



**CITY COUNCIL
MEETING AGENDA**

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

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

WORKSHOP – 5:00 pm City Council Chambers

Topic: The Idaho Department of Transportation will give a presentation on the

- Highway 41 Expansion Status
- I-90 Widening Project
- I-90/Highway 41 Interchange

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:

- a. School District Update – Dena Naccarato, Superintendent of Schools

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 15, 2022, City Council Meeting
- b. Payables – February 8, 2022 – February 21, 2022

- c. First Addendum to the Memorandum of Understanding for the Cecil/Poleline and Cecil/Mullan Intersection Improvements
- d. FY 2023 Budget Hearing Notification

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:

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:

- a. Ordinance – FY 2022 Budget Amendment No. 1
- b. Resolution – FY 2022 Fee Resolution Update

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:

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.

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):

- a. Idaho Code 74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code and
(i) to engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

RETURN TO REGULAR SESSION

ACTION ITEM

- a. Consideration/Resolution of Cyber Security Event.

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

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 13		Daylight Saving Time
Mar 15	5:00 pm	<u>City Council Workshop</u>
Mar 15	6:00 pm	<u>City Council</u>
Mar 17		Saint Patrick's Day
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 15		Tax Day
Apr 16	1:00 pm	Easter Egg Hunt
Apr 17		Easter
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
May 3	6:00 pm	<u>City Council</u>
May 8		Mother's Day
May 10	5:30 pm	Planning & Zoning Commission
May 17	5:00 pm	<u>City Council Workshop</u>
May 17	6:00 pm	<u>City Council</u>
May 19	9:00 am	Urban Renewal Agency
May 24	6:00 pm	Parks and Recreation Commission
May 30		Memorial Day

Post Falls City Council Meeting

March 1st, 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 – Idaho Department of Transportation Projects

Ceremonies, Announcements, Appointments, Presentation

- a. School District Update – Dena Naccarato, Superintendent of Post Falls School District

1. Consent Calendar

- c. First Addendum to the Memorandum of Understanding for the Cecil/Poleline and Cecil/Mullan Intersection Improvements – The Engineering Division requests approval of the addendum to the MOU between the City and the Post Falls Urban Renewal Agency (PFURA). The addendum includes clarifying that the individual costs of the projects may be combined to an aggregate maximum amount of reimbursement from the PFURA to the City. This will allow flexibility for the city to address potential cost escalations within the currently volatile construction industry. Both projects are currently scheduled to go out for bidding in mid-March of 2022. If approved, the mayor will sign the addendum.
- d. FY 2023 Budget Hearing Notification - Finance Director Jason Faulkner requests approval of the FY 2023 Budget Hearing Notification. This notification will inform the Kootenai County Auditor of our intent to hold the annual budget hearing on August 16th, 2022. If approved, the Finance department will file the necessary paperwork.

2. Public Hearings

3. Unfinished Business

- a. Ordinance: FY 2022 Budget Amendment No. 1 – This ordinance formalizes the budget amendment approved at the February 15th, 2022, Council public hearing. Council may adopt the ordinance or take no action.
- b. Resolution: FY 2022 Fee Resolution Update - This resolution formalizes the changes to the FY 2022 Fees approved at the February 15th, 2022, Council public hearing. Council may adopt the resolution or take no action.

4. New Business

8. Executive Session

- a. Idaho Code 74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code and (i) to engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.



**CITY COUNCIL
MEETING MINUTES**

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

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

WORKSHOP: BASEMENT CONFERENCE ROOM 5:00PM.

ROLL CALL OF CITY COUNCIL MEMBERS

Kerri Thoreson, Nathan Ziegler, Joe Malloy, Josh Walker, Lynn Borders, Kenny Shove - **Present**
Mayor Jacobson opened the Workshop.

Topic: History of Wastewater and its Master Plan

John Beacham, Public Works Director and Craig Borrenpohl, Utilities Manager presenting: Currently 2.5 million gallons of wastewater is transported to the Water Reclamation Facility daily. We have 204 miles of sewer mains and 29 lift stations. We treat 3 million gallons of sewage daily from the Cities of Post Falls and Rathdrum and we discharge into the Spokane River under a IPDES permit. The first treatment facility was constructed in 1984/1985 and financed with an EGA grant. The plant was upgraded in 1990 to include:

- Removal of phosphorus
- Capacity upgraded to 3.2 million gallons a day
- A new permit was issued in 1999
- Work was started on Dissolved Oxygen Total Maximum Daily Load (TMDL) for Lake Spokane.

2013 Facility Plan

- Begin rate increases, borrow for projects
- Projects
 - Phase 1 – add flow equalization
 - Phosphorus pilot study
 - Phase 2 – membrane filtration
 - Phase 3 – land application on prairie

Phase 1 Plant Upgrade

- Borrowed \$10.8 million through state wastewater loan program
- Added flow equalization, new headworks, solids storage
- Completed in 2016

Phosphorus Removal Pilot Project

- Conclusions, clarification before using membranes. Generally, can expect around 40 parts per billion effluent phosphorus.
- Study completed in 2018

Land Application Planning

- 2013 facilities plan. Full seasonal reuse. Land application to prairie begins in 2023. 582 additional acres are needed to be purchased.

Phase 2 Plant Upgrade

- Increase secondary treatment capacity

- Biological treatment improvements
- Construct tertiary treatment system: chemical treatment, high-rate clarification, pressure membrane system.
- New UV system with provisions for reuse.

Where are we going?

- Permitting for Community Forest Reuse
- Update to facilities plan and rate study
- Solid's treatment
- Permitting and construction planning for prairie reuse.

Workshop ended at 5:40 pm.

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 - **Present**

CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

- a. The City of Post Falls and the City's Finance Department has been awarded the Certificate of Achievement for Excellence in Financial Reporting for its Annual Comprehensive Financial Report (ACFR) from the Government Finance Officers Association of the United States and Canada (GFOA). This is the 23rd consecutive year that the City has received the award. The City also received the GFOA's Award for Outstanding Achievement in Popular Annual Financial Reporting, which is a condenses, user-friendly guide to the ACFR. Congratulations to Jason and his team on the continued success of receiving both awards.
- b. City Hall and City business offices will be closed on Monday, February 21st in observance of Presidents' Day.

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.

None

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

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None

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

Motion by Borders to approve the Consent Calendar as presented.

Second by Malloy.

Vote: Walker-Aye, Borders-Aye, Shove-Aye, Thoreson-Aye, Ziegler-Aye, Malloy-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. FY 2022 Budget Amendment #2

Public Hearing opened at 6:03 pm.

Staff Report

Jason Faulkner, Finance Director presenting: 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).

Testimony

In Favor – None

Neutral – None

In Opposition – None

Public Hearing Closed at 6:04 pm.

Motion by Malloy to approve the FY 2022 Budget Amendment #2.

Second by Borders.

Vote: Borders-Aye, Shove-Aye, Thoreson-Aye, Ziegler-Aye, Malloy-Aye, Walker-Aye

Motion Carried

- b. Update to the Fiscal Year 2022 Fee Resolution

Public Hearing opened at 6:05 pm.

Staff Report

Jason Faulkner, Finance Director presenting: 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. included in the Council packet is a comparison and the suggested changes are illustrated.

Testimony

In Favor – None

Neutral – None

In Opposition – None

Public Hearing closed at 6:07 pm.

Motion by Malloy to approve the Update to the Fiscal Year 2022 Fee Resolution.

Second by Ziegler.

Vote: Shove-Aye, Thoreson-Aye, Ziegler-Aye, Malloy-Aye, Walker-Aye, Borders-Aye

Motion Carried

- c. Kootenai County Fire & Rescue and Kootenai County Emergency Medical Services System Comprehensive Plan Amendment CPA-0002-2021

Public Hearing opened at 6:08 pm.

Staff Report

Jon Manley, Planning Manager presenting: The applicant is Kootenai County Fire and Rescue. The following Capital Improvement Plans with Council approval would be incorporated by reference to the 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

Testimony

In Favor – None

Neutral – None

In Opposition – None

Public Hearing Closed at 6:10 pm.

Motion by Thoreson to approve the Kootenai County Fire & Rescue and Kootenai County Emergency Medical Services System Comprehensive Plan Amendment CPA-0002-2021.

Second by Malloy.

Vote: Thoreson-Aye, Ziegler-Aye, Malloy-Aye, Walker-Aye, Borders-Aye, Shove-Aye

Motion Carried

3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

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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:

None

4. NEW BUSINESS

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ACTION ITEMS:

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

Craig Borrenpohl, Utilities Manager presenting: Prior to this request, the most recent Water Reclamation 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 waste load projections, regulatory review, development of liquid stream treatment and reuse options, development of biosolids treatment and reuse options. Development of a capital improvement plan will also be a major component of this effort. The capital improvement plan 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 placed on our rate payers.

Motion by Malloy to approve the contract with JUB Engineers for the Water Reclamation Facility Planning Study and Financial Plan.

Second by Borders.

Vote: Ziegler-Aye, Malloy-Aye, Walker-Aye, Borders-Aye, Shove-Aye, Thoreson-Aye

Motion Carried

5. CITIZEN ISSUES

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None

6. ADMINISTRATIVE / STAFF REPORTS

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- a. Post Falls Crime Rates

Greg McLean, Chief of Police presenting: Chief McLean spoke about how crime rates in the last three years have gone up and down due to population increases and COVID. Chief McLean did note that in violent crimes the suspects have been living in the greater Post Falls area for a while and are not from outside the area.

7. MAYOR AND COUNCIL COMMENTS

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None

8. EXECUTIVE SESSION

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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 Ziegler 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 be approximately 10 minutes.

Second by Borders.

Vote: Malloy-Aye, Walker-Aye, Borders-Aye, Shove-Aye, Thoreson-Aye, Ziegler-Aye

Motion Carried

Entered into Executive Session at 6:35pm.

Exited Executive Session at 6:45 pm.

RETURN TO REGULAR SESSION

ADJOURNMENT 6:45 PM.

Ronald G. Jacobson, Mayor

Shannon Howard, City Clerk

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Mayor Ronald G. Jacobson

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

Mission

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Post Falls Check Approval



City of Post Falls

Packet: APPKT09259 - Check Run 3.2.22
 Vendor Set: 01 - Vendor Set 01

Check Date: 02/24/2022

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 001 - GENERAL FUND					
Balance Sheet Accounts					
VEN14562	Karla Graham-Hauck				
APMWB	Check	50842	Refund for damage deposit trailhead event cen001-22080		250.00
Balance Sheet Accounts Total:					250.00
Dept: 411 Mayor & Council					
P050	Panhandle Area Council				
APMWB	Check	INV0139967	PAC 2022 Dues	001-411.0000.62060	3,898.50
Dept 411 Total:					3,898.50
Dept: 412 Information Systems					
C140	CDW Government Inc.				
APMWB	Check	R673377	Spare Monitors	001-412.0000.66040	823.74
D070	Dell Marketing LP				
APMWB	Check	10559992001	6 OptiPlex 3090	001-412.0000.80010	4,981.86
Dept 412 Total:					5,805.60
Dept: 414 Finance					
V040	Office Depot				
APMWB	Check	224267773001	Office Supplies-Finance	001-414.0000.63060	38.24
		224076213001	Refund on 3x3 Sticky Post It Notes	001-414.0000.63060	-9.86
Dept 414 Total:					28.38
Dept: 415 City Clerk					
A4761	APS Inc				
APMWB	Check	83589	Postage machine Annual maintenance contrac001-415.0000.66080		690.00
C291	Coeur d' Alene Press				
APMWB	Check	510108	Printing of ordinance 1447	001-415.0000.62000	128.96
		489963	Printing of Ordinance 1422	001-415.0000.62000	45.15
Dept 415 Total:					864.11
Dept: 421 Police					
R04500	1-800-Radiator				
APMWB	Check	16919101	Radiator - PFPD106	001-421.0000.67100	132.00
N276	Access Information Protected				
APMWB	Check	9231086	Shredding services	001-421.0000.68010	58.00
A0001	Alsco				
APMWB	Check	LSPO2491860	Shop Uniform	001-421.4000.72000	12.57
		LSPO2494038		001-421.4000.72000	12.63
A017	A-Tec, Inc.				
APMWB	Check	5627	Camera system repairs	001-421.0000.68010	685.49
A600	Awards Etc.				
APMWB	Check	32997	Employee Plaques	001-421.0000.63060	66.00
		33032	Retirement Shadow Box	001-421.0000.63060	25.00
C220	Coleman Oil Co				
APMWB	Check	CL44405	Animal safety and patrol fuel	001-421.0000.64030	5,555.09
G020	Galls, An Aramark Company				
APMWB	Check	020341653	Earpiece - Cox	001-421.0000.67020	32.20
		020328968	Patrol shirt	001-421.4000.72000	86.16
		02037034	Patrol shift	001-421.4000.72000	86.16
		020304585	Jumpsuit - Zibli	001-421.4000.72000	612.03
		020272661	Patrol pants	001-421.4000.72000	105.52
VEN01683	Goodyear Tire & Rubber Company				

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Check	1140531	Tires - PFPD140	001-421.0000.67190	520.04
VEN02453	Idaho POST				
APMWB	Check	S22082136	Class tuition - Anderson - Firearms Instructor	001-421.0000.64020	400.00
K080	Knudtsen Chevrolet and GMAC				
APMWB	Check	5506784	Module Kit - PFPD89	001-421.0000.67100	85.19
L0870	Lifeloc Technologies				
APMWB	Check	361814	Calibration gas	001-421.0000.67020	475.10
VEN14561	Luke Novak				
APMWB	Check	021622	VIN fees refunded - Service area outside of city	001-421.1514.33207	5.00
VEN14071	Medtech Forensics, Inc				
APMWB	Check	36799	Evidence/patrol latex gloves	001-421.0000.63920	711.00
N001	Napa Auto Parts				
APMWB	Check	3688-142784	Oil and transmission fluid - PFPD93	001-421.0000.67100	53.21
		3688-140351	Credit for returns and warranties	001-421.0000.67100	-398.70
		3688-140842	Credit for return	001-421.0000.67100	-165.03
		3688-142735	Core Return credits	001-421.0000.67100	-129.45
		3688-140456	Credit for return	001-421.0000.67100	-18.00
		3688-141646	Purge solenoid - PFPD99	001-421.0000.67100	33.56
		3688-139221	Engine Mount - PFPD98	001-421.0000.67100	53.65
		3688-141401	Antifreeze - PFPD106	001-421.0000.67100	54.00
		3688-142833	Engine mount - PFPD93	001-421.0000.67100	75.78
		3688-142837	Headlight bulbs - Stock	001-421.0000.67100	63.33
		3688-142836	Headlight bulbs, washer fluid - stock	001-421.0000.67100	104.49
		3688-142668	Battery - PFPD92	001-421.0000.67100	232.86
		3688-139978	Battery - PFPD141	001-421.0000.67100	229.44
		3688-140345	Battery - PFPD92	001-421.0000.67100	114.72
		3688-141260	Battery - PFPD121	001-421.0000.67100	114.72
		3688-140140	Battery - PFPD131	001-421.0000.67100	129.77
		3688-140295	Dual Fan Assembly - PFPD123	001-421.0000.67100	154.63
		3688-141557	Rotors - PFPD141	001-421.0000.67100	265.19
		3688-140757	Radiator - PFPD79	001-421.0000.67100	197.53
V040	Office Depot				
APMWB	Check	225896284001	Office Supplies- Police	001-421.0000.63060	279.10
		225896807001		001-421.0000.63060	14.28
VEN01379	O'Reilly Auto Parts				
APMWB	Check	3829-398387	Honda generator battery	001-421.0000.67100	99.79
VEN02451	Parker Toyota				
APMWB	Check	296566	Key & Chip - PFPD150	001-421.0000.67100	110.00
P180	Perfection Tire				
APMWB	Check	1035384	Alignment Check - PFPD135	001-421.0000.67170	30.00
		1035284	Alignment - PFPD131	001-421.0000.67170	70.00
		1035381	TPMS install - PFPD123	001-421.0000.67170	65.00
		1035319	Alignment - PFPD141	001-421.0000.67170	70.00
		1035621	Tire mount and balance - PFPD140	001-421.0000.67170	153.80
		1034359	Tires - PFPD141	001-421.0000.67190	826.00
		1033304	Tires - PFPD131	001-421.0000.67190	826.00
		1035095	Tire - PFPD135	001-421.0000.67190	826.00
VEN04390	Personnel Evaluation, Inc.				
APMWB	Check	42427	New Employee Testing	001-421.0000.64020	40.00
		41790		001-421.0000.64020	100.00
P4384	Proforce Law Enforcement				
APMWB	Check	473716	Binoculars	001-421.0000.67020	363.43
		473921	Holsters	001-421.0000.67020	332.91
VEN07943	Retail Acquisition & Development, Inc				
APMWB	Check	27359661	Patrol batteries	001-421.0000.63130	34.41
VEN12205	SpectraSite Communications, LLC				
APMWB	Check	3841410	Herborn tower rental	001-421.0000.62040	609.79
Dept 421 Total:					15,681.39

Dept: 423 Oasis

[VEN14036](#) Amendola Doty & Brumley

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Check	130236	ICDVVA - Legal Fees	001-423.1153.68400	1,495.00
Dept 423 Total:					1,495.00
Dept: 424 Legal					
V040	Office Depot				
APMWB	Check	225479242001	Office Supplies-Legal	001-424.0000.63060	67.19
		224269048001	Office Supplies- Legal	001-424.0000.63060	30.26
Dept 424 Total:					97.45
Dept: 427 Animal Control					
C220	Coleman Oil Co				
APMWB	Check	CL44405	Animal safety and patrol fuel	001-427.0000.64030	112.11
VEN10219	Lake City Pet Hospital				
APMWB	Check	26434	Vet service - 22PF0532 - (KCSD will reimburse	001-427.0000.62040	202.52
		14081	Vet services	001-427.0000.62040	75.00
Dept 427 Total:					389.63
Dept: 431 Streets					
C3814	Co-op Supply. INC.				
APMWB	Check	1603737	Fuel	001-431.0000.64030	136.82
VEN01373	Intermountain Sign & Safety				
APMWB	Check	14847	Alum Blanks for streets	001-431.0000.63260	60.00
P1001	Pape Machinery				
APMWB	Check	25471319	BTI Breaker	001-431.0000.90010	9,775.00
R251	Serights Ace Hardware				
APMWB	Check	327903/1	nut, bolts, batteries and pluck led aa for streets	001-431.0000.63000	64.61
		327982/1	Car Wash and WD40 for streets	001-431.0000.63000	30.37
		328009/1	Razor Blades for the sign shop	001-431.0000.63260	13.49
		327953/1	Pickup tools for trash pickup for strets	001-431.0000.67090	48.58
U140	UpScale Mail				
APMWB	Check	310622	USPS shipment	001-431.0000.63070	9.15
W180	Western States Equipment				
APMWB	Check	IN001831567	Snow Plow Blade for Loader 3	001-431.0000.63525	473.95
		IN001846112	Snow Blade for Loader 4	001-431.0000.63525	473.95
Dept 431 Total:					11,085.92
Dept: 433 Facility Maintenance					
P310	Platt Electric Supply				
APMWB	Check	0Z59798	Ch Ballasts	001-433.0000.63720	389.93
S0760	Seltice Laundry				
APMWB	Check	1979	Laundry service	001-433.0000.63160	12.00
		1978888		001-433.0000.63160	16.24
		1976		001-433.0000.63160	16.82
		22.91	Laundry Service	001-433.0000.63160	22.91
		1960		001-433.0000.63160	23.20
		1988	Laundry service	001-433.0000.63160	20.88
		1977	Laundry service	001-433.0000.63160	27.84
		1962	Laundry service	001-433.0000.63160	28.13
		1987	Laundry Service	001-433.0000.63160	31.32
		1985	laundry service	001-433.0000.63160	33.06
		1983	Laundry service	001-433.0000.63160	33.35
		1981		001-433.0000.63160	26.97
R251	Serights Ace Hardware				
APMWB	Check	327754/1	Water Department Flag Pole Repair	001-433.0000.68010	28.03
W0226	Walter E Nelson Co				
APMWB	Check	462444	paper supplies CH and PD	001-433.0000.63140	439.56
		455703		001-433.0000.63140	317.92
		437367		001-433.0000.63140	317.92
		462362	Paper supplies CH and PD	001-433.0000.63140	107.44
Dept 433 Total:					1,893.52

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Dept: 434 Fleet Maintenance							
A0001	AlSCO	APMWB	Check	LSPO2493101	Turkish rags for fleet	001-434.0000.63007	225.00
C130	Coeur d'Alene Tractor	APMWB	Check	CDA-121636	Valve Adjustment on P304	001-434.0000.67170	906.17
N001	Napa Auto Parts	APMWB	Check	3688-133895	Credit for hydraulic filter	001-434.0000.63011	-32.58
				3688-134778	Hyd/Torq/Comp Fluid	001-434.0000.63011	484.88
				3688-134484	J-B Weld Syringe 25ml for S209	001-434.0000.63011	6.96
				3688-133400	Air Filter for S334	001-434.0000.63011	18.50
				3688-130916	Hydraulic filter for fleet stock	001-434.0000.63011	32.58
				3688-134494	Fuel Filters, Air Filters, Oil Filters, Wiper Blad	001-434.0000.63011	533.76
				3688-134778	Hyd/Torq/Comp Fluid	001-434.0000.63012	484.88
				3688-136343	Back up lamp for R200	001-434.0000.63012	14.32
				3688-139369	Batteries for A103	001-434.0000.63013	214.61
N0991	Norco Inc	APMWB	Check	34159347	Welding Hose, Nozzles, Cable Cover, Lens Cl	001-434.0000.63540	634.58
P180	Perfection Tire	APMWB	Check	1035855	Replaced TPMS Sensor for P116	001-434.0000.67170	55.00
				1035869	Alignment on P130	001-434.0000.67170	74.95
				1035772	Tires for E118	001-434.0000.67190	877.92
R251	Serights Ace Hardware	APMWB	Check	327967/1	1/2 x 1/2 elbow and 1/2 bibb hose ball valve for	001-434.0000.63011	48.56
VEN02288	Superior Fluid Power Inc	APMWB	Check	18097	Repair - barrel damage & chase rods, modify tr	001-434.0000.63011	476.27
				18096	Repairs - Welded cylinder	001-434.0000.63011	273.44
				18116	Repairs - Accept wear bands	001-434.0000.63011	243.76
VEN08163	Superior Towing & Recovery LLC	APMWB	Check	41470	Tow Dump Truck S215 to freightliner	001-434.0000.63011	600.00
T106	Titan Truck Equipment	APMWB	Check	1315436	eco slim series light light for F116	001-434.0000.63011	113.18
				1311448	Concept series H7 LED Bulb kit for P128	001-434.0000.63012	83.01
W180	Western States Equipment	APMWB	Check	CM00113658	Return Umbrellas for the roller	001-434.0000.63011	-442.12
				IN001712834	Key for S513	001-434.0000.63011	6.80
Dept 434 Total:							5,934.43
Dept: 441 Urban Forestry							
VEN13104	Bluejay Industrial Inc	APMWB	Check	25346	Cable/wire rope grip tool	001-441.0000.67090	199.00
				25224	Wire rope skidding chockers (x3)	001-441.0000.67090	87.90
N001	Napa Auto Parts	APMWB	Check	3688-144741	Trailer hitch ball mount	001-441.0000.67090	85.54
R251	Serights Ace Hardware	APMWB	Check	328234/1	5-gallon diesel fuel can	001-441.0000.67090	31.49
Dept 441 Total:							403.93
Dept: 442 Cemetery							
R251	Serights Ace Hardware	APMWB	Check	327988/1	Glue/supplies	001-442.0000.67030	30.16
Dept 442 Total:							30.16
Dept: 443 Parks							
A228	A-L Compressed Gases, Inc.	APMWB	Check	340354	Fuel for Welder	001-443.0000.64030	7.00
				S411961	Fuel Charge	001-443.0000.64030	1.00
				2121205	Hardware for stock	001-443.0000.67030	132.00
A365	American On-Site Services	APMWB	Check	449990	Special service cleaning	001-443.0000.65050	45.00
				449994	Tip over service	001-443.0000.65050	40.00
C1170	CDA Metals						

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APMWB	Check	841721	Pump Track repair	001-443.0000.67050	312.05
C180	Central Pre Mix Concrete						
		APMWB	Check	3362841	Boundry Marker Rebar	001-443.0000.63260	31.25
C130	Coeur d'Alene Tractor						
		APMWB	Check	CDA-1060716	Small Equipment Parts	001-443.0000.66190	50.68
				CDA-1060775	Kubota Snow Plow Parts	001-443.0000.66190	573.44
VEN14423	Crazy Clean Carpet Cleaning LL						
		APMWB	Check	1111	Depot Carpet Cleaning	001-443.0000.62180	195.00
F020	Fastenal Company						
		APMWB	Check	IDCOE153824	Hardware for stock	001-443.0000.67030	54.50
F070	Fire Safety Specialists						
		APMWB	Check	25043	Fire Extinguisher inspection and repair	001-443.0000.62180	1,122.75
G098	Grainger						
		APMWB	Check	9209247122	Fire extinguisher brackets	001-443.0000.63110	57.39
				9213219687	Safety Signs	001-443.0000.63260	59.25
				9210458080	Batteries for stock	001-443.0000.67030	158.07
N001	Napa Auto Parts						
		APMWB	Check	3688-142204	Return	001-443.0000.66190	-29.27
				3688-142201	Cable for crane	001-443.0000.66190	68.53
				3688-143192	Tool for playground repair	001-443.0000.67090	10.98
				3688-14336	Tool for woodbridge	001-443.0000.67090	29.54
VEN05363	North 40 Outfitters						
		APMWB	Check	038120/E	Fencing for trail markers	001-443.0000.63260	377.00
				038121/E	Trail Marker Return	001-443.0000.63260	-42.39
R1691	River City Paint & Decorating						
		APMWB	Check	49104	Corbin stall paint	001-443.0000.68160	54.99
R251	Serights Ace Hardware						
		APMWB	Check	327984/1	Safety Tie Down	001-443.0000.63110	35.99
				327824/1	Gloves for safety	001-443.0000.63110	23.38
				328159/1	Cleaning supplies	001-443.0000.63150	9.15
				327820/1	Cleaning Supplies	001-443.0000.63150	33.27
				328144/1	Boundary Markers	001-443.0000.63260	22.66
				328185/1	Hoop House hardware	001-443.0000.67030	31.39
				327791/1	Volleyball hardware	001-443.0000.67030	13.12
				328096/1	Hoop House	001-443.0000.67030	28.91
				328115/1		001-443.0000.67030	26.15
				327952/1	Community forest	001-443.0000.67030	11.16
				328190/1	Hardware for pump track	001-443.0000.67050	31.98
				328172/1	Repairs -Pump Track & Comm Garden	001-443.0000.67050	25.88
				327868/1	Repair Cable	001-443.0000.67050	17.35
				327968/1	Tool for P119	001-443.0000.67090	23.39
				328034/1	Hand Saw	001-443.0000.67090	13.49
W0226	Walter E Nelson Co						
		APMWB	Check	462445	Cleaning supplies CH and PD	001-443.0000.63150	312.39
W095	Welding Fabrication Services						
		APMWB	Check	23479	Powder Coat Tee Racks	001-443.0000.62180	275.00
Dept 443 Total:							4,243.42
Dept: 445 Recreation							
L109	Lowe's Credit Services						
		APMWB	Check	24091661 01-13-22	Discovery Art Play Sand	001-445.0000.63080	5.02
VEN07971	Ryan Booth						
		APMWB	Check	452	Daddy Daughter	001-445.0000.63080	170.00
S400	Super 1 Foods						
		APMWB	Check	06 117	Daddy Daughter Supplies	001-445.0000.63080	69.79
				05 119	Valentine's Art Supplies	001-445.0000.63080	7.98
Dept 445 Total:							252.79
Dept: 451 Planning & Zoning							
C291	Coeur d' Alene Press						
		APMWB	Check	0000509731	Publication Annexation	001-451.0000.62000	255.39

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB	Check	0000509716	Publication - Special Use Permit	001-451.0000.62000	184.46
		0000510955	Comp Plan Amendment for council - Publicatio	001-451.0000.62000	72.80
		0000509718	Publication - Special Use Permit	001-451.0000.62000	194.84
		0000508568	Publication - Zone Change	001-451.0000.62000	286.53
VEN01101	Express Employment Professionals				
APMWB	Check	26708372	Kiyomi's Hours for 1/30/2022	001-451.0000.62040	460.80
Dept 451 Total:					1,454.82
Dept: 452 Building Inspector					
V040	Office Depot				
APMWB	Check	225891635001	Office Supplies- Community Development	001-452.0000.63060	9.15
		225891401001		001-452.0000.63060	37.99
		225891635001		001-452.0000.63060	8.14
Dept 452 Total:					55.28
Dept: 453 Engineering					
C291	Coeur d' Alene Press				
APMWB	Check	11132021	Hiring & Recruiting - Staff Eng	001-453.0000.62080	375.00
J105	J-U-B Engineers, Inc.				
APMWB	Check	0150166	Professional services	001-453.0000.62040	3,747.25
V040	Office Depot				
APMWB	Check	225891636001	Office Supplies- Community Development	001-453.0000.63060	27.49
Dept 453 Total:					4,149.74
Dept: 481 Capital Improvements/Contracts					
C320	Comfort Heating & Air, Inc.				
APMWB	Check	114871	New air conditioner for the server room	001-481.0000.68390	4,735.00
F002	Fairway Floor & Design Center				
APMWB	Check	33622	Tile Flooring for replacement in restrooms	001-481.0000.68395	1,037.08
Dept 481 Total:					5,772.08
Fund 001 Total:					63,786.15
Fund: 003 - PERSONNEL BENEFIT POOL					
Dept: 482 Personnel Pool					
VEN08243	Awards Network				
APMWB	Check	53671	Years of service awards	003-482.0000.73020	195.10
		CM00041995	Post credit for duplicate payment of #0004199	003-482.0000.73020	-179.70
VEN07938	Crystal Balback				
APMWB	Check	41	Wellness Class	003-482.4000.73000	90.00
		40		003-482.4000.73000	270.00
Dept 482 Total:					375.40
Fund 003 Total:					375.40
Fund: 007 - DRUG SEIZURE PROGRAM					
Balance Sheet Accounts					
VEN14555	Kaitlyn Obrien				
APMWB	Check	020322	**Return check to PD for evidence processing	007-20020	4,000.00
Balance Sheet Accounts Total:					4,000.00
Fund 007 Total:					4,000.00
Fund: 037 - STREETS IMPACT FEES					
Dept: 431 Streets					
J105	J-U-B Engineers, Inc.				
APMWB	Check	0150167	Spokane and Prairie Project	037-431.0000.95134	10,115.40
		0150169	Poleline & Cecil Roundabout Project	037-431.0000.95137	72,194.64
				037-431.0000.95138	19,073.29
Dept 463 Total:					101,383.33

Packet: APPKT09259 - Check Run 3.2.22

Check Date: 02/24/2022

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 650 - RECLAIMED WATER OPERATING							
Dept: 463 Wastewater Operating							
A090	Accurate Testing Labs LLC						
APMWB	Check			121864	Oil & Grease Test	650-463.0000.68360	70.00
				121863	Biosolids-Q1	650-463.0000.68360	110.00
				121704	Biosolids - Q1	650-463.0000.68360	780.00
T106	Titan Truck Equipment						
APMWB	Check			1315375	Snowdogg MD Series Mount for water	650-463.0000.67170	607.51
				1312824	Concept Series H7 LED Bulb Kit for T104	650-463.0000.67170	83.01
				1315444	H13 Quad Headlight for WWTP	650-463.0000.67170	126.86
T11390	T-O Engineers, Inc.						
APMWB	Check			210756-3	Hydrogeo Phase 2	650-463.0000.62040	5,413.60
Dept 463 Total:							7,190.98
Fund 650 Total:							7,190.98
Fund: 651 - RECLAIMED WATER CAPITAL - WWTP							
Dept: 463 Wastewater Operating							
J105	J-U-B Engineers, Inc.						
APMWB	Check			0150068	Engineering and CMS services for the construc	651-463.3213.90015	96,463.40
				0150189		651-463.6505.95520	2,709.13
Dept 463 Total:							99,172.53
Fund 651 Total:							99,172.53
Fund: 652 - RECLAIMED WATER CAPITAL - COLLECTOR							
Dept: 463 Wastewater Operating							
J105	J-U-B Engineers, Inc.						
APMWB	Check			0150167	Spokane and Prairie Project	652-463.3220.95520	2,590.00
VEN14037	Lake City Law Group PLLC						
APMWB	Check			27706	Legal services for the SH-41 gravity sewer proj	652-463.3121.95520	4,100.00
T11390	T-O Engineers, Inc.						
APMWB	Check			200143-21	Engineering and CMS services for the design e	652-463.3214.95520	3,425.50
Dept 463 Total:							10,115.50
Fund 652 Total:							10,115.50
Fund: 700 - SANITATION							
Dept: 461 Sanitation							
VEN07913	CANNON HILL						
APMWB	Check			32837	Wood Waste	700-461.0000.65050	656.00
C1161	CDA Garbage						
APMWB	Check			1338817	2YD Dumpster	700-461.0000.65050	47.00
VEN02385	Prairie Transfer Station						
APMWB	Check			05-10879	Big Can Waste	700-461.0000.65050	2.60
				05-14442	Big Can waste	700-461.0000.65050	21.45
Dept 461 Total:							727.05
Fund 700 Total:							727.05
Fund: 750 - WATER OPERATING							
Dept: 462 Water Operating							
A090	Accurate Testing Labs LLC						
APMWB	Check			122025	Coliform presence/absence	750-462.0000.68360	125.00
				122045		750-462.0000.68360	125.00
A1395	Advanced Compressor & Hose Inc						
APMWB	Check			86529	for new 2" Trash Pump	750-462.0000.63280	492.69
B025	Backflow Assembly Testing & Supply						
APMWB	Check			3142224	Recert class	750-462.0000.64020	275.00

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN04268	Coeur d'Alene Garbage Service	APMWB	Check	1338076	Water Recycling Jan 2022	750-462.0000.65050	57.00
C3814	Co-op Supply. INC.	APMWB	Check	266397	ISO Alcohol	750-462.0000.68360	300.93
F1000	Ferguson Waterworks	APMWB	Check	1062613	SENSUS ANNUAL SOFTWARE	750-462.0000.66012	2,635.05
G098	Grainger	APMWB	Check	9215269912	Odor Eliminator	750-462.0000.63060	69.09
				9215464257	PRTBL HEATER	750-462.0000.63280	64.73
				9217028423	Locate Paint	750-462.0000.63280	77.64
				9215327579	PRTBL Heater	750-462.0000.63280	64.73
N001	Napa Auto Parts	APMWB	Check	3688-142147	Digital Caliper, Wrench for #W120	750-462.0000.67090	53.29
N0991	Norco Inc	APMWB	Check	34211622	Band-Aid	750-462.0000.63110	2.75
N107	Norlift Inc	APMWB	Check	20077876	Blue Bin	750-462.0000.63280	189.09
V040	Office Depot	APMWB	Check	224637170001	Office Supplies- Water	750-462.0000.63060	96.81
VEN14559	One Call Concepts, Inc	APMWB	Check	2015023	Locate Tickets - Water 282, WW 561	750-462.0000.62320	876.72
P310	Platt Electric Supply	APMWB	Check	2M23474	3M 4x76 Ft Black	750-462.0000.63280	49.68
				2M72502	LED Flood light	750-462.0000.63280	897.73
				2M31701	Electrical Testing Equipment	750-462.0000.67090	71.00
R251	Serights Ace Hardware	APMWB	Check	327771/1	Shop Stock, Extension Cord & Head Lamp for	750-462.0000.63280	258.58
				328201/1	Supplies for well house maintenance & Truck	750-462.0000.68025	69.38
W180	Western States Equipment	APMWB	Check	IN001705882	Coolant	750-462.0000.68025	64.28
				IN001846130	Filter A	750-462.0000.68025	79.53
				IN001846124	Element A	750-462.0000.68025	59.87

Dept 462 Total: 7,055.57

Fund 750 Total: 7,055.57

Fund: 753 - WATER CAPITAL
 Dept: 462 Water Operating

J105	J-U-B Engineers, Inc.	APMWB	Check	0150171	Engineering and CMS services for the design	753-462.3224.95550	20,625.00
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Dept 462 Total: 20,625.00

Fund 753 Total: 20,625.00

Report Total: 314,431.51



Fund	Account	Amount
001 - GENERAL FUND		
	001-22080	250.00
	001-411.0000.62060	3,898.50
	001-412.0000.66040	823.74
	001-412.0000.80010	4,981.86
	001-414.0000.63060	28.38
	001-415.0000.62000	174.11
	001-415.0000.66080	690.00
	001-421.0000.62040	609.79
	001-421.0000.63060	384.38
	001-421.0000.63130	34.41
	001-421.0000.63920	711.00
	001-421.0000.64020	540.00
	001-421.0000.64030	5,555.09
	001-421.0000.67020	1,203.64
	001-421.0000.67100	1,592.68
	001-421.0000.67170	388.80
	001-421.0000.67190	2,998.04
	001-421.0000.68010	743.49
	001-421.1514.33207	5.00
	001-421.4000.72000	915.07
	001-423.1153.68400	1,495.00
	001-424.0000.63060	97.45
	001-427.0000.62040	277.52
	001-427.0000.64030	112.11
	001-431.0000.63000	94.98
	001-431.0000.63070	9.15
	001-431.0000.63260	73.49
	001-431.0000.63525	947.90
	001-431.0000.64030	136.82
	001-431.0000.67090	48.58
	001-431.0000.90010	9,775.00
	001-433.0000.63140	1,182.84
	001-433.0000.63160	292.72
	001-433.0000.63720	389.93
	001-433.0000.68010	28.03
	001-434.0000.63007	225.00
	001-434.0000.63011	2,363.99
	001-434.0000.63012	582.21
	001-434.0000.63013	214.61
	001-434.0000.63540	634.58
	001-434.0000.67170	1,036.12
	001-434.0000.67190	877.92
	001-441.0000.67090	403.93
	001-442.0000.67030	30.16
	001-443.0000.62180	1,592.75
	001-443.0000.63110	116.76
	001-443.0000.63150	354.81
	001-443.0000.63260	447.77
	001-443.0000.64030	8.00
	001-443.0000.65050	85.00
	001-443.0000.66190	663.38
	001-443.0000.67030	455.30
	001-443.0000.67050	387.26
	001-443.0000.67090	77.40
	001-443.0000.68160	54.99
	001-445.0000.63080	252.79

	001-451.0000.62000	994.02
	001-451.0000.62040	460.80
	001-452.0000.63060	55.28
	001-453.0000.62040	3,747.25
	001-453.0000.62080	375.00
	001-453.0000.63060	27.49
	001-481.0000.68390	4,735.00
	001-481.0000.68395	1,037.08
	Fund 001 Total:	63,786.15
003 - PERSONNEL BENEFIT POOL		
	003-482.0000.73020	15.40
	003-482.4000.73000	360.00
	Fund 003 Total:	375.40
007 - DRUG SEIZURE PROGRAM		
	007-20020	4,000.00
	Fund 007 Total:	4,000.00
037 - STREETS IMPACT FEES		
	037-431.0000.95134	10,115.40
	037-431.0000.95137	72,194.64
	037-431.0000.95138	19,073.29
	Fund 037 Total:	101,383.33
650 - RECLAIMED WATER OPERATING		
	650-463.0000.62040	5,413.60
	650-463.0000.67170	817.38
	650-463.0000.68360	960.00
	Fund 650 Total:	7,190.98
651 - RECLAIMED WATER CAPITAL - WWTP		
	651-463.3213.90015	96,463.40
	651-463.6505.95520	2,709.13
	Fund 651 Total:	99,172.53
652 - RECLAIMED WATER CAPITAL - COLLECTOR		
	652-463.3121.95520	4,100.00
	652-463.3214.95520	3,425.50
	652-463.3220.95520	2,590.00
	Fund 652 Total:	10,115.50
700 - SANITATION		
	700-461.0000.65050	727.05
	Fund 700 Total:	727.05
750 - WATER OPERATING		
	750-462.0000.62320	876.72
	750-462.0000.63060	165.90
	750-462.0000.63110	2.75
	750-462.0000.63280	2,094.87
	750-462.0000.64020	275.00
	750-462.0000.65050	57.00
	750-462.0000.66012	2,635.05
	750-462.0000.67090	124.29
	750-462.0000.68025	273.06
	750-462.0000.68360	550.93
	Fund 750 Total:	7,055.57
753 - WATER CAPITAL		
	753-462.3224.95550	20,625.00
	Fund 753 Total:	20,625.00
	Report Total:	314,431.51

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILITY FOR CHECK RUN 03.02.22

2/11/2022	\$	91.30	86442 AT&T- Long Distance	Pay Before Due Date	Various
2/11/2022	\$	1,521.16	86443 AVISTA Utilities	Pay Before Due Date	Various
2/11/2022	\$	866.25	86444 East Greenacres Irrigation	Pay Before Due Date	Various
2/11/2022	\$	208.91	86446 H & H Business Systems, Inc.	Pay Before Due Date	Various
2/11/2022	\$	291.94	86447 Ricoh USA Inc.	Pay Before Due Date	Various
2/11/2022	\$	155.00	86448 Ross Point Water	Pay Before Due Date	Various
2/11/2022	\$	104.95	86449 Time Warner Cable	Pay Before Due Date	650-466.0000.65040
2/11/2022	\$	1,109.78	86450 Zply Fiber	Pay Before Due Date	Various
2/14/2022	\$	2,965.64	86451 City of Post Falls Utilities	Pay Before Due Date	Various
2/14/2022	\$	180.54	86452 Idaho State Tax Commission	Pay Before Due Date	001-22095
2/14/2022	\$	287,546.81	86453 Northwest Waste and Recycling	Pay Before Due Date	700-461.0000.62042
2/14/2022	\$	745.13	86454 Post Falls Food Bank	Pay Before Due Date	001-22110
2/18/2022	\$	869.76	86458 AT&T Mobility	Pay Before Due Date	Various
2/18/2022	\$	108,207.18	86459 AVISTA Utilities	Pay Before Due Date	Various
2/18/2022	\$	335.00	86460 Hach Company	Past Due	650-463.0000.63400
2/18/2022	\$	154.00	86461 Ryan B Nipp	Past Due	001-445.0000.62040
2/18/2022	\$	11.98	86462 Time Warner Cable	Pay Before Due Date	001-417.0000.63080
2/18/2022	\$	186.14	86463 Zply Fiber	Pay Before Due Date	Various
	\$	405,551.47			

**CITY OF POST FALLS
CONSENT CALENDAR
AGENDA REPORT**

MEETING DATE: February 15, 2022

DATE: February 18, 2022

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ROBERT S. PALUS, PE – ASSISTANT CITY ENGINEER

SUBJECT: FIRST ADDENDUM TO MEMORANDUM OF UNDERSTANDING CECIL/POLELINE AND CECIL/MULLAN INTERSECTION IMPROVEMENTS

ITEM AND RECOMMENDED ACTION: With approval, City Council authorizes the Mayor to sign the First Addendum to the Memorandum of Understanding for the Cecil/Poleline and Cecil/Mullan Intersection Improvements.

DISCUSSION: On July 6, 2021, the City of Post Falls entered into a Memorandum of Understanding (MOU) with the Post Falls Urban Renewal Agency (PFURA) to develop two (2) projects: Cecil Road/Poleline Ave. and Cecil Road/Mullan Ave. The estimated cost in the MOU for the Cecil Road/Poleline Ave. project was identified as \$1,300,000. The estimated cost in the MOU for the Cecil Road/Mullan Ave. project was identified as \$110,000.

The First Addendum to the MOU clarifies that the individual costs of the projects identified within the MOU may be combined to an aggregate maximum amount of reimbursement from the PFURA to the City for the projects. The maximum aggregate amount of \$1,410,000 equals the sum of reimbursement of the two (2) projects within the original MOU. The remainder of the MOU remains unchanged. This addendum allows flexibility for the City to address potential cost escalations within the currently volatile construction industry, by leveraging existing City financial participation in the Cecil Road/Poleline Ave. project with Transportation Impact Fee funding.

Both projects are in final review with City Staff and are currently scheduled to go out for bidding in mid-March of 2022 to meet deadlines for reimbursement within the MOU and reduce impacts to the School District.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

July 6, 2021 – MOU with Post Falls URA to Fund Improvements to Cecil Road and Highway 41 Traffic Signals.

July 26, 2021 – Professional Services Agreement (PSA) between the City and JUB Engineering.

APPROVED OR DIRECTION GIVEN:

July 6, 2021 - Approved MOU with Urban Renewal Agency.

July 26, 2021 – Approved Professional Services Agreement

FISCAL IMPACT OR OTHER SOURCE OF FUNDING: n/a

BUDGET CODE:

Budget Code 037-431.0000.95137

Poleline and Cecil: Traffic Control

Budget Code 037-431.0000.95138

Mullan and Cecil: Traffic Safety

SUPPORTING DOCUMENTS:

- First Addendum to Memorandum of Understanding for Cecil / Poleline and Cecil / Mullan Intersection Improvements (signed by URA)
- Memorandum of Understanding Cecil/Poleline and Cecil/Mullan Intersection Improvements

MEMORANDUM OF UNDERSTANDING

CECIL/POLELINE AND CECIL/MULLAN INTERSECTION IMPROVEMENTS

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into this 20th day of May, 2021 between the POST FALLS URBAN RENEWAL AGENCY (the "Agency"), an Idaho urban renewal agency, with its principal address at 201 E. 4th Ave., Post Falls, Idaho 83854, and the CITY OF POST FALLS (the "City"), an Idaho municipal corporation, with its principal address at 408 North Spokane Street, Post Falls, Idaho 83854.

WITNESSETH:

WHEREAS the Agency, in conjunction with the City, has formed an urban renewal district known as the East Post Falls Urban Renewal District, and has adopted an Urban Renewal Plan for the District; and

WHEREAS it is the charter of the Agency pursuant to the East Post Falls Urban Renewal Plan (the "Plan") to encourage the development and economic growth of the District; and

WHEREAS the Plan provides for various improvements to facilitate the orderly development and economic growth of the District including the Project; and

WHEREAS the City has determined that improvements to the Cecil Road and Poleline Avenue intersection and the Mullan Avenue and Cecil Road intersection are needed to accommodate increased traffic in the area and, facilitate economic growth in the area and are eligible infrastructure within the District Plan and

WHEREAS, both Project areas are located within the East Post Falls District; and

WHEREAS, the City requested that the Agency help fund the Project to facilitate orderly growth of the District; and

WHEREAS, pursuant to Idaho Code Section 50-2015(d)(1), the City and the Agency may enter into agreements (which agreements may extend over any period, notwithstanding any provisions or rule of law to the contrary), respecting action to be taken by the City pursuant to any of the powers granted by the Idaho Urban Renewal Law of 1965 (Idaho Code §§ 50-2001 - 50-2033 et seq.).

NOW, THEREFORE, in consideration of the mutual goals and consideration to be derived by the Parties to this Agreement, the Parties agree as follows:

1. Project Description.

The Project consists of improvements to the Cecil Road/Poleline Ave. intersection and the Cecil Road/Mullan Ave. intersection as follows:

A. Cecil Road/Poleline Ave. Intersection:

Installation of a traffic control device (traffic signal or roundabout) with associated pedestrian safety and urban improvements.

B. Cecil Road/Mullan Ave. Intersection:

Installation of curbing along Mullan Avenue and the west side of Cecil Avenue to improve safety through the elimination of a two-way center left turn lane and islands. Restripe the intersection of Cecil and Mullan Avenue and retime the existing traffic signal to accommodate the new striping and turning movements.

2. Project Cost.

The total Project costs have been estimated as follows:

A. Cecil Road/Poleline Ave.:	\$1,300,000.00
B. Cecil Road/Mullan Ave.:	\$110,000.00

3. Design of Project Improvements.

The City agrees to select a qualified consultant(s) to design the Projects and perform construction management services for the Project. The City may elect to hire one consultant to design both Project elements or select two different consultants based on the City's determination of which approach will provide the best value to the Parties. The City will follow the consultant selection requirements contained in Idaho Code 67-2320 for entering into contracts with design professionals. The Project will be designed under direction from City engineering staff and the completed design will be presented to the Agency prior to bidding along with an Engineer's Estimate of Probable Cost for the Project.

4. Project Bidding.

The City agrees to manage the bidding process to select a contractor(s) to construct the Project. The City may elect to bid both Project elements together or separately based on the City's determination of which approach will provide the best value to the Parties. The City will follow the public works contracting requirements of Idaho Code 67-2805. In the event it is necessary to rebid the Project, the costs associated with this effort will be a part of the complete Project costs that will be reimbursed by the Agency.

5. Property Acquisition.

In the event the acquisition of property is needed for the Project, the City will manage that property acquisition effort and be responsible for all associated costs. Property acquisition may delay the design and construction of the Project.

6. Construction Phases.

Following bidding, the City will award a construction contract to the lowest responsive bidder. The City agrees to manage construction of the Project, using City staff and/or third-party consultants. The Agency will reimburse all third-party consultant costs. Upon completion of the Project, a construction summary and copies of all third-party invoices will be presented to the Agency by City Staff.

7. Financial Agreement.

The Agency agrees to reimburse the City for the costs of completing the Projects in and not to exceed the amounts described above including design, construction, and Project management costs using tax increment dollars arising from the East Post Falls Urban Renewal District as outlined in this Section.

The Agency will reimburse the City for invoices submitted by the selected consultant(s) and contractor(s) after those invoices are reviewed and approved by the City Council. The Agency will reimburse the City for invoices within sixty (60) days after the invoice is provided to the Agency.

The City understands and agrees that the Agency's financial obligations under this Agreement will be satisfied after the Agency's payment of any of the Agency's obligations to proponents within the District including repayment of the Agency's outstanding bonds for the construction of the Greensferry Overpass. The Agency agrees to advise the City on a quarterly basis of the status of such repayments, and the accrued tax increment available to reimburse or make payments for the Project.

The Parties agree to meet and finalize the financial reimbursement processes to be used for the Project while the Project is being designed.

Due to the time constraints of the Project and the need for completion of the Project for future development, both parties agree to work cooperatively and understand that timely completion of this Project is in the best interest both parties in order to facilitate orderly growth of the area.

The City understands and acknowledges that the East Post Falls Urban Renewal District has a finite life, and that all reimbursements/payments must be completed prior to the District maturity date of December 31, 2022. The City also understands and acknowledges that any costs or other obligations associated with the Project which are not documented and provided to the Agency by August 31, 2022 will not be reimbursed and will not be an obligation or liability of the Agency.

8. Intent of the Parties and Cooperation:


The purpose of the Memorandum is to formally document the understanding and the relationship between the Parties as to the Project. It is the intent of both parties to design the Project in 2021 and fully complete the Project by 2022. The City will meet with the Agency's Executive Director monthly to provide updates on the Project and will notify the Agency of any unanticipated change to the Project that substantially changes the scope or cost of the Project.

9. No Third-Party Beneficiaries:

The terms and provisions of this Memorandum are intended solely for the benefit of each party hereto and it is not the intention of the Parties to confer third-party beneficiary rights upon any other person or entity.

CITY OF POST FALLS

POST FALLS URBAN
RENEWAL AGENCY


Ronald G. Jacobson, Mayor

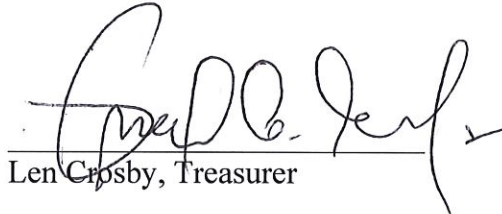

Jerry Baltzell, Chairman

Date: 5/16/21

Date: 5-20-21

ATTEST:


Shannon Howard, City Clerk


Len Crosby, Treasurer

FIRST ADDENDUM TO MEMORANDUM OF UNDERSTANDING FOR
CECIL/POLELINE AND CECIL/MULLAN INTERSECTION IMPROVEMENTS

This First Addendum to the above entitled Memorandum of Understanding (hereinafter “First Addendum”) is entered into as of the dates set forth below by and between the Post Falls Urban Renewal Agency, an Idaho urban renewal agency, 201 E. 4th Avenue, Post Falls, Idaho, 83854 (hereinafter the “Agency”), and the City of Post Falls, an Idaho municipal corporation, with its principal address at 408 North Spokane Street, Post Falls, Idaho 83854 (hereinafter the “City”).

RECITALS:

WHEREAS the Agency, in conjunction with the City, has formed an urban renewal district known as the East Post Falls Urban Renewal District, and has adopted an Urban Renewal Plan for the District;

WHEREAS it is the charter of the Agency pursuant to the East Post Falls Urban Renewal Plan (the “Plan”) to encourage the development and economic growth of the District;

WHEREAS the Plan provides for various improvements to facilitate the orderly development and economic growth of the District including the project described below;

WHEREAS the City has determined that improvements to the Cecil Road and Poleline Avenue intersection and the Mullan Avenue and Cecil Road intersection (the “Projects”) are needed to accommodate increased traffic in the area and facilitate economic growth in the area and are eligible infrastructure within the Plan;

WHEREAS, the Projects are located within the East Post Falls District;

WHEREAS, the City requested that the Agency help fund the Projects to facilitate orderly growth of the District;

WHEREAS, pursuant to Idaho Code Section 50-2015(d)(1), the City and the Agency may enter into agreements (which agreements may extend over any period, notwithstanding any provisions or rule of law to the contrary), respecting action to be taken by the City pursuant to any of the powers granted by the Idaho Urban Renewal Law of 1965 (Idaho Code §§ 50-2001 - 50-2033 et seq.);

WHEREAS, in 2021 the Agency and the City entered into the above entitled Memorandum of Understanding governing the funding of the Projects; and

WHEREAS, the parties now desire to amend the Memorandum of Understanding as set forth below.

NOW, THEREFORE, in consideration of the mutual goals and consideration to be derived by the parties to this First Addendum, the parties agree to amend the following provisions of the Memorandum of Understanding as indicated below:

1. Amendment to Section 7. The first paragraph of Section 7 of the Memorandum of Understanding entitled "Financial Agreement" is amended as follows:

"The Agency agrees to reimburse the City for the costs of completing the Projects in and not to exceed the aggregate amounts described above including design, construction, and Project management costs using tax increment dollars arising from the East Post Falls Urban Renewal District as outlined in this Section. If the cost of one of the Projects is less than the amount estimated above, the difference may be applied to the other Project for purposes of this reimbursement limitation."

2. Remainder of Memorandum of Understanding. The other terms of the Memorandum of Understanding shall remain in full force and effect unless amended by this First Addendum or any other valid modifications executed by the parties.

CITY OF POST FALLS

POST FALLS URBAN
RENEWAL AGENCY

Ronald G. Jacobson, Mayor



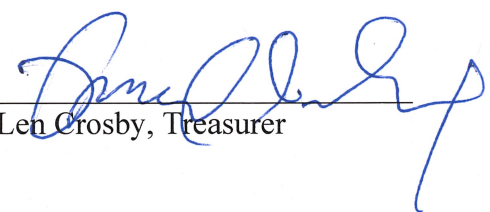
Jerry Baltzell, Chairman

Date: _____

Date: 1/20/2022

ATTEST:

Shannon Howard, City Clerk



Len Crosby, Treasurer

**CITY OF POST FALLS
AGENDA REPORT
Consent Calendar
MEETING DATE: 3/1/2022**

DATE: 2/23/2022 2:00 PM
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jason Faulkner
SUBJECT: FY 2023 Budget Hearing Notification

ITEM AND RECOMMENDED ACTION:

The fiscal year 2023 budget hearing notification is to inform the Kootenai County Auditor our intent to hold the annual budget hearing on August 16th, 2022.

DISCUSSION:

If Council approves, staff will file the necessary paperwork with the Kootenai County Auditor's Office.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

CITY OF POST FALLS
AGENDA REPORT
Ordinance & Resolutions
MEETING DATE: 3/1/2022

DATE: 2/23/2022 1:51 PM
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jason Faulkner
SUBJECT: Budget Amendment No. 1 for FY 2022

ITEM AND RECOMMENDED ACTION:

DISCUSSION:

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:
2/15/2022

APPROVED OR DIRECTION GIVEN:
Staff was directed to return to Council with Ordinance after budget hearing.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:
\$50,000,000

BUDGET CODE:
Various

CITY OF POST FALLS

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF POST FALLS, IDAHO, AMENDING THE ANNUAL APPROPRIATION ORDINANCE 1420 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, TO REFLECT THE RECEIPT OF UNSCHEDULED REVENUES AND TO AUTHORIZE EXPENDITURE OF PREVIOUSLY UNBUDGETED FUND BALANCE, INCREASING AND ESTABLISHING THE APPROPRIATIONS FOR EXPENDITURES IN VARIOUS DEPARTMENTS AND FUNDS, PROVIDING THAT THE TAX LEVY UPON TAXABLE PROPERTY WITHIN THE CITY IS NOT AFFECTED HEREBY, PROVIDING THAT ALL ORDINANCES IN CONFLICT HEREWITH ARE SUPERSEDED BY THIS ORDINANCE TO THE EXTENT OF SUCH CONFLICT, AND PROVIDING THAT THE ORDINANCE SHALL BE EFFECTIVE UPON ITS PUBLICATION DATE.

Section 1. That the sum of \$50,000,000 from unexpected revenues and unappropriated fund balances, be, and the same is hereby appropriated to defray the additional necessary expenses and liabilities of the City of Post Falls, Kootenai County, Idaho for the fiscal year beginning October 1, 2021, thereby amending and superseding prior appropriations contained in Ordinance 1420 of the City.

Section 2. Purposes and Amounts of Appropriation. That the objects and purposes for which such additional appropriations are made, and the amounts of such supplemental appropriations are as follows, after accounting for receipt of unscheduled revenues and authorizing expenditure of previously unappropriated fund balances:

ADDITIONAL REVENUES/FUNDING RESOURCES

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

ADDITIONAL EXPENDITURES AUTHORIZED

ENTERPRISE FUNDS:	
SEWER (OPERATING)	\$ 25,000,000
SEWER CONST - WWTP	25,000,000
TOTAL CAPITAL PROJECTS FUND EXPEND	<u>50,000,000</u>
TOTAL PROPOSED EXPENDITURES.....	\$ 50,000,000

Section 3. Tax Levy unaffected. That the tax levy established for the City of Post Falls for the Fiscal year beginning October 1, 2021, shall be unaffected by this ordinance.

Section 4. Amendment of Prior Appropriation Ordinance. That all ordinances or parts of ordinances in conflict with this ordinance are hereby amended and superseded to the extent of such conflict to conform to the appropriations made by this ordinance. The total appropriated expenditures for the Fiscal year beginning October 1, 2021, as amended by this ordinance, shall be as follows:

AMENDED AUTHORIZED EXPENDITURES/EXPENSES

GENERAL FUND:	
ADMINISTRATION	
FINANCE	
CITY CLERK	
LEGAL SERVICES	
COMMUNITY DEVELOPMENT	
SAFETY	
PUBLIC WORKS	
PARKS & RECREATION	
CAPITAL IMPROVEMENTS/CONTRACTS	
PERSONNEL	
PERSONNEL POOL	
ANNEXATION FEE ACCOUNT	
TOTAL GENERAL FUND.....	36,968,349
SPECIAL REVENUE FUNDS:	
COMPREHENSIVE LIABILITY INSURANCE	
STREET LIGHTS	
911 SUPPORT	
DRUG SEIZURE	
SPECIAL EVENTS	
CEMETERY CAPITAL IMPROVEMENT	
TOTAL SPECIAL REVENUE FUND EXPENDITURES.....	1,249,504
CAPITAL PROJECTS FUNDS:	
FACILITY RESERVE ACCOUNT	
CAPITAL IMPROVEMENTS	
TOTAL CAPITAL PROJECTS FUND EXPENDITURES.....	32,725,984
DEBT SERVICE FUNDS:	
LID DEBT SERVICE	
TOTAL DEBT SERVICE FUND EXPENDITURES.....	528,150
ENTERPRISE FUNDS:	
SEWER	
SANITATION	
WATER	
TOTAL ENTERPRISE FUND EXPENSES.....	96,458,656
TOTAL ALL FUND EXPENDITURES/EXPENSES.....	167,930,643

Section 5. This ordinance shall take effect and be in full force upon its passage, approval and publication of a summary of the ordinance in one issue of the Post Falls Press, a newspaper of general circulation in the City of Post Falls, and the official newspaper of said City.

PASSED under suspension of the rules upon which a roll call vote was taken and duly enacted an ordinance of the City of Post Falls, Kootenai County, Idaho at a convened meeting of the City of Post Falls City Council held on the 1st day of March, 2022.

RONALD G. JACOBSON, MAYOR

ATTEST:

SHANNON HOWARD, CITY CLERK

CITY OF POST FALLS
AGENDA REPORT
Ordinance & Resolutions
MEETING DATE: 3/1/2022

DATE: 2/23/2022 1:52 PM
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jason Faulkner
SUBJECT: Fiscal Year 2022 Fee Resolution

ITEM AND RECOMMENDED ACTION:

DISCUSSION:

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:
2/15/2022

APPROVED OR DIRECTION GIVEN:
Council directed staff to return the fee resolution as presented during the public hearing.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

BUDGET CODE:

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 March 1st, 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.

Ronald G. Jacobson, Mayor

ATTEST:

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
-------------	---------

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 forty-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

Special Hauls:

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

Roll off return trip	56.74
Roll off round trip	35.44
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	\$ 41.00		\$ 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	\$ 41.00		\$ 49.00	
Youth Soccer	\$ 41.00		\$ 49.00	
Youth Flag Football	\$ 41.00		\$ 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	\$ 52.00	
Guitar, Intro. - 4 wks.	\$ 50.00		\$ 50.00	
Gym, Parent Tot - 4 wks.	\$ 30.00		\$ 35.00	
Landscaping Class/Gardening	\$ 21.00		\$ 21.00	
Running shoes & Microbrews - 5K	\$ 35.00	over 21	\$ 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	\$ 41.00		\$ 49.00	
Youth Baseball - Smart Hitters	\$ 49.00		\$ 53.00	
Youth Basketball	\$ 41.00		\$ 49.00	
Youth Sponsorship	\$ 225.00		\$ 225.00	
Youth Volleyball	\$ 41.00		\$ 49.00	
Day Camp (K - 8th Grade) - wk.	\$ 150.00		\$ 150.00	
Pee Wee Camp - wk.	\$ 130.00		\$ 150.00	
Wilderness Camp - wk.	\$ 250.00		\$ 150.00	
JACC Arts Camp - wk.	\$ 180.00		\$ 180.00	
Winter Day Kamp	\$ 150.00		\$ 150.00	
Spring Day Kamp	\$ 150.00		\$ 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	\$ 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	Team	\$ 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	\$ 34.00	\$ 39.00
Youth	\$ 31.00	\$ 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
Bridal Fair Booth	\$50.00
Post Falls Fesitival/Craft Booth	\$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
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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
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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.
Other Fees: 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 Fees¹

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.
Other inspections and Fees:	
Inspections outside of normal business hours (minimum charge - two (2) hours)	\$100.00 per hour ²
Reinspection fees assessed under provisions of Section 108.8	\$100.00 per hour ²
Inspections for which no fee is specifically indicated (minimum charge - one half (1/2) hour	\$100.00 per hour ²

¹ 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.

² 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 Svcs. (Commercial)	See Commercial R-O-W Fees
Engineering Construction Svcs.(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

Type of Use	Parks	Public Safety	Streets	Multimodal	Total
Residential		Per Housing Unit			
Multi-Family	\$ 2,874	\$ 349	\$ 886	\$ 672	\$ 4,781
Single-Family	\$ 3,862	\$ 469	\$ 1,567	\$ 902	\$ 6,801
Non-Residential					
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.