #2 – Biosolids Preliminary Screening of Alternatives
  - d. City Review Workshop #3 – Collection System CIP Status Review and Study to Reflect Current Construction and Planning.
  - e. City Review Workshop #4 – Selecting Preferred Alternative/Capital Improvement Plan
  - f. Council Workshop
  - g. City Council Presentation/Adoption – by CLIENT
2. If requested by CLIENT, J-U-B will attend additional meetings/develop additional workshops under the Management Reserve task.

**D. Subtask 004: QC Reviews**

1. For this subtask, J-U-B will:
  - a. Conduct internal reviews at appropriate phases for quality control and assurance.

**E. Subtask 005: Compiling Deliverables**

1. For this subtask, J-U-B will:
  - a. Compile content developed in subsequent subtasks and generate the following deliverables:
    - i. Preliminary Client Review Drafts:
      - Tech Memo's for each of the Chapters 1 through 9 – one PDF copy (with appendices) and three hard copies (no appendices); will include revised TMs based on CLIENT comments.
    - ii. Agency Review Draft FPS : one PDF copy and three hard copies; one PDF copy to Idaho Department of Environmental Quality (IDEQ).
    - iii. Final FPS : one PDF copy and three hard copies; one PDF copy to IDEQ.
2. The following items will be included in the Agency Review and Final FPS as appendices, as appropriate:
  - a. Engineering data/supporting calculations, as deemed appropriate.
  - b. Current user charge ordinance (provided by CLIENT).

- c. Current operations and maintenance budgets (provided by CLIENT).
- d. Maps, charts, figures, and/or tables as necessary.
- e. Latest discharge permit, fact sheet, inspection report, and CLIENT-IDEQ correspondence.

**F. Subtask 100: Executive Summary**

- 1. For this subtask, J-U-B will:
  - a. Summarize of the key findings of the FPS TMs. To be completed with Agency Review Draft and updated with Final.

**G. Subtask 101: Chapter 1 – Introduction**

- 1. For this subtask, J-U-B will:
  - a. Discuss the scope of the Facility Planning Study effort, facility background and history, and organization of the study to replace the 2013 Facility Plan.
  - b. Deliverable:
    - i. Chapter 1 - Introduction Technical Memorandum

**H. Subtask 102: Chapter 2 – Existing Conditions and Systems Review**

- 1. For this subtask, J-U-B will:
  - a. Define the project study boundary (the treatment facility and existing service area).
  - b. Conduct one site visit/workshop with CLIENT and WRF operations staff to review current operations, observed deficiencies, planned maintenance and upgrades, and potential bottlenecks for all major processes. The site visit will be conducted as part of the Kick-Off Meeting.
  - c. Establish a planning-level mass balance for the facility based on current loading and operating parameters. Review estimate against process logs provided by CLIENT.
  - d. For each major treatment process, provide a brief description, summarize available design criteria for main WRF treatment processes, into a simplified summary table, with list of operational deficiencies as identified by operations staff and observed during the site visit. Detailed process modeling will not be performed; however, capacities from past studies, previously reported facility design criteria, calculations for individual processes, observed performance, operator input, and general literature or manufacturer values will be used.
  - e. Summarize historical performance of the facility and ability to comply with existing permit limits over the past five years.
  - f. Summarize current loading versus estimated capacity (on a percentage basis) on a process-by-process basis based on the evaluation noted in the preceding items. A detailed capacity evaluation to determine the maximum number of equivalent residential units (ERUs) that can be served at the facility will not be completed. If required, the work can be completed under the Management Reserve task.
  - g. Deliverable:
    - i. Chapter 2 – Existing Conditions and Systems Review Technical Memorandum.

**I. Subtask 103: Chapter 3 – Flows and Wasteload Projections**

- 1. For this subtask, J-U-B will:
  - a. Review historical flows and loads at the WRF.
    - i. Compile influent flow/load data from July 1, 2016 through December 31, 2021.

- ii. Review the latest water and sewer collection system master plans (completed by others) to determine previously assumed per capita flow values, estimated infiltration/inflow (I/I) magnitude (likely negligible), population projections, and related flow parameters.
  - iii. Summarize existing influent flow conditions based on WRF records.
  - iv. Summarize existing influent loading conditions (yearly and seasonally) for the following: five-day biochemical oxygen demand (BOD<sub>5</sub>), total suspended solids (TSS), influent ammonia (or total Kjeldahl nitrogen, TKN), influent total phosphorus, as available.
- b. Provide a flow and load projection for the planning period.
- i. Population growth information from the latest water and sewer collection system master plans will be referenced, as well as information available from local agency projections including AVISTA Utilities, Kootenai Metropolitan Planning Organization (KMPO) and the US Census and other CLIENT planning documents (as available and applicable)
  - ii. J-U-B will provide several growth scenarios (at x% growth per year) for consideration and selection by CLIENT.
  - iii. Provide overall flow and load (BOD<sub>5</sub>, TSS, TKN, and total phosphorus) projections at the selected growth rate for remainder of the 10-year planning period and anticipated 20-year conditions.
  - iv. Compare updated 10-year (year 2032) projected loading conditions to previous facility planning projections and qualitatively assess potential impacts to previously scheduled (timing) of improvements.
- c. Assumptions:
- i. It is assumed that CLIENT will provide monthly flow and load data sheets in Excel format that include all influent data (as well as process data in the facility).
  - ii. The study will assume a 10-year planning period for treatment improvements with consideration of 20-year expansion needs for site planning purposes.
- d. Deliverable:
- i. *Chapter 3 – Flow and Wasteload Projections.*

**J. Subtask 104: Chapter 4 – Regulatory and Permitting Review**

1. For this subtask, J-U-B will:
- a. Identify known permit conditions:
    - i. CLIENT's previous National Pollutant Discharge Elimination System (NPDES) permit has expired, and CLIENT has applied for a new permit which will be issued under the Idaho Pollutant Discharge Elimination System (IPDES). DEQ's schedule for developing a draft permit is unknown.
    - ii. CLIENT has remained engaged with DEQ on permit conditions and believes the permit conditions will largely remain unchanged. This scope of work has been generated with these underlying assumptions. If during the course of this study a draft or final IPDES permit is issued (which may also include more stringent or additional pollutant limits), subsequent evaluation and modification of the facility plan may be completed as an Additional Service. If CLIENT requests assistance with the draft IPDES permit review, assistance, negotiations, etc. the work will be provided as an Additional Service.
    - iii. Reuse Permit (Community Forest): CLIENT is developing master planning including development and identification of hydraulic management units and recycled water permit applications in coordination with work by others outside this scope. Status of CLIENT's progress for obtaining Recycled Water Application permit will be summarized as available.

- iv. Reuse Permit (Prairie Property): It is not anticipated that a Recycled Water Application permit for the City's Prairie Property will be pursued at the time of this study. The status of any permitting application activities will be summarized and included in the FPS update.
- b. Deliverable:
  - i. Chapter 4 – Regulatory and Permitting Review Technical Memorandum.

**K. Subtask 105: Chapter 5 –Improvement Options – Liquid Stream**

- 1. For this subtask, J-U-B will:
  - a. Evaluate Liquid Stream Treatment:
    - i. From Chapter 2 evaluation of existing unit processes, update existing capacities and design criteria for main WRF treatment processes including secondary BNR, tertiary clarification, membrane filtration and disinfection. Detailed process modeling will not be performed; however, capacities from past studies, previously reported facility design criteria (including design criteria for projects currently under construction), calculations for individual processes, observed performance, operator input, and general literature or manufacturer values will be used. This scope assumes that the liquid stream expansion stays with the current approach (EQ, BNR, Tertiary Clarification, TMF, and UV and that those facilities are expanded in line with previous planning efforts. A wholesale change to the liquid stream treatment approach (i.e., switching to diffused air, MBR or MBBR) would require additional services to perform those evaluations that are beyond this scope of work.
    - ii. Conduct Workshop #2 with CLIENT and WRF operations staff to review anticipated loading conditions vs. projected capacity. Develop preliminary screening for necessary improvements against previous Facility Planning assumptions. Review with operations staff necessary projects to mitigate operational challenges including budgetary placeholders for influent forcemain collection box, and enclosure (building addition) of current outdoor influent Parshall- flume channels at headworks. Review anticipated liquid stream treatment capability versus anticipated reuse implementation schedule and status of reuse planning being developed under separate contract by CLIENT.
    - iii. Provide anticipated impacts to operating budgets for chemical systems to support the operation of the tertiary treatment systems. This information will be utilized in conjunction with the operating budget and rate updates included in Subtask 110.
  - b. Deliverable:
    - i. *Chapter 5 – Improvement Options – Liquid Stream Treatment*

**L. Subtask 106: Chapter 6 – Improvement Options – Recycled Water (Reuse)**

- a. Reuse Infrastructure Improvements:
  - i. Review and identify anticipated infrastructure needs for reuse activities with City. Timing of this reuse infrastructure planning work will require the establishment of reuse hydraulic management unit and permit details that are being developed under separate contract by CLIENT.
  - ii. Reuse site master plan layouts (preliminary to allow infrastructure planning cost development) will also be incorporated although not previously identified in the 2013 Facility Planning. Planning level infrastructure costs will be developed in conjunction with City. It is anticipated that costs for irrigation system storage, pumping and piping (8-inch diameter and larger) and access roads to those facilities will be collated. Planning level costs for irrigation application equipment including <8-inch diameter distribution piping, zone controllers, will be developed on cost per acre basis applied to the entire site with a range of costs to account for various application methods and using input from the Phase II hydrogeologic study that is being developed by others. Costs will be approximate

in nature to accommodate anticipated elevations for irrigated pressure zones, and phasing of improvements, however detailed site-specific locations for storage, pumping and pipelines will not be developed. Potential consideration of increased contingency in planning level budgets will be discussed with the City as costs for infrastructure in these areas are developed to accommodate the varying site conditions that are unique to the Community Forest property.

- iii. Summarize historical performance of the facility and the anticipated performance following completion of the tertiary improvements, and the ability to comply with projected reuse permit requirements (*reference TM 4 summary for permit requirements*).
- b. Summarize historical performance of the facility and the anticipated performance following completion of the tertiary improvements, and the ability to comply with projected IPDES permit limits.
- c. Summarize projected loading versus estimated capacity (on a percentage basis) on a process-by-process basis based on the evaluation noted in the preceding items.
- d. Identify anticipated liquid stream process expansion needs and timing of selected alternatives against previous Facility Planning assumptions. A phasing plan for the implementation of reuse activities will be developed in conjunction with the City based on permit limitations, flow and load projections, combined with anticipated effluent loading.
- e. Deliverable:
  - i. *Chapter 6 – Improvement Options - Recycled Water (Reuse)*

#### **M. Subtask 107: Chapter 7 – Improvement Options – Biosolids Treatment**

1. For this subtask, J-U-B will:
  - a. Perform a Preliminary Evaluation of Solids Stream (Biosolids):
    - i. Perform a *Preliminary Biosolids Alternatives Screening Workshop* and identify alternatives for further evaluation. This workshop will develop screening-level details for comparing alternatives for biosolids treatment and beneficial reuse including:
      - Option A: Class A Biosolids Reuse
      - Option B: Class B Biosolids Reuse
      - Option C: Contract Treatment and Reuse
  - b. It is anticipated that this analysis and process approach would be performed during a collaborative effort with process engineers for both liquid and solids stream systems in conjunction with City staff to identify and qualitatively develop matrix of potential solutions including:
    - i. Relative cost for capital and O&M
    - ii. Risk impacts including operability and ease of reuse
    - iii. Redundancy and reliability considerations
    - iv. Additional unit process that would be required for implementation
    - v. Consideration of combined vs separation of secondary waste activated sludge from tertiary chemical sludge.
    - vi. Impacts to other processes, including BNR, and potential mitigation strategies
    - vii. Discussion of chemical nutrient removal alternatives that would abandon BNR treatment
      - Level of modifications required to existing infrastructure

- Benefits of additional levels of treatment (i.e. reduction in handling, trucking and tipping fees/costs)
  - City goals for green infrastructure
  - Potential trigger points for implementation of additional biosolids treatment
  - Deliverable from Workshop: Preliminary Memo summarizing meeting notes with identified Alternatives with the selection of three highest ranking alternatives for further quantitative evaluation.
- c. Biosolids Alternatives Detailed Evaluation:
- i. From the *Preliminary Biosolids Alternatives Screening Workshop*, it is anticipated that up to three alternatives will be selected for further detailed quantitative evaluation. Preliminary discussion with the City indicates those alternatives may include:
    - Alternative 1: Contract Treatment and reuse (similar approach to current operations with likely improvements to thickening/dewatering and solids handling facilities)
    - Alternative 2: Class B Biosolids Treatment and Reuse utilizing anaerobic digestion (with likely improvements to thickening/dewatering and solids handling facilities).
    - Alternative 3: TBD based on Preliminary Biosolids Alternatives Screening Workshop.
    - Additional Alternatives can be added to the evaluation as Additional Services if requested by the CLIENT.
  - ii. Each of the alternatives moved forward for detailed evaluation will be reviewed in terms of:
    - Level of additional treatment including unit process that would be required for implementation as determined by regulatory requirements of each treatment and reuse method. Preliminary process schematics will be developed for each alternative.
    - Processes that may need to be added to liquid stream components to mitigate impacts to current BNR operation (ie waste or sidestream treatment)
    - Long term viability of each alternative and sub-option. This will take into account discussion of potential future regulations.
    - Functionality of each alternative in terms of operability.
    - Site layout and expansion within the existing WRF site and processes
    - Necessary improvements/modification to the current sludge dewatering and loadout facilities (if they are to be retained)
    - Capital Costs and Operating Costs.
      - Identify anticipated solids stream process approach selected by City.
      - Identify process expansion and modifications including timing of selected alternative against previous Facility Planning assumptions.
- d. Deliverable:
- i. *Chapter 7 – Improvement Options – Biosolids Treatment*

**N. Subtask 108: Chapter 8 – Improvement Options – Support Systems**

1. For this subtask, J-U-B will:
  - a. Evaluate the existing support systems and legacy infrastructure including:
    - i. Vector Dump Station for potential improvements coordinated with Biosolids Handling Improvements.

- The existing vector dump station is pumped to the sludge holding tanks (utilizing a pump in the UB2 basement). Improvements and changes to biosolids treatment objectives will likely require changes to the vector waste handling approach. Alternatives will be evaluated with the final approach selected by the City including:
    - Relocation of Vector Dumping and isolated treatment (dump pad, rock trap, screening, grit) followed by pumping to the current headworks.
  - Relocation of Vector Dumping and treatment with existing headworks equipment (new dump pad, rock trap) followed by pumping to the current headworks.
  - Modification of existing Vector Dumping and isolated treatment (dump pad, rock trap, screening, grit) followed by pumping to the current headworks.
- ii. Existing Secondary Clarifiers 1 and 2 (legacy infrastructure)
    - The need for these clarifiers and support equipment following the Tertiary Treatment Improvements project will be evaluated. Potential use for these clarifiers for other treatment objectives, or if identified for demolition to recover usable space within the WRF will be evaluated and identified in the summary of recommendations.
  - iii. Sludge Holding Tanks No. 1 and No. 2 (legacy infrastructure)
    - The need for these holding tanks and supporting equipment following a selected Biosolids Handling/Reuse approach project will be evaluated. Potential use for these process tanks for other treatment objectives, or if identified for demolition to recover usable space within the WRF will be evaluated and identified in the summary of recommendations.
  - iv. Odor Control (Headworks, Equalization and Solids Handling).
    - The City's containment, conveyance and odor treatment system (WRF biofilter) has regular odor breakthrough. These components will be evaluated in conjunction with City staff for identified issues, including necessary infrastructure improvements and O & M.
    - Based on the necessary improvements identified for the current biofilter the City may elect to evaluate additional alternative treatment approaches to be completed as an Additional Service. Those system may include the evaluation of chemical scrubbers, granular activated carbon systems or expansion of the containment system beyond the current headworks, EQ, and sludge storage building.
  - v. Administration, Laboratory, Shop and Maintenance Facilities:
    - The City recently adopted a "Facilities Needs Assessment". As part of that work, the anticipated need for laboratory expansion, administration, shop and maintenance buildings are being evaluated by City personnel. Costs from the City's study will be included and referenced into this update for inclusion in the overall WRF Capital Improvement Plan.
- b. Deliverable:
    - i. *Chapter 8 – Improvement Options – Support Systems.*

**O. Subtask 109: Chapter 9 – Alternative Development and Selection**

1. For this subtask, J-U-B will:
  - a. Summarize year 2032 planning period conditions based on content developed in preceding subtasks.
  - b. Evaluate Alternative Facility Improvements.

- i. The 2013 Facility Plan Selected Alternative No. 3 including combined river discharge with seasonal (summer growing season) application of recycled/reuse water for 5.2 mgd. This scope will not change overall Alternative No. 3 Selection identified in the 2013 Facility Plan.
  - ii. Chapter 9 will review the components previously identified under Alternative No. 3. Many of the components have previously been constructed or are under construction. The remaining components (evaluated and selected as part of Chapter 5 through 8 within this scope) will have refined approaches, updated individual unit process approaches, costs, and potentially preliminary layouts, details, and sizing collated as part of this work.
  - iii. Collate necessary process improvements for the projected flows and loads based on the selected improvement approaches in Chapter 5 through 8. It is assumed that improvements to the facility will consist of applying technologies evaluated in this scope, unless noted otherwise. If alternative technologies are desired, the work will be completed as an Additional Service.
  - iv. Identify and update site master plan layouts based on currently constructed (or under-construction) facilities and anticipated expansion for 2032 (10-year) and longer term (20-year) and build-out planning period. Layouts will be conceptual in nature, identifying likely areas of expansion rather than specific locations, elevations, sizes, etc. of improvements. Layouts assume the existing property boundary remains unchanged.
- c. Prepare planning-level site plans for major improvements, planning-level opinion of probable capital cost (AAECI Class 4, -30%/+50%), and probable operation and maintenance costs.
  - d. Deliverable:
    - i. *Chapter 9 Alternative Development and Selection Environmental Review* will not be evaluated.

**P. Subtask 110: Chapter 10 – Capital Improvement Plan**

- 1. For this subtask, J-U-B will:
  - a. Identify trigger points for implementing the preferred alternative including implementation of reuse activities and changes to biosolids management approaches.
  - b. Compare capital project needs to previous facility planning projected implementation plans and identify anticipated impacts to previously scheduled (timing) of necessary improvements. Develop CIP with new timeline for implementation for remaining improvements.
  - c. Review and identify anticipated phasing/need for collection system improvements as identified in the City's 2020 Collection System Master Plan.
  - d. Attend workshops with the City:
    - i. Workshop #04: Work with City Staff to identify which improvements from the 2020 Collection System Master Plan CIP have been completed, which are anticipated to be funded/constructed by City and which may be funded/constructed by external sources such as urban renewal or developers.
    - ii. Workshop #05: Update the 2020 Collection System Master Plan CIP with City Staff and reprioritize the CIP table based on City provided information reflecting the most current collection system planning to implement improvements into Years 0 to 5, Years 6 to 10, and Years 11 to 20.
  - e. Develop a combined capital improvement phasing plan for the WRF and Collection system master plan based on implementing improvements in Years 0 to 5, Years 6 to 10, and Years 11 to 20.
    - i. Deliverable:
      - Collections CIP table to FCS for incorporation into the financial model.



- f. Financial Analysis:
  - i. Reference **Attached** FCS Group Scope of Work: City of Post Falls WRF Facility Plan Financial Analysis.
  - ii. Incorporate and summarize FCS Group Financial Analysis into Facility Plan..
  - iii. Deliverables:
    - Chapter 10 to completely replace the 2013 Facility Plan Capital Improvement Plan
    - FCS Issue Paper Regarding rate structure and impact fee alternatives
    - FCS Report (Issued as Appendix to TM 10)
    - FCS Spreadsheet based financial planning toolset

### **Task 200 – Design (Reserved)**

Subsequent design of the Capital Improvement Plan improvements is reserved and will be added when deemed appropriate by CLIENT following completion of the FPS.

### **Task 900 – Management Reserve**

1. The Management Reserve Fund establishes a pre-authorized budget for additional tasks that may be requested by the CLIENT's Authorized Representative and performed by J-U-B upon mutual agreement of scope, budget, and schedule.
2. Reference **Attached** FCS Group Scope of Work: City of Post Falls WRF Facility Plan Financial Analysis:
  1. Subtask 001 – Alternative Rate Structure Design
  2. Subtask 002 – Water and Wastewater Impact Fees
3. Subtask 003 – Tasks to be determined and as-authorized by CLIENT.
4. J-U-B will not exceed the pre-authorized amount without CLIENT approval.

## **PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES**

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
  1. Provide on-going review of J-U-B's work and timely considerations of policy issues within a time acceptable to the CLIENT and J-U-B.
  2. Provide record drawings, reports, design memoranda, etc. of the existing facility.
  3. Catalog existing equipment at the WRF, including model numbers, serial numbers, manufacturers O&M manuals, etc.
  4. Provide current operating budget for the WRF, as well as improvements planned by the WRF operations staff in the next 5 to 10 years.
  5. Complete any agreed-upon laboratory analyses deemed necessary during the course of the work. The bulk of laboratory testing should involve tests that can be conducted by the WRF lab. Tests that cannot be performed by the WRF lab will be performed by an independent laboratory and paid for by the CLIENT. The CLIENT will also perform the sampling.
  6. Assist with physical investigations of WRF components as necessary.

**B. Additional Services** – In addition to those items listed in Part 2, CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:

1. Topographical survey, boundary survey, property line mapping, negotiations and preparation of legal descriptions for easements, identifying new land parcels for acquisition or treatment.
2. Additional workshops and/or presentations in excess of those specifically noted.
3. Detailed site planning including specific process locations, access, accommodation of surrounding land uses, exhibits, etc.
4. Process modifications, including but not limited to the following: fermentation, primary clarification, alternate biological treatment systems.
5. Alternative process or equipment configurations, unless specifically noted.
6. Detailed troubleshooting or stress testing of the existing processes.
7. Environmental Information Document to meet DEQ (or other funding agency) guidelines as required for funding.
8. Odor control sampling and management studies; detailed, design-level hydraulic modeling; detailed, design-level computer modeling of biological processes; detailed energy efficiency evaluations.
9. Diffuser, outfall, and mixing zone analysis.
10. Biosolids permitting applications that may be required or Sludge Management Plans.
11. Public involvement.
12. Grant/loan applications for funding improvements.
13. Payment of any fees required by regulatory agencies.
14. Wetland delineations; geotechnical studies; hazardous material evaluations.
15. Energy audit.

#### **PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES**

**A.** CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:

1. For Lump Sum fees:
  - a. The portion of the Lump Sum amount billed for J-U-B's services will be based upon J-U-B's estimate of the percentage of the total services actually completed during the billing period.
2. For Time and Materials fees:
  - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
3. Client shall pay J-U-B for Reimbursable Expenses times a multiplier of 1.1
4. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
5. J-U-B may alter with notification to the client the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.

**B.** Period of Service: Prices and rates shall remain firm for the duration of this Agreement unless formally amended or changed by Change Order to the Agreement. In the event the term of the contract extends beyond 12 months, the Parties agree to attempt to negotiate an equitable

adjustment to the Consultant's compensation. If such an agreement is not negotiated, a 3% increase to prices and rates will apply annually on the anniversary date of the contract.

C. CLIENT acknowledges that J-U-B will not be responsible for impacts to the schedule by actions of others over which J-U-B has no control.

D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
100	WRF Facility Plan Study	Lump Sum	\$299,190	<p>Within 150 calendar days from Kick-Off Meeting and receipt of all required data: draft of Chapters 1 through 4 TMs and conduct Workshop #1.</p> <p>Within 120 calendar days of completing Workshop #1 and receipt of written comments from CLIENT: draft of Chapter 5 through 8 TMs and conduct Workshop #2 and #3.</p> <p>Within 90 calendar days following completion of Workshop #2 and #3 and receipt of written comments from CLIENT: Agency Review Draft and conduct Workshop #4.</p> <p>Council Workshop: schedule to be determined with CLIENT at Workshop #4.</p> <p>Final: Within 45 calendar days following the Council Workshop and receipt of comments from CLIENT and DEQ, as applicable.</p>
200	Design (Reserved)	To be determined	TBD	TBD
900	Management Reserve	Time and Materials (Estimated Amount Shown)	\$68,510	To be determined.
<b>Total:</b>			<b>\$367,700</b>	

**NOTE on Coronavirus and Schedule:** J-U-B is committed to meeting your project schedule commitments as delineated above. As our response to the COVID-19 pandemic, J-U-B is engaging in safety procedures in help to protect clients, staff, their families, and the public. Our staff or offices may be subject to quarantine or other interruptions. Since COVID-19 impacts are beyond J-U-B's control, we are not responsible for the force majeure impacts to delivery timelines, or subsequent project delays and related claims, costs, or damages. Should circumstances related to the COVID-19 issue arise with J-U-B staff or in a J-U-B office that will impact our delivery schedule, we will notify you of the circumstances and mutually agree to a schedule adjustment.

E. The above fees were developed from the Work Breakdown Structure (WBS) attached as Exhibit 1-A.

**Exhibit(s):**

- Exhibit 1-A: Work Breakdown Structure
- Exhibit 1-B: FCS Group Subconsultant Scope of Work

*For internal J-U-B use only:*

PROJECT LOCATION (STATE): Idaho

TYPE OF WORK: City

R&D: Yes

GROUP: Water/Wastewater

PROJECT DESCRIPTION(S):

1. Sewer/Wastewater Collection/Treatment/Disposal (S04)

Choose an item.

**EXHIBIT 1-A: WORK BREAKDOWN STRUCTURE**

**BASIS OF FEE ESTIMATE**



Project Title, Client:  
Project Number:  
Prepared By:

WRF Facility Plan Study, City of Post Falls  
20-22-TBD  
M CONN

Round totals to: **-1**

Task Number	Subtask Number	Task/Subtask Name / Activity Description	Area Manager	Project Manager	Project Engineer - Senior	Project Engineer - Senior (QC)	Project Engineer - Senior	Assistant Engineer	Project Engineer	Senior Administrative Support	Project Financial Assistant	CAD Designer - Lead	J-U-B Expenses	Subconsultant Expenses	Total Compensation
100		<b>WRF Facility Plan Update</b>	11	147	150	29	114	473	45	124	24	66	\$900	\$106,520	\$299,190
100	001	<b>Project Management</b>	11	42	0	0	0	0	0	4	20	0	\$0	\$0	\$14,670
		Execute Agreement and Set up project in Vision	2	4									\$0	\$0	\$1,450
		Conduct project planning, scheduling, and risk assessment	2	4									\$0	\$0	\$1,450
		Communicate and coordinate J-U-B Team Activities	1	4									\$0	\$0	\$1,210
		Execute and Manage Subconsultant Team Agreements	4	8							4		\$0	\$0	\$3,210
		Monitor project status budget and schedule	1	6							4		\$0	\$0	\$2,000
		Provide report to CLIENT on project status, budget and schedule	1	6									\$0	\$0	\$1,690
		Monthly invoicing		6							12		\$0	\$0	\$2,380
		Ongoing document handling and filing		4						4			\$0	\$0	\$1,270
													\$0	\$0	\$0
100	002	<b>Project Closeout</b>	0	6	1	1	1	1	1	4	4	1	\$0	\$0	\$3,200
		Archive paper and electronic files		4	1	1	1	1	1	4	4	1	\$0	\$0	\$2,710
		Communicate project closeout to CLIENT		1									\$0	\$0	\$240
		Close financial billing and accounting records		1									\$0	\$0	\$240
													\$0	\$0	\$0
100	003	<b>Workshops</b>	0	34	16	0	20	32	4	12	0	0	\$900	\$4,070	\$26,900
		Project Kick-Off Meeting - Existing Facility Review		6	4		4	6		2			\$150	\$1,020	\$5,330
		City Review Workshop #1 - Existing Facility Summary / Liquid Stream Improvements Pre-Screening		6	4		4	6		2			\$150	\$1,020	\$5,330
		City Review Workshop #2 - Biosolids Preliminary Screening of Alternatives		6			4	6		2			\$150	\$1,020	\$4,360
		City Review Workshop #3 - Collection System CIP Status Review and Update		4				6	4	2			\$150	\$0	\$2,750
		City Review Workshop #4 - CIP / Financial Plan Development		6	4		4	6		2			\$150	\$1,020	\$5,330
		Council Workshop		6	4		4	2		2			\$150	\$0	\$3,820
		City Council Presentation / Adoption - by CLIENT											\$0	\$0	\$0
													\$0	\$0	\$0
100	004	<b>QC Reviews</b>	0	3	0	28	0	0	0	0	0	0	\$0	\$0	\$7,190
		Draft Chapters 1 through 4		0.5		4							\$0	\$0	\$1,050
		Draft Chapter 5 through 8		0.5		8							\$0	\$0	\$1,970
		Draft Chapter 9		0.5		4							\$0	\$0	\$1,050
		Draft Chapter 10 CIP		0.5		4							\$0	\$0	\$1,050
		Agency Review Draft		0.5		4							\$0	\$0	\$1,050
		Final Draft		0.5		4							\$0	\$0	\$1,050
													\$0	\$0	\$0
100	005	<b>Compiling Deliverables</b>	0	3	0	0	0	10	2	28	0	0	\$0	\$0	\$4,440
		Draft Chapters 1 through 4 (develop after Workshop 1)		0.5				2		4			\$0	\$0	\$670
		Draft Chapter 5 through 8 (develop after Workshop 2)		0.5				2		4			\$0	\$0	\$670
		Draft Chapter 9 (develop after Workshop 3)		0.5					2	4			\$0	\$0	\$800
		Draft Chapter 10 (develop after Workshop 3 and with input from Workshop 4)		0.5				2		4			\$0	\$0	\$670
		Agency Review Draft (develop after Workshop 4)		0.5				2		4			\$0	\$0	\$670
		Final Draft		0.5				2		8			\$0	\$0	\$970
100	100	<b>Executive Summary</b>	0	1	8	0	0	24	0	12	0	0	\$0	\$0	\$5,990
		Compile Executive Summary at Agency Review		0.5	4			16		8			\$0	\$0	\$3,630
		Update with Final		0.5	4			8		4			\$0	\$0	\$2,360
													\$0	\$0	\$0
100	101	<b>Chapter 1 - Introduction</b>	0	1	2	0	0	8	0	4	0	4	\$0	\$0	\$2,550
		Facility Plan Scope, background, history, and goals		1	2			8		4		4	\$0	\$0	\$2,550
													\$0	\$0	\$0
100	102	<b>Chapter 2 - Existing Systems and Conditions Review</b>	0	6.5	12	0	22	58	0	6	0	6	\$0	\$5,610	\$23,100
		Compile process logs (2016 through 2021)			2			4					\$0	\$0	\$970
		On-site review of the facility and operations		0.5	4		4						\$0	\$0	\$1,950
		Facility Overview: site overview, process schematic update		0.5	2			4		1		4	\$0	\$0	\$1,710
		Summarize Existing HGL from previous phases (no new calculations anticipated)		2				4				2	\$0	\$0	\$1,240
		Liquid Stream: process evaluation / summary- EEE Subconsultant		1				4		1			\$0	\$3,960	\$4,760

**EXHIBIT 1-A: WORK BREAKDOWN STRUCTURE**

**BASIS OF FEE ESTIMATE**



WRF Facility Plan Study, City of Post Falls  
20-22-TBD  
M CONN

Round totals to: **-1**

Project Title, Client:  
Project Number:  
Prepared By:

Task Number	Subtask Number	Task/Subtask Name / Activity Description	Area Manager	Project Manager	Project Engineer - Senior	Project Engineer - Senior (QC)	Project Engineer - Senior	Assistant Engineer	Project Engineer	Senior Administrative Support	Project Financial Assistant	CAD Designer - Lead	J-U-B Expenses	Subconsultant Expenses	Total Compensation
		Solids Stream: process evaluation / summary											\$0	\$0	\$0
		WAS and TC Sludge, Dewatering, Solids Handling and Disposal		0.5			8	16		1			\$0	\$0	\$3,850
		Support Systems											\$0	\$0	\$0
		Vactor Dump, Odor Control, Utility Water		0.5	4		8	16		1			\$0	\$0	\$4,820
		Electrical and Control Systems - Subconsultant - AEI								1			\$0	\$1,650	\$1,730
		Lab / Admin - Reference Scope of Work By Client		0.5				2		1			\$0	\$0	\$440
		Overall performance		0.5			1	4					\$0	\$0	\$820
		Capacity summary		0.5			1	4					\$0	\$0	\$820
													\$0	\$0	\$0
<b>100</b>	<b>103</b>	<b>Chapter 3 - Flows and Wasteloads Projections</b>	<b>0</b>	<b>3.5</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>6</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,220</b>
		Compile influent flow / load data from 2016 through 2021		0.5	1			10					\$0	\$0	\$1,570
		Review existing collection system master plan flow projections / assumptions		0.5	2				4	2			\$0	\$0	\$1,510
		Analyze historical influent flow conditions - yearly average and P-Season		0.5	2			16		6			\$0	\$0	\$3,000
		Analyze historical influent loading conditions - yearly average and P Season		0.5	2			16		6			\$0	\$0	\$3,000
		Population projections		0.5	2			4	2	2			\$0	\$0	\$1,620
		Project future conditions		0.5	2			12		3			\$0	\$0	\$2,280
		Review projections with City and update		0.5	2			4		2			\$0	\$0	\$1,240
													\$0	\$0	\$0
<b>100</b>	<b>104</b>	<b>Chapter 4 - Regulatory and Permitting Review</b>	<b>0</b>	<b>4.5</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,050</b>
		Summarize existing permit		0.5				2		2			\$0	\$0	\$510
		Attend one meeting with DEQ and City to discuss potential IPDES permit changes		1.5	3								\$0	\$0	\$1,090
		Attend one meeting with DEQ and City to discuss potential Reuse Permit		1.5	3								\$0	\$0	\$1,090
		Summarize potential long-term water quality needs (qualitatively)		1	4					2			\$0	\$0	\$1,360
													\$0	\$0	\$0
													\$0	\$0	\$0
<b>100</b>	<b>105</b>	<b>Chapter 5 - Improvement Options - Liquid Stream</b>	<b>0</b>	<b>12.5</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>18</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>4</b>	<b>\$0</b>	<b>\$29,700</b>	<b>\$37,510</b>
		Liquid Stream: process improvements											\$0	\$0	\$0
		Headworks		4				8		2		2	\$0	\$0	\$2,360
		EQ and Pump Station		4				4		2		2	\$0	\$0	\$1,880
		EEE Subconsultant - Secondary BNR, Tertiary and Disinfection evaluation		4						4			\$0	\$29,700	\$30,970
		Capacity Summary		0.5	3		3	6		1			\$0	\$0	\$2,290
<b>100</b>	<b>106</b>	<b>Chapter 6 - Improvement Options - Reuse</b>	<b>0</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>3</b>	<b>41</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>16</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,700</b>
		Liquid Stream: process improvements											\$0	\$0	\$0
		Utility Water Pumping		0.5				3		1			\$0	\$0	\$560
		Reuse to Community Forest		0.5	8			16	4	1		8	\$0	\$0	\$5,930
		Reuse to Prairie		0.5	8			16	4	1		8	\$0	\$0	\$5,930
		Capacity Summary		0.5	3		3	6		1			\$0	\$0	\$2,290
													\$0	\$0	\$0
<b>100</b>	<b>107</b>	<b>Chapter 7 - Improvement Options - Biosolids</b>	<b>0</b>	<b>6.5</b>	<b>3</b>	<b>0</b>	<b>55</b>	<b>110</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>13</b>	<b>\$0</b>	<b>\$7,920</b>	<b>\$37,570</b>
		Solids Stream: process improvements											\$0	\$0	\$0
		Preliminary Screening of Solids Alternatives (prepare ation of alt's, and follow-up summary)		2				16	32	4		4	\$0	\$0	\$8,640
		Alternative 1 - Solids Handling Detailed Evaluation (handling, treatment, dewatering, disposal)		1				12	24			3	\$0	\$0	\$6,130
		Alternative 2 - Solids Handling Detailed Evaluation (handling, treatment, dewatering, disposal)		1				12	24			3	\$0	\$0	\$6,130
		Alternative 3 - Solids Handling Detailed Evaluation (handling, treatment, dewatering, disposal)		1				12	24			3	\$0	\$0	\$6,130
		EEE Subconsultant - Liquid Stream Impacts from Bioslids Alternatives		1						1			\$0	\$7,920	\$8,240
		Capacity Summary		0.5	3		3	6		1			\$0	\$0	\$2,290
													\$0	\$0	\$0
<b>100</b>	<b>108</b>	<b>Chapter 8 - Improvement Options - Support Systems</b>	<b>0</b>	<b>5.5</b>	<b>14</b>	<b>0</b>	<b>2</b>	<b>22</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>\$0</b>	<b>\$4,950</b>	<b>\$13,660</b>
		Support Systems											\$0	\$0	\$0
		Vactor Dump		0.5	8			12				4	\$0	\$0	\$4,060
		Odor Control		0.5	4			6				2	\$0	\$0	\$2,090
		Electrical and Control Systems - Subconsultant - AEI		4									\$0	\$4,950	\$5,920
		Lab / Admin - No work under this scope. See Scope for Work by Client											\$0	\$0	\$0



# CITY OF POST FALLS

## WRF FACILITY PLAN FINANCIAL ANALYSIS

FCS GROUP is pleased to submit this proposed scope of services and budget for financial analysis to support the WRF Facility Plan Update. The financial analysis will evaluate the sufficiency of existing revenue to meet the total annual obligations of the wastewater system including current and identified future financial and policy obligations, operation and maintenance (O&M) needs, and the ability to execute the capital projects identified in the WRF Plan Update. The resulting plan will serve to establish a blueprint for achieving revenue stability, sufficiency and equitable cost-based utility rates.

The tasks noted below are proposed as part of this effort.

### TASK PLAN

#### Task 1 | Kickoff Meeting

Attendance at the project kickoff meeting with the consultant and City project team. We have budgeted this meeting to be onsite with attendance by the Principal.

#### Task 2 | Data Collection

Provide a data needs list encompassing historical and projected revenue, expenses, fiscal policies, capital plans, fund balances, and customer use data. The data will be reviewed, analyzed and validated for inclusion in the study process.

#### Task 3 | Customer Statistics Validation

The City has expressed an interest in evaluating the existing rate structures and discussing options for improvements, if warranted. A customer statistics evaluation will be required to develop alternative rate designs. This process would entail reviewing the detailed “raw” monthly billing account information for the utility and “validating” the unit with revenue by applying existing rates by customer class to the provided billing units (accounts, ERs or 1,000 gallons billed). The resulting calculations are reconciled to the reported financials solving for any discrepancies identified. This detailed customer information forms the basis for which alternative rate designs can be developed. It is also used to forecast future revenue used in the financial plan.

#### Task 4 | Revenue Requirement Financial Plan

This task establishes a sustainable, multi-year (20 year) financial management plan that meets the projected total financial needs of the utility through the generation of sufficient, sustainable revenue. Annual cash flow needs are developed by identifying expenses incurred to operate and manage the system including:



- Capital investment funding (improvements, expansion, and replacement)
- Expenses incurred to operate, maintain, and manage the system
- Debt repayment
- Cash flow needs
- Fiscal policy achievement

Tasks are as follows:

- » Develop a forecast of operating revenues and expenses to reflect the most recent approved budget. Adjust for any known future changes in annual non-capital costs associated with the operation, maintenance, and administration of the system. Changes may include additional staffing needs and other operating costs associated with maintaining the system along with initiating new or enhanced program activities.
- » Incorporate the anticipated capital needs identified in the city budget CIP, WRF Facilities Plan and Collection System Master Plan into one capital planning module. Develop a capital funding analysis that balances available funding from internal resources such as rate revenue and reserve funds with external funding from contributions and additional debt, if needed.
- » Evaluate the level of annual system reinvestment and/or depreciation funding. Develop a target level for consideration based on depreciation expense. Calculate the financial impact on rate levels of meeting this target.
- » Evaluate cash flow needs to meet existing and anticipated new annual debt service requirements and debt coverage requirements.
- » Provide a fiscal policy review that compares existing policies to industry practices to determine whether there are possible enhancements that would strengthen the financial health of the system. We will recommend new policies or benchmark ratios, as warranted.
- » Develop a fund balance tracking analysis to track existing City funds. The analytical module will include annual inflows and outflows of funds and monitor target balances for compliance with established fiscal policies.
- » Test the sufficiency of current revenues in meeting all annual system obligations. Identify any projected shortfalls over the forecast period. Rate revenue sufficiency will be tested from two perspectives: the ability to meet all cash obligations, and the attainment of any debt coverage requirements.
- » Design a rate implementation strategy that meets each system's financial obligations over the twenty-year planning horizon and provides smooth and moderated impacts to ratepayers.
- » Provide a breakdown of annual distribution of funds into key areas such as percent to WRF capital, WRF replacement, collection replacement, etc. Work with City to determine the specific distribution areas to capture.
- » Develop rate scenarios to evaluate the impact of changes to key variables such as funding sources, growth rates, capital project need and timing, or others identified by the City. The budget includes three (3) alternative scenarios.
- » At the end of the engagement, we will deliver an electronic copy of the financial planning model for internal use.

## Task 5 | Rate Design

The goal of rate design is to develop rate structures that will preserve financial stability, achieve a reasonable and practical degree of customer equity, advance the goals and objectives of the utility and consider affordability.

For the initial effort, no rate structure changes are anticipated at this time. The rate updates to support the preferred alternative will be applied equally to each rate class and rate component (fixed and/or variable).

The City would like to explore alternative wastewater rate structures. This additional task includes the following:

- Identify City priorities and goals related to rate structures (e.g., revenue stability, affordability, ease of administration, etc.)
- Provide an issue paper researching the rate alternatives that would advance the City's stated rate structure goals and identify pros and cons of each rate structure. Include an itemized list of data needed to move preferred rate design alternative forward.

## Task 6 | Meetings/Presentations

During the study process, it will be important to interact frequently with staff throughout the project, to ensure that the findings and recommendations reflect approaches that are understood by impacted parties and can be implemented within the City's administrative practices. The following meetings / presentations are proposed.

- Three (3) staff project team meetings to review financial plan and rate forecast results at key milestones. Assumed at 2 hours each. To minimize costs, we have planned for the project principal to be onsite and the project manager to attend meetings remotely.
- One (1) onsite review workshop (workshop #4) to present the study results for the selected preferred alternative. Incorporate feedback.
- One (1) onsite Council Workshop to present study findings
- One (1) onsite Council Presentation/Adoption

We are happy to provide additional meetings as requested. The additional meetings will be billed on time and materials

## Task 7 | Documentation

An executive level report documenting the rate study process, methodology, key assumptions, results and recommendations will be provided. The report will be included as an appendix in the WRF Facility Plan Update. All technical exhibits developed as part of the study will be contained in the Excel based financial planning toolset delivered to the City for internal use. Provide a half-day training workshop to City staff on the use of the toolset – includes two (2) hours for summary desk instruction handout.

## Task 8 | Impact Fee Issue Paper

The City has historically recovered a proportional share of the cost of existing water and wastewater infrastructure from capitalization fees (cap fees). The Idaho Supreme Court held in *North Idaho Building Contractors Association (NIBCA) v. City of Hayden (2015)* that the cost basis for water and wastewater cap fees must be limited to the cost of replacing existing infrastructure.

Recognizing the cost of future system expansion costs, the City has expressed an interest in exploring the possibility of implementing impact fees for its water and wastewater systems. This issue paper will discuss impact fee methodology, identify relevant Idaho Codes, compare impact fees vs. hook-up fees and provide capital cost recovery alternatives – one fee or a combination of fees. The issue paper is intended to help the City determine if an impact fee analysis is something they would like to complete.

## BUDGET

The total proposed lump sum level of effort to complete WRF Facilities Plan Financial Analysis is summarized below.

Task	Principal Sanchez	PM Tacia	Analyst Various	Admin. Support	Total Estimated Hours	Total Estimated Budget
<b>Technical Tasks</b>						
Task 1: Kick-off Meeting	4				4	\$1,120
Task 2: Data Collection		1	4	2	7	985
Task 3: Customer Statistics Validation		4	24		28	4,460
Task 4: Revenue Requirement/Financial Plan (up to 3 alternatives)	8	14	36		58	10,410
- Model Architecture			8		8	1,240
Task 5: Rate Design						
- Across the Board Rate Update w/ Preferred Alternative	2	2			4	930
- Issue Paper on Rate Alternatives	4	10			14	2,970
<b>Total Technical Analysis</b>	<b>18</b>	<b>31</b>	<b>72</b>	<b>2</b>	<b>123</b>	<b>\$22,115</b>
<b>Process Tasks</b>						
Task 6: Meetings/Presentations						
- Initial Financial Plan Review (Principal onsite;PM remote)	4	2			6	\$1,490
- Review #2	4	2			6	1,490
- Review #3	4	2			6	1,490
- Workshop Study Results	6	6			12	2,790
- Workshop Council	6	6			12	2,790
- Council Presentation	4	4			8	1,860
Task 7: Documentation	4	4	20	4	32	5,320
- Half-day Training Workshop on Toolset (incl. desk instructions)		6			6	1,110
Task 8: Impact Fee Issue Paper	4	16			20	4,080
<b>TOTAL ESTIMATED PROJECT BUDGET</b>	<b>54</b>	<b>79</b>	<b>92</b>	<b>6</b>	<b>231</b>	<b>\$44,535</b>

## OPTIONAL TASKS

The City has requested that certain tasks be scoped as optional, dependent on the findings, recommendations and direction resulting from Task 5 Rate Design Issue Paper and Task 8 Impact Fee issue Paper. The optional tasks listed below include the technical analysis required to move each of the task areas forward.

### O1: Selected Alternative Rate Design

This task will be completed should the City decide that an alternative rate structure be developed based on the issue paper delivered in Task 5. Tasks include:

- Select a preferred rate structure alternative
- Develop a residential rate design alternative for consideration that meets the revenue needs of the utility.
- Provide monthly bill impacts for low, medium and high users comparing the existing rate design to the alternative rate design.

The anticipated task budget for this new rate design is **\$5,100**.

### O2: Water and Wastewater Impact Fees

This optional task will be completed should the City wish to consider implementing impact fees to replace or complement its existing water and wastewater capitalization fees and recover pro-rata shares of the costs of capacity (both existing and future) in each system needed to meet the needs of future users (growth). The following task plan is proposed to meet the City's needs.

#### Task 1: Data Collection

Provide a list of data needs to complete the task. Work with City staff to resolve questions and obtain additional information as needed.

#### Task 2: Impact Fee Analysis

Based on the issue paper developed, select an agreed-upon methodology to develop two impact fee options for each service – options may include standalone impact fee while continuing with existing cap fee, retain cap fee with addition of impact fee for future costs, replace hookup fee with impact fee and/or other viable options identified in the issue paper. Technical tasks include the following:

- Identify impact fee-eligible costs from the City's existing asset records, to serve as the initial cost basis for the existing facilities component of the impact fee for each service. City staff input will be required to inform these allocations.
- Identify impact-fee eligible costs in the City's relevant capital improvement plans, to serve as the initial cost basis for the future facilities component of the impact fee for each service. It is assumed that City staff and consulting engineers' input will inform these allocations.
- Define the applicable capacity basis (or bases), to serve as the denominator(s) of the impact fee calculation for each service.
- Calculate impact fee options based on the eligible costs and the applicable capacity bases.

**Task 3: Documentation**

Prepare a technical memorandum documenting the methodology, assumptions, findings, and recommendations of the study. We will submit a draft memo for review by City staff and will revise it to reflect input received from the City.

**Task 4: Project Review Meetings**

Due to the nature of these fees and the complexity of needing to net the fees should a combination of fees be selected, it will be important for us to interact with City staff at key milestones throughout the analysis to ensure that the work products reflect the City’s specific costs and goals. Three (3) onsite meetings are anticipated for this task.

The total proposed level of effort to complete the water and wastewater impact fee analysis is summarized below.

<b>Task Detail</b>	<b>Total Estimated Hours</b>	<b>Total Estimated Budget</b>
<b>Technical Tasks</b>		
Task 1: Data Collection	5	\$815
Task 2: Impact Fee Analysis	108	20,880
<b>Total Technical Analysis</b>	<b>113</b>	<b>\$21,695</b>
<b>Process Tasks</b>		
Task 3: Documentation (technical memorandum)	26	\$5,410
Task 4: Project Review Meetings (3 - Principal onsite/PM remote)	20	4,710
<b>TOTAL ESTIMATED TASK BUDGET</b>	<b>159</b>	<b>\$31,815</b>