



CITY COUNCIL MEETING AGENDA

August 20, 2025 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Roll Call

Pledge of Allegiance

Announcements and Reports

Public Comments

Consent Calendar - **action item**

1. Approval of the Minutes from Council's August 6, 2025, Meeting - **action item**
2. Payables Report / Bills for Payment Approval - **action item**
3. Review and Accept Monthly Financial Report on Cash and Investment Transactions, July 2025 - **action item**
4. Proposed Resolution: Updating Procurement and Contract Policy - **action item**
5. Approval of Notice of Decision: Great Northern Commerce Subdivision Preliminary Plat (City File #PS250001) - **action item**

Public Hearings

6. Public Hearing: Fiscal Year 2026 Budget
7. Deliberation/Decision: Annual Appropriation Ordinance FY2026 - **action item**
8. Proposed Resolution: Certifying the Amount of Forgone Increase to be Included in the Fiscal Year 2026 Budget - **action item**
9. Public Hearing: City Fees - Proposed New Fees and Fee Increases in Excess of 5%
10. Deliberation/Decision: Proposed Resolution Adopting New City Fees and Approving Changes to Existing Fees and Fee Schedule - **action item**

Old/Unfinished Business

11. Proposed Ordinance and Summary: November 4, 2025, Election Ballot Question - City of Sandpoint Wastewater Treatment Plant Bond - **action item**
12. Deliberation/Decision: Amendments to City Code Title 9, Chapters 1 and 5, Alleys and Off-street Parking Areas/Facilities - **action item**
13. Presentation/Discussion: Potential Amendment to City Code 3-2-9, Open Container Law

New Business - none

Executive Session

14. Vote to Convene in Executive Session pursuant to Idaho Code § 74-206(1)(f) to communicate with legal counsel and discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated - **action item**

15. Executive Session will be held pursuant to Idaho Code § 74-206(1)(f), as noted above.

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.
Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



CITY COUNCIL MEETING MINUTES

August 06, 2025 at 5:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Mayor Grimm called the meeting of the Sandpoint City Council to order at 5:30 p.m. on Wednesday, August 6, 2025, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Mayor Jeremy Grimm
 Councilor Deb Ruehle, Council President
 Councilor Joel Aispuro
 Councilor Justin Dick
 Councilor Kyle Schreiber
 Councilor Pam Duquette
 Councilor Rick Howarth

As required by the City's adopted Code of Ethics and Civility, as the presiding officer, Mayor Grimm identified law enforcement personnel serving as sergeant-at-arms for the meeting: Police Chief Corey Coon.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm instructed members of the public who wished to testify during the public hearings on the agenda to complete a comment sign-up form and hand to staff. He noted that the budget would be discussed toward the end of the meeting, but that there would be no opportunity for public testimony at this time, as the annual budget public hearing had been scheduled for Council's August 20 meeting.

1. Fire Chief Gavin Gilcrease provided some initial remarks, followed by the promotional pinning of Firefighter Solan Genay-Wolf. Fire Engineer Troy Badeaux was also celebrated for his 25 years of service to the City.

Mayor Grimm made some additional announcements, followed by an update from Public Works Director Holly Ellis regarding the culvert repair on North Boyer Avenue.

Council members reported on the recent meetings and activities of the City's citizen advisory boards on which they serve as Council liaison.

Public Comments

Mayor Grimm recited the rules and procedure for public comment during the meeting and offered an opportunity for members of the public to speak on topics included on the agenda or other general matters relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

Mayor Grimm recited for the record the amount of the bills for payment approval, and the Consent Calendar was approved, with the exception of Item 10, Proposed Resolution for Acceptance of the \$950,000 RV Fund Grant for the City Beach RV Campground Rebuild, removed by Councilor Duquette, to be taken up after Old Business.

2. The minutes from Council's July 30, 2025, meeting were approved as presented.
3. Bills approved for payment in the total amount of \$2,095,832.51, reflecting \$1,298,179.90 for regular payables and \$797,652.61 for payroll.
4. The June 2025 Monthly Financial Report on Cash and Investment Transactions was accepted. *[Note: Scrivener's error on agenda, inadvertently reflecting "2024", as opposed to "2025". The report itself as provided in the meeting packet correctly reflected that this was the June 2025 report.]*
5. FY2025 3rd Quarter Financial Report Review (for information only).
6. Mayor's Memo re: Board Appointments (confirmation action items below)
7. The Mayor's appointment of Darra Collison to the Arts, Culture and Historic Preservation Commission was confirmed for a three-year term through July 31, 2028.
8. The Mayor's appointment of Sally Lankamer to the Pedestrian and Bicycle Advisory Committee was confirmed for a three-year term through July 31, 2028.
9. The Mayor's appointment of Makayla Sundquist to the Sustainability Committee was confirmed for a three-year term through July 31, 2028.
10. *This item was removed from the Consent Calendar. See below under New Business.*

Motion to approve the Consent Calendar with the exception of Item 10, Proposed Resolution for Acceptance of the \$950,000 RV Fund Grant for the City Beach RV Campground Rebuild.

Motion made by Councilor Schreiber, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Public Hearings

11. Public Hearing/Decision: Great Northern Commerce Subdivision Preliminary Plat (City File #PS250001)

City Planner Bill Dean provided an introductory presentation and, along with City Engineer Brandon Staglund, Ms. Ellis, and Mayor Grimm fielded questions from the Council members.

Each Councilor confirmed no conflict of interest as pertains to this application. Mayor Grimm acknowledged that, prior to his election as Mayor, he had provided professional planning and consulting services to Big Creek Land Company through his firm, Whiskey Rock Planning and Consulting, stating that, however, he had had no involvement in the preparation, submission, or advancement of this current subdivision application under review by the City and did not stand to receive any financial benefit from this application and had no ongoing contractual or advisory relationship with the applicant regarding this matter in accordance with Idaho ethics law and the City's conflict of interest policies. He confirmed that he had reviewed the situation carefully and determined he did not have a disqualifying conflict of interest and remained committed to impartial and transparent governance and will act in the public interest without bias or preferential treatment.

Drew Dittman with Lake City Engineering, representing applicant Big Creek Land Company, spoke on his client's application and fielded questions from the Mayor and Council members.

Mayor Grimm recited the order and procedure for the public hearing, noting for the record that any written comments received were included in the meeting packet or otherwise provided to Council if received in time to do so.

Mayor Grimm then opened the public hearing. No one testified, and the Mayor closed the public hearing.

Following deliberation, with questions fielded by City staff and legal counsel, Council President Ruehle moved to **approve** the application for the Great Northern Commerce Subdivision preliminary plat, City File #PS250001, **with conditions** as listed below, in concurrence with the recommendation of the Sandpoint Planning and Zoning Commission, with their finding deemed accurate and correct, adopting the findings and each standard of approval, as outlined in the staff report, where the application meets the standards of Idaho Code and Sandpoint City Code for

zoning, infrastructure and utilities, connectivity and multimodal facilities and is consistent with City's Comprehensive Plan, and public notice was provided in compliance with State and City statutory requirements.

Conditions:

1. Prior to approval of any Final Plat the developer shall provide CCR's that address common maintenance of parking and landscaped areas to the satisfaction of the City Planner.
2. Final planting locations, tree type, and landscape plan details in final Construction Plans shall be to the satisfaction of the City Forester.
3. Prior to construction of any utilities or street infrastructure within the proposed right of way, final improvement plans, stamped by a professional engineer and marked "released for construction" shall be submitted for review and approval by the City Engineer, and a separate public infrastructure permit shall be issued by the City Engineer, meeting the requirements of Title 10, Chapter 1.
4. Prior to construction of the proposed pressure sewer main shown on the preliminary improvement plans, the applicant shall obtain approval of the plans from the Idaho Department of Environmental Quality. Qualified Licensed Professional Engineer review (QLPE) through the City of Sandpoint is not allowed for pressure sewer mains.
5. Prior to approval of any Final Plat, revise plans and Plat to reflect that the streets of the North Addition to Sandpoint Airpark (to the east) are private and not Public R-O-W.
6. Prior to approval of any Final Plat, a mid-block crossing shall be installed at the driveway entrance to the "Project Bulldog" property to the west, approximately 470 feet south of Woodland Drive to the satisfaction of the City Engineer.
7. Prior to approval of a Final Plat, the storm drain easement across lots 13 and 14 shall include public access on the face of the Final Plat.
8. Prior to approval of any Final Plat, an irrevocable offer of dedication for 60' of right-of-way on Block 1 lot 14 shall be shown on the face of the Preliminary Plat and any final plat that includes lot 14 for the purposes of providing future roadway connectivity to the parcel to the south. Such irrevocable offer shall be shown with its recorded instrument number on the plat.
9. Prior to approval of any Final Plat, developer shall submit to the City engineered drawings for a crosswalk across Woodland Dr to Samuelson Ave, a cost estimate for the improvement, and 50% funding for the improvement, to the satisfaction of the City Engineer.

Motion made by Councilor Ruehle, Seconded by Councilor Dick.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

12. Public Hearing/Decision: Recommendation to Bonner County for Elimination of Sandpoint's Area of Impact

Mayor Grimm introduced this item, followed by a presentation provided by Community Planning and Development Director Jason Welker, who, along with Mayor Grimm, Mr. Dean, and City Attorney Fonda Jovick, fielded questions from the Council members.

Mayor Grimm reminded those in attendance of the public hearing rules and procedure and then opened the public hearing. No one testified, and the Mayor closed the public hearing.

Following brief deliberation, Council voted to recommend to Bonner County elimination of Sandpoint's Area of Impact.

Motion made by Councilor Howarth, Seconded by Councilor Ruehle.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm recessed the meeting for a brief break at 7:17 p.m., reconvening at 7:25 p.m.

Upon reconvening the meeting, Council concurred, upon the Mayor's request, to address item #16 f New Business, presentation and discussion on the proposed wastewater treatment plant bond community survey, prior to the evening's final public hearing.

New Business

16. Following an introduction by Public Works Director Holly Ellis, the City's bond counsel, Danielle Quade with Hawley Troxell, and Amy Holly with City consultant Portman Square provided an update and information on the plans for the proposed bond election for wastewater treatment plant funding and fielded questions from the Mayor and Council members. Information only; no Council action at this time.

Public Hearings (continued)

13. Public Hearing/Decision: Proposed Amendments to Sandpoint City Code Title 9, Chapter 5, Off-Street Parking and Loading Facilities, and Title 9, Chapter 1, Definitions

Mayor Grimm introduced this item and provided a reminder regarding the public hearing procedure, with Ms. Jovick also providing instructions regarding this matter, where the public hearing would be held, but deliberation would be continued through to the next meeting, and an ordinance reflecting the final approved amendments brought to the Council at a future meeting.

Mr. Dean provided a presentation and, along with Mayor Grimm, Mr. Welker, and Ms. Jovick, fielded questions from the Council members.

Mayor Grimm then opened the public hearing. No one testified, and the Mayor closed the public hearing.

Council voted to continue deliberation and a decision on this matter until their next regular meeting on August 20, 2025.

Motion made by Councilor Dick, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm recessed the meeting at 8:49 p.m. for a brief intermission, reconvening at 8:57 p.m.

Old/Unfinished Business

14. Budget: Council Review/Requests

Mayor Grimm introduced this item, and each Council member conveyed their priorities for the budget and potential requests for adjustments to specific line items as provided in the approved preliminary budget, followed by a variety of motions, discussion, and votes, as reflected below. The Mayor and City staff, including Ms. Ellis, Finance Director Sarah Lynds, and Central Services Director Cheryl Hughes, fielded questions from the Council members during this discussion.

Motion to reallocate \$40,000 from the proposed FY2026 budget set aside for improvements to rental property under General Government Projects to the proposed budget for the City of Sandpoint's portion of FY2026 funding for Selkirks-Pend Oreille Transit (SPOT Bus) under the SPOT Bus Joint Powers Agreement (JPA) with neighboring jurisdictions.

Motion made by Councilor Dick, Seconded by Councilor Duquette.

Voting Yea: Councilor Ruehle, Councilor Dick, Councilor Schreiber, Councilor Duquette

Voting Nay: Councilor Aispuro, Councilor Howarth

Motion passed.

Motion to reallocate \$45,000 that had been proposed for new "Welcome to Sandpoint" signs to instead fund an efficiency study to assess the City's operations.

Motion made by Councilor Howarth, Seconded by Councilor Dick.

Voting Yea: Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Howarth

Voting Nay: Councilor Ruehle, Councilor Duquette

Motion passed.

Motion to seek to reallocate funds currently set aside in the Sandpoint Urban Renewal Agency (SURA) budget for the Great Northern Road project at \$1.5 million and the sidewalk project in the vicinity of Baldy Mountain Road and North Boyer Avenue at \$500,000 to a new project that would extend Baldy Mountain Road east to Highway 2 and include the Baldy/Boyer sidewalk project.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

Voting Yea: Councilor Schreiber, Councilor Duquette

Voting Nay: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Howarth

Motion failed.

Motion to reallocate the proposed budgetary amount of \$400,000 for replacement of an older road grader and \$50,000 planned for a traffic impact assessment to instead fund a sidewalk project on Main Street from the vicinity of the Sandpoint Senior Center (Forest Avenue) west to Division Avenue.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

Voting Yea: Councilor Schreiber

Voting Nay: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Duquette, Councilor Howarth

Motion failed.

New Business (*continued*)

15. Presentation/Discussion: Potential Amendment to City Code 3-2-9, Open Container Law

Council voted to postpone this item until their next regular meeting on August 20, 2025.

Motion made by Councilor Duquette, Seconded by Councilor Dick.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

10. **Resolution 25-028** Sandpoint City Beach RV Campground Rebuild Grant Award Agreement with Idaho Department of Parks and Recreation

Following questions from the Council members, fielded by Mr. Welker and Mayor Grimm, acceptance of the awarded grant funds was approved by a majority vote of Council, with Councilor Duquette dissenting.

Motion to approve the resolution accepting the \$950,000 RV Fund grant for the City Beach RV campground rebuild project.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruehle Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Howarth

Voting Nay: Councilor Duquette

Adjourn

With no further business before the Council, the meeting was adjourned at 10:44 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their meeting held _____, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk



CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 08/07/2025 THROUGH 08/20/2025

Page: 1/22

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invoice Amount |
|--|---|--|------------------|--------------------|
| Vendor: ACCURATE TESTING LABS LLC | | | | |
| 147521 | WTP: SC TOTAL SUSPENDED SOLIDS -JULY '25 WATER TREATMENT | TECH SERVICES - LABORATORY | 45.00 | \$45.00 |
| Total For: ACCURATE TESTING LABS LLC | | | | \$45.00 |
| Vendor: ALPINE MOTORS COMPANY INC | | | | |
| 162869 | SPD4 - OIL CHANGE POLICE DEPARTMENT | SERVICES - AUTOMOTIVE - R&M | 54.08 | \$54.08 |
| 162906 | OIL CHANGE SPD-15 EXPLORER POLICE DEPARTMENT | SERVICES - AUTOMOTIVE - R&M | 49.69 | \$49.69 |
| Total For: ALPINE MOTORS COMPANY INC | | | | \$103.77 |
| Vendor: AMAZON.COM SALES, INC | | | | |
| 19W4-NNNY-FG | DESK FOR STREETS SUP - W ALBIN STREET MAINTENANCE DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 138.99 | \$138.99 |
| 1H1M-LPX7-WP | MILWAUKEE M18 CORDLESS COMBO KIT PARK MAINTENANCE & CAPITAL | TOOLS | 579.50 | \$579.50 |
| 137Y-L4XY-J1H | HP BLACK TONER FOR JER PRINTER JAMES E. RUSSELL SPORTS CENTER FACILITY | OFFICE SUPPLIES/EQUIPMENT | 107.37 | \$107.37 |
| 1KRT-TFH3-N3G | RESTROOM SIGNS FOR JER CENTER JAMES E. RUSSELL SPORTS CENTER FACILITY | OPERATIONAL SUPPLIES/EQUIPMENT | 90.00 | \$90.00 |
| Total For: AMAZON.COM SALES, INC | | | | \$915.86 |
| Vendor: AMERICAN FIRST AID SERVICE | | | | |
| CW-1616 | FIRST AID KIT RESTOCK POLICE DEPARTMENT | SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT | 254.89 | \$254.89 |
| Total For: AMERICAN FIRST AID SERVICE | | | | \$254.89 |
| Vendor: AQUA-AEROBIC SYSTEMS, INC. | | | | |
| 1047906 | AQUA MINIDISK PRIMARY FILTRATION PILOT WASTEWATER CAPITAL PROJECTS | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 22,300.00 | \$22,300.00 |
| Total For: AQUA-AEROBIC SYSTEMS, INC. | | | | \$22,300.00 |
| Vendor: ASAP SERVICES INC | | | | |
| 2256300 | MNTHLY CUSTODIAL SERVICES - JUL'25 | | | \$4,638 |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd <div>Item # 2.</div> |
|-------------------------------------|---|---------------------------|------------------|---------------------------|
| | GOVERNMENT BUILDING & GROUNDS DIVISION | SERVICES - CUSTODIAL | 2,240.00 | |
| | GOVERNMENT BUILDING & GROUNDS DIVISION | SERVICES - CUSTODIAL | 1,080.00 | |
| | GOVERNMENT BUILDING & GROUNDS DIVISION | SERVICES - CUSTODIAL | 1,310.00 | |
| Total For: ASAP SERVICES INC | | | | \$4,630.00 |
| Vendor: AT&T MOBILITY II, LLC | | | | |
| 287339153398X | WIRELESS PHONE/DATA CHGS - PARK JULY'25 | | | \$270.96 |
| | PARK MAINTENANCE & CAPITAL | TELEPHONE - WIRELESS | 150.75 | |
| | COMMUNITY DEVELOPMENT ADMINISTRATION | TELEPHONE - WIRELESS | 40.07 | |
| | RECREATION | TELEPHONE - WIRELESS | 40.07 | |
| | CITY BEACH CONCESSIONS | TELEPHONE - WIRELESS | 40.07 | |
| 287339152904X | WIRELESS PHONE/DATA CHGS - CITY HALL JULY'25 | | | \$87.67 |
| | FINANCE DEPARTMENT | TELEPHONE - WIRELESS | 38.82 | |
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 48.85 | |
| 287339154011X | WIRELESS PHONE/DATA CHGS - FIRE JULY'25 | | | \$130.39 |
| | FIRE DEPARTMENT - SANDPOINT | TELEPHONE - WIRELESS | 80.14 | |
| | FIRE DEPARTMENT - SANDPOINT | TELEPHONE - WIRELESS | 50.25 | |
| 287336485071X | WIRELESS PHONE/DATA CHGS - POLICE JULY'25 | | | \$697.59 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 380.04 | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 90.42 | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 181.92 | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 45.21 | |
| 287339151180X | WIRELESS PHONE/DATA CHGS - PUBLIC WORKS JULY'25 | | | \$973.04 |
| | WATER TREATMENT | TELEPHONE - WIRELESS | 116.28 | |
| | STREET MAINTENANCE DIVISION | TELEPHONE - WIRELESS | 100.50 | |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 558.41 | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 85.28 | |
| | ENGINEERING DIVISION | OFFICE SUPPLIES/EQUIPMENT | 112.57 | |
| DYB092024 | IOT CHIP SRVCS - 09.05.24-10.04.24 | | | \$13.47 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 8.98 | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 4.49 | |
| DYB102024 | IOT CHIP SRVCS - 10.05.24-11.04.24 | | | \$24.45 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 13.47 | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 4.49 | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 6.49 | |
| DYB112024 | IOT CHIP SRVCS - 11.05.24-12.04.24 | | | \$39 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 13.47 | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd | Item # 2. | t |
|----------------|--|------------------------|------------------|------|-----------|----------|
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 4.49 | | | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 16.48 | | | |
| DYB122024 | IOT CHIP SRVCS - 12.05.24-01.04.25 | | | | | \$40.93 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 19.96 | | | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 4.49 | | | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 16.48 | | | |
| DYB012025 | IOT CHIP SRVCS - 01.05.25-02.04.25 | | | | | \$93.80 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 78.33 | | | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 4.49 | | | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 10.98 | | | |
| DYB022025 | IOT CHIP SRVCS - 02.05.25-03.04.25 | | | | | \$93.80 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 80.33 | | | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 4.49 | | | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 8.98 | | | |
| DYB032025 | IOT CHIP SRVCS - 03.05.25-04.04.25 | | | | | \$137.61 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 84.33 | | | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 6.49 | | | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 46.79 | | | |
| DYB042025 | IOT CHIP SRVCS - 04.05.25-05.04.25 | | | | | \$158.78 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 106.32 | | | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 15.99 | | | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 31.98 | | | |
| | PARK MAINTENANCE & CAPITAL | TELEPHONE - WIRELESS | 4.49 | | | |
| DYB052025 | IOT CHIP SRVCS - 05.05.25-06.04-25 | | | | | \$163.28 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 129.82 | | | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 20.48 | | | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 12.98 | | | |
| DYB062025 | IOT CHIP SRVCS - 06.05.25-07.04-25 | | | | | \$149.08 |
| | WASTEWATER COLLECTIONS | TELEPHONE - WIRELESS | 84.82 | | | |
| | WATER DISTRIBUTION | TELEPHONE - WIRELESS | 16.48 | | | |
| | CENTRAL SERVICES DEPARTMENT | TELEPHONE - WIRELESS | 10.98 | | | |
| | PARK MAINTENANCE & CAPITAL | TELEPHONE - WIRELESS | 36.80 | | | |
| DXZ112024 | PD IOT CHIP SRVCS - 11.05.24-12.04.24 | | | | | \$284.86 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 153.98 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 73.60 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 4.49 | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd | Item # 2. | t |
|----------------|--|------------------------|------------------|------|-----------|----------|
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 15.99 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| DXZ122024 | PD IOT CHIP SRVCS - 12.05.24-01.04.25 | | | | | \$558.84 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 401.65 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 73.60 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 9.99 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 36.80 | | | |
| DXZ012025 | PD IOT CHIP SRVCS - 01.05.25-02.04.25 | | | | | \$640.08 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 456.08 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 73.60 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 36.80 | | | |
| DXZ022025 | PD IOT CHIP SRVCS - 02.05.25-03.04.05 | | | | | \$619.27 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 435.27 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 73.60 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 36.80 | | | |
| DXZ032025 | PD IOT CHIP SRVCS - 03.05.25-04.04.25 | | | | | \$613.27 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 456.08 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 73.60 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 9.99 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 36.80 | | | |
| DXZ042025 | PD IOT CHIP SRVCS - 04.05.25-05.04.25 | | | | | \$666.89 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 482.89 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 73.60 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 36.80 | | | |
| DXZ052025 | PD IOT CHIP SRVCS - 05.05.25-06.04.25 | | | | | \$592.96 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 408.96 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 73.60 | | | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd Item # 2. t |
|---|--|--------------------------------|------------------|-------------------------------|
| DXZ062025 | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | |
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 36.80 | |
| | PD IOT CHIP SRVCS - 06.05.25-07.04.25 | | | \$563.63 |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 375.14 | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 41.29 | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | |
| | POLICE DEPARTMENT | TELEPHONE - WIRELESS | 36.80 | |
| | FIRE DEPARTMENT - SANDPOINT | TELEPHONE - WIRELESS | 36.80 | |
| | MAYOR'S OFFICE | TELEPHONE - WIRELESS | 36.80 | |
| Total For: AT&T MOBILITY II, LLC | | | | \$7,609.09 |
| Vendor: AUTO HAUS INC | | | | |
| 11568 | WWTP: GMC OIL AND FILTERS WASTEWATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 44.72 | \$44.72 |
| 11534 | WWTP: 7 QTS OF OIL / OIL FILTER WASTEWATER TREATMENT | VEHICLE & MACH SUPPLIES/PARTS | 67.42 | \$67.42 |
| 11615 | WWTP: F150 GEAR OIL/SILICONE GASKET MAKER WASTEWATER TREATMENT | VEHICLE & MACH SUPPLIES/PARTS | 109.55 | \$109.55 |
| 11422 | ST: PLOW TRUCK BATTERIES/FILTER TRAPS STREET MAINTENANCE DIVISION | VEHICLE & MACH SUPPLIES/PARTS | 484.50 | \$484.50 |
| 11478 | SHOP: SERVICE TRUCK WTR PUMP REPAIR PARTS STREET MAINTENANCE DIVISION | VEHICLE & MACH SUPPLIES/PARTS | 166.64 | \$499.93 |
| | WATER DISTRIBUTION | VEHICLE & MACH SUPPLIES/PARTS | 166.64 | |
| | WASTEWATER COLLECTIONS | VEHICLE & MACH SUPPLIES/PARTS | 166.65 | |
| 11492 | SHOP: RETURN SVC TRUCK WATER PUMP STREET MAINTENANCE DIVISION | VEHICLE & MACH SUPPLIES/PARTS | (99.99) | \$(299.99) |
| | WATER DISTRIBUTION | VEHICLE & MACH SUPPLIES/PARTS | (100.00) | |
| | WASTEWATER COLLECTIONS | VEHICLE & MACH SUPPLIES/PARTS | (100.00) | |
| 11535 | SHOP/WWTP: GLOVES/GMC GEAR OIL WASTEWATER TREATMENT | VEHICLE & MACH SUPPLIES/PARTS | 73.92 | \$98.38 |
| | STREET MAINTENANCE DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 8.15 | |
| | WASTEWATER COLLECTIONS | OPERATIONAL SUPPLIES/EQUIPMENT | 8.15 | |
| | WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 8.16 | |
| 11645 | WWTP: RAM OIL FILTER WASTEWATER TREATMENT | VEHICLE & MACH SUPPLIES/PARTS | 9.55 | \$9.55 |
| Total For: AUTO HAUS INC | | | | \$1,0 |
| Vendor: AVISTA UTILITIES | | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv | Item # 2. | t |
|--|--|--|------------------|-----|-----------|--------------------|
| 06/18/25-07/18/2 | MNTHLY UTILITIES - ONTARIO | | | | | \$45.73 |
| | GENERAL GOVERNMENT PROJECTS | ELECTRICITY | 45.73 | | | |
| 06/15/25-07/14/2 | MNTHLY UTILITIES - CITY WIDE | | | | | \$38,724.73 |
| | GOVERNMENT BUILDING & GROUNDS DIVISION | ELECTRICITY | 1,730.06 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 245.66 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 70.14 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 23.12 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 122.96 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 698.08 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 39.70 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 2,055.56 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 20.41 | | | |
| | GOVERNMENT BUILDING & GROUNDS DIVISION | ELECTRICITY | 100.07 | | | |
| | STREET MAINTENANCE DIVISION | ELECTRICITY | 10,106.00 | | | |
| | PARK MAINTENANCE & CAPITAL | ELECTRICITY | 664.13 | | | |
| | WATER TREATMENT | ELECTRICITY | 11,425.13 | | | |
| | WASTEWATER COLLECTIONS | ELECTRICITY | 894.81 | | | |
| | WASTEWATER TREATMENT | ELECTRICITY | 8,122.19 | | | |
| | RECREATION | ELECTRICITY | 29.56 | | | |
| | STREET MAINTENANCE DIVISION | ELECTRICITY | 712.79 | | | |
| | CENTRAL SERVICES DEPARTMENT | ELECTRICITY | 20.00 | | | |
| | WATER DISTRIBUTION | ELECTRICITY | 148.18 | | | |
| | GOVERNMENT BUILDING & GROUNDS DIVISION | ELECTRICITY | 54.05 | | | |
| | JAMES E. RUSSELL SPORTS CENTER FACILITY | ELECTRICITY | 1,442.13 | | | |
| Total For: AVISTA UTILITIES | | | | | | \$38,770.46 |
| Vendor: B&E ELECTRIC INC | | | | | | |
| CS4344 | SCADA UPGRADES SANDCREAK, SOFTWARE, ADMIN | | | | | \$44,975.85 |
| | WATER TREATMENT | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 9,295.75 | | | |
| | WASTEWATER CAPITAL PROJECTS | TECH SERVICES - SOFTWARE/SYSTEM SUPPORT | 27,938.28 | | | |
| | WATER TREATMENT | TECH SERVICES - SOFTWARE/SYSTEM SUPPORT | 3,809.77 | | | |
| | WASTEWATER CAPITAL PROJECTS | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 2,634.47 | | | |
| | WATER TREATMENT | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 1,297.58 | | | |
| Total For: B&E ELECTRIC INC | | | | | | \$44,975.85 |
| Vendor: BILLING DOCUMENT SPECIALISTS | | | | | | |
| 101779 | UTILITY BILLING JULY REG & LATE NOTICES | | | | | \$1,200.00 |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv Item # 2. t |
|--|---|---------------------------------------|------------------|-------------------|
| | UTILITY BILLING | TECH SERVICES - UTILITY BILLING | 309.96 | |
| | UTILITY BILLING | POSTAGE | 945.18 | |
| Total For: BILLING DOCUMENT SPECIALISTS | | | | \$1,255.14 |
| Vendor: BNSF RAILWAY COMPANY | | | | |
| 25007891 | BF69593 ANNUAL LEASE OF PIPELINE TO CARRY POTABLE WATER HWY200 8/28/2 | | | \$5,521.98 |
| | WATER TREATMENT | RENTAL OF LAND AND BUILDING | 5,521.98 | |
| Total For: BNSF RAILWAY COMPANY | | | | \$5,521.98 |
| Vendor: BONNER COUNTY DAILY BEE | | | | |
| 0000033965-032 | BCB#6846 SAMUELSON NOPH - ROUND ONE | | | \$64.67 |
| | PLANNING DIVISION | ADVERTISING | 64.67 | |
| 0000033965-040 | BCB#6846 SAMUELSON NOPH - ROUND 2 | | | \$47.57 |
| | PLANNING DIVISION | ADVERTISING | 47.57 | |
| 0000033965-040 | BCB#6846 SAMUELSON NOPH - ROUND 3 | | | \$47.57 |
| | PLANNING DIVISION | ADVERTISING | 47.57 | |
| Total For: BONNER COUNTY DAILY BEE | | | | \$159.81 |
| Vendor: BONNER COUNTY PROSECUTING ATTY | | | | |
| BCPA080 | PROCECUTING ATTORNEY SVCS - JULY'25 | | | \$7,083.33 |
| | LEGAL | OTHER PROF SERVICE - LEGAL - CRIMINAL | 7,083.33 | |
| Total For: BONNER COUNTY PROSECUTING ATTY | | | | \$7,083.33 |
| Vendor: CC VENDOR - WELLS FARGO | | | | |
| 9064561947 | AUTODESK - AUTOCAD LT RENEWAL | | | \$530.00 |
| | INFORMATION TECHNOLOGY DIVISION | SOFTWARE/SAAS - PDF/BLUEBEAM/AUTOCAD | 530.00 | |
| 13-585243 | WET LAB CUPS/SOFT DRINKS/SNACKS | | | \$30.51 |
| | POLICE DEPARTMENT | TRAINING AND TRAVEL | 30.51 | |
| 24769535999666 | FISHER PHONE CASE/ADAPTER | | | \$30.65 |
| | POLICE DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 30.65 | |
| 1825 | DOMINOS PIZZA-WETLAB TRAINING | | | \$45.45 |
| | POLICE DEPARTMENT | TRAINING AND TRAVEL | 45.45 | |
| 40831701131992 | 5 - LATCH BOXES- PATROL | | | \$74.90 |
| | POLICE DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 74.90 | |
| 00998 | WALMART/RETURN/PHONE CASE | | | \$(19.88) |
| | POLICE DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | (19.88) | |
| 112-3893459-32 | FISHER - WORK PHONE CASE | | | \$22.98 |
| | POLICE DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 22.98 | |
| 20 | ID LIQUOR STORE-WET LAB TRAINING SUPPLIES | | | \$ |
| | POLICE DEPARTMENT | TRAINING AND TRAVEL | 70.91 | 14 |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd | Item # 2. |
|----------------|--|--------------------------------|------------------|------|-----------|
| 112-5584158-14 | BATTERIES FOR FIREARMS POLICE DEPARTMENT | FIREARMS & AMMUNITION | 33.22 | | \$33.22 |
| E7510 | WD: OPERATOR 1 & 2 CERT REVIEW - B. LEEN/S. JAMES WATER DISTRIBUTION | TRAINING AND TRAVEL | 240.00 | | \$240.00 |
| E7460 | WD: FLOW OF WATER CEU CLASS -R BERGET WATER DISTRIBUTION | TRAINING AND TRAVEL | 120.00 | | \$120.00 |
| 114-5855572-89 | ADMIN DESK LIGHT, WEATHERPROOF PAPER, EVRY DAY PLANNER BUILDING DIVISION | OFFICE SUPPLIES/EQUIPMENT | 19.00 | | \$81.58 |
| | PLANNING DIVISION | OFFICE SUPPLIES/EQUIPMENT | 62.58 | | |
| 3835496047 | GO DADDY.COM DOMAIN RENEWAL AUG'25-AUG'26 INFORMATION TECHNOLOGY DIVISION | IT SUPPLIES/EQUIPMENT | 22.19 | | \$22.19 |
| PA100834 | WD: RUBBER GASKETS WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 145.44 | | \$145.44 |
| 18100808196295 | SHOP: FACILITY AIR FILTERS WASTEWATER COLLECTIONS | FACILITY SUPPLIES | 35.08 | | \$105.25 |
| | STREET MAINTENANCE DIVISION | FACILITY SUPPLIES | 35.09 | | |
| | WATER DISTRIBUTION | FACILITY SUPPLIES | 35.08 | | |
| 111-3786837-29 | WINDSOCKS FOR MARINAS PARK MAINTENANCE & CAPITAL | OPERATIONAL SUPPLIES/EQUIPMENT | 97.98 | | \$97.98 |
| 18100250118754 | FENCE REPAIR - SPORTS COMPLEX PARK MAINTENANCE & CAPITAL | OPERATIONAL SUPPLIES/EQUIPMENT | 49.30 | | \$49.30 |
| 111-7289876-72 | TRASH GRABBERS - ALL PARKS PARK MAINTENANCE & CAPITAL | TOOLS | 102.97 | | \$102.97 |
| 111-1076772-84 | ROW TRIMMER HEADS PARK MAINTENANCE & CAPITAL | VEHICLE & MACH SUPPLIES/PARTS | 163.61 | | \$163.61 |
| 09-2132230 | RE-RING CLEANING SUPPLIES AFTER FULL REFUND FOR TAX FIRE DEPARTMENT - SANDPOINT | CLEANING SUPPLIES | 28.73 | | \$28.73 |
| 09-2132228 | TAX ADJUSTMENT ON CLEANING SUPPLIES FIRE DEPARTMENT - SANDPOINT | CLEANING SUPPLIES | (30.46) | | \$(30.46) |
| 112-4838608-33 | USBC CHARGERS/PHONE MOUNTS/HDMI CABLE FIRE DEPARTMENT - SANDPOINT | OPERATIONAL SUPPLIES/EQUIPMENT | 90.68 | | \$90.68 |
| 1327 | SHOP: PRINTER PAPER STREET MAINTENANCE DIVISION | OFFICE SUPPLIES/EQUIPMENT | 15.66 | | \$46.99 |
| | WATER DISTRIBUTION | OFFICE SUPPLIES/EQUIPMENT | 15.67 | | |
| | WASTEWATER COLLECTIONS | OFFICE SUPPLIES/EQUIPMENT | 15.66 | | |
| 72540 | ST: DRY ERASE AND EXPO MARKERS STREET MAINTENANCE DIVISION | OFFICE SUPPLIES/EQUIPMENT | 54.98 | | \$54.98 |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd | Item # 2. |
|----------------|---|--|------------------|------|------------|
| 18101203264074 | ST: DUMP CART/18FT LADDER STREET MAINTENANCE DIVISION | TOOLS | 328.00 | | \$328.00 |
| 1560 | SC: BLACK INK - TV VAN WASTEWATER COLLECTIONS | OPERATIONAL SUPPLIES/EQUIPMENT | 73.99 | | \$73.99 |
| 615646 | HOTEL WELKER -COM DEV TRAINING - T0078 COMMUNITY DEVELOPMENT ADMINISTRATION | TRAINING AND TRAVEL | 905.00 | | \$905.00 |
| 33C5526E-6845 | INTERACTIVE PRESENTATION SOFTWARE COMMUNITY DEVELOPMENT ADMINISTRATION | LICENSES/DUES & SUBSCR (JOB RELATED) | 143.88 | | \$143.88 |
| 114-9040824-02 | KODAK CAMERA FOR INSPECTIONS BUILDING DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 149.00 | | \$149.00 |
| 114-9834258-77 | LAPTOP CAR MOUNT BUILDING DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 94.99 | | \$94.99 |
| 081225 | PERSONAL CHARGE REIMBURSED UNCLASSIFIED | SUSPENSE ACCOUNT | 3.00 | | \$3.00 |
| 08122025 | PERSONAL CHARGE REIMBURSED UNCLASSIFIED | SUSPENSE ACCOUNT | 16.91 | | \$16.91 |
| 1D02398 - DUP | NET WORLD SPORTS TENNIS BENCHES - DUPLICATE JAMES E. RUSSELL SPORTS CENTER FACILITY | CHARGE AWAITING CR OPERATIONAL SUPPLIES/EQUIPMENT | 1,107.96 | | \$1,107.96 |
| 1D02398-1 | CURRENCY CONVERSION FEENET WORLD SPORTS TENNIS BENCHES JAMES E. RUSSELL SPORTS CENTER FACILITY | OPERATIONAL SUPPLIES/EQUIPMENT | 11.08 | | \$11.08 |
| 1D02398 | NET WORLD SPORTS TENNIS BENCHES JAMES E. RUSSELL SPORTS CENTER FACILITY | OPERATIONAL SUPPLIES/EQUIPMENT | 1,107.96 | | \$1,107.96 |
| 33C5526E-6845 | CURRENCY CONVERSION FEE - MENTIMETER COMMUNITY DEVELOPMENT ADMINISTRATION | LICENSES/DUES & SUBSCR (JOB RELATED) | 1.44 | | \$1.44 |
| 5M4E | EMPLOYEE PICNIC 2025 - 2 GIFT CARDS - 614 5TH CENTRAL SERVICES DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 20.00 | | \$20.00 |
| XUCP | EMPLOYEE PICNIC 2025 - 2 GIFT CARDS - COPPER MOOSE CENTRAL SERVICES DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 20.00 | | \$20.00 |
| 089906 | EMPLOYEE PICNIC 2025 - 2 GIFT CARDS - KESSAS CENTRAL SERVICES DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 20.00 | | \$20.00 |
| 250728-01-210 | EMPLOYEE PICNIC 2025 - 2 GIFT CARDS - JITTERZ CENTRAL SERVICES DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 20.00 | | \$20.00 |
| 09882904072825 | EMPLOYEE PICNIC 2025 - 2 GIFT CARDS - INDUSTRYCOFFEE CENTRAL SERVICES DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 20.00 | | \$20.00 |
| 54329965896566 | EMPLOYEE PICNIC 2025 - FOOD, BEVERAGES CENTRAL SERVICES DEPARTMENT | SUSTENANCE/FOOD | 129.49 | | \$129.49 |
| 862782-03 | EMPLOYEE PICNIC 2025 - WINTER RIDGE PRICE MATCH PRODUCE CENTRAL SERVICES DEPARTMENT | SUSTENANCE/FOOD | 57.72 | | \$ |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv | Item # 2. | t |
|---|---|--|------------------|-----|-----------|--------------------|
| 35001005525071 | EMPLOYEE PICNIC 2025 - BEVERAGES - SAFEWAY CENTRAL SERVICES DEPARTMENT | SUSTENANCE/FOOD | 41.96 | | | \$41.96 |
| F63E15680479F | EMPLOYEE PICNIC 2025 - COLESLAW/MAC SALAD/GIFT CARDS CENTRAL SERVICES DEPARTMENT | SUSTENANCE/FOOD | 38.09 | | | \$97.99 |
| | CENTRAL SERVICES DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 59.90 | | | |
| 1D02398-1 DUP | CURRENCY CONVERSION FEE - DUPLICATE CHARGE Awaiting CR JAMES E. RUSSELL SPORTS CENTER FACILITY | OPERATIONAL SUPPLIES/EQUIPMENT | 11.08 | | | \$11.08 |
| 02-1292758 | EMPLOYEE PICNIC 2025 - PRODUCE CENTRAL SERVICES DEPARTMENT | SUSTENANCE/FOOD | 3.92 | | | \$3.92 |
| 114-6532202-96 | 18 PACK OF POST-ITS AND DISPENSER CENTRAL SERVICES DEPARTMENT | OFFICE SUPPLIES/EQUIPMENT | 16.35 | | | \$16.35 |
| 114-9442272-38 | LAMINATOR/OFFICE SUPPLIES CENTRAL SERVICES DEPARTMENT | OFFICE SUPPLIES/EQUIPMENT | 66.79 | | | \$277.06 |
| | CENTRAL SERVICES DEPARTMENT | OFFICE SUPPLIES/EQUIPMENT | 210.27 | | | |
| 114-8821618-69 | POSTAGE MACHINE SEALER, PUSH PINS CENTRAL SERVICES DEPARTMENT | OFFICE SUPPLIES/EQUIPMENT | 33.24 | | | \$33.24 |
| 114-5438117-93 | COPIER PAPER, PERMIT WEATHERPROOF PAPER BUILDING DIVISION | OFFICE SUPPLIES/EQUIPMENT | 15.50 | | | \$55.47 |
| | CENTRAL SERVICES DEPARTMENT | OFFICE SUPPLIES/EQUIPMENT | 39.97 | | | |
| 35000101072507 | SNACKS FOR 3RD DAY OF CPR TRAINING 7.2025 CENTRAL SERVICES DEPARTMENT | SUSTENANCE/FOOD | 7.99 | | | \$7.99 |
| CS2749309 | SHRM ANNUAL MEMBERSHIP - C. HUGHES CENTRAL SERVICES DEPARTMENT | LICENSES/DUES & SUBSCR (JOB RELATED) | 299.00 | | | \$299.00 |
| 0272111414413 | AIRFARE TO ASSOC OF ID CITIES EVENT- H.KEYS T0077 CENTRAL SERVICES DEPARTMENT | TRAINING AND TRAVEL | 236.60 | | | \$236.60 |
| 200013449 | ASSOC. OF ID CITIES EVENT REG -H.KEYS T0077 CITY CLERK'S OFFICE | TRAINING AND TRAVEL | 270.00 | | | \$270.00 |
| Total For: CC VENDOR - WELLS FARGO | | | | | | \$7,719.06 |
| Vendor: CENTURY WEST ENGINEERING CORP | | | | | | |
| 250460 | PINE ST MILL & OVERLAY DESIGN THRU 6/27/25 STREET CAPITAL & PROJECTS | OTHER PROF SERVICE - ENGINEERING/ARCHITE | 16,482.50 | | | \$16,482.50 |
| Total For: CENTURY WEST ENGINEERING CORP | | | | | | \$16,482.50 |
| Vendor: CHECKR INC | | | | | | |
| 1976941 | BACKGROUND CHECK SVCS - 1PW, 1CS, 1-PARKS&REC RECREATION | BACKGROUND CHECK SERVICES | 29.99 | | | \$145.72 |
| | CENTRAL SERVICES DEPARTMENT | BACKGROUND CHECK SERVICES | 57.24 | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd | Item # 2. |
|--|--|---|---|------|-----------------|
| | ENGINEERING DIVISION | BACKGROUND CHECK SERVICES | 58.49 | | |
| Total For: CHECKR INC | | | | | \$145.72 |
| Vendor: CLEARWATER SPRINGS | | | | | |
| 903158 | WWTP: DISTILLED H2O & FUEL SURCHARGE WASTEWATER TREATMENT | LABORATORY SUPPLIES | 66.00 | | \$66.00 |
| Total For: CLEARWATER SPRINGS | | | | | \$66.00 |
| Vendor: COEUR D'ALENE TRACTOR CO | | | | | |
| CDA-1088027 | V-BLET, BATTERY - ROW AND LV PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL | OPERATIONAL SUPPLIES/EQUIPMENT OPERATIONAL SUPPLIES/EQUIPMENT | 91.50 91.00 | | \$182.50 |
| Total For: COEUR D'ALENE TRACTOR CO | | | | | \$182.50 |
| Vendor: COLEMAN OIL | | | | | |
| CP-0281977 | JULY FUEL CHARGES FIRE DEPT FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT FIRE DEPARTMENT - SANDPOINT | FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL | 238.40 557.81 39.24 28.55 20.47 | | \$884.47 |
| CP-0281938 | JUNE FUEL CHARGES (PW + PARKS) STREET MAINTENANCE DIVISION WATER DISTRIBUTION WASTEWATER COLLECTIONS WATER TREATMENT WASTEWATER TREATMENT PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL PARK MAINTENANCE & CAPITAL ENGINEERING DIVISION CENTRAL SERVICES DEPARTMENT BUILDING DIVISION PARK MAINTENANCE & CAPITAL | FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL VEHICLE & MACH SUPPLIES/PARTS FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL | 1,886.21 1,542.36 680.36 521.22 527.77 798.12 212.46 212.46 77.97 91.92 69.55 637.36 | | \$7,257.76 |
| CP-0281970 | JULY FUEL POLICE POLICE DEPARTMENT POLICE DEPARTMENT POLICE DEPARTMENT | FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL FUEL - GASOLINE/DIESEL | 3,065.83 258.07 152.35 | | \$3,476.25 |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd <div>Item # 2.</div> |
|--|---|--------------------------------------|------------------|---------------------------|
| Total For: COLEMAN OIL | | | | \$11,618.48 |
| Vendor: CONSOLIDATED SUPPLY CO. | | | | |
| S012531805.001 | SKATEPARK IRRIGATION PARK MAINTENANCE & CAPITAL | IRRIGATION SUPPLIES | 36.83 | \$36.83 |
| S012527223.001 | WD: VALBE BOX RISERS WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 107.40 | \$107.40 |
| S012522949.001 | WD: GATE VALVES/SHOVEL WATER DISTRIBUTION | TOOLS | 47.79 | \$194.13 |
| | WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 146.34 | |
| S012546157.001 | WD: RUBBER GASKETS WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 15.29 | \$15.29 |
| S012505276.001 | BADGE METERS, REGISTERS, AND ENDPOINTS - 2025 WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 25,274.80 | \$63,516.60 |
| | WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 38,241.80 | |
| Total For: CONSOLIDATED SUPPLY CO. | | | | \$63,870.25 |
| Vendor: CO-OP GAS & SUPPLY CO. | | | | |
| 39405 | SC: 9 PIECE HOLE SAW KIT WASTEWATER COLLECTIONS | TOOLS | 29.99 | \$29.99 |
| 86836 | SC: TUBULAR LUG WASTEWATER COLLECTIONS | OPERATIONAL SUPPLIES/EQUIPMENT | 5.64 | \$5.64 |
| 72125 | ST: TACK WAGON PROPANE STREET MAINTENANCE DIVISION | ROADWAY/PATH SUPPLIES/EQUIPMENT | 18.98 | \$18.98 |
| Total For: CO-OP GAS & SUPPLY CO. | | | | \$54.61 |
| Vendor: CORY SHOOK | | | | |
| REIMB070825 | BOOT REIMBURSEMENT C. SHOOK WATER TREATMENT | UNIFORM & CLOTHING | 125.00 | \$125.00 |
| Total For: CORY SHOOK | | | | \$125.00 |
| Vendor: EMSCONNECT | | | | |
| 13520 | EMS & FIRE TRAINING SUBSCRIPTION AUG '25 FIRE DEPARTMENT - SANDPOINT | LICENSES/DUES & SUBSCR (JOB RELATED) | 75.00 | \$75.00 |
| Total For: EMSCONNECT | | | | \$75.00 |
| Vendor: FATBEAM LLC | | | | |
| 59125 | INTERNET SVCS - CITY HALL AUG'25 INFORMATION TECHNOLOGY DIVISION | INTERNET - FIBER/T1 | 406.85 | \$406.85 |
| 57514 | INTERNET SVCS - CITY HALL JULY'25 INFORMATION TECHNOLOGY DIVISION | INTERNET - FIBER/T1 | 406.85 | \$419 |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv Item # 2. t |
|--|--|--|------------------|-------------------|
| 57684 | FIBER MNTHLY INTERNET SRVC AT JER - JULY'25 JAMES E. RUSSELL SPORTS CENTER FACILITY | INTERNET - FIBER/T1 | 395.00 | \$395.00 |
| 59293 | FIBER MNTHLY INTERNET SRVC AT JER - AUG'25 JAMES E. RUSSELL SPORTS CENTER FACILITY | INTERNET - FIBER/T1 | 395.00 | \$395.00 |
| Total For: FATBEAM LLC | | | | \$1,603.70 |
| Vendor: GALLS LLC | | | | |
| 032080907 | 2-TACTICAL PANTS/SGT. AERNI POLICE DEPARTMENT | UNIFORM & CLOTHING | 192.79 | \$192.79 |
| 032120915 | LIGHTED GUN MOUNT POLICE DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 169.28 | \$169.28 |
| Total For: GALLS LLC | | | | \$362.07 |
| Vendor: GENERAL FIRE APPARATUS INC | | | | |
| 21198 | LADDER BED PADS + SHIPPING FIRE DEPARTMENT - SANDPOINT | OPERATIONAL SUPPLIES/EQUIPMENT | 157.83 | \$157.83 |
| Total For: GENERAL FIRE APPARATUS INC | | | | \$157.83 |
| Vendor: GINNO CONSTRUCTION CO | | | | |
| 12 | FINAL TRAVERS PLAYGROUND/SPLASH PAD | | | \$49,350.00 |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 1,193.78 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS - IMPACT PARKS | 1,193.77 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 750.01 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 300.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 1,150.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 300.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 4,875.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 4,875.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 1,105.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 4,303.72 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 2,521.71 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS - IMPACT PARKS | 1,782.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 600.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 1,575.01 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS - IMPACT PARKS | 1,575.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 8,050.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS - IMPACT PARKS | 8,050.00 | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 2,200.00 | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv | Item # 2. | t |
|--|---|--|------------------|-----|-----------|--------------------|
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 2,200.00 | | | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 150.00 | | | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 600.00 | | | |
| Total For: GINNO CONSTRUCTION CO | | | | | | \$49,350.00 |
| Vendor: GIVENS PURSLEY LLP | | | | | | |
| 295877 | LEGAL SRVCS WATER SERVICES 4/2025-7/2025 | | | | | \$14,315.50 |
| | WATER DISTRIBUTION | OTHER PROF SERVICE - LEGAL - CIVIL | 10,000.00 | | | |
| | WATER DISTRIBUTION | OTHER PROF SERVICE - LEGAL - CIVIL | 4,315.50 | | | |
| Total For: GIVENS PURSLEY LLP | | | | | | \$14,315.50 |
| Vendor: GRAINGER INC | | | | | | |
| FR810622274_0 | WWTP: FREIGHT FOR 4" GATE VALVE | | | | | \$30.00 |
| | WASTEWATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 30.00 | | | |
| 9595586174 | WTP: (2) DEBRIS DUST PAN | | | | | \$39.70 |
| | WATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 39.70 | | | |
| Total For: GRAINGER INC | | | | | | \$69.70 |
| Vendor: HACH COMPANY | | | | | | |
| 14599160 | WTP: CL17 CHEMICALS FOR TREATING WATER | | | | | \$87.62 |
| | WATER TREATMENT | CHEMICAL SUPPLIES | 87.62 | | | |
| 14597956 | WTP: SALT BRIDGE REPLCMNT FOR PH SENSOR | | | | | \$139.25 |
| | WATER TREATMENT | LABORATORY SUPPLIES | 139.25 | | | |
| Total For: HACH COMPANY | | | | | | \$226.87 |
| Vendor: INLAND FOREST MANAGEMENT INC | | | | | | |
| 7040 | WHITE PINE AND PONDEROSA SEEDLINGS | | | | | \$1,389.75 |
| | WATER CAPITAL PROJECTS | TECH SERVICES - TIMBER SALES & LAND MGMT | 1,389.75 | | | |
| Total For: INLAND FOREST MANAGEMENT INC | | | | | | \$1,389.75 |
| Vendor: INSIGHT DISTRIBUTING INC | | | | | | |
| 0533362-IN | TP FOR FIRE DEPT AND JER | | | | | \$159.60 |
| | JAMES E. RUSSELL SPORTS CENTER FACILITY | OPERATIONAL SUPPLIES/EQUIPMENT | 79.80 | | | |
| | FIRE DEPARTMENT - SANDPOINT | OPERATIONAL SUPPLIES/EQUIPMENT | 79.80 | | | |
| 0533038-IN | CUSTODIAL SUPPLIES -BEACH, JEFF JONES, C-HALL | | | | | \$1,053.20 |
| | PARK MAINTENANCE & CAPITAL | OPERATIONAL SUPPLIES/EQUIPMENT | 490.10 | | | |
| | PARK MAINTENANCE & CAPITAL | OPERATIONAL SUPPLIES/EQUIPMENT | 73.00 | | | |
| | GOVERNMENT BUILDING & GROUNDS DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 490.10 | | | |
| Total For: INSIGHT DISTRIBUTING INC | | | | | | \$1,212.80 |
| Vendor: INTERSTATE CONCRETE & ASPHALT | | | | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv | Item # 2. | t |
|---|---|--|---------------------------|-----|-----------|--------------------|
| 1068203 | WD/SC: 5.29 TON OF HOT ASPHALT WASTEWATER COLLECTIONS WATER DISTRIBUTION | ROADWAY/PATH SUPPLIES/EQUIPMENT ROADWAY/PATH SUPPLIES/EQUIPMENT | 219.54 219.53 | | | \$439.07 |
| Total For: INTERSTATE CONCRETE & ASPHALT | | | | | | \$439.07 |
| Vendor: JASON WELKER | | | | | | |
| PER DIEM T007 | NW COMMUNITY DEV INSTITUTE PER DIEM - T0078 COMMUNITY DEVELOPMENT ADMINISTRATION COMMUNITY DEVELOPMENT ADMINISTRATION COMMUNITY DEVELOPMENT ADMINISTRATION | TRAINING AND TRAVEL TRAINING AND TRAVEL TRAINING AND TRAVEL | 104.52 35.00 261.50 | | | \$401.02 |
| Total For: JASON WELKER | | | | | | \$401.02 |
| Vendor: KELLER ASSOCIATES INC | | | | | | |
| 0252172 | LIFT STATION REPLCMNTS 6/1/25-6/30/25 WASTEWATER CAPITAL PROJECTS | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 4,531.58 | | | \$4,531.58 |
| 0252173 | WWTP: PRELIM ENGINEER REPORT 5/4/25-6/30/25 WASTEWATER CAPITAL PROJECTS | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 430.80 | | | \$430.80 |
| Total For: KELLER ASSOCIATES INC | | | | | | \$4,962.38 |
| Vendor: KELLEY CREATE | | | | | | |
| 39756023 | JULY COPIER LEASE POLICE DEPARTMENT | COPIER LEASE | 244.75 | | | \$244.75 |
| Total For: KELLEY CREATE | | | | | | \$244.75 |
| Vendor: LAKE CITY LAW GROUP PLLC | | | | | | |
| 42283 | LEGAL SERVICES - FY25 - JULY'25 LEGAL | OTHER PROF SERVICE - LEGAL - CIVIL | 31,290.00 | | | \$31,290.00 |
| Total For: LAKE CITY LAW GROUP PLLC | | | | | | \$31,290.00 |
| Vendor: LES SCHWAB TIRE CENTER | | | | | | |
| 10800914899 | SPD13 - BATTERY & INSTALLATION FEE POLICE DEPARTMENT | SERVICES - AUTOMOTIVE - R&M | 213.42 | | | \$213.42 |
| 10800914424 | 5 - LUG NUTS - SPD21/EXPLORER POLICE DEPARTMENT | SERVICES - AUTOMOTIVE - R&M | 71.05 | | | \$71.05 |
| 10800914270 | 4 - TIRES SPD21/EXPLORER POLICE DEPARTMENT | SERVICES - AUTOMOTIVE - R&M | 552.00 | | | \$552.00 |
| 10800914269 | BALANCE/PRESSURE REBUILD/TIRE DISPOSAL POLICE DEPARTMENT | SERVICES - AUTOMOTIVE - R&M | 136.92 | | | \$136.92 |
| Total For: LES SCHWAB TIRE CENTER | | | | | | \$973.39 |
| Vendor: LEXISNEXIS RISK SOLUTIONS | | | | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv | Item # 2. |
|---|--|--|------------------|-----|-------------------|
| 45910545 | ID CODE '25 SUPP PKG-INDEX-3VOLS CITY CLERK'S OFFICE | BOOKS AND PERIODICALS | 606.83 | | |
| Total For: LEXISNEXIS RISK SOLUTIONS | | | | | \$606.83 |
| Vendor: MAINTENANCE SOLUTIONS INC | | | | | |
| 070329102 | WWTP: GREASE WIPES/GREASE GUN +SHIP WASTEWATER TREATMENT | CLEANING SUPPLIES | 428.00 | | |
| | WASTEWATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 245.20 | | |
| Total For: MAINTENANCE SOLUTIONS INC | | | | | \$673.20 |
| Vendor: MICHAEL D. TERRELL | | | | | |
| 6426 | TRAVERS PARK PLAYGROUND DSGN SRVCS -JULY '25 PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 2,084.98 | | |
| | PARK MAINTENANCE & CAPITAL | CAPITAL IMPROVEMENTS OTHER THAN BUILDING | 2,084.99 | | |
| Total For: MICHAEL D. TERRELL | | | | | \$4,169.97 |
| Vendor: NAPA AUTO PARTS | | | | | |
| 243117 | WWTP: RAM ENGINE OIL WASTEWATER TREATMENT | VEHICLE & MACH SUPPLIES/PARTS | 104.00 | | |
| 241044 | SHOP: FOOR DRY STREET MAINTENANCE DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 3.12 | | |
| | WASTEWATER COLLECTIONS | OPERATIONAL SUPPLIES/EQUIPMENT | 3.12 | | |
| | WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 3.12 | | |
| 241041 | SHOP: FOOR DRY STREET MAINTENANCE DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 3.12 | | |
| | WASTEWATER COLLECTIONS | OPERATIONAL SUPPLIES/EQUIPMENT | 3.12 | | |
| | WATER DISTRIBUTION | OPERATIONAL SUPPLIES/EQUIPMENT | 3.12 | | |
| 243372 | WWTP: HEATER HOSE WASTEWATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 2.11 | | |
| 241966 | WWTP: PVC COUPLERS WASTEWATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 11.21 | | |
| 241619 | WWTP: MAGNETIC PICK UP TOOL WASTEWATER TREATMENT | TOOLS | 10.69 | | |
| Total For: NAPA AUTO PARTS | | | | | \$146.73 |
| Vendor: NORTH 40 OUTFITTERS | | | | | |
| 049452/B | WWTP: TOOL ORGANIZATION SUPPLIES WASTEWATER TREATMENT | FACILITY SUPPLIES | 203.92 | | |
| 049463/B | WWTP: 25' AIR HOSE WASTEWATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 27.99 | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd | Item # 2. | t |
|---|--|---------------------------------------|------------------|------|-----------|--------------------|
| 049432/B | WTP: UTILITY KNIVES/RANGER PRO WATER TREATMENT | TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP | 117.96 | | | \$117.96 |
| 049040/B | BATTERY, CORE CHARGE - ZERO TURN MOWER PARK MAINTENANCE & CAPITAL | VEHICLE & MACH SUPPLIES/PARTS | 47.99 | | | \$47.99 |
| 049070/B | SUPPLIES FOR FLOWER BUGGY PARK MAINTENANCE & CAPITAL | VEHICLE & MACH SUPPLIES/PARTS | 77.42 | | | \$77.42 |
| 049080/B | FUEL OIL MIX PARK MAINTENANCE & CAPITAL | VEHICLE & MACH SUPPLIES/PARTS | 115.08 | | | \$115.08 |
| 049081/B | CHAINSAW BAR, BRASS ELBOW PARK MAINTENANCE & CAPITAL | TOOLS | 35.98 | | | \$35.98 |
| 049358/B | WWTP: BLOWER BACKPACK/PREMIX FUEL WASTEWATER TREATMENT | TOOLS | 687.98 | | | \$687.98 |
| Total For: NORTH 40 OUTFITTERS | | | | | | \$1,314.32 |
| Vendor: NORTHERN LIGHTS | | | | | | |
| 08042025 | JULY MONTHLY UTILITIES | | | | | \$946.92 |
| | WATER TREATMENT | ELECTRICITY | 358.20 | | | |
| | WATER TREATMENT | ELECTRICITY | 172.44 | | | |
| | WATER TREATMENT | ELECTRICITY | 91.94 | | | |
| | WASTEWATER COLLECTIONS | ELECTRICITY | 62.09 | | | |
| | WASTEWATER COLLECTIONS | ELECTRICITY | 50.89 | | | |
| | STREET MAINTENANCE DIVISION | ELECTRICITY | 24.96 | | | |
| | STREET MAINTENANCE DIVISION | ELECTRICITY | 48.16 | | | |
| | WASTEWATER COLLECTIONS | ELECTRICITY | 45.12 | | | |
| | GENERAL GOVERNMENT PROJECTS | ELECTRICITY | 93.12 | | | |
| Total For: NORTHERN LIGHTS | | | | | | \$946.92 |
| Vendor: OXARC INC | | | | | | |
| 0032386488 | WWTP: CHLORINE & SPECIALTY GASES -AUG '25 WASTEWATER TREATMENT | CHEMICAL SUPPLIES | 9,236.47 | | | \$9,236.47 |
| 0032382394 | WTP: 5 CYL CHLORINE WATER TREATMENT | CHEMICAL SUPPLIES | 3,905.45 | | | \$3,905.45 |
| Total For: OXARC INC | | | | | | \$13,141.92 |
| Vendor: PACWEST MACHINERY LLC | | | | | | |
| 30428948 | ST: HOSES/CLAMP FOR SWEEPER STREET MAINTENANCE DIVISION | VEHICLE & MACH SUPPLIES/PARTS | 904.35 | | | \$904.35 |
| Total For: PACWEST MACHINERY LLC | | | | | | \$904.35 |
| Vendor: PASSWORD ANSWER SERVICE INC | | | | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv | Item # 2. |
|---|---|------------------------------------|------------------|-----|--------------------|
| 000037-159-551 | AFTER HRS ANSWER SVCS AUG '25 PUBLIC WORKS ADMINISTRATION | TELEPHONE - LANDLINE & OTHER | 377.06 | | |
| Total For: PASSWORD ANSWER SERVICE INC | | | | | \$377.06 |
| Vendor: PELICANCORP ONE CALL INC | | | | | |
| INV-1358 | UTILITY LOCATOR SERVICES JULY'25 WATER DISTRIBUTION | TELEPHONE - LANDLINE & OTHER | 205.80 | | |
| | WASTEWATER COLLECTIONS | TELEPHONE - LANDLINE & OTHER | 205.80 | | |
| Total For: PELICANCORP ONE CALL INC | | | | | \$411.60 |
| Vendor: PEND OREILLE PEDALERS INC | | | | | |
| POP-0725 | 2025 REIMB -WATERSHED TRAIL MAINTENANCE RECREATION | OPERATIONAL SUPPLIES/EQUIPMENT | 10,000.00 | | |
| Total For: PEND OREILLE PEDALERS INC | | | | | \$10,000.00 |
| Vendor: POLYDYNE INC | | | | | |
| 1950506 | WWTP: QTY 40 - 55LB BAGS OF POLYMER WASTEWATER TREATMENT | CHEMICAL SUPPLIES | 5,764.00 | | |
| Total For: POLYDYNE INC | | | | | \$5,764.00 |
| Vendor: PREMIER ELECTRIC MOTORS | | | | | |
| 12214 | WTP: LAKE PLANT RECYCLE PUMP WATER TREATMENT | SERVICES - EQUIPMENT - R&M | 3,760.00 | | |
| | WATER TREATMENT | SERVICES - EQUIPMENT - R&M | 45.00 | | |
| Total For: PREMIER ELECTRIC MOTORS | | | | | \$3,805.00 |
| Vendor: PUMPTECH INC | | | | | |
| 12670 | WWTP: REPAIR OF PEERLESS VERTICAL TURBINE WASTEWATER TREATMENT | SERVICES - EQUIPMENT - R&M | 5,760.04 | | |
| Total For: PUMPTECH INC | | | | | \$5,760.04 |
| Vendor: RECTRAC LLC | | | | | |
| VS017883 | RECREATION & PARKS MGM SOFTWARE RECREATION | SOFTWARE/SAAS - REC 1/TEAMSIDELINE | 40.95 | | |
| | PARK MAINTENANCE & CAPITAL | SOFTWARE/SAAS - REC 1/TEAMSIDELINE | 160.55 | | |
| | PARK MAINTENANCE & CAPITAL | SOFTWARE/SAAS - REC 1/TEAMSIDELINE | 60.95 | | |
| | PARK MAINTENANCE & CAPITAL | SOFTWARE/SAAS - REC 1/TEAMSIDELINE | 18.25 | | |
| | CITY BEACH RV PARK | SOFTWARE/SAAS - REC 1/TEAMSIDELINE | 60.00 | | |
| | JAMES E. RUSSELL SPORTS CENTER FACILITY | SOFTWARE/SAAS - REC 1/TEAMSIDELINE | 159.30 | | |
| Total For: RECTRAC LLC | | | | | \$5 |
| Vendor: RED CEDAR STUDIOS, JACOBS PHOTOGRAPHY, SPOKANE PHOTOBOOTH | | | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv | Item # 2. |
|---|---|--|------------------|-----|-------------------|
| 2 | CHAMBERS A/V SYSTEM - DIAGNOSIS & TROUBLESHOOTING | | | | \$1,875.00 |
| | INFORMATION TECHNOLOGY DIVISION | TECH SERVICES - SOFTWARE/SYSTEM SUPPORT | 1,000.00 | | |
| | INFORMATION TECHNOLOGY DIVISION | TECH SERVICES - SOFTWARE/SYSTEM SUPPORT | 875.00 | | |
| Total For: RED CEDAR STUDIOS, JACOBS PHOTOGRAPHY, SPOKANE PHOTOBOO | | | | | \$1,875.00 |
| Vendor: REHN & ASSOCIATES | | | | | |
| INV-00208897 | COBRA NOTICE LETTER - A. WILLIAMS/R. ROOT | | | | \$50.00 |
| | CENTRAL SERVICES DEPARTMENT | OTHER PROF SERVICE - HUMAN RESOURCES | 50.00 | | |
| Total For: REHN & ASSOCIATES | | | | | \$50.00 |
| Vendor: ROCKY MOUNTAIN INFO NETWORK | | | | | |
| 261648 | ANNUAL RMIN MEMBERSHIP FEE 2025 | | | | \$100.00 |
| | POLICE DEPARTMENT | LICENSES/DUES & SUBSCR (JOB RELATED) | 100.00 | | |
| Total For: ROCKY MOUNTAIN INFO NETWORK | | | | | \$100.00 |
| Vendor: RUSS OAKLEY | | | | | |
| AUGUSTCONTR | AUG 8, 2025 CONTRA DANCE BAND | | | | \$225.00 |
| | RECREATION | TECH SERVICES - PARK/BEACH & REC AND ART | 225.00 | | |
| Total For: RUSS OAKLEY | | | | | \$225.00 |
| Vendor: SANDPOINT SUPER DRUG | | | | | |
| 32479/1 | WWTP: BULK FASTENERS | | | | \$4.19 |
| | WASTEWATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 4.19 | | |
| 33056/1 | ST: 55GAL TRASH BAGS | | | | \$12.59 |
| | STREET MAINTENANCE DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 12.59 | | |
| Total For: SANDPOINT SUPER DRUG | | | | | \$16.78 |
| Vendor: SELKIRK PRESS INC | | | | | |
| 22524 | BUSINESS CARDS W/QR - G WILSON 250CT | | | | \$52.00 |
| | BUILDING DIVISION | PRINTING AND BINDING | 52.00 | | |
| Total For: SELKIRK PRESS INC | | | | | \$52.00 |
| Vendor: SMS AUTOMOTIVE & MARINE INC | | | | | |
| 3369 | 2 - HAVIS DOCK ATENNAS | | | | \$402.74 |
| | POLICE DEPARTMENT | VEHICLE & MACH SUPPLIES/PARTS | 402.74 | | |
| Total For: SMS AUTOMOTIVE & MARINE INC | | | | | \$402.74 |
| Vendor: SOUTH FORK HARDWARE (PARKS) | | | | | |
| 407230 | BRASS CAP - ALL PARKS IRRIGATION | | | | \$11.49 |
| | PARK MAINTENANCE & CAPITAL | IRRIGATION SUPPLIES | 11.49 | | |
| 407365 | PARTS FOR SPRAYER - SPRTS CMLPX | | | | \$12.76 |
| | PARK MAINTENANCE & CAPITAL | OPERATIONAL SUPPLIES/EQUIPMENT | 12.76 | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Invd <div>Item # 2.</div> |
|---|---|--------------------------------|------------------|---------------------------|
| 410603 | SAW BLADES/NUTS&BOLTS - ALL PARKS PARK MAINTENANCE & CAPITAL | TOOLS | 41.98 | \$41.98 |
| 410668 | SPRAY PAINT, CAUTION TAPE - SPRTS CMLPX PARK MAINTENANCE & CAPITAL | OPERATIONAL SUPPLIES/EQUIPMENT | 20.07 | \$20.07 |
| Total For: SOUTH FORK HARDWARE (PARKS) | | | | \$86.30 |
| Vendor: SOUTH FORK HARDWARE (POLICE) | | | | |
| 410031 | BATTERY FOR LASERLIGHT ON FIREARM POLICE DEPARTMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 7.49 | \$7.49 |
| Total For: SOUTH FORK HARDWARE (POLICE) | | | | \$7.49 |
| Vendor: SOUTH FORK HARDWARE (PUB WKS) | | | | |
| 411007 | WTP: INDOOR INSECT FOGGER WATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 21.98 | \$21.98 |
| 411406 | WWTP: WIRE BRUSHES WASTEWATER TREATMENT | TOOLS | 11.78 | \$11.78 |
| 411677 | WWTP: PVC COUPLING PARTS/CHAIN WASTEWATER TREATMENT | OPERATIONAL SUPPLIES/EQUIPMENT | 25.50 | \$25.50 |
| 409762 | ST: NUTS AND BOLTS STREET MAINTENANCE DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 12.27 | \$12.27 |
| Total For: SOUTH FORK HARDWARE (PUB WKS) | | | | \$71.53 |
| Vendor: STEEL LLC | | | | |
| 31781542 | WTP: QUARTERLY FILTER CHANGE WATER TREATMENT | SERVICES - BUILDING - R&M | 250.00 | \$250.00 |
| 33303658 | HEATER & THERMOSTAT - AIRPORT PROPERTY GENERAL GOVERNMENT PROJECTS | SERVICES - BUILDING - R&M | 6,700.00 | \$6,700.00 |
| Total For: STEEL LLC | | | | \$6,950.00 |
| Vendor: STONEWAY ELECTRIC SUPPLY | | | | |
| S104681009.001 | LIGHT BULBS FOR FIRE BAY GOVERNMENT BUILDING & GROUNDS DIVISION | FACILITY SUPPLIES | 636.28 | \$636.28 |
| S104694273.001 | GREENHECK MOTOR - CITY HALL GOVERNMENT BUILDING & GROUNDS DIVISION | OPERATIONAL SUPPLIES/EQUIPMENT | 323.95 | \$323.95 |
| Total For: STONEWAY ELECTRIC SUPPLY | | | | \$960.23 |
| Vendor: SYMBOLARTS | | | | |
| 0536434 | BADGES- 4 SERGT. - 4 CORP. 1-LT. POLICE DEPARTMENT | UNIFORM & CLOTHING | 1,114.50 | \$1,114.50 |
| Total For: SYMBOLARTS | | | | \$1,114.50 |
| Vendor: TISCHLER BISE, INC | | | | |

| Invoice Number | Invoice Description Department/Division | GL Account Description | Line Item Amount | Inv Item # 2. t |
|--|--|---------------------------------|------------------|--------------------|
| 202508006 | FINAL DEV IMPACT FEE STUDY - JULY '25 GENERAL GOVERNMENT PROJECTS | IMPACT FEE STUDY | 7,776.00 | \$7,776.00 |
| Total For: TISCHLER BISE, INC | | | | \$7,776.00 |
| Vendor: WASTE MANAGEMENT OF IDAHO INC | | | | |
| AUG05INVOICE | RESIDENTIAL REFUSE & WASTE CHARGES AUG '25 SANITATION/GARBAGE COLLECTION | TECH SERVICES - GARBAGE REMOVAL | 51,208.35 | \$51,208.35 |
| 0240933-1827-7 | CITY PROPERTY REFUSE/WASTE CHARGES JULY'25 GOVERNMENT BUILDING & GROUNDS DIVISION | DISPOSAL (GARBAGE) SERVICES | 720.00 | \$9,510.00 |
| | PARK MAINTENANCE & CAPITAL | DISPOSAL (GARBAGE) SERVICES | 6,960.00 | |
| | WASTEWATER TREATMENT | DISPOSAL (GARBAGE) SERVICES | 160.00 | |
| | PARK MAINTENANCE & CAPITAL | DISPOSAL (GARBAGE) SERVICES | 480.00 | |
| | PARK MAINTENANCE & CAPITAL | DISPOSAL (GARBAGE) SERVICES | 480.00 | |
| | GOVERNMENT BUILDING & GROUNDS DIVISION | DISPOSAL (GARBAGE) SERVICES | 50.00 | |
| | PUBLIC WORKS ADMINISTRATION | DISPOSAL (GARBAGE) SERVICES | 340.00 | |
| | WATER TREATMENT | DISPOSAL (GARBAGE) SERVICES | 320.00 | |
| Total For: WASTE MANAGEMENT OF IDAHO INC | | | | \$60,718.35 |
| Vendor: WATERFRONT PROPERTY MANAGEMENT | | | | |
| 56220 | FIRE BOAT FUEL FIRE DEPARTMENT - SANDPOINT | FUEL - GASOLINE/DIESEL | 156.61 | \$156.61 |
| Total For: WATERFRONT PROPERTY MANAGEMENT | | | | \$156.61 |
| Vendor: WESTERN STATES EQUIPMENT CO | | | | |
| IN003272269 | ST: CAT GRADER REPAIRS STREET MAINTENANCE DIVISION | SERVICES - EQUIPMENT - R&M | 2,131.74 | \$3,380.79 |
| | STREET MAINTENANCE DIVISION | SERVICES - EQUIPMENT - R&M | 540.00 | |
| | STREET MAINTENANCE DIVISION | SERVICES - EQUIPMENT - R&M | 565.21 | |
| | STREET MAINTENANCE DIVISION | SERVICES - EQUIPMENT - R&M | 143.84 | |
| Total For: WESTERN STATES EQUIPMENT CO | | | | \$3,380.79 |
| Vendor: WILKINSON, CHANDLER | | | | |
| 06.24.25 | CPR TRAINING - 3DAYS - TRAINER HOURS CENTRAL SERVICES DEPARTMENT | TRAINING AND TRAVEL | 540.00 | \$540.00 |
| 07.30.25 | CPR TRAINING - ATTENDEE FEES 7/15, 7/16, 7/17 WATER TREATMENT | TRAINING AND TRAVEL | 84.00 | \$1,029.00 |
| | WATER DISTRIBUTION | TRAINING AND TRAVEL | 210.00 | |
| | WASTEWATER TREATMENT | TRAINING AND TRAVEL | 84.00 | |
| | STREET MAINTENANCE DIVISION | TRAINING AND TRAVEL | 147.00 | |

Invoice Number

Invoice Description

Department/Division

GL Account Description

Line Item Amount

Page: 22/22

Inv# Item # 2. t

PARK MAINTENANCE & CAPITAL

TRAINING AND TRAVEL

168.00

RECREATION

TRAINING AND TRAVEL

294.00

FINANCE DEPARTMENT

TRAINING AND TRAVEL

42.00

Total For: WILKINSON, CHANDLER

\$1,569.00

Grand Total: \$476,011.45

Councilor Signature: _____ Date: _____

Councilor Name: DEB RUEHLE

City of Sandpoint
Financial Report on Cash and Investment Transactions
July 31, 2025

| FUND | BALANCE 6/30/25 | DEBIT | CREDIT | BALANCE 7/31/25 |
|---|----------------------------|------------------|------------------|----------------------------|
| General Fund Undesignated | 9,486,519 | 6,327,796 | 4,951,569 | 10,862,746 |
| General Fund Designated - Reserves | 9,102,561 | - | - | 9,102,561 |
| General Fund Designated - Other | 1,635,298 | 521,874 | 37,242 | 2,119,929 |
| Special Revenue: | | | | |
| Fiber | 134,417 | 1,464 | - | 135,881 |
| Impact Fees | 1,999,379 | 41,385 | - | 2,040,764 |
| Recreation | 487,769 | 89,948 | 26,298 | 551,419 |
| Park Capital Improvement | 1,365,155 | 45,000 | 5,118 | 1,405,037 |
| Enterprise: | | | | |
| Sanitation | 482,242 | 86,212 | 19,097 | 549,358 |
| Water | 7,237,537 | 571,365 | 387,244 | 7,421,658 |
| Water - Reserve Capital | 9,229,278 | 319,497 | - | 9,548,776 |
| Water - Reserve Watershed Protection | 716,285 | 2,454 | - | 718,739 |
| Water - Restricted | 109,862 | 345 | - | 110,208 |
| Wastewater | 7,960,012 | 623,161 | 416,432 | 8,166,741 |
| Wastewater - Reserve I&I Collection | 1,933,789 | 6,625 | - | 1,940,414 |
| Wastewater - Reserve Capital | 10,746,108 | 204,852 | - | 10,950,960 |
| Water and Wastewater Debt Service | 1,008,785 | 3,456 | - | 1,012,241 |
| Fiduciary: | | | | |
| LID Guarantee | 39,291 | 135 | - | 39,425 |
| LID Combined | 214,267 | 734 | - | 215,001 |
| Payroll Benefit Clearing | 527,817 | 425,233 | 451,259 | 501,791 |
| GRAND TOTAL | 64,416,372 | 9,271,536 | 6,294,259 | 67,393,649 |

I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

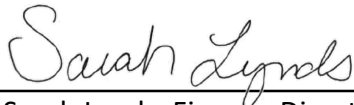
Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
July 31, 2025

| Description | City's Balance |
|------------------------------------|--------------------------|
| <hr/> | |
| Wells Fargo Bank | |
| Checking Account | 1,063,425 |
| <hr/> | |
| Idaho State Investment Pool | |
| State Investment Pool Account | 66,329,524 |
| <hr/> | |
| Cash on Hand | |
| Petty Cash | 700 |
| <hr/> | |
| Total | <u><u>67,393,649</u></u> |

I HEARBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Sarah Lynds, Finance Director
City of Sandpoint, Idaho



AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 10, 2025

MEETING DATE: August 20, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Procurement Policy Update

DESCRIPTION/BACKGROUND:

City Council adopted the City of Sandpoint Procurement Policy in May 2020 and approved updates to the Policy in September 2020, January 2022, June 2023, September 2023, February 2024, May 2024, and December 2024. This policy update is in response to Idaho Legislation that enacted changes to Idaho Code Section 67-2805 and 67-2806 for Procurement of Public Works Construction and Procuring Services or Personal Property that took effect July 01, 2025. The thresholds for procurement process has increased and the impacts on our Procurement Policy are redlined beginning in Section V, pages 5 thru 9 in the attachment to this Agenda Report and highlighted yellow on the attached Procurement Process and Signature Authority to this Agenda Report. There are minimal changes except identifying the increased amount for competitive solicitation for Public Works Construction and Professional and Non-Professional Services and Goods to \$250K. Additionally, Signature Authority is being revised to reflect "Supervisor" as the approver for procurement in all categories up to \$4,999.

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the changes to the City of Sandpoint's Procurement Policy.

ACTION:

City Council to approve the changes to City of Sandpoint's Procurement Policy.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Proposed Resolution
- City of Sandpoint Procurement Policy – July 01 2025 Update - Redline
- Procurement Process and Signature Authority Policy Aug 06 2025

No: 25-
Date: August 20, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

**TITLE: UPDATING CITY OF SANDPOINT PROCUREMENT AND CONTRACT
POLICY**

WHEREAS: On May 20, 2020, by Resolution 20-026, Council adopted the City of Sandpoint Procurement Policy, followed by amendments on September 16, 2020, under Resolution 20-040, January 5, 2022, under Resolution 22-001, June 7, 2023, under Resolution 23-052; September 6, 2023, under Resolution 23-067; February 7, 2024, under Resolution 24-007; May 15, 2024, under Resolution 24-029; and December 18, 2024, under Resolution 24-084;

WHEREAS: The current policy update is in response to amendments to Idaho Code §§ 67-2805 and 67-2806, enacted during the 2025 legislative session and effective July 1, 2025, pertaining to procurement of public works construction and procurement of services or personal property, with an increase in the procurement process thresholds;

WHEREAS: The proposed updated Procurement and Contract Policy reflects the amendments now effective under Idaho law, to include an increased amount required, up to \$100,000, for solicitation of bids for Public Works Construction or proposals for professional services; and

WHEREAS: Additionally, signature authority is revised to reflect "Supervisor", as the approver for procurement in all categories up to \$4,999.

NOW THEREFORE BE IT RESOLVED THAT: The updated City of Sandpoint Procurement and Contract Policy, incorporating the above-described amendments, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby adopted and approved.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



CITY OF SANDPOINT PROCUREMENT AND CONTRACT POLICY

Approved May 20, 2020 by City Council

Updated: Approved by City Council

September 16, 2020

January 05, 2022

June 07, 2023

September 06, 2023

February 07, 2024

May 15, 2024

December 18, 2024

August ~~2006~~, 2025

City of Sandpoint | 1123 Lake Street | Sandpoint, Idaho 83864

Telephone: (208) 255-2657

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I. GENERAL

A. MISSION

The City of Sandpoint is committed to protecting the integrity of the procurement process and seeking out resources in order to secure the highest quality goods, services, and construction in the most ethical and responsible manner for the benefit of the community.

B. GOVERNING AUTHORITY

The Central Services Department shall be responsible for the implementation and administration of this Policy. Subject to the provisions of this Policy, the Grants, Contracts & Procurement Officer or Manager shall serve as the principal office for all contracts and the procurement of goods, services, and construction required by the City. All changes to this Policy shall be approved by the City Council.

C. PURPOSE

This Policy establishes a centralized procurement and contract system for the City of Sandpoint to direct the purchases of goods, services, and construction and contracts for the purpose of which is to:

1. Establish rules governing procurement and contracts by the City of Sandpoint;
2. Promote public confidence in the integrity and transparency of the procedures followed to procure goods and services required by the City;
3. Ensure fair and equitable treatment of all persons who participate in the procurement and contract process;
4. Maximize value in procurement activities;
5. Ensure City is protected from liability in contracts; and
6. Establish contract accountability.

D. OBJECTIVES

1. Provide a uniform system to procure supplies, materials, equipment, services, and construction in an efficient and timely manner;
2. Utilize and support local suppliers, contractors, and consultants to the greatest extent possible while still maximizing the value of the goods or services
3. Dispose of surplus of goods and equipment in a manner which brings the most value to the surplus items;
4. To establish responsibility and accountability of City resources;
5. Comply with State of Idaho procurement statutes;
6. To provide protection against liability; and
7. Provides contract accountability.

E. SCOPE

This Policy applies to procurement of:

1. Supplies, materials, and equipment
2. Non-professional services
3. Professional services
4. Public Works construction projects
5. Lease of real property

This Policy is not applicable to the acquisition or sale of real property. If grant funding is involved in the proposed purchase of goods, services, or construction, other requirements may be applicable different from this Policy, which may be more restrictive and those requirements would apply in place of what is stated within this Policy. Consultation with Grants, Contracts & Procurement Officer or Manager is required for any grant funded purchases of goods or services.

F. CONTROLLING LAW

All procurement shall comply with applicable federal, state, and City laws, rules, regulations, and policies. Any federal or state laws, regulations, grants, or other requirements more restrictive than within this Policy, such laws, regulations, grants, or requirements must be followed.

G. ETHICS**1. Conflicts of Interest and Gifts**

The City is committed to providing a fair, equitable, and transparent procurement process. All staff and elected or appointed officials participating in a solicitation and/or award process shall be aware of any perceived or actual conflicts of interest and avoid such actual or perceived conflicts of interest influencing the solicitation and/or award process.

All gifts, including meals, could be perceived as influencing performance of official duties; a reward for awarding a contract or purchase agreement; or offered to influence, find favor, or with a reasonable expectation of creating an obligation to the giver. All vendors, contractors, and consultants are prohibited from offering gifts during the solicitation and contract award process and staff is prohibited from accepting any such gifts if offered. See Idaho Ethics and Government Act §74-401, and 74-501, et seq.

2. Former Employees as Vendors/Contractors/Consultants

Staff must obtain authorization from their Department Head, who is to obtain authorization from the Mayor, before entering into any contract or purchase agreement with a former City employee, which may create an actual or perceived conflict of interest. Legal Counsel should be consulted prior to entering into such contract or purchasing agreement.

II. ACCOUNTABILITY AND COMMUNICATIONS

City staff involved in development of specifications shall consider any and all actual or perceived conflicts of interest and public accountability rules, laws, or regulations.

A. Public Disclosure

The City's procurement process, including all submittals, written communications, materials, information, decisions, and notes relative to the process are all considered public record and subject to public disclosure unless an exemption applies under Idaho Public Records Act §74-101 et seq.

B. Maintain Confidentiality

Documents, decisions, information, and opinions are generally to be kept confidential, except as required for disclosure under the Idaho Public Records Act. Staff is not to share information other than with City staff directly involved in the evaluation and selection process. Only after receiving approval of Contracts & Procurement, Central Services Director, and/or Mayor may staff members directly involved in the evaluation and selection process contact respondents to solicitations seeking additional information and clarifications to the submittals, as well as negotiating a contract. Contact with respondents should be limited and caution must be taken in an effort to maintain the objectivity of the evaluation process. Any questions or documentation requests by respondents or others with an interest in the solicitation relative to the evaluation process must be referred to the Grants, Contracts & Procurement Officer.

C. Fair, Prudent, and Thorough Evaluation

The procurement process must remain fair and equitable to all respondents. Careful and thoughtful actions preserve the integrity of solicitations.

1. City staff involved in the development of specifications, the solicitation effort, and the award process, shall be cognizant of actual or perceived conflicts of interest and public accountability rules.
2. If a participating member of a selection committee has or perceives a conflict of interest, they must immediately notify the Grants, Contracts & Procurement Officer and excuse themselves from the procurement process. The Grants, Contracts & Procurement Officer, Central Services Director, and/or Mayor may consult Legal Counsel in this situation.

Be cautious when discussing any aspect or opinions surrounding the solicitation process, including those of potential respondents until contract award or purchasing agreement is completed. Avoid any actions that present or give an impression of preferential treatment to any respondent.

III. GRANTS AND FEDERAL FUNDING

If the procurement of goods, services, or construction involves grant funding of any kind then STOP!



Solicitations funded in part or in whole with grant or federal funding may not be covered by this Policy and may have their own procurement process requirements. All solicitations that may involve grant or federal funding must be channeled through the City's Grants, Contracts, & Procurement Officer or Manager first who will guide next steps to ensure all grant and federal funding procurement process guidelines and requirements are met.

IV. SPLITTING PURCHASES

Dividing of any purchase for goods or services, including construction, is prohibited if doing so is intentionally to avoid the procurement process thresholds. To avoid the splitting of purchases, the following guidelines are to be followed:

1. Combine ALL phases of a public works project when estimating cost to the greatest extent possible;
2. Combine the total of potential identical or similar items procured at the same time or within a fiscal year period, in which the costs exceed competition thresholds (i.e. office supplies, janitorial products, irrigation supplies, utility supplies, etc.);
3. Purchases designed or intended to be used together (i.e. water meters and covers) and the costs exceed competitive limits, should be solicited together.

V. PROCUREMENT PROCESS AND SIGNATURE AUTHORITY

The City Council approves all purchases of goods, services, and construction through the budget process. The following procurement processes and signature authorities is applicable to all goods, services, and construction approved in the fiscal year budget. Any procurement of goods, services, and construction not City Council approved as part of the fiscal year budget process, will require separate City Council approval, no matter the dollar amount of such purchase. Reference Attachment 1 to this Policy for City Council approved Procurement Process and Signature Authority Policy.

A. Goods and Non-Professional Services

1. \$0.01 - \$4,999

- a) Signature authority -
 - i. GOODS: Staff at Grade 13 or higher of the City's Grade Chart Supervisor
 - ii. NON-PROFESSIONAL SERVICES: Staff at Grade 13 or higher of the City's Grade Chart.
 - b) Signature authority – Lease Agreements – Mayor
 - c) Procurement process – None required
2. \$5,000 - \$19,999
- a) Signature authority - Department Head
 - b) Signature authority – Lease Agreements – Mayor
 - c) Procurement Process
 - i. Price comparison required. Ensure documentation is obtained from vendors or contractors that do not respond to a request for a quote or decline to provide a quote. Random Annual Department audits to ensure compliance with obtaining price comparisons.
 - ii. For time sensitive purchases, follow Idaho Code §67-2806.
3. \$20,000 - \$74,999
- a) Signature authority – Department Head – Up to \$25,000
 - b) Signature authority – Lease Agreements – Mayor – \$25,001--\$74,999
 - c) Procurement process
 - i. Three written quotes are required. Ensure documentation is obtained from vendors or contractors that do not respond to a request for a quote or decline to provide a quote. Random Department audits will be conducted annually to ensure compliance with the procurement policy.
 - ii. For time sensitive purchases, follow Idaho Code §67-2806.
4. \$75,000 and Over
- a) Signature authority – City Council Resolution required / Mayor signature.
 - b) Signature authority – Lease Agreements – City Council Resolution required / Mayor signature.
 - c) Procurement process - follow Idaho Code §67-2806 (1), semi-formal bidding required. Solicit for three written bids for procurement of goods or non-

professional services up to ~~\$150,000-249,999~~ or Idaho Code §67-2806(2), full competitive bid for procurement of goods or non-professional services ~~\$1250,000~~ and over.

B. Services – Professional

Professional services include consulting services requiring specialized knowledge and not requiring a license per Idaho Administrative Procedures Act 38.05.01-21.

1. \$.01 - \$4,999
 - ~~a. Signature authority – Staff at Grade 13 or higher of the City's Grade Chart~~
 - ~~a. Signature Authority - Supervisor~~
2. \$5,000 - \$24,999
 - a) Signature authority – Department Head
 - b) Procurement process – None required
3. \$25,000 - \$49,999
 - a) Signature authority – Mayor
 - b) Procurement process – None required
4. \$50,000 - \$74,999
 - a) Signature authority – Mayor
 - ~~b) Procurement process – follow Idaho Code §67-2806 – Semi-Formal procurement. Solicit for three written bids or proposals. Discuss best process with Grants, Contracts & Procurement Manager.~~
 - ~~b)~~
5. \$75,000 and Over
 - a) Signature authority – City Council Resolution required / Mayor signature
 - b) Procurement process - follow Idaho Code §67-2806 and Idaho Administrative Procedures Act 38.05.01: Semi-Formal procurement from \$100,000 - \$249,000 – solicit for three written bids or proposals and discuss best process with Grants, Contracts, Procurement Officer; Full Competitive Solicitation for services \$1250,000 and over.

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C. Services – Professional (Licensed)

Professional services (licensed) include consulting services requiring specialized license: Design, Survey, Construction Management - Architecture and Engineering per [Idaho Code §67-2320](#)

1. \$.01 - \$4,999

- a. Signature authority - ~~Staff at Grade 13 or higher of the City's Grade Chart~~ Supervisor
- 2. \$5,000 - \$49,999
 - a) Signature authority – Department Head
 - b) Procurement process – None required
- 3. \$25,000 - \$49,999
 - a) Signature authority – Mayor
 - b) Procurement process – None required
- 4. \$50,000 - \$74,999
 - a) Signature authority – Mayor
 - b) Procurement process – follow Idaho Code §67-2320.
- 5. \$75,000 and Over
 - a) Signature authority – City Council Resolution required / Mayor signature
 - b) Procurement process – follow Idaho Code §67-2320

D. Construction

Construction is work requiring skilled trades or craft; any construction, repair, or reconstruction - see [Idaho Code §54-1901](#) and [§67-2805](#).

- 1. \$.01 - \$4,999
 - a) Signature authority - ~~Staff at Grade 13 or higher of the City's Grade Chart~~ Supervisor
 - b) Procurement process – None required
- 2. \$5,000 - \$49,999
 - a) Signature authority – Department Head
 - b) Procurement process – None required
- 3. \$50,000 - \$99,999
 - a) Signature authority – Mayor

- b) Procurement process – follow Idaho Code §67-2805(1): semi-formal bidding required; solicit for three written bids

4. \$100,000 and Over

- a) Signature authority - City Council Resolution required / Mayor signature
- b) Procurement process – follow Idaho Code §67-2805(1): semi-formal bidding required; solicit three written bids for projects up to ~~\$200,000~~ \$249,999 or follow Idaho Code §67-2805(2): full competitive bid for projects ~~\$205~~ \$250,000 and over.

E. Exceptions to Sections Above

1. Goods have already been competitively bid and an existing purchasing agreement exists through another agency; also known as “piggy backing” or “cooperative agreements”. Discuss potential use of this exception with Contract Procurement Manager.
2. Procurement of an interest in real property whether lease or purchase.
3. Procurement of insurance.
4. Costs of Joint Powers participation.
5. Emergency expenditures.
 - a) For an expenditure to be considered an emergency purchase, authorization to purchase as an emergency expenditure must be received by Mayor. Contact the City Contract Procurement Officer or Manager for any emergency expenditures prior to making emergency purchase.
6. All Exclusions allowed per Idaho Code §67-2803, in addition to Exceptions identified in Sections E1-5 above.

F. Additional Requirements to Sections Above

1. Procurement process may vary if grant or federal funds are involved. Staff must consult with Grants Manager prior to any purchase of goods, services, or construction involving grant or federal funds.
2. All services and/or repairs must have a contract, no exceptions. If service and/or repairs are considered an emergency situation, the Department Head must send a written request to

the Mayor requesting the service and/or repair begin without a fully executed contract. The Mayor must approve this emergency service and/or repair. In such emergency situations approved by the Mayor, the Contractor must provide insurance certificates prior to commencement of service and/or repair and the contract shall be executed concurrently with the service or repair. An emergency situation does not alleviate the necessity for a fully executed contract.

3. Legal Counsel must review and approve Contracts for all services and construction projects.
4. Signature authority levels:
 - a) For non-construction contracts or purchase agreements, the signature authority levels apply to total contract or purchase agreement amounts, including amendments and change orders. If a new/revised contract or purchase agreement amount falls within a new signature authority, the new signature authority level applies, no matter if it results in an increase or a decrease.
 - b) For construction and professional services contracts or purchase agreements, the Department Head is authorized to approve change orders or amendments up to the amounts of the total projected budget and not including the contingency amount. For change orders or purchase agreements in excess of the approved project budget but within the approved budgeted contingency amount, the Mayor will have signature authority on change orders or amendments using the contingency portion of the approved budget.
5. Selection and award processes on all contracts and purchases shall be in accordance with Idaho Law.

VI. AWARD, CANCELLATION OR REJECTION OF SOLICITATIONS

No award shall be final and no contract or purchasing agreement shall be created or deemed to exist until such time as a written contract or purchasing agreement has been executed by the selected vendor, consultant, or contractor and required approvals has been obtained.

A. Cancellation of Solicitations

At any time prior to final award and approval, a solicitation, contract award, or purchasing agreement may be cancelled or rescinded, or any or all responses received by the City may be rejected by Contracts & Procurement when it is determined that such action is in the best interest of the City.

B. Notice

A written notice of delay, cancellation, or rejection shall be sent to all respondents who submitted a response to a solicitation.

C. Public Records

Should all solicitations be rejected or a solicitation is cancelled, all solicitation responses received may remain confidential at the discretion of Contracts and Procurement and in accordance with the State of Idaho Public Records Act.

D. Contract/Purchasing Agreement

After notice of intent to award has been made, the City and selected respondent will enter into a contract or purchasing agreement incorporating the requirements of the procurement solicitation and with other terms acceptable by the City. The City reserves the right to negotiate terms and conditions of the contract or purchasing agreement with the respondent and to incorporate provisions acceptable to the City. The City has the right to rescind the contract or purchasing agreement award to the selected respondent if the City and selected respondent do not come to agreement upon terms of the contract or purchasing agreement. The City reserves the right to reject a respondent, including a respondent awarded the contract or purchasing agreement, at any time prior to a fully executed contract or purchasing agreement.

E. Post Award Termination

Unless otherwise prohibited by law, in the event the respondent awarded a contract or purchasing agreement by the City through formal procurement is terminated early or suspended from further work or services by the City for default in the performance under the contract, or in the event the City rescinds a contract or purchasing agreement award prior to execution of said contract or purchasing agreement, the City may, without a new solicitation, enter into a contract or purchasing agreement with the next lowest responsive and responsible respondent or next lowest bidder willing and able to complete the work or services if such is determined to be in the best interest of the City. In awarding a contract or purchasing agreement with the next lowest responsive and responsible respondent, the City may accept such respondent's original proposal pricing or negotiate a price more consistent with the original pricing submitted by the defaulting respondent whose contract or purchasing agreement award was rescinded.

VII. LOWEST RESPONSIBLE, RESPONSIVE SOLICITATIONS

- A. When solicitations involve the determination of the lowest responsible and responsive bids or proposals, which may or may not include price depending on the solicitation, the City shall have authority as allowed by Idaho law to render decisions on and may accept or reject proposals on the basis of one or more of the following:
1. The ability, capacity, skill, and sufficiency of resources of the respondent to perform the contract or purchasing agreement and provide the requested materials or service;

2. The respondent's ability to perform the contract or purchasing agreement within the time specified;
3. The character, honesty, integrity, reputation, judgment, experience, and efficiency of the respondent;
4. The quality of performance and conduct of the respondent on previous contracts or purchasing agreements with the City or any other entity the respondent has performed work or service for;
5. A respondent's previous failure to meet specified substantial completion dates or other milestone dates on previous contracts or purchasing agreements with the City;
6. A respondent's current workload and projected workload during the performance of the contract or purchasing agreement;
7. The previous and existing compliance by the respondent with federal, state, and local laws, regulations, and ordinances applicable, relating or similar to the contract, purchasing agreement, or work to be performed; to include but not limited to laws, regulations, and ordinances;
8. The quality and availability of the supplies or professional or contractual services to the particular use required;
9. The ability to meet the City's required bonds and insurance to fully protect the City's interests;
10. Whether the respondent is in arrears to the City on any debt, defaulted on any bond or surety, and/or whether the respondent has failed to render payments to subcontractors, suppliers, or the like;
11. Proportional amount of work or services respondent intends to perform with its own organization as compared with the portion intended to be subcontracted and the qualifications of subcontractors whom the respondent proposes to use;
12. Whether the respondent's proposal conforms to the requirements stated in the Request for Proposal or Request for Qualifications issued by the City; and
13. Any other circumstances or factors deemed in the best interest of the City as allowed by State of Idaho Law.

The above factors may be determined by respondent's past performance with the City, information obtained from others, information submitted as part of the proposal or in response to an inquiry by the City, and/or information otherwise known or discovered by the City. The City may conduct

detailed inquiries of respondent, including compliance with federal, state, and local laws and all relevant licensing and permitting requirements, and other matters of responsibility relevant to the solicitation process. Failure to respond or provide adequate information in response to the City's inquiry shall be grounds for disqualification in the sole discretion of the City.

- B. The City is required to award construction contracts, non-construction projects, and commodities to the lowest responsible and responsive bid except as otherwise provided for by Idaho Law. This applies to requests for quotes, semi-formal bidding, as well as formal competitive bid processes for construction and non-construction projects, as well as commodities.

Responsible bidders must meet the following criteria:

1. If for contract work requiring a contractor's license, the respondent must be a registered contractor or public works contractor (if for construction project) with the State of Idaho;
2. Provide required bond and insurance requirements;
3. Have no violations and are in good standing with the State of Idaho Department of Occupational and Professional Licenses; and
4. If a public works contractor for construction projects, contractor to possess all requirements as required by the State of Idaho Department of Building Safety and have no violations and in good standing.

VIII. LOCAL PREFERENCE

In order to promote the economic health of the City, to stimulate and enhance the local economy, to generate jobs and spur further investment into the community, to recognize the amount of sales tax returned to the City as a result of the award of a contract or purchasing agreement for goods and services to a local respondent, and to encourage local participation in the purchase of goods, equipment, supplies, and non-professional services, the City shall grant a local preference as follows:

- A. In determining the price submitted in response to a solicitation, the City shall grant preference to an eligible local provider Sandpoint who submits a price within 10% of the lowest price submitted by any other respondent. This local preference will allow the eligible local provider Sandpoint the opportunity to reduce its price equal to the amount of the lowest price submitted, if the price is submitted by other than an eligible local provider.
- B. If there is no local provider Sandpoint, then such preference shall be granted to a local provider Bonner County in the same manner as provided above.

- C. This Local preference shall apply so long as the delivery of goods, equipment and/or non-professional services can be made within similar times and under similar circumstances as the non-local provider and in the sole discretion of the City.
- D. The preference and opportunity to reduce the price submitted shall be provided first to the lowest eligible local provider Sandpoint and, if not accepted by such eligible local provider Sandpoint within five business days of the closing date of the solicitation, then to each successive eligible local provider, considering all local providers (Sandpoint and Bonner County) that is within 10 percent of the lowest price submitted, in ascending order of the amount of the responses.
- E. To be eligible for local preference Sandpoint or Bonner County, the local provider must have a place of business in Sandpoint or Bonner County and have been conducting business for a period of 6 months prior to the solicitation.
- F. There is no exemption from Local Sales Tax. Local preference does not exempt any eligible local provider from paying any applicable federal, state, or local sales tax.
- G. Local preference shall not apply to projects classified as Construction projects or for Professional services. Local preference applies only to purchase of goods, materials, equipment, and non-professional services.
- H. Local preference applies only for purchases of goods, equipment, and non-professional services for amounts \$25,000 or less.
- I. Local preference shall not be applicable to procurements made with federal or state grant funds or any funding source by which local preference is prohibited.

IX. SOLICITATION PROTESTS

- A. Prior to a submission of a protest relating to or arising from a solicitation, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions.
- B. Protests shall be concise and logically presented to facilitate review by the City. Failure to substantially comply with any of the requirements of this section may be grounds for dismissal of the protest.
- C. Protests shall include the following information:
 - 1. Name, address and fax and telephone numbers of the protester;
 - 2. Solicitation or contract number;

3. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
 4. Copies of relevant documents;
 5. Request for a ruling by the City;
 6. Statement as to the form of relief requested;
 7. All information establishing that the protester is an interested party for the purpose of filing a protest; and
 8. All information establishing the timeliness of the protest.
- D. Protests based on alleged apparent improprieties in the solicitation documents and solicitation procedures or evaluation and award criteria shall be filed at least ten (10) calendar days before the proposal submittal date. Failure to promptly file a protest based on solicitation procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall be filed no later than five (5) calendar days after the basis of protest is known or should have been known, whichever is earlier, but no later than ten (10) days after the proposal due date.
- E. **Action upon receipt of protest**
1. Upon receipt of a protest before award, a contract or purchasing agreement may not be awarded, pending resolution of the protest, unless contract or purchasing agreement award is justified, in writing, to be in the best interest of the City.
 2. If award is withheld pending City resolution of the protest, the City will inform the proposers whose proposals might become eligible for award of the contract or purchasing agreement. If appropriate, the respondent will be requested, before expiration of the time for acceptance of their proposals, to extend the time for acceptance to avoid the need for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceed with award.
 3. Upon receipt of a protest within ten (10) days after contract or purchasing agreement award, the City shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the City.
 4. Pursuing a protest does not extend the time of obtaining a judicial stay, injunction or other remedy.
 5. The City shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information.

6. City protest decisions shall be well-reasoned and explain the City's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.

X. EMERGENCY PROCUREMENT

The Mayor may direct or authorize staff to make emergency procurements of goods, equipment, services, or construction when a threat to public health, welfare, or safety exists provided that such emergency procurements are made with such competition as is practicable under the circumstances.

In the event an official state of emergency is declared, the Mayor is expressly authorized to execute contracts or purchasing agreements on behalf of the City in order to accomplish all necessary relief efforts. All procurement made for goods, equipment, services, and construction shall comply with State of Idaho Law and follow required regulations and guidelines set by the Federal Emergency Management Agency (FEMA).

XI. LEASE AGREEMENTS - CITY PROPERTY

For real property the City owns and enters into Lease Agreements with outside parties, the signature authority for said leases, shall conform to the same signature authority levels as for procurement of goods or non-professional services with the exception that the Mayor shall have signature authority for all dollar values up to \$75,000. Leases that have an obligation of \$75,000 or more throughout the term of the lease, shall go to City Council for approval.



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| PROCUREMENT PROCESS AND SIGNATURE AUTHORITY FOR GOODS, SERVICES, AND CONSTRUCTION | | | | | |
|--|--|---|---|--|--|
| GOODS AND NON-PROFESSIONAL SERVICES | \$0.01 - \$19,999 | \$20,000 - \$74,999 | \$75,000 and Over | | |
| Signature Authority | • Up to \$5,000 – Staff at Grade 13 or Higher on the City's Grade Chart • \$5,001 - \$19,999 – Department Head | • Up to \$25,000 – Department Head • \$25,001 - \$74,999 – Mayor | • City Council Resolution / Mayor Signature OR • City Council Resolution / Mayor Signature | | |
| Signature Authority – Lease Agreements | Mayor | Mayor | City Council Resolution / Mayor Signature | | |
| Procurement Process | • Purchases over \$5,000 – Price Comparison • For time sensitive purchases follow Idaho Code 67-2806 • Random Annual Department Audits will be Conducted on Purchases to Ensure Compliance with Obtaining Price Comparisons. | • Obtain Three Written Quotes • For time sensitive purchases follow Idaho Code 67-2806 | Idaho Code 667-2806 • Semi-Formal Bidding: Obtain Three Written Bids up to \$249,999 OR Idaho Code 667-2806(2) • Full Competitive Bid \$250K and Over | | |
| Consulting services requiring specialized knowledge, not requiring a license - see Idaho Administrative procedures Act 98.05.01 - 21 | | | | | |
| SERVICES - PROFESSIONAL | \$0.01 - \$4,999 | \$5,000 - \$24,999 | \$25,000 - \$49,999 | \$50,000 - \$74,999 | \$75,000 and Over |
| Signature Authority | Staff at Grade 13 or Higher of the City's Grade Chart | Department Head | Mayor | Mayor | City Council Resolution / Mayor Signature |
| Procurement Process | None Required | None Required | None Required | Idaho Code 667-2806(A) | • Idaho Code 667-2806(A) and Idaho Administrative Procedures Act 98.05.01 • Full Competitive Solicitation \$250K and Over |
| Consulting services requiring specialized license: Design, Survey, Construction Management - Architecture and Engineering - see Idaho Code 667-2320 | | | | | |
| SERVICES - PROFESSIONAL (LICENSED) | \$0.01 - \$4,999 | \$5,000 - \$24,999 | \$25,000 - \$49,999 | \$50,000 - \$74,999 | \$75,000 and Over |
| Signature Authority | Staff at Grade 13 or Higher of the City's Grade Chart | Department Head | Mayor | Mayor | City Council Resolution / Mayor Signature |
| Procurement Process | None Required | None Required | None Required | Idaho Code 667-2320 | Idaho Code 667-2320 |
| Work requiring public works licensed skilled trades or crafts: any construction, repair, or reconstruction - see Idaho Code 54-1901 and 67-2805 | | | | | |
| PUBLIC WORKS CONSTRUCTION | \$0.01 - \$4,999 | \$5,000 - \$49,999 | \$50,000 - \$99,999 | \$100,000 and Over | |
| Signature Authority | Staff at Grade 13 or Higher of the City's Grade Chart | Department Head | Mayor | • City Council Resolution • Mayor Signature • Idaho Code 667-2805 (1) Semi-Formal Bidding: Obtain Three Written Bids up to \$250,000 or Idaho Code 667-2805 (2) Full Competitive Bid \$250K and Over | |
| Procurement Process | None Required | None Required | • Obtain Three Written Bids | | |
| Exemptions to Above Policy: In addition to areas identified below, All Exclusions per Idaho Code 67-2803 Shall Be Exempted From Above Policy | | | | | |
| Goods | | Already competitively bid (piggy-backing) | | | |
| Any Amount | | Procurement of an interest in real property (lease or purchase) | | | |
| Any Amount | | Procurement of insurance | | | |
| Any Amount | | Costs of Job Owners participation | | | |
| Any Amount | | Emergency Expenditures | | | |
| Any Amount | | Repair of Heavy Equipment | | | |
| Any Amount | | Purchases of Used Equipment from Public Auction | | | |
| ***Procurement Process may vary if Grant Funding is involved*** | | | | | |
| ***PURCHASE ORDER REQUIRED FOR PURCHASES OF \$5,000 OR MORE*** | | | | | |
| If a new/revised Non-Professional Services contract or Good Purchasing Agreement amount falls within a new signature authority, the new signature authority level applies. | | | | | |
| ***Selection and award process on all contracts and purchases will be in accordance with State of Idaho Law*** | | | | | |
| Approved March 18, 2020 | Updated August 06, 2025 | | | | |
| Updated May 06, 2020 | | | | | |
| Updated January 05, 2022 | | | | | |
| Updated June 07, 2023 | | | | | |
| Updated September 06, 2023 | | | | | |
| Updated February 07, 2024 | | | | | |
| Updated May 15, 2024 | | | | | |
| Updated December 18, 2024 | | | | | |



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PROCUREMENT PROCESS AND SIGNATURE AUTHORITY FOR GOODS, SERVICES, AND CONSTRUCTION

| GOODS AND NON-PROFESSIONAL SERVICES | | \$0.01 - \$19,999 | \$20,000 - \$74,999 | \$75,000 and Over | | |
|--|--|--|---|---|--|---|
| Signature Authority | <ul style="list-style-type: none">Up to \$5,000 - Supervisors\$5,001- \$19,999 - Department Head | | <ul style="list-style-type: none">Up to \$25,000 - Department Head\$25,001- \$74,999 - Mayor | <ul style="list-style-type: none">City Council Resolution / Mayor Signature | | |
| Signature Authority - Lease Agreements | Mayor | | Mayor | <ul style="list-style-type: none">City Council Resolution / Mayor Signature | | |
| Procurement Process | <ul style="list-style-type: none">Purchases over \$5,000 - Price ComparisonFor time sensitive purchases follow Idaho Code 67-2806Random Annual Department Audits will be Conducted on Purchases to Ensure Compliance with Obtaining Price Comparisons. | <ul style="list-style-type: none">Obtain Three Written QuotesFor time sensitive purchases follow Idaho Code 67-2806 | <ul style="list-style-type: none">Idaho Code 667-2806Semi-Formal Bidding: Obtain Three Written Bids up to \$249,999 ORIdaho Code 667-2806(2)Full Competitive Bid \$250K and Over | | | |
| Consulting services requiring specialized knowledge, not requiring a license - see Idaho Administrative procedures Act 38.05.01 - 21 | | | | | | |
| SERVICES - PROFESSIONAL | | \$0.01 - \$4,999 | \$5,000 - \$24,999 | \$25,000 - \$49,999 | \$50,000 - \$74,999 | \$75,000 and Over |
| Signature Authority | Supervisors | | Department Head | Mayor | Mayor | City Council Resolution / Mayor Signature |
| Procurement Process | None Required | | None Required | None Required | None Required | <ul style="list-style-type: none">\$75K - \$99,999 None Required\$100K - \$249,999 - Idaho Code 667-2806(A) and Idaho Administrative Procedures Act 38.05.01Full Competitive Solicitation \$250K and Over |
| Consulting services requiring specialized license: Design, Survey, Construction Management - Architecture and Engineering - see Idaho Code 667-1330 | | | | | | |
| SERVICES - PROFESSIONAL (LICENSED) | | \$0.01 - \$4,999 | \$5,000 - \$24,999 | \$25,000 - \$49,999 | \$50,000 - \$74,999 | \$75,000 and Over |
| Signature Authority | Supervisors | | Department Head | Mayor | Mayor | City Council Resolution / Mayor Signature |
| Procurement Process | None Required | | None Required | None Required | Idaho Code 667-2320 | Idaho Code 667-2320 |
| Work requiring public works licensed skilled trades or crafts; any construction, repair, or reconstruction - see Idaho Code 154-1901 and 67-2805 | | | | | | |
| PUBLIC WORKS CONSTRUCTION | | \$0.01 - \$4,999 | \$5,000 - \$49,999 | \$50,000 - \$99,999 | \$100,000 and Over | |
| Signature Authority | Supervisors | | Department Head | Mayor | <ul style="list-style-type: none">City Council ResolutionMayor Signature | |
| Procurement Process | None Required | | None Required | <ul style="list-style-type: none">Idaho Code 667-2805(1): Semi-Formal BiddingObtain Three Written Bids | <ul style="list-style-type: none">Idaho Code 667-2805(1) Semi-Formal Bidding: Obtain Three Written Bids up to \$250,000 or Idaho Code 667-2805(2) Full Competitive Bid \$250K and Over | |
| Exemptions to Above Policy: In addition to Areas Identified Below, All Exclusions per Idaho Code 67-2803 Shall Be Exempted From Above Policy | | | | | | |
| Goods | | | Already competitively bid (piggy-backing) | | | |
| Any Amount | | | Procurement of an interest in real property (lease or purchase) | | | |
| Any Amount | | | Procurement of Insurance | | | |
| Any Amount | | | Costs of Joint Powers participation | | | |
| Any Amount | | | Emergency Expenditures | | | |
| Any Amount | | | Repair of Heavy Equipment | | | |
| Any Amount | | | Purchases of Used Equipment from Public Auction | | | |
| ***Procurement Process may vary if Grant Funding is involved*** | | | | ***Legal Review on Contracts for All Services and Construction*** | | |
| ***PURCHASE ORDER REQUIRED FOR PURCHASES OF \$5,000 OR MORE*** | | | | | | |
| If a new/revised Non-Professional Services contract or Good Purchasing Agreement amount falls within a new signature authority, the new signature authority level applies. | | | | | | |
| | ***Selection and award process on all contracts and purchases will be in accordance with State of Idaho Law*** | | | | | |
| Approved March 18, 2009 | Updated August 20, 2025 | | | | | |
| Updated May 06, 2020 | | | | | | |
| Updated January 05, 2022 | | | | | | |
| Updated June 07, 2023 | | | | | | |
| Updated September 06, 2023 | | | | | | |
| Updated February 07, 2024 | | | | | | |
| Updated May 15, 2024 | | | | | | |
| Updated December 18, 2024 | | | | | | |



PROCUREMENT PROCESS AND SIGNATURE AUTHORITY

GOODS AND NON-PROFESSIONAL SERVICES

Signature Authority

Signature Authority – Lease Agreements

Procurement Process

SERVICES - PROFESSIONAL

Signature Authority


Procurement Process

RE AUTHORITY FOR GOODS, SERVICES, AND CONSTRUCTION

| \$0.01 - \$19,999 | \$20,000 - \$74,999 |
|---|---|
| <ul style="list-style-type: none"> • Up to \$5,000 -- Staff at Grade 13 or Higher on the City's Grade Chart • \$5,001--\$19,999 -- Department Head | <ul style="list-style-type: none"> • Up to \$25,000 -- Department Head • \$25,001-\$74,999 -- Mayor |
| Mayor | Mayor |
| <ul style="list-style-type: none"> • Purchases over \$5,000 -- Price Comparison • For time sensitive purchases follow Idaho Code 67-2806 • Random Annual Department Audits on Purchases to Ensure Compliance with Obtaining Price Comparisons. | <ul style="list-style-type: none"> • Obtain Three Written Quotes • For time sensitive purchases follow Idaho Code 67-2806 |
| Consulting services requiring specialized knowledge, not requiring a license) - see- Idaho Adminis | |
| \$0.01 - \$4,999 | \$5,000 - \$24,999 |
| Staff at Grade 13 or Higher of the City's Grade Chart | Department Head |
| None Required | None Required |

| | |
|---|----------------------------|
| | |
| | |
| | |
| \$75,000 and Over | |
| • City Council Resolution / Mayor Signature | |
| • City Council Resolution / Mayor Signature | |
| Idaho Code §67-2806 (1): Semi-Formal Bidding: Obtain Three Written Bids up to \$150,000 or Idaho Code §67-2806(2): Full Competitive Bid \$150K and Over | |
| | |
| Administrative procedures Act 38.05.01 - 21 | |
| \$25,000 - \$49,999 | \$50,000 - \$74,999 |
| Mayor | Mayor |
| None Required | Idaho Code §67-2806 |

| \$75,000 and Over |
|--|
| City Council Resolution/ Mayor Signature |
| Idaho Code §67-2806 and Idaho Administrative Procedures Act 38.05.01: Full Competitive Solicitation \$150K and Over |

| | | | | | | |
|--|---|---|---|--|--|---|
| |  | | | | | |
| | PROCUREMENT PROCESS AND SIGNATURE AUTHORITY FOR GOODS, SERVICES, AND CONSTRUCTION | | | | | |
| | GOODS AND NON-PROFESSIONAL SERVICES | \$0.01 - \$19,999 | \$20,000 - \$74,999 | \$75,000 and Over | | |
| | Signature Authority | • Up to \$5,000 - Supervisors • \$5,001–\$19,999 -- Department Head | • Up to \$25,000 -- Department Head • \$25,001-\$74,999 -- Mayor | • City Council Resolution / Mayor Signature | | |
| | Signature Authority – Lease Agreements | Mayor | Mayor | • City Council Resolution / Mayor Signature | | |
| | Procurement Process | • Purchases over \$5,000 -- Price Comparison • For time sensitive purchases follow Idaho Code 67-2806 • Random Annual Department Audits will be Conducted on Purchases to Ensure Compliance with Obtaining Price Comparisons. | • Obtain Three Written Quotes • For time sensitive purchases follow Idaho Code 67-2806 | Idaho Code §67-2806 • Semi-Formal Bidding: Obtain Three Written Bids up to \$249,999 OR Idaho Code §67-2806(2) • Full Competitive Bid \$250K and Over | | |
| | Consulting services requiring specialized knowledge, not requiring a license) - see- Idaho Administrative procedures Act 38.05.01 - 21 | | | | | |
| | SERVICES - PROFESSIONAL | \$0.01 - \$4,999 | \$5,000 - \$24,999 | \$25,000 - \$49,999 | \$50,000 - \$74,999 | \$75,000 and Over |
| | Signature Authority | Supervisors | Department Head | Mayor | Mayor | City Council Resolution/ Mayor Signature |
| | Procurement Process | None Required | None Required | None Required | None Required | \$75K - \$99,999 None Required • \$100K - \$249,999K - Idaho Code §67-2806(A) and Idaho Administrative Procedures Act 38.05.01 • Full Competitive Solicitation \$250K and Over |
| | Consulting services requiring specialized license: Design, Survey, Construction Management - Architecture and Engineering) - see Idaho Code §67-2320 | | | | | |
| | SERVICES - PROFESSIONAL (LICENSED) | \$0.01 - \$4,999 | \$5,000 - \$24,999 | \$25,000 - \$49,999 | \$50,000 - \$74,999 | \$75,000 and Over |
| | Signature Authority | Supervisors | Department Head | Mayor | Mayor | City Council Resolution / Mayor Signature |
| | Procurement Process | None Required | None Required | None Required | Idaho Code §67-2320 | Idaho Code §67-2320 |
| | Work requiring public works licensed skilled trades or craft; any construction, repair, or reconstruction) - see Idaho Code §54-1901 and 67-2805 | | | | | |
| | PUBLIC WORKS CONSTRUCTION | \$0.01 - \$4,999 | \$5,000 - \$49,999 | \$50,000 - \$99,999 | \$100,000 and Over | |
| | Signature Authority | Supervisors | Department Head | Mayor | • City Council Resolution • Mayor Signature | |
| | Procurement Process | None Required | None Required | • Idaho Code §67-2805(1): Semi-Formal Bidding • Obtain Three Written Bids | • Idaho Code §67-2805 (1) Semi-Formal Bidding Obtain Three Written Bids up to \$250,000 or Idaho Code §67-2805 (2): Full Competitive Bid \$250K and Over | |
| | Exemptions to Above Policy: In addition to Areas Identified Below, All Exclusions per Idaho Code 67-2803 Shall Be Exempted From Above Policy | | | | | |
| | Goods | | Already competitively bid (piggy-backing) | | | |
| | Any Amount | | Procurement of an interest in real property (lease or purchase) | | | |
| | Any Amount | | Procurement of insurance | | | |
| | Any Amount | | Costs of Joint Powers participation | | | |
| | Any Amount | | Emergency Expenditures | | | |
| | Any Amount | | Repair of Heavy Equipment | | | |
| | Any Amount | | Purchases of Used Equipment from Public Auction | | | |
| | ***Procurement Process may vary if Grant Funding is involved*** | | | ***Legal Review on Contracts for All Services and Construction*** | | |
| | ***PURCHASE ORDER REQUIRED FOR PURCHASES OF \$5,000 OR MORE*** | | | | | |
| | If a new/ revised Non-Professional Services contract or Good Purchasing Agreement amount falls within a new signature authority, the new signature authority level applies. | | | | | |
| | ***Selection and award process on all contracts and purchases will be in accordance with State of Idaho Law*** | | | | | |
| | Approved March 18, 2020 | Updated August 20, 2025 | | | | |
| | Updated May 06, 2020 | | | | | |
| | Updated January 05, 2022 | | | | | |
| | Updated June 07, 2023 | | | | | |
| | Updated September 06, 2023 | | | | | |
| | Updated February 07, 2024 | | | | | |
| | Updated May 15, 2024 | | | | | |
| | Updated December 18, 2024 | | | | | |



Notice of Decision

To: Mayor Grimm and Sandpoint City Council Members
From: Bill Dean, City Planner
Report: August 6, 2025
Hearing: August 20, 2025
Item: PS25-0001: Great Northern Commerce
Location: Southeast of the intersection of Great Northern Road and Woodland Drive, Sandpoint, ID
Zone: Industrial General (IG)
Applicant: Big Creek Land Company, LLC
Meeting Type: Regular City Council Meeting – Public Hearing, Deliberation, and Decision

Please Note: The Application and all materials related to this request are provided on the City's website at: www.sandpointidaho.gov/currentprojects

Summary of Decision

On August 6, 2025, the Sandpoint City Council held a duly noticed public hearing to consider a preliminary plat application for the GN Commerce Subdivision, consisting of the replat of an approximately 15.58-acre parcel into 21 industrial lots, with associated right-of-way dedication, public infrastructure improvements, and reciprocal access/maintenance easements. The Council considered the staff report, Planning and Zoning Commission recommendation, applicant presentation, public testimony, and staff responses.

Following deliberation, the City Council voted to approve the preliminary plat, finding that the application meets the standards of Sandpoint City Code Title 10, Chapter 1, Idaho Statutes Title 50, Chapter 13, and is consistent with the City's Comprehensive Plan and Multimodal Transportation Master Plan.

Findings

1. **Compliance with Zoning** – The subdivision is located within the Industrial General (IG) zone and complies with applicable lot size and frontage requirements through the provision of recorded reciprocal access and maintenance easements per SCC § 9-4-3 Table 2, Note 1.
2. **Infrastructure & Utilities** – Proposed public rights-of-way meet City standards for local streets, with required extensions of water, sewer, and stormwater facilities. All improvements shall meet City standards and be approved through a public infrastructure permit prior to final plat approval.
3. **Connectivity & Multimodal Facilities** – The plat provides internal sidewalks on both sides of streets, a mid-block crossing along Commerce Drive, and stubs for future roadway connection to the west. Additional conditions adopted by Council provide for potential future roadway connectivity to the south and for consideration of future pedestrian crossing improvements along Woodland Drive.
4. **Consistency with Comprehensive Plan** – The subdivision supports economic development goals by creating additional light industrial lots, enhancing job creation opportunities, and incorporating multimodal transportation connections consistent with adopted plans.
5. **Public Hearing & Notice** – Public notice was provided in compliance with Idaho Code and Sandpoint City Code requirements.

Conditions of Approval

The following conditions, as amended and adopted by City Council on August 6, 2025, apply to the preliminary plat approval for PS25-0001:

1. Prior to approval of any Final Plat the developer shall provide CCR's that address common maintenance of parking and landscaped areas to the satisfaction of the City Planner.
2. Final planting locations, tree type, and landscape plan details in final Construction Plans shall be to the satisfaction of the City Forrester.
3. Prior to construction of any utilities or street infrastructure within the proposed right of way, final improvement plans, stamped by a professional engineer and marked "released for construction" shall be submitted for review and approval by the City Engineer, and a separate public infrastructure permit shall be issued by the City Engineer, meeting the requirements of Title 10, Chapter 1.
4. Prior to construction of the proposed pressure sewer main shown on the preliminary improvement plans, the applicant shall obtain approval of the plans

from the Idaho Department of Environmental Quality. Qualified Licensed Professional Engineer review (QLPE) through the City of Sandpoint is not allowed for pressure sewer mains.

5. Prior to approval of any Final Plat, revise plans and Plat to reflect that the streets of the North Addition to Sandpoint Airpark (to the east) are private and not Public R-O-W.
6. Prior to approval of any Final Plat, a mid-block crossing shall be installed at the driveway entrance to the "Project Bulldog" property to the west, approximately 470 feet south of Woodland Drive to the satisfaction of the City Engineer.
7. Prior to approval of a Final Plat, the storm drain easement across lots 13 and 14 shall include public access on the face of the Final Plat
8. Irrevocable Offer of Dedication – Lot 14 – Prior to approval of any final plat, an irrevocable offer of dedication for 60 feet of public right-of-way on Block 1, Lot 14 shall be shown on the face of the preliminary plat and any final plat including Lot 14, for the purpose of providing potential future roadway connectivity to the parcel to the south. The recorded instrument number shall be referenced on the plat.
9. Woodland Drive Crosswalk at Samuelson – Prior to approval of any Final Plat, developer shall submit to the City engineered drawings for a crosswalk across Woodland Dr to Samuelson Ave, a cost estimate for the improvement, and 50% funding for the improvement, to the satisfaction of the City Engineer.

Effective Date: This decision is effective upon adoption by City Council and remains valid subject to applicable expiration provisions of Sandpoint City Code.

Approved by:

Jeremy Grimm, Mayor
City of Sandpoint

Attest:
Melissa Ward, City Clerk



AGENDA REPORT

City Council Meeting

TODAY'S DATE: August 7, 2025

MEETING DATE: August 20, 2025

TO: Mayor and Sandpoint City Council

FROM: Sarah Lynds, Finance Director

SUBJECT: FY 2026 Annual Budget Hearing & Final Adoption of the Budget

DESCRIPTION/BACKGROUND: The preparations for the fiscal year 2026 budget started in February 2026 with the first Council budget workshop occurring during the July 9th, 2025, Council meeting. Presentations from City staff on the 2026 Capital Improvement Plan (CIP) Projects and the operating budgets for the Fire Department, Central Services Department (Clerk's Office, IT Division, Legal Services, Central Services/General Government Projects/Grants), Finance Department, Streets Division of the Public Works Department, and the Planning and Building Divisions of Community Planning and Development (CPD) Department.

A second workshop took place at the July 16, 2025 Council meeting with presentations on the City-wide revenue sources and the operational budgets of the Police Department, Community Planning and Development (CPD) Department (Park Division, Recreation Division and CPD Admin), and the Public Works Department (Utility Divisions – Water, Wastewater, Sanitation/Garbage, Fiber and Stormwater and the Public Works Administration/Engineering).

A third budget discussion was held at the July 30, 2025, Council meeting and the City Fund Balances and Net Positions for each fund were evaluated and Resolution 24-006 Financial Policies Guidelines (in particular 'C. Use of One-Time Resources Policy' on page 29) was discussed. In addition, the preliminary budget ceiling amount of \$49,927,665 was approved and a public hearing was scheduled for August 20, 2025.

At the August 6th, 2025 meeting additional discussions surrounding the FY 2026 budget were held and the Council passed motions to move \$40,000 of \$ from 'Improvements to Rental Property' GL # 01-1970-7730-0000-19719008 to 'Tech Services – Transportation' GL # 01-1970-4340-4164 and change the one-time \$ project 'West and North Gateway Sign' GL # 01-1600-4610-4630 to a one-time \$ project 'City Efficiency/Asset Assessment/ Audit' – GL # 01-1600-4310-4123.

The final property tax information was received from Bonner County on August 4, 2025 and the amount of Property Tax levy amounts and charts have been updated in the budget and budget charts in the budget book.

The Notice of Public Hearing for the FY2026 budget was published in accordance with Idaho Code 50-1002 in the Bonner County Daily Bee on August 5th and 12th and the public hearing is scheduled for August 20, 2025.

STAFF RECOMMENDATION: Hold public hearing and adopt the ordinance for the City of Sandpoint FY 2026 budget in the amount of \$49,927,665.

ACTION: Adopt the ordinance for the City of Sandpoint FY 2026 budget of \$49,927,665.

WILL THERE BE ANY FINANCIAL IMPACT? N/A

HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- 1) Bonner County Daily Bee Notice of Public Hearing
- 2) FY 2026 Annual Appropriation Ordinance
- 3) Resolution - Certifying the Amount of Forgone Increase to be included in FY26 Budget
- 4) 2025 L-2 Worksheet to be submitted to the County by September 4, 2025 - per Idaho Code 63-803(3)

Link to the budget book:

<https://city-sandpoint-id-cleardoc.cleargov.com/11437>

**NOTICE OF PUBLIC HEARING
PROPOSED BUDGET FOR FISCAL YEAR 2025-2026
AND USE OF FORGONE LEVYING AUTHORITY
CITY OF SANDPOINT, IDAHO**

Pursuant to Idaho Code Section 50-1002, a public hearing will be held during the regular Sandpoint City Council meeting scheduled for Wednesday, August 20, 2025, at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho, to take public testimony regarding the City's proposed budget for fiscal year 2025-2026 and intent to use forgone levying authority. All interested persons are invited to appear and show cause, if any, why such budget should or should not be adopted and/or why the City's forgone levying authority should or should not be used. The proposed budget, in detail, can be found by visiting the City website at www.sandpointidaho.gov or City Hall during regular office hours, 8:00 a.m.-5:00 p.m., Mon- Fri.

| Proposed Expenditures | 2023/2024 Actual | 2024/2025 Budget | 2025/2026 Proposed |
|--|-----------------------------|-----------------------------|-------------------------------|
| General Fund | | | |
| Administration | 3,136,916 | 3,971,205 | 3,887,028 |
| Public Safety | 6,047,223 | 5,386,549 | 5,425,153 |
| Streets | 2,139,426 | 7,788,799 | 4,735,843 |
| Planning | 306,600 | 263,298 | 387,787 |
| Culture & Recreation | 1,032,705 | 992,271 | 1,017,576 |
| Capital Projects | 1,232,444 | 3,344,300 | 6,364,000 |
| General Fund Totals | 13,895,314 | 21,746,422 | 21,817,387 |
| Special Revenue Funds | | | |
| Fiber Optic Network Fund | 18,953 | 96,000 | 96,000 |
| Capital Impact Fee Fund | 882,525 | 1,455,500 | 1,650,000 |
| Recreation Fund | 213,645 | 647,777 | 441,550 |
| Parks Capital Improvement Fund | 6,261,196 | 2,109,822 | 1,837,787 |
| Special Revenue Funds Total | 7,376,319 | 4,309,099 | 4,025,337 |
| Enterprise Funds | | | |
| Sanitation | 707,263 | 645,000 | 655,000 |
| Water | 3,692,233 | 8,285,283 | 9,289,869 |
| Wastewater | 4,464,534 | 11,337,136 | 9,839,517 |
| Enterprise Funds Total | 8,864,030 | 20,267,419 | 19,784,386 |
| Debt Service Fund | 826,750 | 826,751 | 826,750 |
| Agency Funds | | | |
| LID Funds (combined) | 6,924 | 6,857 | 6,857 |
| Agency Fund Totals | 6,924 | 6,857 | 6,857 |
| Intergovernmental Transfers | 3,871,240 | 3,342,506 | 3,466,948 |
| Total Expenditures - All Funds | 34,840,577 | 50,499,054 | 49,927,665 |
| Proposed Revenues | 2023/2024 Actual | 2024/2025 Budget | 2025/2026 Proposed |
| Property Tax Levy | | | |
| General Fund | 4,473,452 | 4,774,471 | 5,084,155 |
| Forgone Levying Authority-Public Safety | 50,094 | 51,017 | 54,783 |
| Recreation Fund | 213,181 | 227,379 | 242,231 |
| Property Tax Levy Total | 4,736,727 | 5,052,867 | 5,381,169 |
| Revenue Sources Other than Property Tax | | | |
| General Fund | 8,845,490 | 8,060,869 | 10,198,855 |
| Grant Revenue | 218,782 | 5,216,084 | 2,637,500 |
| Fiber Optic Network Fund | 48,581 | 46,000 | 46,000 |
| Capital Improvement Fund (Impact Fees) | 492,654 | 513,000 | 490,000 |
| Recreation Fund | 92,258 | 351,121 | 238,400 |
| Parks Improvement Fund | 875,666 | 536,585 | 782,787 |
| Garbage Fund | 837,856 | 815,000 | 845,000 |
| Water Fund | 5,616,451 | 4,737,500 | 5,180,000 |
| Water Reserves | 1,190,287 | 500,000 | 500,000 |
| Wastewater Fund | 6,821,090 | 5,365,750 | 6,275,000 |
| Wastewater Reserves | 975,188 | 300,000 | 300,000 |
| Debt Service Fund | 50,259 | - | - |
| LID Guarantee Fund | 1,956 | - | - |
| LID Funds | 12,220 | 1,370 | 1,370 |
| Intergovernmental Transfers | 3,871,240 | 3,342,506 | 3,466,948 |
| Beginning Cash | - | 15,660,402 | 13,584,636 |
| Other Revenue Sources Total | 29,949,978 | 45,446,187 | 44,546,496 |
| Total Revenues - All Funds | 34,686,705 | 50,499,054 | 49,927,665 |

For questions or requests for special accommodations, please call (208) 263-3310 at least 48 hours prior to the meeting.
Legal#7183 AD#39428 August 5. 12. 2025

CITY OF SANDPOINT ORDINANCE NO. _____

ANNUAL APPROPRIATION ORDINANCE

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TERMED THE ANNUAL APPROPRIATION ORDINANCE, PURSUANT TO IDAHO CODE § 50-1003, APPROPRIATING \$49,927,665 TO DEFRAY THE NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF SANDPOINT, IDAHO, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, LEVYING A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSE FOR WHICH SAID APPORATION IS MADE; PROVIDING FOR SEVERABILITY, PUBLICATION AND AN EFFECTIVE DATE.

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Sandpoint, Bonner County, Idaho, that:

Ordinance Section 1: The sum of \$49,427,665 be and is hereby appropriated to defray the necessary expenses and liabilities of the City of Sandpoint, Bonner County, Idaho, for the fiscal year beginning October 1, 2025.

Ordinance Section 2: The objects and purposes for which such appropriations are made are as follows:

| | 2025/2026 Adopted |
|------------------------------------|------------------------------|
| General Fund | |
| Administration | 3,927,028 |
| Public Safety | 5,425,153 |
| Streets | 4,735,843 |
| Planning & Community Development | 387,787 |
| Culture & Recreation | 1,017,576 |
| Capital Projects | 6,324,000 |
| General Fund Total | 21,817,387 |
| Special Revenue Funds | |
| Fiber Optic Network Fund | 96,000 |
| Capital Impact Fee Fund | 1,650,000 |
| Recreation Fund | 441,550 |
| Parks Capital Improvement Fund | 1,837,787 |
| Special Revenue Funds Total | 4,025,337 |
| Enterprise Funds | |
| Sanitation | 655,000 |
| Water | 9,289,869 |
| Wastewater | 9,839,517 |
| Enterprise Funds Total | 19,784,386 |

CITY OF SANDPOINT ORDINANCE NO. _____

| | |
|---------------------------------------|---------------|
| Debt Service Fund | |
| Debt Service Fund | 826,750 |
| Debt Service Fund Total | 826,750 |
| Agency Fund | |
| LID Funds (combined) | 6,857 |
| Agency Fund Total | 6,857 |
| Intergovernmental Transfers | 3,466,948 |
| Total Expenditures - All Funds | \$ 49,927,665 |

| | |
|------------------------|---------------|
| TOTAL OPERATING BUDGET | \$ 30,908,665 |
| CAPITAL IMPROVEMENTS | \$ 19,019,000 |
| TOTAL EXPENDITURES | \$ 49,927,665 |

Ordinance Section 3: A general tax levy on all taxable property within the City of Sandpoint be levied in an amount allowed by law for the general purposes for said city, for the fiscal year beginning October 1, 2025.

Ordinance Section 4: The provisions of this ordinance are hereby declared to be severable, and if any provision of this ordinance or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this ordinance.

Ordinance Section 5: This ordinance shall be in full force and effect upon its passage, approval and publication, according to law.

Passed and adopted as an ordinance of the City of Sandpoint, Idaho, at a regular session of the Sandpoint City Council on August 20, 2025.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

No: 25-
Date: August 20, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: CERTIFYING THE AMOUNT OF FORGONE INCREASE TO BE INCLUDED IN THE FISCAL YEAR 2026 BUDGET

WHEREAS: Under Idaho Code, taxing districts may choose to levy taxes less than the maximum amount allowed by law, which amount not levied is referred to as the forgone amount;

WHEREAS: Pursuant to Idaho Code § 63-802, in any subsequent year, following the district's notice of intent to recover and use forgone monies and a duly-noticed public hearing, a taxing district may recover the forgone increase with a resolution that states the amount of forgone increase to be budgeted and the specific purpose for which the forgone amount will be used; and

WHEREAS: During their July 30, 2025, meeting, Sandpoint City Council declared their intent to use forgone levying authority and scheduled a public hearing for August 20, 2025, in conjunction with the City's annual budget hearing.

NOW THEREFORE, BE IT RESOLVED THAT: Following a duly-noticed public hearing held August 20, 2025, Sandpoint City Council hereby certifies \$53,902 as the amount of forgone increase to be included in the FY2026 budget, for the purpose of funding public safety vehicles.

BE IT FURTHER RESOLOVED THAT: Pursuant to Idaho Code § 63-802(e), upon adoption of this resolution, the City Clerk shall provide a copy to the Bonner County Clerk and Idaho State Tax Commission.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

Instructions & Notes

Enter values or select text in the fields that are this color:

Fields that turn red are above their cap or conflict with another field:

Incorrect values

If prompted: click "Enable Editing" or "Enable Content" on Excel Workbook

2025 L-2 DASHBOARD

User Type: Taxing District Rep or County Clerk

Taxing District Rep

Select County From Drop Down Menu:

Bonner

Select District Type From Drop Down Menu:

City

Select District Name From Drop Down Menu:

City of Sandpoint

Name of County or Counties This District Resides In:

County Name:

Bonner

Multi-County District: NO

Percent Base Budget Growth Requested (max 3%)

3.00%

Total 2025 Net Taxable Value + Estimated Sub-roll:
(not including Operating Property)

Bonner

\$ 2,034,864,300

Enter 2025 New Construction value:

Bonner

\$ 32,067,486

(reported by County Assessor at 90%)

Does this district have annexation value for 2025?

No

Does this district have expiring Urban Renewal?

No

Was this city annexed into a fire district this year?

No

"Recovered/Recaptured Property Tax and Refund List" form data

| | |
|--|----|
| Did this district receive Solar Farm Tax? (Column 1 of "Recovered/Recaptured Property Tax and Refund List") | No |
| Did this district receive income from recovered homeowner's exemptions? (Column 2 of the "Recovered/Recaptured Property Tax and Refund List") | No |
| Does the "Recovered/Recaptured Property Tax and Refund List" form have any amounts in column 3 for this district? (Recaptured QIE) | No |
| Does the "Recovered/Recaptured Property Tax and Refund List" form have any amounts in column 4 for this district? (Other reductions) | No |

Recovery of Forgone Amounts:

| | |
|---|------------|
| District's Existing Forgone Balance: | \$ 348,476 |
| Will the district use its forgone balance to increase this year's budget? | Yes |
| Max Forgone Allowed to Recover for Maintenance & Operations (up to 1%): | \$ 53,902 |
| Enter Amount of Forgone to be Recovered for Maintenance & Operations: | \$ 53,902 |
| Max Forgone Allowed to Recover for Capital Projects (up to 3%): | \$ 161,707 |
| Enter Amount of Forgone to be Recovered for Capital Projects: | |
| Please complete and submit a resolution to recover forgone | |

Non-Exempt Budget Increase Calculation Summary

This section summarizes the allowable increases from the highest non-exempt property tax budget of the last 3 years (including replacements but not solar farm tax)
(see 'L-2 worksheet' tab for calculation detail)

| | | |
|---|-------|------------|
| Base budget increase selected (up to 3% selected above) | 3.00% | \$ 154,582 |
| New construction budget increase | 1.61% | \$ 82,919 |
| Effect of 8% cap on new construction & annexation increases | 0.00% | \$ - |
| Other reductions to levying authority | 0.00% | \$ - |
| Budget reduction if city annexed into fire district | 0.00% | \$ - |
| Extra increase to the maximum budget from forgone amounts (Maintenance & Operations) | 1.00% | \$ 53,902 |
| Extra increase to the maximum budget from forgone amounts (Capital Projects) | 0.00% | \$ - |
| Total non-exempt budget increase | 5.66% | \$ 291,403 |

Previous Three Years' Property Tax Budget Data

District Name: City of Sandpoint

| Amounts from 'Maximum Budget & Forgone Amounts Worksheet': | 2022 | 2023 | 2024 |
|---|--------------|--------------|--------------|
| Non-exempt property tax budget | \$ 4,731,831 | \$ 4,794,719 | \$ 5,052,867 |
| Agricultural Equipment Replacement Money (+) | \$ 2,408 | \$ 2,408 | \$ 2,408 |
| 2013 Personal Property Replacement Money (+) | \$ 88,958 | \$ 88,958 | \$ 88,958 |
| 2022 Personal Property Replacement Money (+) | \$ - | \$ 8,508 | \$ 8,508 |
| Recovered Homeowner's Exemptions (+) | \$ 1,440 | \$ - | \$ - |
| Other Reductions (+) | \$ - | \$ - | \$ - |
| Solar Farm Tax Revenue (not added until line 22 after all growth calculations) | \$ - | \$ - | \$ - |
| Forgone Recovered for Capital Projects (-) | \$ - | \$ - | \$ - |
| TOTAL Non-Exempt Property Tax Budget (including replacements but not including solar farm tax revenue or forgone amounts recovered for capital projects): | \$ 4,824,637 | \$ 4,894,593 | \$ 5,152,741 |

2025 L-2 Worksheet

District Name: City of Sandpoint

District Type: City

Allowable Base Budget Calculation:

| | | |
|--|-----|--------------|
| Highest of the Last 3 years Non-Exempt P-Tax Budget + P-Tax Replacements (from the 'Maximum Budget & Forgone Amounts Worksheet' and highlighted in the table above) | (1) | \$ 5,152,741 |
| Selected Base Budget Growth Entered on the Dashboard = 3% (cannot exceed 3% of line 1) | (2) | \$ 154,582 |

New Construction, Annexation, & Expiring Urban Renewal Allowable Budget Increases Calculation:

| 2024 Value of District's Operating Property from Each Applicable County: | Value | | | |
|--|-------|------------------|--|--|
| Bonner | (3a) | \$ 17,640,516 | | |
| | (3b) | | | |
| | (3c) | | | |
| | (3d) | | | |
| Total 2024 Operating Property Value (total of lines 3a thru 3d): | (3) | \$ 17,640,516 | | |
| 2025 District's Net Taxable Value & Estimated Sub-roll from Each Applicable County: | Value | | | |
| Bonner | (4a) | \$ 2,034,864,300 | | |
| | (4b) | \$ - | | |
| | (4c) | \$ - | | |
| | (4d) | \$ - | | |
| Total 2025 Net Taxable Value & Estimated Sub-roll (total of lines 4a thru 4d): | (4) | \$ 2,034,864,300 | | |
| Preliminary Levy Rate for New Construction: | | | | |
| 2025 New Construction Preliminary Levy Rate ((line 1 + line 2) / (line 3 + line 4)) = (\$5,307,323 / \$2,052,504,816) | (5) | 0.002585779 | | |
| 2025 Value of District's New Construction Roll from Each Applicable County: | Value | | | |
| Bonner | (6a) | \$ 32,067,486 | | |
| | (6b) | \$ - | | |
| | (6c) | \$ - | | |
| | (6d) | \$ - | | |
| Total New Construction Roll (NOT including expiring Urban Renewal) (total of lines 6a thru 6d) | (6) | \$ 32,067,486 | | |
| New Construction Roll Allowable Budget Increase (multiply line 5 by line 6) | (7) | \$ 82,919 | | |

| | | | | |
|---|-------|--------------|--|--|
| 2025 Value of District's Annexed Property: | | | | |
| 2025 Full Taxable Value of Annexation from Property Assessed by County | (8) | \$ - | | |
| 90% of Annexation Value Assessed by County | (9) | \$ - | | |
| Estimated Value of Annexed Operating Property (line 8 divided by line 4, then multiplied by line 3) | (10) | \$ - | | |
| 2025 annexation preliminary levy rate ((line 1 + line 2)/(line 3 + line 4 + line 10)) | (11) | 0.002585779 | | |
| Annexation allowable budget increase (multiply line 9 by line 11) | (12) | \$ - | | |
| 2025 Expiring Urban Renewal: | | | | |
| Expiring Urban Renewal Increment Value to be Reduced to 80% | (13a) | \$ - | | |
| Expiring Urban Renewal Increment Value to be Reduced to 90% | (13b) | \$ - | | |
| Total Expiring Urban Renewal Increment Value after Reductions | (14) | \$ - | | |
| | (15) | | | |
| Expiring Urban Renewal budget increase (line 5 multiplied by line 14, plus line 15) | (16) | \$ - | | |
| 8% Cap on Allowable Non-Exempt Budget Increases (Except Expiring Urban Renewal): | | | | |
| Total uncapped budget growth potential (Add lines 1+2+7+12+16) | (17) | \$ 5,390,242 | | |
| Total capped growth (max 8%) (line 1 X 1.08 + line 16) | (18) | \$ 5,564,960 | | |
| Non-exempt budget after growth calculations and 8% cap (lesser of lines 17 and 18) | (19) | \$ 5,390,242 | | |
| Previously Forgone Increases & Previous Solar Farm Tax: | | | | |
| Total accrued forgone balance (from the 'Maximum Budget and Forgone Amount Worksheet') | | \$ 348,476 | | |
| Forgone amount to be recovered in this year's budget for Maintenance & Operations (up to 1% of line 19) | (20) | \$ 53,902 | | |
| Forgone amount to be recovered in this year's budget for Capital Projects (up to 3% of line 19) | (21) | \$ - | | |
| Solar Farm Tax received in the highest budget of the last 3 years (added in after all growth calculations) | (22) | \$ - | | |
| Maximum non-exempt property tax budget before subtractions (line 19 plus lines 20 thru 22) | (23) | \$ 5,444,144 | | |
| Property Tax Replacements: | | | | |
| Yearly amount of the agricultural equipment replacement money | (24) | \$ 2,408 | | |
| Yearly amount of the 2013 personal property replacement money | (25) | \$ 88,958 | | |
| Yearly amount of the 2022 personal property replacement money | (26) | \$ 9,573 | | |
| Recovered Homeowner's Exemption property tax | (27) | | | |
| Recaptured QIE | (28) | | | |
| Total Property Tax Replacements (Add lines 24 thru 28) | (29) | \$ 100,939 | | |
| Other Subtractions from Levying Authority: | | | | |
| Other reductions reported in column 4 of the Recovered/Recaptured Property Tax list | (30) | | | |
| Solar Farm Tax received in the current year (7/1/24 - 6/30/25) | (31) | | | |
| Total additional revenues to be subtracted from levying authority (Add lines 30 & 31) | (32) | \$ - | | |
| Fire District Annexation (Cities Only): | | | | |
| If annexed by a fire district, the amount spent on fire services in the prior year is to be subtracted here | (33) | \$ - | | |
| For School Districts Only: | | | | |
| | (34) | | | |
| | (35) | | | |
| Maximum Allowable Non-Exempt Property Tax That Can Be Levied (Including Forgone Amount): | | | | |
| Maximum non-exempt property tax budget including forgone amount (lines 23 - 29 - 32 - 33) | (36) | \$ 5,343,205 | | |

| | | | | | |
|---|--------------------------------------|----------------------|-------------------------------------|---|---|
| 2025 Dollar Certification of Budget Request to Board of County Commissioners L-2 (the "L-2 Worksheet" and applicable "Voter Approved Fund Tracker" and budget publication must be attached) | | | | | Item # 8. |
| District Name: City of Sandpoint | | | | | |
| Fund Name | Total Approved Budget* | Cash Forward Balance | Other revenue NOT shown in Column 5 | Property Tax Replacements and Other Subtractions (Line 29 + Line 32 of 'L-2 Worksheet') | Balance to be levied Col. 2 minus (Cols. 3+4+5) |
| 1 | 2 | 3 | 4 | 5 | 6 |
| General Fund | \$21,817,387 | \$2,617,809 | \$13,995,878 | \$100,939 | \$5,102,761 |
| Recreation Fund | \$481,096 | \$2,252 | \$238,400 | | \$240,444 |
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| | | | | | |
| NON-LEVIED FUNDS (must net zero) | | | | | |
| Column Subtotal: | \$22,298,483 | \$2,620,061 | \$14,234,278 | \$100,939 | \$5,343,205 |
| Maximum Allowable Non-Exempt Property Tax Amount to be Levied: | | | | | \$5,343,205 |
| Exempt Funds (Bonds, Overrides, & Judgment Funds) | | | | | |
| All Exempt Funds | \$27,629,182 | \$11,002,539 | \$16,626,643 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Column Subtotal: | \$27,629,182 | \$11,002,539 | \$16,626,643 | | |
| Column Total: | \$49,927,665 | \$13,622,600 | \$30,860,921 | \$100,939 | \$5,343,205 |
| Expected Totals (for balancing purposes, values from 'L-2 Worksheet') | | | | \$100,939 | |
| I, the undersigned, attest that a public hearing was held and a resolution was adopted to: RESERVE the current year's forgone amount, OR RECOVER forgone amounts (line 20 + line 21 of the 'L-2 Worksheet') | | | | Max Reserved Forgone: | |
| | | | | Reserved Forgone: | |
| | | | | Recovered Forgone: | \$53,902 |
| I have attached the adopted and signed resolution indicating the amount of forgone to be recovered. | | | | Initials: | SL |
| | | | | | |
| I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803. To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law. | | | | | |
| | | | | | |
| Printed Name | Signature of District Representative | | Title | Date | |
| Sarah Lynds - Finance Director 1123 Lake Street Sandpoint, ID 83864 | | | slynds@sandpointidaho.gov | | |
| Contact Name and Mailing Address | | | Email Address | | |
| 208-263-3557 | | | N/A | | |
| Phone Number (###) ###-### EXT ### | | | Fax Number (###) ###-### | | |

*Do not include revenue allocated to urban renewal agencies

NOTICE OF PUBLIC HEARING

The Sandpoint City Council will hold a public hearing at its regular meeting on August 20, 2025, to take public testimony regarding establishing new fees and proposed existing fee increases of more than 5%. The meeting will begin at 5:30 p.m. in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho. The entire proposed fee schedule, including fees proposed to increase 5% or less, will be available for review in the meeting packet on the City's website at www.sandpointidaho.gov and at City Hall.

Proposed new fees and fees that are proposed to increase more than 5% are as follows:

| Fee Description | Current | Proposed | Comments % change | Effective Date |
|---|--------------|--------------|----------------------|----------------|
| General City Administration | | | | |
| Development Impact Fees | | | | |
| Total Impact Fee Residential (per housing unit by square feet) | | | | |
| Under 600 | NEW | \$ 5,328.00 | 100.00% | IMMEDIATELY |
| 600 to 1,000 - Avg MF | NEW | \$ 7,125.00 | 100.00% | IMMEDIATELY |
| 1,000 to 1,400 | NEW | \$ 9,521.00 | 100.00% | IMMEDIATELY |
| 1,400 to 1,800 - Avg SF | NEW | \$ 11,246.00 | 100.00% | IMMEDIATELY |
| 1,800 to 2,200 | NEW | \$ 12,571.00 | 100.00% | IMMEDIATELY |
| 2,200 to 2,600 | NEW | \$ 13,843.00 | 100.00% | IMMEDIATELY |
| 2,600 to 3,000 | NEW | \$ 14,136.00 | 100.00% | IMMEDIATELY |
| 3,000 or more | NEW | \$ 15,887.00 | 100.00% | IMMEDIATELY |
| Total Impact Fee Non-Residential (per 1,000 sf) | | | | |
| Office (Shopping Center Average Detail) | \$ 5,056 | \$ 6,446.00 | 27.49% | IMMEDIATELY |
| Office | \$ 1,821 | \$ 4,926.00 | 170.81% | IMMEDIATELY |
| Institutional | NEW | \$ 300.00 | 100.00% | IMMEDIATELY |
| Light Industrial | \$ 1,155 | \$ 2,227.00 | 92.81% | IMMEDIATELY |
| Manufacturing | \$ 655 | \$ 2,259.00 | 255.44% | IMMEDIATELY |
| Warehousing | \$ 984 | \$ 759.00 | 29.97% | IMMEDIATELY |
| Mini-Warehouse | \$ 421 | \$ 643.00 | 52.73% | IMMEDIATELY |
| Lodging (per room) | NEW | \$ 7,703.00 | 100.00% | IMMEDIATELY |
| Parks & Recreation Residential (per housing unit by square feet) | | | | |
| Under 600 | NEW | \$ 2,216.00 | 100.00% | IMMEDIATELY |
| 600 to 1,000 - Avg MF | NEW | \$ 3,986.00 | 100.00% | IMMEDIATELY |
| 1,000 to 1,400 | NEW | \$ 4,232.00 | 100.00% | IMMEDIATELY |
| 1,400 to 1,800 - Avg SF | NEW | \$ 5,074.00 | 100.00% | IMMEDIATELY |
| 1,800 to 2,200 | NEW | \$ 5,717.00 | 100.00% | IMMEDIATELY |
| 2,200 to 2,600 | NEW | \$ 6,227.00 | 100.00% | IMMEDIATELY |
| 2,600 to 3,000 | NEW | \$ 6,471.00 | 100.00% | IMMEDIATELY |
| 3,000 or more | NEW | \$ 7,313.00 | 100.00% | IMMEDIATELY |
| Parks & Recreation Non-Residential (per 1,000 sf) | | | | |
| Office | NEW | \$ 219.00 | 100.00% | IMMEDIATELY |
| Office | NEW | \$ 336.00 | 100.00% | IMMEDIATELY |
| Institutional | NEW | \$ 295.00 | 100.00% | IMMEDIATELY |
| Light Industrial | NEW | \$ 162.00 | 100.00% | IMMEDIATELY |
| Manufacturing | NEW | \$ 195.00 | 100.00% | IMMEDIATELY |
| Warehousing | NEW | \$ 35.00 | 100.00% | IMMEDIATELY |
| Mini-Warehouse | NEW | \$ 35.00 | 100.00% | IMMEDIATELY |
| Lodging (per room) | NEW | \$ 4,210.00 | 100.00% | IMMEDIATELY |
| Police Residential (per housing unit by square feet) | | | | |
| Under 600 | NEW | \$ 109.00 | 100.00% | IMMEDIATELY |
| 600 to 1,000 - Avg MF | NEW | \$ 151.00 | 100.00% | IMMEDIATELY |
| 1,000 to 1,400 | NEW | \$ 207.00 | 100.00% | IMMEDIATELY |
| 1,400 to 1,800 - Avg SF | NEW | \$ 246.00 | 100.00% | IMMEDIATELY |
| 1,800 to 2,200 | NEW | \$ 280.00 | 100.00% | IMMEDIATELY |
| 2,200 to 2,600 | NEW | \$ 305.00 | 100.00% | IMMEDIATELY |
| 2,600 to 3,000 | NEW | \$ 317.00 | 100.00% | IMMEDIATELY |
| 3,000 or more | NEW | \$ 358.00 | 100.00% | IMMEDIATELY |
| Police Non-Residential (per 1,000 sf) | | | | |
| Office (Shopping Center Average Detail) | \$ 0.177 | \$ 436.00 | 146.33% | IMMEDIATELY |
| Office | \$ 0.054 | \$ 228.00 | 322.22% | IMMEDIATELY |
| Institutional | NEW | \$ 227.00 | 100.00% | IMMEDIATELY |
| Light Industrial | \$ 0.041 | \$ 103.00 | 151.22% | IMMEDIATELY |
| Manufacturing | \$ 0.14 | \$ 190.00 | 100.00% | IMMEDIATELY |
| Warehousing | \$ 0.014 | \$ 35.00 | 157.14% | IMMEDIATELY |
| Mini-Warehouse | \$ 0.014 | \$ 31.00 | 121.43% | IMMEDIATELY |
| Lodging (per room) | NEW | \$ 206.00 | 100.00% | IMMEDIATELY |
| Fire Residential (per housing unit by square feet) | | | | |
| Under 600 | NEW | \$ 216.00 | 100.00% | IMMEDIATELY |
| 600 to 1,000 - Avg MF | NEW | \$ 300.00 | 100.00% | IMMEDIATELY |
| 1,000 to 1,400 | NEW | \$ 412.00 | 100.00% | IMMEDIATELY |
| 1,400 to 1,800 - Avg SF | NEW | \$ 454.00 | 100.00% | IMMEDIATELY |
| 1,800 to 2,200 | NEW | \$ 556.00 | 100.00% | IMMEDIATELY |
| 2,200 to 2,600 | NEW | \$ 606.00 | 100.00% | IMMEDIATELY |
| 2,600 to 3,000 | NEW | \$ 630.00 | 100.00% | IMMEDIATELY |
| 3,000 or more | NEW | \$ 712.00 | 100.00% | IMMEDIATELY |
| Fire Non-Residential (per 1,000 sf) | | | | |
| Office | \$ 0.285 | \$ 461.000 | 61.75% | IMMEDIATELY |
| Office | NEW | \$ 458.000 | 100.00% | IMMEDIATELY |
| Institutional | \$ 0.177 | \$ 207.000 | 16.95% | IMMEDIATELY |
| Manufacturing | \$ 0.095 | \$ 203.000 | 113.68% | IMMEDIATELY |
| Lodging (per room) | NEW | \$ 410.000 | 100.00% | IMMEDIATELY |
| Transportation Streets Residential (per housing unit by square feet) | | | | |
| Under 600 | NEW | \$ 2,181.00 | 100.00% | IMMEDIATELY |
| 600 to 1,000 - Avg MF | NEW | \$ 2,812.00 | 100.00% | IMMEDIATELY |
| 1,000 to 1,400 | NEW | \$ 3,654.00 | 100.00% | IMMEDIATELY |
| 1,400 to 1,800 - Avg SF | NEW | \$ 4,248.00 | 100.00% | IMMEDIATELY |
| 1,800 to 2,200 | NEW | \$ 4,798.00 | 100.00% | IMMEDIATELY |
| 2,200 to 2,600 | NEW | \$ 5,090.00 | 100.00% | IMMEDIATELY |
| 2,600 to 3,000 | NEW | \$ 5,257.00 | 100.00% | IMMEDIATELY |
| 3,000 or more | NEW | \$ 5,872.00 | 100.00% | IMMEDIATELY |
| Transportation Streets Non-Residential (per 1,000 sf) | | | | |
| Office | \$ 1.386 | \$ 3,053.00 | 120.27% | IMMEDIATELY |
| Office | NEW | \$ 3,036.00 | 100.00% | IMMEDIATELY |
| Light Industrial | \$ 0.870 | \$ 1,373.00 | 57.82% | IMMEDIATELY |
| Manufacturing | \$ 0.446 | \$ 1,378.00 | 80.34% | IMMEDIATELY |
| Warehousing | \$ 0.449 | \$ 481.00 | 7.13% | IMMEDIATELY |
| Mini-Warehouse | \$ 0.313 | \$ 407.00 | 30.03% | IMMEDIATELY |
| Lodging (per room) | NEW | \$ 2,251.00 | 100.00% | IMMEDIATELY |
| Transportation Pathways Residential (per housing unit by square feet) | | | | |
| Under 600 | NEW | \$ 606.00 | 100.00% | IMMEDIATELY |
| 600 to 1,000 - Avg MF | NEW | \$ 782.00 | 100.00% | IMMEDIATELY |
| 1,000 to 1,400 | NEW | \$ 1,016.00 | 100.00% | IMMEDIATELY |
| 1,400 to 1,800 - Avg SF | NEW | \$ 1,181.00 | 100.00% | IMMEDIATELY |
| 1,800 to 2,200 | NEW | \$ 1,309.00 | 100.00% | IMMEDIATELY |
| 2,200 to 2,600 | NEW | \$ 1,415.00 | 100.00% | IMMEDIATELY |
| 2,600 to 3,000 | NEW | \$ 1,461.00 | 100.00% | IMMEDIATELY |
| 3,000 or more | NEW | \$ 1,632.00 | 100.00% | IMMEDIATELY |
| Transportation Pathways Non-Residential (per 1,000 sf) | | | | |
| Office | \$ 0.285 | \$ 1,068.000 | 274.74% | IMMEDIATELY |
| Office | \$ 0.095 | \$ 848.000 | 792.63% | IMMEDIATELY |
| Institutional | NEW | \$ 444.000 | 100.00% | IMMEDIATELY |
| Light Industrial | \$ 0.068 | \$ 382.000 | 461.76% | IMMEDIATELY |
| Manufacturing | \$ 0.441 | \$ 1,272.000 | 807.32% | IMMEDIATELY |
| Warehousing | \$ 0.027 | \$ 134.000 | 396.30% | IMMEDIATELY |
| Mini-Warehouse | \$ 0.027 | \$ 113.000 | 818.52% | IMMEDIATELY |
| Lodging (per room) | NEW | \$ 626.000 | 100.00% | IMMEDIATELY |
| Parking in Lieu of Payment | \$ 10,000.00 | \$25,000.000 | 150.00% | 10/1/2025 |
| Licenses and Permits | | | | |
| Overseas Truck or Load Permit | | | | |
| Traffic Control Plan Review - cost per permit | NEW | \$ 290.00 | 100.00% | 10/1/2025 |
| Vehicle Enforcement Escort Fees - cost/offer per officer (2hr min) | NEW | \$ 68.33 | 100.00% | 10/1/2025 |
| Special Event Permitting | | | | |
| Small Event (fewer than 51 participants) Application Fee | NEW | \$ 40.00 | 100.00% | 10/1/2025 |
| City-owned Sign/Equipment Replacement Fees (if lost or damaged) | NEW | \$ 5.00 | 100.00% | 10/1/2025 |
| No Parking sign (banned to event hosts for street closure) | NEW | \$ 5.00 | 100.00% | 10/1/2025 |
| Event Changes (date, location, other substantive changes) | NEW | calculated | 100.00% | 10/1/2025 |
| during application review process - 25% of app fee, min \$30 | NEW | calculated | 100.00% | 10/1/2025 |
| City Parking Permits | | | | |
| Annual City Resident Pass (3-6 hrs downtown & beach lots) | NEW | \$ 15.00 | 100.00% | 10/1/2025 |
| Annual Bonner County Resident Pass (2-4 hrs downtown & beach lots) | NEW | \$ 30.00 | 100.00% | 10/1/2025 |
| Monthly Downtown Business Employee Pass (all day lots & 3, 4 hr zones) | NEW | \$ 40.00 | 100.00% | 10/1/2025 |
| Monthly Downtown Resident Pass (unlimited lots & all day, 4 hr zones) | NEW | \$ 80.00 | 100.00% | 10/1/2025 |
| Marina Slip Occupant Pass (unlimited at Dock Street and beach lots) | NEW | \$ 150.00 | 100.00% | 10/1/2025 |
| Boat Launch Fees | | | | |
| Idaho registered boat (per launch at beach & Memorial Field) | NEW | \$ 10.00 | 100.00% | 10/1/2025 |
| Out-of-State registered boat (per launch at beach & Memorial Field) | NEW | \$ 15.00 | 100.00% | 10/1/2025 |
| Idaho registered boat Season Pass (unlimited at beach & Memorial Field) | NEW | \$ 50.00 | 100.00% | 10/1/2025 |
| Out-of-State registered boat Season Pass (unlimited at beach & Mem Field) | NEW | \$ 100.00 | 100.00% | 10/1/2025 |
| Short Term Rental Permitting | | | | |
| Non-Owner Occupied | NEW | \$ 25.00 | 100.00% | 10/1/2025 |
| Waitlist Fee | NEW | \$ 25.00 | 100.00% | 10/1/2025 |
| Rents and Royalties | | | | |
| Community Hall Rental | | | | |
| Commercial, for-profit use (entire facility per hour) | NEW | \$ 60.00 | 100.00% | 10/1/2025 |
| Maximum Charge per day | NEW | \$ 420.00 | 100.00% | 10/1/2025 |
| Dances (flat fee) | \$ 68.25 | \$ 81.90 | 20.00% | 10/1/2025 |
| Parks Field Usage | | | | |
| Change Fee - field use - within 7 days of event (all City fields, all groups) | \$ 16.30 | \$ 20.00 | 22.70% | 10/1/2025 |
| Grass Field/Diamond | | | | |
| Field Use Rate - Per Hour for Group 2 (Practice) | \$ 13.10 | \$ 15.00 | 14.50% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 3 (Practice) | \$ 27.25 | \$ 30.00 | 10.00% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 1 (Game) | NEW | \$ 20.00 | 100.00% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 2 (Game) | NEW | \$ 30.00 | 100.00% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 3 (Game) | NEW | \$ 60.00 | 100.00% | 10/1/2025 |
| Tournament Fee - Per Day - Per Facility - All Hourly Field Use | \$ 217.25 | \$ 250.00 | 15.07% | 10/1/2025 |
| Memorial Field Artificial Turf/Diamonds | | | | |
| Field Use Rate - Per Hour for Group 1 (Practice) | \$ 17.40 | \$ 20.00 | 14.94% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 2 (Practice) | \$ 21.75 | \$ 25.00 | 14.94% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 3 (Practice) | \$ 54.30 | \$ 60.00 | 10.50% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 1 (Game) | NEW | \$ 40.00 | 100.00% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 2 (Game) | NEW | \$ 60.00 | 100.00% | 10/1/2025 |
| Field Use Rate - Per Hour for Group 3 (Game) | NEW | \$ 120.00 | 100.00% | 10/1/2025 |
| Bleachers - outside of normal use - all groups | \$ 43.50 | \$ 50.00 | 58.66% | 10/1/2025 |
| Tournament Fee per day - in addition to hourly field use - all groups | \$ 217.25 | \$ 250.00 | 15.07% | 10/1/2025 |
| City Staff on Site - per hour - per neighborhood - all groups | \$ 44.75 | \$ 55.00 | 22.91% | 10/1/2025 |
| Trash Removal - per day - all groups | \$ 32.75 | \$ 40.00 | 22.14% | 10/1/2025 |
| Grandstands/Field Cleaning - 1 game - all groups | \$ 434.25 | \$ 500.00 | 15.14% | 10/1/2025 |
| Grandstands/Field Cleaning - multi-tournament per day - all groups | \$ 442.75 | \$ 650.00 | 19.76% | 10/1/2025 |
| Annual Home Field Reimbursement Rate (School District contribution) | \$ 10,340.00 | \$ 12,000.00 | 16.03% | 10/1/2025 |
| Max Charge per tournament per facility (Mem Field, Sports Complex) | \$ 3,258.00 | \$ 4,000.00 | 22.77% | 10/1/2025 |
| War Memorial Field Ticketed Events | | | | |
| Ticketed Event Revenue flat fee charged based on projected attendance | NEW | \$ 200.00 | 100.00% | 10/1/2025 |
| 0-100 attendees (effective rate: \$2 per attendee) | NEW | \$ 400.00 | 100.00% | 10/1/2025 |
| 101-250 attendees (effective rate: \$1.60-\$3.96 per attendee) | NEW | \$ 750.00 | 100.00% | 10/1/2025 |
| 251-500 attendees (effective rate: \$1.50-\$2.96 per attendee) | NEW | \$ 2,000.00 | 100.00% | 10/1/2025 |
| 501-1,500 attendees (effective rate: \$1.33-\$4.00 per attendee) | NEW | \$ 4,000.00 | 100.00% | 10/1/2025 |
| 1,501-2,500 attendees (effective rate: \$1.60-\$2.67 per attendee) | NEW | \$ 4,000.00 | 100.00% | 10/1/2025 |
| James E. Russell Sports Center | | | | |
| Annual Membership (billed monthly) | NEW | \$ 79.00 | 100.00% | IMMEDIATELY |
| General | NEW | \$ 49.00 | 100.00% | IMMEDIATELY |
| Bonner and Boundary County residents | NEW | \$ 39.00 | 100.00% | IMMEDIATELY |
| Sandpoint residents + employees of City Spt, Bonner County, LPOSD | NEW | \$ 99.00 | 100.00% | IMMEDIATELY |
| Monthly Membership | NEW | \$ 69.00 | 100.00% | IMMEDIATELY |
| General | NEW | \$ 59.00 | 100.00% | IMMEDIATELY |
| Bonner and Boundary County residents | NEW | \$ 59.00 | 100.00% | IMMEDIATELY |
| Sandpoint residents + employees of City Spt, Bonner County, LPOSD | NEW | \$ 20.00 | 100.00% | IMMEDIATELY |
| Private Court Rental | | | | |
| LPOSD tennis, local paddle/racquet sports groups (per hr per court) | NEW | \$ 40.00 | 100.00% | IMMEDIATELY |
| Local sporting group - non-paddle/racquet sports (per hr per court) | NEW | \$ 20.00 | 100.00% | IMMEDIATELY |
| Moorage - Visitor (per day) | | | | |
| Moorage 20' | \$ 29.25 | \$ 45.00 | 53.85% | 10/1/2025 |
| Moorage 30' | \$ 34.10 | \$ 55.00 | 61.29% | 10/1/2025 |
| Moorage 35' | \$ 39.00 | \$ 65.00 | 66.67% | 10/1/2025 |
| Tennis and Basketball Courts | | | | |
| Trainers | NEW | \$ 5.00 | 100.00% | 10/1/2025 |
| Outdoor court rental, per hour, per court (Group 1) | NEW | \$ 10.00 | 100.00% | 10/1/2025 |
| Outdoor court rental, per hour, per court (Group 2) | NEW | \$ 15.00 | 100.00% | 10/1/2025 |
| Outdoor court rental, per hour, per court (Group 3) | NEW | \$ 15.00 | 100.00% | 10/1/2025 |
| Day Pass | | | | |
| Season Pass (general public) | NEW | \$ 10.00 | 100.00% | 10/1/2025 |
| Season Pass (Bonner County Sportsman Association member) | NEW | \$ 25.00 | 100.00% | 10/1/2025 |
| Public Safety Services | | | | |
| Fire Watch for bldgs that do not have ability to provide - per hr (4 hr min) | NEW | \$ 80.00 | 100.00% | 10/1/2025 |
| Fire Standby Services for events that require fire services - per hr (4 hr min) | \$ 225.00 | \$ 268.00 | 19.11% | 10/1/2025 |
| Community Development and Public Works Services | | | | |
| Planning & Engineering | | | | |
| Additional pre-application meetings (1hr calculated labor rate) | NEW | \$ 475.50 | 100.00% | 10/1/2025 |
| Notifications Public Hearing and/or Adjunct Properties (in addition to application fee, includes one round of noticing) | NEW | \$ 300.00 | 100.00% | 10/1/2025 |
| Short Plat, Site Plan Review or equivalent minor permit | NEW | \$ 600.00 | 100.00% | 10/1/2025 |
| CUP, Subdivision, Rezoning and Code or Comp Plan Amendments | NEW | \$ 1,200.00 | 100.00% | 10/1/2025 |
| Planned Unit Development (new or amended) | NEW | \$ 1,200.00 | 100.00% | 10/1/2025 |
| Land Subdivisions (flat fee + notification fee + pre-engineering fee, as applicable) | | | | |
| Subdivision or Short Plat where resulting lots > 1 acre | \$ 2,412.00 | \$ 3,500.00 | 45.11% | 10/1/2025 |
| Planned Unit Development (PUD) Preliminary Development Plan | NEW | \$ 3,500.00 | 100.00% | 10/1/2025 |
| Planned Unit Development (PUD) Final Development Plan | NEW | \$ 3,500.00 | 100.00% | 10/1/2025 |
| Development Permitting (flat fee + notification fee) | NEW | \$ 3,500.00 | 100.00% | 10/1/2025 |
| Additional Fees (flat fee + notification fee) | \$ 1,644.00 | \$ 2,000.00 | 43.31% | 10/1/2025 |
| Food Truck Use Permit (CUP) - non-conforming use permit | \$ 1,274.00 | \$ 3,000.00 | 94.99% | 10/1/2025 |
| Food Truck Use Permit (CUP) - conforming use permit | \$ 1,337.00 | \$ 1,500.00 | 12.19% | 10/1/2025 |
| Additional Fees (flat fee + notification fee) | \$ 2,412.00 | \$ 3,000.00 | 45.84% | 10/1/2025 |
| Reasons, Comprehensive Plan Changes or Code Amendment | \$ 1,337.00 | \$ 1,500.00 | 12.19% | 10/1/2025 |
| Utility User Fees | NEW | \$ 25.00 | 100.00% | 10/1/2025 |
| Impingement Volume Charge - per 1,000 gallons | \$ 6.91 | \$ 7.49 | 8.39% | 9/16/2025 |
| Wastewater | | | | |
| Commercial (non-grease producer) fixed monthly volume charge - per 1,000 gallons | \$ 106.25 | \$ 114.22 | 7.50% | |



AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 17, 2025

MEETING DATE: July 30, 2025

TO: Mayor and City Council

FROM: Finance Director Sarah Lynds and City Staff

SUBJECT: Annual Review of City Fees

DESCRIPTION/BACKGROUND: On an annual basis, the City Council reviews all City Fees, not just the fees where changes are proposed. You will find included in this packet a list of all Sandpoint City Fees. The blue highlights are all changes being proposed and underline / ~~strikethrough~~ are changes to current wording.

At this time, proposed fee changes of greater than 5% and all NEW fees are:

Proposed NEW Fees:

James E. Russell Sports Center – After six months of operations and administration of a fee system that included both monthly membership fees and daily play fees, we are pivoting to flat monthly or annual memberships while eliminating the daily play fee. The proposed membership fee structure for JER going forward includes annual memberships (billed monthly) priced at \$79 per month for a general membership, \$49 for Bonner and Boundary County residents, and \$39 for City of Sandpoint residents. Monthly memberships (not requiring a full-year commitment) are proposed at \$99, \$69, and \$59 respectively. No changes are proposed to the community room rental rate (\$50 or \$25 per hour), while private court rentals by racquet or pickleball groups are being proposed at \$20 per hour and \$40 per hour for non-paddle or racquet sport users, with the higher fee justified due to the expectation that other sports groups will require staff time and effort to set-up courts for multi-sport use, and additional cleaning after courts are used, as well as the likelihood that non-racquet or paddle sport use is likely to involve more users, thus have greater impact on facility infrastructure.

Field Use Fees (War Memorial Field and the Sports Complex) – Field use fees will continue to be charged on an hourly rate for team practices, with the narrowing of the different user groups from five categories to just three: Group 1 - City-run programs, Group 2 - LPOSD and local non-profit leagues and teams, and Group 3 - for-profit groups or non-profit groups from outside of Bonner County.

New fees at Memorial Field include “Game” field use fees, which will replace the “out of area team fee” to account for the fact that all games played at the field involve a “home team” and a “guest team.” To simplify things, the “Game” field use fee is 2x the “Practice” hourly rate for all groups. For example, a local football team that practices for two hours will pay the “practice” rate of \$25 per hour for field space. The same team, when playing a game against

another team (whether it is an out-of- area visiting team or another local team) will pay \$50 per hour. The cost of game reservations can be spread across the two teams playing in a game, while practice reservations will typically be for a single team.

Another change proposed to War Memorial Field fees is the addition of flat fees for ticketed events based on the number of projected attendees. In the past the City would ask organizers of ticketed events (such as HS football games) to self-report attendance at the end of each season and remit payment based on their estimated attendance levels. Going forward we propose having organizers estimate attendance when reserving field space for ticketed events and pay in advance based on a tiered fee schedule that accounts for anywhere from 0-100 (flat fee of \$200) to 1,501 - 2,500+ tickets sold (flat fee of \$4,000). Average per-ticket fee remains at \$2 across all tiers, but by charging at the time of field reservations we expect organizers to more accurately estimate the number of attendees than the system that allowed post facto reporting.

Outdoor Sports Courts – Outdoor courts at Travers, Lakeview, and City Beach parks (tennis, pickleball, volleyball, and basketball) remain free for the general public. Private groups that wish to reserve these courts for recreation programs, camps, clinics, or other uses, will now pay between \$10 and \$15 per hour, depending on whether the request comes from a local non-profit or school group (Group 2) or a local for-profit or out of area non-profit group (Group 3). Attaching a price to our outdoor courts will provide some incentive for groups to opt for the indoor courts at JER, which charge use fees. Fees were previously charged for private use of outdoor courts but were not based on user group. Moving forward we will treat outdoor courts similar to outdoor fields when it comes to private reservations.

Shooting range – The shooting range has long charged \$7 per visit and \$50 for a season pass, although these fees have not previously been adopted in the City's fee schedule. Going forward shooting range fees will be included in the schedule. They are also increasing to \$10 and \$75, respectively (\$25 season pass for members of the Bonner County Sportsman Association, which provides volunteers to help operate the range). The moderate increase in fees has allowed the City to increase our one paid rangemaster's hourly wage to a market rate commensurate with what rangemasters at other public facilities make.

Planning – New fees in the planning department include a fee for *additional* pre-application meetings following the first meeting which is provided pro-bono. Additional meetings will now cost developers \$475.50. This will be invoiced prior to a second sit-down with the Development team before an application has been filed.

Notification fees have been broken out to distinguish between permits that require multiple rounds of public noticing. Previously, all applications that require noticing were charged a flat \$274 fee to cover the costs of postage and handling, newspaper notice fees, and labor involved to prepare and address in some cases scores of envelopes stuffed with written notices. We now propose charging applicants whose projects only require a single round of noticing a flat rate of \$300, while those requiring two or more rounds will be charged a multiple of that. For example, PUDs, which require four rounds of noticing will be charged \$1,200 (\$300 x 4).

Parking Pass and Boat Launch fees:

Following council's adoption of the Downtown Parking Management Plan in June 2025, fees were added to the schedule reflecting various parking passes that will be available to City residents, Bonner County residents, downtown business employees, downtown residents, and marina slip occupants. The plan also included boat launch fees and annual boat launch passes for Idaho licensed vessels and out-of-state vessels. Parking passes range in price from \$15 per year for a City resident parking pass allowing for between 3 and 6 hours of parking at public lots, to \$80 per month for a downtown resident pass allowing for all-day parking in public on and off-street parking stalls. Boat launch fees range from \$10-\$15 per launch and \$50-\$100 for an annual pass.

Special Event Permitting - The City requires permitting for certain special events, generally hosted by private organizations, businesses or citizens who wish to close and utilize public streets or reserve and use space in our public parks. The current fee structure for the intake and processing of a permit application is based solely on the size of the event, with no application fee charged for small events (those reported by the applicant as no more than 50 participants). As it has been observed that the time and effort to process an application for a small event frequently requires the same comprehensive review by multiple departments and similar coordination as a medium event (51-499 participants), in order to seek to reflect application cost equity across all event size categories and attempt to recoup some of the costs of processing small-event permit applications, City staff propose instituting a small event application fee of \$40.

Occasionally, an event host will request changes to their application after processing is already underway or even sometimes after the permit has been issued. Changes such as date/time of the event, the event location and other such substantive changes requiring a fresh review by departmental staff take additional time and effort beyond initial application processing. In order to attempt to recover some of these labor costs, City staff propose instituting fees for application changes, where changes that need to be made midstream during the application review process would elicit a fee equal to 25% of the application fee, minimum \$30, and changes requested after the application has been fully approved or the permit has been issued would result in a fee equal to 50% of the app fee, minimum \$60.

The current schedule reflects replacement fees for "street sign replacement", where, if traffic cones or candlesticks, A-frame signs, or barricades owned by the City are damaged or lost during the course of their event, the permittee will owe a fee to replace those items. In addition to this equipment, the City also loans "No Parking" signs to permittees, which are not currently included on the list; therefore, City staff propose adding a new fee of \$5 each to replace lost/damaged signs, which would cover the cost of the sign + a portion of shipping costs and City staff time to order replacement signs.

A refresh of the City's Special Event Permitting Policy, adopted in 2018, is currently underway. When the new proposed policy is presented to City Council, it may be accompanied by a proposal for a new special event permitting fee structure. However, at this time, for the remainder of the special event permitting fees not discussed above, staff proposes a modest increase (less than 5%) to account for this year's CPI increase.

Proposed Fee Increases Greater Than 5%:

Development Impact Fees – The Development Impact Fee study results was presented to Council at the June 25, 2025, Council meeting. A public hearing was held on July 16, 2025, and the study was adopted, with the maximum fees suggested from the study, which are included in the proposed 2025-2026 fee schedule. The updated fees are based on the City's 10-year capital improvement plans and reflect the proportional cost of growth-related infrastructure needed to maintain current service levels. The study introduces refined methodologies, including assessment of residential fees by dwelling square footage and nonresidential fees by floor area. Key growth-related costs to be funded by impact fees include \$7.4M for Parks & Recreation, \$1.4M for Pathways, \$5M for Roads, \$551K for Police, and \$908K for Fire.

The maximum supportable fees determined through the study represent a nearly across the board increase in impact fees for all types of development, including residential, retail, office, industrial, manufacturing, and warehousing. Examples of the proposed increases include a hike from \$5,441 to \$9,521 in total fees for a 1,400 square foot house, representing an increase of 75%. Notably, the new fees for residential development shift from a # of bedroom basis to a square footage basis, more closely correlating the fee paid to the size of a residential development and eliminating loopholes in the previous fee structure such as developers classifying bedrooms as “bonus rooms” or “studies” to avoid paying fees.

On the nonresidential front fees are increasing by 32% for retail development, 153% for office space, and 90% for industrial development.

To soften the impact on developers of a sudden increase in impact fees, council has proposed phasing the new fees in over three years, increasing them to 75% the maximum in FY26, 90% in 2027, and 100% in 2028.

Planning – Subdivisions or short plat applications that result in lots larger than 1 acre will see the fee increase from \$2,412 to \$3,500, a 45.11% increase, reflecting the significant amount of staff work that goes into such applications. A subdivision final plat will increase by 12% to \$1,500 from \$1,337. Until now a Planned Unit Development application has been charged \$2,412 for what is probably the most staff-time intensive service the City provides, requiring up to four public hearings at PZ and CC meetings. Going forward this fee is proposed to be increased to \$3,500 (45% increase) and be charged for both the preliminary development plan and the final development plan, increasing the potential fee for a full PUD process from \$2,412 to \$7,000.

The fee for a conditional use permit is being separated into two types of CUPs: a “minor application,” which in this case applies to food trucks, which will go from \$274 to \$300 (a 9.5% increase) and other CUPs, which require significant more staff time than food truck applications. The general CUP fee will increase from \$1,644 to \$4,000, a 143.31% increase.

Additional planning fees seeing a greater than 5% increase include the processing of a development agreement, which is increasing from \$2,412 to \$4,000 (66%), a rezone or comprehensive plan amendment, which will increase by 200% to \$4,000, a ROW vacation and Variance application, which increase by 12% to \$1,500.

Field Use Fees - Field use fees at both Memorial Field and the Sports Complex are increasing by between 2% and 15% across the board to account for the increasing costs of field maintenance and the need to set aside ample reserves at Memorial Field for the planned 15-year replacement of the artificial turf, which is expected to cost between \$1m and \$2m at the time of replacement in 2035. Other field-related fees increasing more than 5% include the fee for having city staff on site, the trash removal fee, the grandstands and field cleaning fee, the change fee for changes to field reservations, and the setup fee for bleachers (outside of normal setup) which is being increased to recover the actual costs of the labor associated with this work.

Community Hall Fees – Community Hall rental fees are being simplified to include just two categories: “non-commercial, not-for-profit use” which will be charged \$30 per hour for the entire facility, and “commercial or for-profit use” which will be charged \$60 per hour. Maximum daily charges for both groups will be \$210 and \$420, respectively. The new fee structure requires rental of the whole facility, rather than either the main room or the scout room, with the entire facility fee increasing only slightly from \$29.50 to \$30 per hour for the typical user.

Moorage – Moorage for City and Bonner County residents is increasing by the standard inflation-adjustment of <3%. Visitor moorage, meanwhile, is increasing across the board from between \$29.25 per day for a 20’ slip to \$39 per day for a 35’ slip to \$45 - \$65, representing increases of between 54% and 67%. The increases are justified to bring the cost of short-term visitor moorage more in line with market rates.

Water and User Monthly Rates - Rate increases are based on the rate study performed by FCS Group and presented at the Council meeting on February 15, 2023. This is the fourth equity change/increase from the rate study, effective September 16, 2025 (November 2025 Utility Billing to customers).

Wastewater User Monthly Rates - Rate increases are based on the rate study performed by FCS Group and presented at the Council meeting March 1, 2023. This is the fourth equity change/increase from the rate study, effective September 16, 2025 (November 2025 Utility Billing to customers).

STAFF RECOMMENDATION: Schedule a public hearing to consider proposed new fees and fee increases greater than 5%. Fees that are proposed to decrease or increase 5% or less can be approved at this time, should Council wish to do so; no public hearing needed.

ACTION: Motion to schedule a public hearing for August 20, 2025, to consider adoption of new fees and fee changes greater than 5%. [Additional motion, if Council wishes: Motion to approve the fees that have decreased or increased 5% or less, along with accompanying description changes and notes reflected in the Fee Schedule.]

WILL THERE BE ANY FINANCIAL IMPACT? Yes **HAS THIS ITEM BEEN BUDGETED?** Yes

ATTACHMENTS:

- 1) City Fee Schedule reflecting changes to existing fees and proposed new fees
- 2) Draft Notice of Public Hearing reflecting new fees and fee increases greater than 5%

No: 25-
Date: August 20, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ADOPTION OF NEW CITY FEES AND APPROVAL OF CHANGES TO EXISTING FEES AND FEE SCHEDULE

WHEREAS: Pursuant to Idaho Code § 63-1311A, proposed new City fees or fee increases in excess of five percent (5%) require a public hearing prior to approval;

WHEREAS: A notice listing such fees and the date and time of the public hearing was published in the Bonner County Daily Bee, the City's newspaper of record, on August 5 and 12, 2025; and

WHEREAS: City Council held a public hearing on August 20, 2025, to accept public testimony regarding these fees.

NOW, THEREFORE, BE IT RESOLVED THAT: The new fees and fee increases greater than 5% that were the subject of the public hearing are hereby approved and adopted, with effective dates as noted.

BE IT FURTHER RESOLVED THAT: Fee increases of 5% or less, eliminated fees, and any revised fee descriptions/labeling, as reflected on the attached chart, are also hereby approved and adopted, with effective dates as noted.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

City of Sandpoint Fees

Item # 10.

| Description | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|--|------------------|----------------------|-------------------------------------|-------------------------------------|--------------------------|----------------|-------------------------|
| General City Administration | | | | | | | |
| Candidate Filing Fee | \$ 40.00 | | | Idaho Code § 50-406 | | | |
| Foreign Funds Processing Fee | \$ 20.00 | | | | | 10/1/2023 | Res 23-63 |
| Returned Check Fee | \$ 20.00 | | | | | 10/1/2017 | Res 17-53 |
| Development Impact Fees—Outside Downtown-URA | | | | | | | |
| Total Impact Fee Residential (per housing unit by square feet) | | | | | IMMEDIATELY | | |
| Multi-family/other all sizes | \$ 5,444.55 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Single Family 0-3 bedrooms | \$ 5,293.69 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Single Family 4+ bedrooms | \$ 7,676.20 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Under 600 | NEW \$ 5,328.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 600 to 1,000 - Avg MF | NEW \$ 7,125.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,000 to 1,400 | NEW \$ 9,521.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,400 to 1,800 - Avg SF | NEW \$ 11,246.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,800 to 2,200 | NEW \$ 12,571.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 2,200 to 2,600 | NEW \$ 13,643.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 2,600 to 3,000 | NEW \$ 14,136.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 3,000 or more | NEW \$ 15,887.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| Total Impact Fee Non-Residential (per 1,000 sf) | | | | | IMMEDIATELY | | |
| Commercial/Shopping Center-AverageRetail | \$ 5.056 | \$ 6,446.00 | 27.49% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Office | \$ 1.821 | \$ 4,926.00 | 170.51% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Institutional | NEW \$ 4,860.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | | |
| Light Industrial | \$ 1.155 | \$ 2,227.00 | 92.81% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Manufacturing | \$ 0.625 | \$ 2,209.00 | 253.44% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Warehousing | \$ 0.584 | \$ 759.000 | 29.97% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Mini-Warehouse | \$ 0.421 | \$ 643.000 | 52.73% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Lodging (per room) | NEW \$ 7,703.00 | 100.00% | per room | IMMEDIATELY | | | |
| Parks & Recreation Residential (per housing unit by square feet) | | | | | IMMEDIATELY | | |
| Multi-family/other all sizes | \$ 2,662.48 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Single Family 0-3 bedrooms | \$ 2,465.41 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Single Family 4+ bedrooms | \$ 3,692.67 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Under 600 | NEW \$ 2,216.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 600 to 1,000 - Avg MF | NEW \$ 3,080.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,000 to 1,400 | NEW \$ 4,232.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,400 to 1,800 - Avg SF | NEW \$ 5,074.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,800 to 2,200 | NEW \$ 5,717.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 2,200 to 2,600 | NEW \$ 6,227.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 2,600 to 3,000 | NEW \$ 6,471.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 3,000 or more | NEW \$ 7,313.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| Parks & Recreation Non-Residential (per 1,000 sf) | | | | | IMMEDIATELY | | |
| Retail | NEW \$ 219.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | | |
| Office | NEW \$ 336.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | | |
| Institutional | NEW \$ 295.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | | |
| Light Industrial | NEW \$ 162.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | | |
| Manufacturing | NEW \$ 195.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | | |
| Warehousing | NEW \$ 35.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | | |
| Mini-Warehouse | NEW \$ 30.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | | |
| Lodging (per room) | NEW \$ 4,210.00 | 100.00% | per room | IMMEDIATELY | | | |
| Police Residential (per housing unit by square feet) | | | | | IMMEDIATELY | | |
| Multi-family/other all sizes | \$ 290.85 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Single Family 0-3 bedrooms | \$ 269.10 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Single Family 4+ bedrooms | \$ 403.65 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Under 600 | NEW \$ 109.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 600 to 1,000 - Avg MF | NEW \$ 151.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,000 to 1,400 | NEW \$ 207.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,400 to 1,800 - Avg SF | NEW \$ 249.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,800 to 2,200 | NEW \$ 280.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 2,200 to 2,600 | NEW \$ 305.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 2,600 to 3,000 | NEW \$ 317.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 3,000 or more | NEW \$ 358.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| Police Non-Residential (per 1,000 sf) | | | | | IMMEDIATELY | | |
| Commercial/Shopping Center-AverageRetail | \$ 0.177 | \$ 436.00 | 146.33% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Office | \$ 0.054 | \$ 228.00 | 322.22% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Institutional | NEW \$ 227.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | 8/21/2024 | Res 24-061 |
| Light Industrial | \$ 0.041 | \$ 103.00 | 151.22% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Manufacturing | \$ 0.014 | \$ 100.00 | 614.29% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Warehousing | \$ 0.014 | \$ 36.00 | 157.14% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Mini-Warehouse | \$ 0.014 | \$ 31.00 | 121.43% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Lodging (per room) | NEW \$ 206.00 | 100.00% | per room | IMMEDIATELY | | | |
| Fire Residential (per housing unit by square feet) | | | | | IMMEDIATELY | | |
| Multi-family/other all sizes | \$ 498.79 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Single Family 0-3 bedrooms | \$ 462.09 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Single Family 4+ bedrooms | \$ 691.78 | | | per housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Under 600 | NEW \$ 216.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 600 to 1,000 - Avg MF | NEW \$ 300.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,000 to 1,400 | NEW \$ 412.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,400 to 1,800 - Avg SF | NEW \$ 494.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 1,800 to 2,200 | NEW \$ 556.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 2,200 to 2,600 | NEW \$ 606.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 2,600 to 3,000 | NEW \$ 630.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| 3,000 or more | NEW \$ 712.00 | 100.00% | per housing unit | IMMEDIATELY | | | |
| Fire Non-Residential (per 1,000 sf) | | | | | IMMEDIATELY | | |
| Commercial/Shopping Center-AverageRetail | \$ 0.856 | \$ 882.000 | 3.04% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Office | \$ 0.285 | \$ 461.000 | 61.75% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Institutional | NEW \$ 458.000 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | | 8/21/2024 | Res 24-061 |
| Light Industrial | \$ 0.177 | \$ 207.000 | 16.95% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Manufacturing | \$ 0.095 | \$ 203.000 | 113.68% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Warehousing | \$ 0.095 | \$ 73.000 | -23.16% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|---|--|-------------|----------------------|----------|-------------------------------------|--------------------------|----------------|-------------------------|
| Transportation Streets Residential (per housing unit by square feet) | Mini-Warehouse | \$ 0.068 | \$ 62.000 | -8.82% | per 1,000 square foot of floor area | IMMEDIATELY | | |
| | Lodging (per room) | NEW | \$ 410.000 | 100.00% | per room | IMMEDIATELY | | |
| | Multi-family/other all-sizes | \$ 1,505.88 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 0-3 bedrooms | \$ 1,645.87 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 4+ bedrooms | \$ 2,212.61 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Under 600 | NEW | \$ 2,181.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 600 to 1,000 - Avg MF | NEW | \$ 2,812.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 1,000 to 1,400 | NEW | \$ 3,654.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 1,400 to 1,800 - Avg SF | NEW | \$ 4,248.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 1,800 to 2,200 | NEW | \$ 4,709.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 2,200 to 2,600 | NEW | \$ 5,090.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 2,600 to 3,000 | NEW | \$ 5,257.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 3,000 or more | NEW | \$ 5,872.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | Transportation Streets Non-Residential (per 1,000 sf) | | | | | IMMEDIATELY | | |
| | Commercial/Shopping Center-Average Retail | \$ 3.738 | \$ 3,841.00 | 2.76% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Office | \$ 1.386 | \$ 3,053.00 | 120.27% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Institutional | NEW | \$ 3,036.00 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Light Industrial | \$ 0.870 | \$ 1,373.00 | 57.82% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Manufacturing | \$ 0.476 | \$ 1,339.00 | 181.30% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Warehousing | \$ 0.449 | \$ 481.00 | 7.13% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Mini-Warehouse | \$ 0.313 | \$ 407.00 | 30.03% | per 1,000 square foot of floor area | IMMEDIATELY | | |
| | Lodging (per room) | NEW | \$ 2,251.00 | 100.00% | per room | IMMEDIATELY | | |
| Transportation Pathways Residential (per housing unit by square feet) | Multi-family/other all-sizes | \$ 486.56 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 0-3 bedrooms | \$ 451.23 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 4+ bedrooms | \$ 675.47 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Under 600 | NEW | \$ 606.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 600 to 1,000 - Avg MF | NEW | \$ 782.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 1,000 to 1,400 | NEW | \$ 1,016.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 1,400 to 1,800 - Avg SF | NEW | \$ 1,181.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 1,800 to 2,200 | NEW | \$ 1,309.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 2,200 to 2,600 | NEW | \$ 1,415.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 2,600 to 3,000 | NEW | \$ 1,461.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | 3,000 or more | NEW | \$ 1,632.00 | 100.00% | per housing unit | IMMEDIATELY | | |
| | Transportation Pathways Non-Residential (per 1,000 sf) | | | | | IMMEDIATELY | | |
| | Commercial/Shopping Center-Average Retail | \$ 0.285 | \$ 1,068.000 | 274.74% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Office | \$ 0.095 | \$ 848.000 | 792.63% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Institutional | NEW | \$ 844.000 | 100.00% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Transportation Pathways Non-Residential (per 1,000 sf) | Light Industrial | \$ 0.068 | \$ 382.000 | 461.76% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Manufacturing | \$ 0.041 | \$ 372.000 | 807.32% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Warehousing | \$ 0.027 | \$ 134.000 | 396.30% | per 1,000 square foot of floor area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Mini-Warehouse | \$ 0.027 | \$ 113.000 | 318.52% | per 1,000 square foot of floor area | IMMEDIATELY | | |
| | Lodging (per room) | NEW | \$ 626.000 | 100.00% | per room | IMMEDIATELY | | |
| Total Impact Fee-Residential | Multi-family/other all-sizes | \$ 4,850.63 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 0-3 bedrooms | \$ 4,644.04 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 4+ bedrooms | \$ 6,803.65 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Total Impact Fee-Non-Residential | Commercial/Shopping Center-Average | \$ 3.588 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Office | \$ 1.278 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Mini-Warehouse | \$ 0.299 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Warehousing | \$ 0.408 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Manufacturing | \$ 0.435 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Light-Industrial | \$ 0.815 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Parks & Recreation Residential | Multi-family/other all-sizes | \$ 2,662.48 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 0-3 bedrooms | \$ 2,465.41 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 4+ bedrooms | \$ 3,692.67 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Police-Residential | Multi-family/other all-sizes | \$ 290.85 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 0-3 bedrooms | \$ 269.10 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 4+ bedrooms | \$ 403.65 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Police-Non-Residential | Commercial/Shopping Center-Average | \$ 0.177 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Office | \$ 0.054 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Mini-Warehouse | \$ 0.014 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Warehousing | \$ 0.014 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Manufacturing | \$ 0.014 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Light-Industrial | \$ 0.041 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Fire-Residential | Multi-family/other all-sizes | \$ 498.79 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 0-3 bedrooms | \$ 462.09 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 4+ bedrooms | \$ 691.78 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Fire-Non-Residential | Commercial/Shopping Center-Average | \$ 0.856 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Office | \$ 0.285 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Mini-Warehouse | \$ 0.068 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Warehousing | \$ 0.095 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Manufacturing | \$ 0.095 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Light-Industrial | \$ 0.177 | | | per-square foot of floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Transportation Streets Residential | Multi-family/other all-sizes | \$ 911.96 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 0-3 bedrooms | \$ 996.22 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 4+ bedrooms | \$ 1,340.07 | | | per-housing unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Transportation Streets Non-Residential | | | | | | IMMEDIATELY | | |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|---|---|--------------|----------------------|----------|---|--------------------------|----------------|-------------------------|
| Transportation Pathways | Commercial/Shopping Center-Average | \$ 2,270 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Office | \$ 0.843 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Mini-Warehouse | \$ 0.190 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Warehousing | \$ 0.272 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Manufacturing | \$ 0.285 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Light-Industrial | \$ 0.530 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Transportation Pathways-Residential | | | | | IMMEDIATELY | | |
| | Multi-family/other-all-sizes | \$ 486.56 | | | per-housing-unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 0-3 bedrooms | \$ 451.22 | | | per-housing-unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Single-Family 4+ bedrooms | \$ 675.47 | | | per-housing-unit | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Transportation Pathways Non-Residential | | | | | IMMEDIATELY | | |
| | Commercial/Shopping Center-Average | \$ 0.285 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Office | \$ 0.095 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Mini-Warehouse | \$ 0.027 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Warehousing | \$ 0.027 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Parking In Lieu of requirement | Manufacturing | \$ 0.041 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Light-Industrial | \$ 0.068 | | | per-square-foot-of-floor-area | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | | \$ 10,000.00 | \$ 25,000.00 | 150.00% | per space | 10/1/2025 | 5/1/2007 | Res 07-28 |
| Public Records Request | | | | | | | | |
| Hourly rate (charged only when the response totals more than 100 pages OR response time takes more than 2 hrs. OR redacting is necessary) | | | varies | | Idaho Code § 74-102(10)(e) "the per hour pay rate of the lowest paid administrative staff employee or public official of the public agency who is necessary and qualified to process the request" | | 5/18/2011 | Res 11-21 |
| Photocopy "regular" size (only when more than 100 pages) | | \$ 0.10 | | | per page after the first 100 pages (charged only when more than 100 pgs.) | | 5/18/2011 | Res 11-21 |
| Photocopy 17x24+ (only when more than 100 pages) | | \$ 1.00 | | | per page after the first 100 pages (charged only when more than 100 pgs.) | | 5/18/2011 | Res 11-21 |
| Local Option Sales Tax | | 14% | | | collected from hotels, motels, and other short term rentals | | 1/1/2023 | Ord 1399 |
| Licenses and Permits | | | | | | | | |
| Aircraft Transport Permit | | \$ 59.50 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Alcohol licenses & permits | | | | | | | | |
| Alcohol catering permit | | \$ 20.00 | \$ 20.00 | | Per Day - up to 5 days - Idaho Code § 23-934A | | 12/16/1999 | Ord 1035 |
| Late application processing fee - Alcohol catering permit | | \$ 20.00 | \$ 20.00 | | Applications submitted less than 13 days prior to event | | 10/1/2023 | Res 23-63 |
| Liquor by the drink license | | \$ 562.50 | \$ 562.50 | | Idaho Code § 23-916 - transfer \$56.25 (10%) | | 12/21/1987 | Res 87-41 |
| Beer off premises license | | \$ 50.00 | \$ 50.00 | | Idaho Code § 23-1016 - transfer \$5.00 (10%) | | 12/21/1987 | Res 87-41 |
| Beer on premises license | | \$ 200.00 | \$ 200.00 | | Idaho Code § 23-1016 - transfer \$20.00 (10%) | | 12/21/1987 | Res 87-41 |
| Wine license | | \$ 200.00 | \$ 200.00 | | Idaho Code § 23-1016 - transfer \$20.00 (10%) | | 12/21/1987 | Res 87-41 |
| Burn permit | | \$ 12.00 | \$ 12.50 | 4.17% | valid for 10 days | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Business License | | | | | | | | |
| Business License | | \$ 59.75 | \$ 61.50 | 2.93% | became effective with Ord. 1277, per City Code 3-11-6 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Business License Renewal | | \$ 29.75 | \$ 31.00 | 4.20% | became effective with Ord. 1277, per City Code 3-11-10 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Temporary Business License | | \$ 24.00 | \$ 24.60 | 2.50% | 40% of general Business License fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Business License change/update | | \$ 30.00 | \$ 30.75 | 2.50% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Business License late fee | | \$ 50.00 | | | per City Code 3-11-6 | | 10/1/2023 | Res 23-063 |
| Business Use Permit | | \$ 29.75 | \$ 31.00 | 4.20% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Oversized Truck or Load Permit | | | | | | | | |
| Traffic Control Plan Review - cost per permit | | NEW | \$ 290.00 | 100.00% | per City Code 6-1-12-5 | 10/1/2025 | | |
| Vehicle Enforcement Escort Fees - cost per hour per officer | | NEW | \$ 66.33 | 100.00% | per hour (2 hours minimum) | 10/1/2025 | | |
| Dog License—Neutered | | | | | | 10/1/2025 | | |
| One-year | | \$ 18.00 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Two-year | | \$ 20.75 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Three-year | | \$ 24.00 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Dog License—Un-Neutered | | | | | | 10/1/2025 | | |
| One-year | | \$ 41.75 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Two-year | | \$ 77.50 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Three-year | | \$ 113.00 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Dog Tag Replacement | | \$ 6.00 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Special Event Permit | | | | | | | | |
| Small Event - Fewer than 51 participants | | NEW | \$ 40.00 | 100.00% | | 10/1/2025 | 11/20/2018 | Res 18-53 |
| Medium Event - 51 to 499 participants | | \$ 113.75 | \$ 117.00 | 2.86% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Large Scale Event - 500 or more participants | | \$ 341.25 | \$ 351.00 | 2.86% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| OR Three (3) or more factors apply: | | | | | | | | |
| * Includes a route that will close or alter traffic on a street arterial or connector (parade, race, bike ride) | | | | | | | | |
| * Police officers or private security required to protect public safety | | | | | | | | |
| * Alcohol will be served or sold | | | | | | | | |
| * Structural or electrical permits required | | | | | | | | |
| City electrical usage | | \$ 28.50 | \$ 29.50 | 3.51% | per day (unless otherwise specified in permit/agreement) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Street Sign/Equipment Replacement Fees | | | | | | 10/1/2025 | | |
| Cones | | \$ 57.00 | \$ 58.75 | 3.07% | each | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Candle Sticks and Base | | \$ 57.00 | \$ 58.75 | 3.07% | each | 10/1/2025 | 10/1/2024 | Res 24-061 |
| A-frames | | \$ 73.75 | \$ 76.00 | 3.05% | each | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Barricades (sign and stand) | | \$ 340.50 | \$ 350.25 | 2.86% | each | 10/1/2025 | 10/1/2024 | Res 24-061 |
| "No Parking" signs | | NEW | \$ 5.00 | 100.00% | each | 10/1/2025 | | |
| Event Changes (e.g., date, location or other substantive changes requiring additional review) | | | | | | 10/1/2025 | | |
| during application review process | | NEW | calculated | | 25% of Application Fee, minimum \$30 | 10/1/2025 | | |
| after application fully approved or permit issued | | NEW | calculated | | 50% of Application Fee, minimum \$60 | 10/1/2025 | | |
| Late application - received 14-20 days prior to Event | | calculated | | | 50% of Application Fee, minimum \$50 | | 12/8/2019 | Res 19-69 |
| Late application - received 7-13 days prior to Event | | calculated | | | 100% of Application Fee, minimum \$100 | | 12/8/2019 | Res 19-69 |
| Park Special Events/Commercial Events Permit | | \$ 62.50 | \$ 64.50 | 3.20% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Park Special Events/Commercial Events Permit | | \$ 375.00 | \$ 385.00 | 2.67% | per 8 hour event | 10/1/2025 | 10/1/2024 | Res 24-061 |
| City Parking Permits | | | | | | | | |
| Daily | | \$ 11.50 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Weekly | | \$ 22.75 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Monthly | | \$ 34.25 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Annual | | \$ 340.50 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Replacement Pass | | \$ 5.70 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Downtown Residential | | \$ | | | First Annual Permit | 10/1/2025 | 10/1/2018 | Res 18-46 |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|---|--|--------------|----------------------|----------|---|--------------------------|----------------|-------------------------|
| Boat Launch fees | Annual City Resident pass | NEW | \$ 15.00 | | Provides 3-6 hours of free parking at downtown and City Beach lots | 10/1/2025 | | |
| | Annual Bonner County resident pass | NEW | \$ 30.00 | | Provides 2-4 hours of free parking at downtown and City Beach lots | 10/1/2025 | | |
| | Monthly downtown business employee pass | NEW | \$ 40.00 | | All-day parking in all lots and in 3 and 4-hour street parking zones | 10/1/2025 | | |
| | Monthly downtown resident pass | NEW | \$ 80.00 | | Unlimited parking in all lots, all-day parking in 3 and 4-hour street parking zones | 10/1/2025 | | |
| | Marina Slip Occupant pass | NEW | \$ 150.00 | | Unlimited parking at Dock Street and City Beach lots | 10/1/2025 | | |
| | Idaho state registered boat launch fee | NEW | \$ 10.00 | | per launch at City Beach and War Memorial Field | 10/1/2025 | | |
| | Out-of-state registered boat launch fee | NEW | \$ 15.00 | | per launch at City Beach and War Memorial Field | 10/1/2025 | | |
| | Boat launch season pass - Idaho state registered boat | NEW | \$ 50.00 | | unlimited launches at City Beach and War Memorial Field | 10/1/2025 | | |
| | Boat launch season pass - Out-of-state registered boat | NEW | \$ 100.00 | | unlimited launches at City Beach and War Memorial Field | 10/1/2025 | | |
| | | | | | | | | |
| Pawn License Fee for establishment (each pawnbroker also needs background check - See Public Safety Services) | | \$ 119.50 | \$ 123.00 | 2.93% | per establishment for initial and annual license, per City Code 3-5-2 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Peddlers registration | | | | | | | | |
| | Bonner County residents | \$ 89.50 | \$ 92.00 | 2.79% | per City Code 3-4-6 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Idaho residents | \$ 150.00 | \$ 154.50 | 3.00% | per City Code 3-4-6 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Out-of-State | \$ 268.50 | \$ 276.25 | 2.89% | per City Code 3-4-6 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Surety Bond | \$ 1,000.00 | | | per City Code 3-4-6 | 10/1/2025 | 10/1/2012 | Res 12-40 |
| Taxicab License for vehicle (drivers also need annual background check - See Public Safety Services) | | \$ 95.25 | \$ 98.00 | 2.89% | per cab, per City Code 3-4-5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Short Term Rental | | | | | | | | |
| | Non-Owner Occupied | \$ 228.00 | \$ 235.00 | 3.07% | Initial Permit | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | | \$ 170.50 | \$ 175.50 | 2.93% | Annual Renewal | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Waitlist Fee for placement on non-owner occupied STR waitlist. (The Permit Fee is paid when applicant has been removed from the waitlist.) | NEW | \$ 25.00 | 100.00% | | 10/1/2025 | | |
| | Owner Occupied & Non-Owner Occupied outside residential zones | \$ 170.50 | \$ 175.50 | 2.93% | Initial Permit | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | | \$ 114.00 | \$ 117.50 | 3.07% | Annual Renewal | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Short-Term Rental Violation Penalty | \$ 110.00 | \$ 113.25 | 2.95% | per day, in accordance with Code 3-12-5-6 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Rents and Royalties | | | | | | | | |
| Bald Mountain/Other Transmitter Site Lease | | | | | | | | |
| | Application Fee | \$ 265.20 | \$ 270.50 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Rent up to 2500 sq feet of Land Area | | | | | | | |
| | Gov't Entities and 501(c)(3) Charities | \$ 1,433.14 | \$ 1,461.80 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | All Other Entities | \$ 3,805.09 | \$ 3,881.19 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 23-63 |
| | Additional Area Rent over 2500 square feet | | | | | | | |
| | Gov't Entities and 501(c)(3) Charities | \$ 0.511 | \$ 0.521 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | All Other Entities | \$ 0.880 | \$ 0.898 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Rent per Radio Unit | | | | | | | |
| | Gov't Entities and 501(c)(3) Charities | \$ 359.61 | \$ 366.80 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | All Other Entities | \$ 986.54 | \$ 1,006.27 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | "Receive Only" Rent | 50% of Rent | | | | | 1/6/2021 | Res 21-02 |
| | "Diversity Receivers" Rent | 50% of Rent | | | | | 1/6/2021 | Res 21-02 |
| | "Transmit Only" Rent | 100% of Rent | | | | | 1/6/2021 | Res 21-02 |
| | Cellular and Wireless Broadband Communications | | | | | | | |
| | annual base rent | \$ 23,160.45 | \$ 23,623.66 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | annual fee per unit | \$ 530.40 | \$ 541.01 | 2.00% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Road Use Fee (Bald Mountain Site only) | \$ 525.00 | | | | | 10/1/2024 | Res 24-061 |
| Community Hall Rental | | | | | | | | |
| | Non-commercial, not-for-profit use | | | | | 10/1/2025 | | |
| | Main room | \$ 45.50 | | | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Scout room | \$ 34.25 | | | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Entire facility | \$ 73.75 | \$ 30.00 | -59.32% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Maximum charge | \$ 363.50 | \$ 210.00 | -42.23% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Commercial or for-profit use use | | | | | 10/1/2025 | | |
| | Entire facility | NEW | \$ 60.00 | 100.00% | per hour | 10/1/2025 | | Res 24-061 |
| | Maximum charge | NEW | \$ 420.00 | 100.00% | per day | 10/1/2025 | | Res 24-061 |
| | | | | | | | | |
| | Private or public events or programs organized by non-profit groups or not-for-profit community organizations, which may or may not charge tuition or fees, at which no sales or commercial activity may take place. | | | | | 10/1/2025 | | |
| | | | | | | | | |
| | Private or public events organized by community groups that may or may not charge tuition or fees or any event intended to raise money, receive payments, solicit customers or donations. This category includes commercial events organized by non-profits (auctions, bazaars, craft fairs, markets) and all activities organized by businesses (company luncheon, employee appreciation party, etc). | | | | | 10/1/2025 | | |
| | | | | | | | | |
| | Dances | \$ 68.25 | \$ 81.90 | 20.00% | flat fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Non-profits – Non-commercial, free event, open to public | | | | | 10/1/2025 | | |
| | Main room | \$ 18.25 | \$ 18.75 | 2.74% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Scout room | \$ 13.50 | \$ 14.00 | 3.70% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Entire facility | \$ 29.50 | \$ 30.25 | 2.54% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Maximum charge | \$ 144.75 | \$ 149.00 | 2.94% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Commercial use and non-profits – all three rooms | | | | | 10/1/2025 | | |
| | | \$ 110.75 | \$ 114.00 | 2.93% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | | \$ 546.00 | \$ 562.00 | 2.93% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Deposit for beer/wine served | \$ 228.00 | \$ 234.50 | 2.85% | non-refundable | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Community Garden Plot | | | | | | | | |
| | 7'x7' Plot | \$ 34.25 | \$ 35.25 | 2.92% | per season | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 4'x8' Plot | \$ 28.25 | \$ 29.00 | 2.65% | per season | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Fiber Optic Network Lease Fees | | | | | | | | |
| | Indefeasible Right of Use (IRU) Lease Lump Sum One-Time Fee per zone (Downtown and Airport) | | | | | | | |
| | 6-strand minimum | \$ 4,235.00 | \$ 4,358.00 | 2.90% | per strand | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 13 - 24 strands | \$ 2,823.00 | \$ 2,905.00 | 2.90% | per strand | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 25+ strands | \$ 1,412.00 | \$ 1,453.00 | 2.90% | per strand | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | IRU Lease Annual Maintenance Fee per zone (Downtown and Airport) | | | | | | | |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|---|--|--------------|----------------------|----------|--|--------------------------|----------------|-------------------------|
| Parks Field Usage | up to 24 strands | \$ 398.00 | \$ 410.00 | 3.02% | per strand | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 25+ strands | \$ 199.00 | \$ 205.00 | 3.02% | per strand | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Dark Fiber Monthly Lease Fee per zone (Downtown and Airport) | \$ 179.00 | \$ 185.00 | 3.35% | per strand | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Dark Fiber Lease Application Fee | \$ 299.00 | \$ 308.00 | 3.01% | one-time fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Splicing Fee | cost + 15% | | | | | 2/15/2017 | Res 17-12 |
| | Empty Conduit Sleeve Lease | \$ 0.598 | \$ 0.615 | 2.90% | per foot per year | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Bridge Crossing Conduit Sleeve Lease | \$ 1,195.00 | \$ 1,230.00 | 2.93% | per sleeve per year | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Conduit Lease Application Fee | \$ 299.00 | \$ 308.00 | 3.01% | one-time fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Change Fee - field use - within 7 days of event (all City fields, all groups) | \$ 16.30 | \$ 20.00 | 22.70% | All Groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Grass Field/Diamond | | | | | | | |
| | Field Use Rate - Per Hour (Practice) | \$ 9.80 | \$ 10.00 | 2.04% | Group 1-and-3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Field Use Rate - Per Hour (Practice) | \$ 13.10 | \$ 15.00 | 14.50% | Group 2 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Field Use Rate - Per Hour (Practice) | \$ 27.25 | \$ 30.00 | 10.09% | Group 43 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Field Use Rate - Per Hour (Game) | NEW | \$ 20.00 | 100.00% | Group 1 | 10/1/2025 | | |
| | Field Use Rate - Per Hour (Game) | NEW | \$ 30.00 | 100.00% | Group 2 | 10/1/2025 | | |
| | Field Use Rate - Per Hour (Game) | NEW | \$ 60.00 | 100.00% | Group 3 | 10/1/2025 | | |
| | Field Use Rate - Per Hour | \$ 54.25 | | | Group 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Out of Area Team Fee - Per Day | \$ 32.60 | | | Groups 1, 2 and 3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Out of Area Team Fee - Per Day | \$ 32.60 | | | Groups 4 and 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Change Fee - Per schedule change | \$ 5.45 | | | Group 2 and 3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Memorial Field Artificial Turf/Diamonds | Change Fee - Per schedule change | \$ 16.30 | | | Group 4 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Change Fee - Per schedule change | \$ 27.25 | | | Group 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Tournament Fee - Per Day - Per Facility - Add Hrly Field Use | \$ 190.00 | | | Group 1, 2 and 3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Tournament Fee - Per Day - Per Facility - Add Hrly Field Use | \$ 217.25 | \$ 250.00 | 15.07% | Group 4All groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Tournament Fee - Per Day - Per Facility - Add Hrly Field Use | \$ 325.75 | | | Group 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Field Use Rate - Per Hour (Practice) | \$ 17.40 | \$ 20.00 | 14.94% | Group 1-and-3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Field Use Rate - Per Hour (Practice) | \$ 21.75 | \$ 25.00 | 14.94% | Group 2 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Field Use Rate - Per Hour (Practice) | \$ 54.30 | \$ 60.00 | 10.50% | Group 43 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Field Use Rate - Per Hour (Game) | NEW | \$ 40.00 | 100.00% | Group 1 | 10/1/2025 | | |
| | Field Use Rate - Per Hour (Game) | NEW | \$ 50.00 | 100.00% | Group 2 | 10/1/2025 | | |
| | Field Use Rate - Per Hour (Game) | NEW | \$ 120.00 | 100.00% | Group 3 | 10/1/2025 | | |
| | Field Use Rate - Per Hour | \$ 81.50 | | | Group 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Secondary Partial Field Use Rate - Per Hour | \$ 8.70 | | | Group 1-and-3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Secondary Partial Field Use Rate - Per Hour | \$ 10.90 | | | Group 2 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Secondary Partial Field Use Rate - Per Hour | \$ 27.25 | | | Group 4 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Secondary Partial Field Use Rate - Per Hour | \$ 40.70 | | | Group 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Out of Area Team Fee - Per Day | \$ 48.90 | | | Groups 1, 2 and 3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Out of Area Team Fee - Per Day | \$ 48.90 | | | Groups 4 and 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | * Bleachers - outside of normal setup | \$ 43.50 | \$ 300.00 | 589.66% | All Groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Tournament Fee - Per Day - In addition to Hrly Field Use | \$ 190.00 | | | Group 1, 2 and 3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Tournament Fee - Per Day - In addition to Hrly Field Use | \$ 217.25 | \$ 250.00 | 15.07% | Group 4All groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Tournament Fee - Per Day - In addition to Hrly Field Use | \$ 325.75 | | | Group 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | * City Staff on Site - Per Hour - per request/required | \$ 44.75 | \$ 55.00 | 22.91% | Group 2, 3, 4 and 5All Groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | * Trash Removal - Per Day | \$ 32.75 | \$ 40.00 | 22.14% | Group 2, 3, 4 and 5All Groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | * Grandstands/Field Cleaning - 1 Game | \$ 434.25 | \$ 500.00 | 15.14% | Group 2, 3, 4 and 5All Groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | * Grandstands/Field Cleaning - Multi game/tournament/per day | \$ 542.75 | \$ 650.00 | 19.76% | Group 2, 3, 4 and 5All Groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Change Fee - Per schedule change | \$ 5.45 | | | Group 2 and 3 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Change Fee - Per schedule change (see revised "change fee" above) | \$ 16.30 | | | Group 4 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Change Fee - Per schedule change | \$ 27.25 | | | Group 5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Annual Home Field Replacement Rate | \$ 10,340.00 | \$ 12,000.00 | 16.05% | Lake Pend Oreille School District (LPOSD) Contribution | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Max Charge per tournament - per facility (e.g., 2x if Sports Complex and War Memorial Field are used) | \$ 3,258.00 | \$ 4,000.00 | 22.77% | All Groups | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | If Hourly Field Use, Tournament Fee Daily Rate and Out of Area Team Fees exceed the tournament max then the tournament max applies. | | | | | | | |
| | ^a Charges above/below applicable in addition to Tournament Max Fee | | | | | | | |
| | Explanation of Parks Field/Sport Center Usage Groups listed above/below: | | | | | 10/1/2025 | | |
| | Group 1 - City-sponsored or co-sponsored events. This includes all Department programs and/or leagues. | | | | | 10/1/2025 | | |
| | Group 2 - Events or activities sponsored by Lake Pend Oreille School district (priority scheduling) | | | | | 10/1/2025 | | |
| | Group 3 - Local Non-profit groups - Youth will be prioritized over Adult programs. | | | | | 10/1/2025 | | |
| | Group 4 - Local For-profit and Out of Area Non-profit groups - Youth will be prioritized over Adult programs. | | | | | 10/1/2025 | | |
| | Group 5 - Out of Area For-profit (Out of Area is defined as outside of Bonner County) | | | | | 10/1/2025 | | |
| | Group 1 - City-hosted events, leagues or programs | | | | | 10/1/2025 | | |
| | Group 2 - Local nonprofit groups and LPOSD | | | | | 10/1/2025 | | |
| | Group 3 - For-profit groups or non-profit groups based outside Bonner County | | | | | 10/1/2025 | | |
| Memorial Field Ticketed Events | Ticketed Event Revenue flat fees charged based on projected attendance | | | | | 10/1/2025 | | |
| | 0-100 attendees | NEW | \$ 200.00 | | NEW Effective rate: \$2 per attendee | 10/1/2025 | | |
| | 101 - 250 attendees | NEW | \$ 400.00 | | NEW Effective rate: \$1.60-\$3.96 per attendee | 10/1/2025 | | |
| | 251 - 500 attendees | NEW | \$ 750.00 | | NEW Effective rate: \$1.50 - \$2.99 per attendee | 10/1/2025 | | |
| | 501 - 1,500 attendees | NEW | \$ 2,000.00 | | NEW Effective rate: \$1.33 - \$4.00 per attendee | 10/1/2025 | | |
| | 1,501 - 2,500 attendees | NEW | \$ 4,000.00 | | NEW Effective rate: \$1.60 - \$2.67 per attendee | 10/1/2025 | | |
| | Per ticket entry Festival at Sandpoint (including Comp & Season Pass holders) | \$ 2.10 | \$ 2.15 | 2.33% | per ticket | 10/1/2025 | | |
| | Organizer is responsible for selecting the appropriate attendance tier when submitting the field reservation request. No refunds will be issued for actual attendance below the selected tier. | | | | | 10/1/2025 | | |
| James E. Russell Sports Center | Annual Memberships (billed monthly) | | | | | IMMEDIATELY | | |
| | Sandpoint Resident 19+ and all Seniors 65+ | \$ 400.00 | | | Annual | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | Sandpoint Non-Resident | \$ 450.00 | | | Annual | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| | General | NEW | \$ 79.00 | 100.00% | Annual, billed monthly | IMMEDIATELY | | |
| | Bonner and Boundary County residents | NEW | \$ 49.00 | 100.00% | Annual, billed monthly | IMMEDIATELY | | |
| | Sandpoint residents and employees of City of Sandpoint, Bonner County, and LPOSD | NEW | \$ 39.00 | 100.00% | Annual, billed monthly | IMMEDIATELY | | |
| | Youth (0-18) | \$ - | | | Annual | | 8/21/2024 | Res 24-061 |
| | Annual memberships require 12-months of payment. If an annual membership is cancelled, payment for unused months will be billed at time of cancellation. | | | | | IMMEDIATELY | | |

City of Sandpoint Fees

Item # 10.

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|---|--|-------------|----------------------|----------|--|--------------------------|----------------|-------------------------|
| Monthly Memberships | | | | | | | | |
| Sandpoint Resident 19+ and all Seniors 65+ | | \$ 40.00 | | | Monthly | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Sandpoint Non-Resident | | \$ 45.00 | | | Monthly | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| General | | NEW | \$ 99.00 | 100.00% | Monthly | IMMEDIATELY | | |
| Bonner and Boundary County residents | | NEW | \$ 69.00 | 100.00% | Monthly | IMMEDIATELY | | |
| Sandpoint residents and employees of City of Sandpoint, Bonner County, and LPOSD | | NEW | \$ 59.00 | 100.00% | Monthly | IMMEDIATELY | | |
| Youth (0-18) | | NEW | \$ - | | Monthly | IMMEDIATELY | | |
| Annual and monthly membership includes unlimited daily access to facility at no additional charge. | | | | | | IMMEDIATELY | | |
| Member Drop-in play – Tennis 90-minute session. Court space not guaranteed | | | | | | IMMEDIATELY | | |
| October – April | | \$ 5.00 | | | per person | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| May – September | | \$ 3.00 | | | per person | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Court Reservations – Tennis 90-minute session. Paid in addition to the member drop-in rate: | | | | | | IMMEDIATELY | | |
| October – April | | \$ 10.00 | | | per court | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| May – September | | \$ 6.00 | | | per court | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Member Drop-in play – Pickleball 2-hour priority session or 90-minute private session. Court space not guaranteed. | | | | | | IMMEDIATELY | | |
| October – April | | \$ 3.00 | | | per person | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| May – September | | \$ 2.00 | | | per person | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Non-Member drop-in play – 90-minute session, may not reserve court | | | | | | IMMEDIATELY | | |
| October – April all sports, year-round | | \$ 16.00 | \$ 15.00 | -6.25% | per person (court space not guaranteed) | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| May – September | | \$ 8.00 | | | per person | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Court Reservations – Pickleball 90-minute session. Paid in addition to the member drop-in rate: | | | | | | IMMEDIATELY | | |
| October – April | | \$ 8.00 | | | per court | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| May – September | | \$ 4.00 | | | per court | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Community Court Time, all sports for Pickleball or Tennis (first come first serve, 90-minute sessions rotating across the week, some mornings, some mid-day, some afternoons) | | | | | | IMMEDIATELY | | |
| Sandpoint City Resident | | Free | | | per person | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Bonner County Non-City Resident | | \$ 5.00 | | | per person | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Non-Bonner County Resident | | \$ 10.00 | | | per person | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Community Room (max capacity of 50) | | | | | | | | |
| Standard rate | | \$ 50.00 | | | per hour | | 8/21/2024 | Res 24-061 |
| Non-profit rate | | \$ 25.00 | | | per hour | | 8/21/2024 | Res 24-061 |
| Group JER Sport Center Usage/Rental ^See Group descriptions under Parks Field Usage above ^ | | | | | | IMMEDIATELY | | |
| Four Courts Use Rate – Per Hour | | \$ 30.00 | | | Group 1 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Four Courts Use Rate – Per Hour | | \$ 40.00 | | | Group 2 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Four Courts Use Rate – Per Hour | | \$ 80.00 | | | Group 3 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Four Courts Use Rate – Per Hour | | \$ 120.00 | | | Group 4 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Four Courts Use Rate – Per Hour | | \$ 160.00 | | | Group 5 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Per Court Use Rate – Per Hour | | \$ 7.50 | | | Group 1 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Per Court Use Rate – Per Hour | | \$ 10.00 | | | Group 2 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Per Court Use Rate – Per Hour | | \$ 20.00 | | | Group 3 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Per Court Use Rate – Per Hour | | \$ 30.00 | | | Group 4 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Per Court Use Rate – Per Hour | | \$ 40.00 | | | Group 5 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Tournament Fee – Per Day – In addition to Hrly Court Use | | \$ 135.00 | | | Group 1 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Tournament Fee – Per Day – In addition to Hrly Court Use | | \$ 180.00 | | | Group 2 and 3 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Tournament Fee – Per Day – In addition to Hrly Court Use | | \$ 270.00 | | | Group 4 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Tournament Fee – Per Day – In addition to Hrly Court Use | | \$ 360.00 | | | Group 5 | IMMEDIATELY | 8/21/2024 | Res 24-061 |
| Private court rental | | | | | | IMMEDIATELY | | |
| LPOSD Tennis and local paddle/racquet sports groups | | NEW | \$ 20.00 | | per hour, per court | IMMEDIATELY | | |
| Local sporting group (non-paddle/racquet sports) | | NEW | \$ 40.00 | | per hour, per court | IMMEDIATELY | | |
| Non-sporting event rates negotiated based on organizer's needs, number of participants, and court set-up/modifications needed | | | | | | IMMEDIATELY | | |
| Jeff Jones Town Square | | | | | | | | |
| Commercial | | \$ 28.50 | \$ 29.30 | 2.81% | per hour; \$200/day maximum (\$50.00 refundable deposit) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Non-commercial | | \$ 56.75 | \$ 58.40 | 2.91% | per event (\$50.00 refundable deposit) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Memorial Field (SEE ABOVE) | | \$ 2.10 | | | per person/per event | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage - Tour Boat | | \$ 4,035.00 | \$ 4,152.00 | 2.90% | per season | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage - Visitor | | | | | | | | |
| Moorage 20' | | \$ 29.25 | \$ 45.00 | 53.85% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 30' | | \$ 34.10 | \$ 55.00 | 61.29% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 35' | | \$ 39.00 | \$ 65.00 | 66.67% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage - City Residents | | | | | | | | |
| Moorage 24' Windbag 100 dock | | \$ 32.10 | \$ 33.05 | 2.96% | per dock ft. (fixed dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 20' Windbag 200 dock/City Beach | | \$ 37.95 | \$ 39.05 | 2.90% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 24' Windbag 200, 300, 400, 500, 600 & 700 docks | | \$ 38.45 | \$ 39.55 | 2.86% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 30' Windbag 600 dock/City Beach | | \$ 40.10 | \$ 41.25 | 2.87% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 35' City Beach | | \$ 40.85 | \$ 42.05 | 2.94% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Laser Deck | | \$ 214.50 | \$ 220.70 | 2.89% | Windbag Laser & Sunfish | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Hobie Deck | | \$ 428.50 | \$ 440.95 | 2.91% | Windbag hobie / thistle, etc. | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage - Bonner County Residents | | | | | | | | |
| Moorage 24' Windbag 100 dock | | \$ 40.15 | \$ 41.30 | 2.86% | per dock ft. (fixed dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 20' Windbag 200 dock/City Beach | | \$ 47.45 | \$ 48.85 | 2.95% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 24' Windbag 200, 300, 400, 500, 600 & 700 docks | | \$ 48.05 | \$ 49.45 | 2.91% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 30' Windbag 600 dock/City Beach | | \$ 50.15 | \$ 51.60 | 2.89% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 35' City Beach | | \$ 51.05 | \$ 52.55 | 2.94% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Laser Deck 5' Beam | | \$ 268.00 | \$ 275.80 | 2.91% | Windbag laser & sunfish | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Hobie Deck 10' Beam | | \$ 535.75 | \$ 551.30 | 2.90% | Windbag hobie / thistle, etc. | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage - Outside Bonner County Residents | | | | | | | | |
| Moorage 24' Windbag 100 dock | | \$ 50.20 | \$ 51.65 | 2.89% | per dock ft. (fixed dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 20' Windbag 200 dock/City Beach | | \$ 59.25 | \$ 60.95 | 2.87% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 24' Windbag 200, 300, 400, 500, 600 & 700 docks | | \$ 60.00 | \$ 61.75 | 2.92% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 30' Windbag 600 dock/City Beach | | \$ 62.65 | \$ 64.45 | 2.87% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage 35' City Beach | | \$ 63.80 | \$ 65.65 | 2.90% | per dock ft. (floating dock) | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Laser Deck 5' Beam | | \$ 335.00 | \$ 344.70 | 2.90% | Windbag laser & sunfish | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Hobie Deck 10' Beam | | \$ 670.00 | \$ 689.45 | 2.90% | Windbag hobie / thistle, etc. | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moorage Local Invasive Species Fee | | | | | | | | |
| Transient | | \$ 7.20 | \$ 7.40 | 2.78% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Moored | | \$ 25.10 | \$ 25.85 | 2.99% | annual with moorage | 10/1/2025 | 10/1/2024 | Res 24-061 |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|---|---|-------------|----------------------|----------|--|--------------------------|----------------|-------------------------|
| RV Park Rate | May - October | | | | | | | |
| | Low - 40' site | \$ 50.00 | | | per night + applicable lodging taxes | 10/1/2025 | 5/1/2021 | Res 21-17 |
| | High - 55' site | \$ 65.00 | | | per night + applicable lodging taxes | 10/1/2025 | 5/1/2021 | Res 21-17 |
| | Event Weekend Low - 40' site | \$ 80.00 | | | per night + applicable lodging taxes | 10/1/2025 | 5/1/2021 | Res 21-17 |
| | Event Weekend High - 55'site | \$ 105.00 | | | per night + applicable lodging taxes | 10/1/2025 | 5/1/2021 | Res 21-17 |
| | November - April | | | | | 10/1/2025 | | |
| | Low - 40' site | \$ 40.00 | | | per night + applicable lodging taxes | 10/1/2025 | 5/1/2021 | Res 21-17 |
| | High - 55' site | \$ 50.00 | | | per night + applicable lodging taxes | 10/1/2025 | 5/1/2021 | Res 21-17 |
| Parks & Recreation Equipment Fee | | | | | | | | |
| | Youth Sports Jersey | \$ 15.55 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Youth Sports Mouth guard | \$ 1.14 | | | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Picnic shelters | City resident | \$ 62.75 | \$ 64.55 | 2.87% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Non-City resident | \$ 73.75 | \$ 75.90 | 2.92% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Sand Volleyball Courts | per court charge - 4 courts available | \$ 6.80 | \$ 7.00 | 2.94% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | maximum charge for all 4 courts combined | \$ 163.75 | \$ 168.50 | 2.90% | per day | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Tennis and Basketball Courts | Resident/League Rate—Per Hour | \$ 3.25 | | | Per-Court | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Professional/Non-resident—Per Hour | \$ 6.55 | | | Per-Court | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Travers, Lakeview, or City Beach Tennis Courts or City Beach basketball court, per hour. | | | | | 10/1/2025 | | |
| | Outdoor court rental, per hour | NEW \$ | 5.00 | 100.00% | Per court, Group 1 | 10/1/2025 | | |
| | Outdoor court rental, per hour | NEW \$ | 10.00 | 100.00% | Group 2 | 10/1/2025 | | |
| | Outdoor court rental, per hour | NEW \$ | 15.00 | 100.00% | Group 3 | 10/1/2025 | | |
| | Court reservations required for private groups, leagues, clubs, or team practices. Drop-in play by community members is first come first served with no charge. | | | | | 10/1/2025 | | |
| | Please see "Explanation of Parks Field/Sport Center Usage Groups" above, under Parks "Field Usage". | | | | | 10/1/2025 | | |
| Shooting Range | | | | | | 10/1/2025 | | |
| | Day Pass | NEW \$ | 10.00 | 100.00% | | 10/1/2025 | | |
| | Season Pass (general public) | NEW \$ | 75.00 | 100.00% | | 10/1/2025 | | |
| | Season Pass (Bonner County Sportsman Association member) | NEW \$ | 25.00 | 100.00% | | 10/1/2025 | | |
| Youth League sports | City resident | \$ 37.50 | | | Single Participant Fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Non-City resident | \$ 43.50 | | | Single Participant Fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Fines | | | | | | | | |
| Parking Citations | First offense - parking over allowed time | \$ 50.00 | | | | | 10/1/2022 | Res 22-51 |
| | Second offense parking over allowed time - 12-mo period | \$ 100.00 | | | | | 10/1/2022 | Res 22-51 |
| | Third or more offense parking over allowed time - 12-mo period | \$ 150.00 | | | | | 10/1/2022 | Res 22-51 |
| | Parked facing the wrong direction | \$ 25.00 | | | | | 10/1/2023 | Res 23-63 |
| | Handicapped parking violation | \$ 150.00 | | | | | 1/1/2015 | Res 14-60 |
| | Parking in violation of signage | \$ 100.00 | | | | | 10/1/2021 | Res 21-45 |
| | All other parking offenses | \$ 50.00 | | | Including but not limited to: Parking in loading zones and other prohibited areas, Blocking a pedestrian passage/alley or driveway, Hydrant parking - within 15 feet | | 10/1/2021 | Res 21-45 |
| | Late fee after 14 days | \$ 25.00 | | | | | 6/20/2007 | Res 07-44 |
| | Negligent Vehicle Impound Fees | \$ 150.00 | | | | | 10/1/2022 | Res 22-51 |
| | Parking Ticket Scofflaw Program Administration Fee | \$ 25.00 | | | | | 8/17/2016 | Res 16-66 |
| Boat Citations | Boat Parking Violation | \$ 110.00 | | | | | 10/1/2024 | Res 24-061 |
| | | | | | | | | |
| Dog Citations | First offense - running at large, barking dog, etc. | \$ 50.00 | | | | | 10/1/2022 | Res 22-51 |
| | Second offense - running at large, barking dog, etc. | \$ 100.00 | | | | | 10/1/2022 | Res 22-51 |
| | Third offense - running at large, barking dog, etc. | \$ 150.00 | | | | | 10/1/2022 | Res 22-51 |
| | Animal Impound Fee | \$ 100.00 | | | Per Animal | | 8/21/2024 | Res 24-061 |
| Public Safety Services | | | | | | | | |
| Background checks | Background checks | \$ 78.85 | \$ 81.20 | 2.98% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Background check for taxicab drivers | \$ 78.85 | \$ 81.20 | 2.98% | per driver for initial or annual background check, per City Code 3-4-5 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Background check for pawnbrokers | \$ 78.85 | \$ 81.20 | 2.98% | per pawnbroker for initial or annual background check | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Driver Safety Education | \$ 78.85 | \$ 81.20 | 2.98% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Fingerprints | \$ 39.30 | \$ 40.45 | 2.93% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Polygraph | \$ 263.00 | \$ 270.65 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Abandoned vehicle | | | | | | | |
| | Before notice in paper | \$ 131.75 | \$ 135.60 | 2.92% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Fire System Review | After notice in paper | \$ 197.25 | \$ 202.95 | 2.89% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | | calculated | | | based on cost of service only | | 1/1/2015 | Res 14-60 |
| Fire Inspection | Follow-up review | \$ 29.60 | \$ 30.45 | 2.87% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Site visits (multiple visits) | \$ 29.60 | \$ 30.45 | 2.87% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Research (complex/comprehensive) | \$ 29.60 | \$ 30.45 | 2.87% | per hour | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Fire Watch | | | | | | 10/1/2025 | | |
| | Fire Watch for buildings that do not have the ability to provide one | NEW \$ | 80.00 | 100.00% | per hour (4 hour minimum) | 10/1/2025 | | |
| Fire Standby Services | Dedicated standby for events that require fire services | \$ 225.00 | \$ 268.00 | 19.11% | per hour (4 hour minimum) | 10/1/2025 | 8/21/2024 | Res 24-061 |
| False Alarm (police and fire) | | | | | | | 10/1/2009 | Res 09-58 |
| | 1st & 2nd in one year | \$ - | | | | | | |
| | 3rd in one year | \$ 187.50 | \$ 192.95 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 4th thru 6th in one year | \$ 375.00 | \$ 385.90 | 2.91% | each | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 7th thru 9th in one year | \$ 626.00 | \$ 644.15 | 2.90% | each | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 10th and over in one year | \$ 1,255.00 | \$ 1,291.40 | 2.90% | each | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Police Clearance Letter | | \$ 10.35 | \$ 10.65 | 2.90% | | | 10/1/2024 | Res 24-061 |
| Copies w/ color photos (Police Dept.) | | \$ 1.14 | \$ 1.17 | 2.63% | per photo, per page | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Community Development and Public Works Services | | | | | | | | |
| Expedited Processing Fee (Planning and Building) | | \$ 59.50 | \$ 61.25 | 2.94% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| General (Planning, Building, Right of Way - Streets, Stormwater, Water, and Wastewater) | | | | | | | | |
| | City Hourly Labor Rate - Administration/Inspection | \$ 77.00 | \$ 79.25 | 2.92% | | 10/1/2025 | 10/1/2024 | Res 24-061 |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|-------------------------|--|-------------|----------------------|----------|--|--------------------------|----------------|-------------------------|
| Planning & Engineering | City Hourly Labor Rate - Streets, Water, Wastewater Crews | \$ 46.00 | \$ 47.25 | 2.72% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | City Hourly Rate - Equipment | Varies | | | per the Rental Rate Blue Book for Construction Equipment; where no Blue Book rate exists, FEMA rates shall apply | | 10/1/2020 | Res 20-39 |
| | City Supplied Materials | cost +15% | | | pass-through plus administrative percentage | | 10/1/2020 | Res 20-39 |
| | External/Outsourced Professional Services (as required to determine code compliance) | cost +15% | | | pass-through actual cost, plus administrative percentage; applicable to any professional service fee, as required, due to increase volume of applications and/or staff vacancies | | 10/1/2020 | Res 20-39 |
| | All application fees include up to two (2) completeness reviews | | | | | | | |
| | Additional Reviews, required in excess of standard | cost +15% | | | | | 10/1/2020 | Res 20-39 |
| | See 'Building Plan Check Fee' Category below for Zoning Review | | | | | | 10/1/2020 | Res 20-39 |
| | Amendment of approved application | | | | 50% of current application fee | | 10/18/2006 | Res 06-76 |
| | First pre-application meeting | calculated | | | no cost for 1 meeting up to 1 hour thereafter, actual time, per City Administrative fee | 10/1/2025 | 10/1/2020 | Res 20-39 |
| | Additional pre-application meetings | NEW | \$ 475.50 | 100.00% | per 1 hour meeting, calculated based on city hourly labor rate x 6 staff expected to participate in pre-app meetings. | 10/1/2025 | | |
| | Notifications: Public Hearing and/or Adjacent Properties | \$ 274.00 | | | flat fee; in addition to application fees | | 10/1/2024 | Res 24-061 |
| | Short Plat, Site Plan Review or equivalent minor permit | NEW | \$ 300.00 | 100.00% | in addition to application fee, includes one round of noticing | 10/1/2025 | | |
| | CUP, Subdivision, Rezoning and Code or Comp Plan Amendments | NEW | \$ 600.00 | 100.00% | in addition to application fee, includes two rounds of noticing | 10/1/2025 | | |
| | Planned Unit Development | NEW | \$ 1,200.00 | 100.00% | in addition to application fee, includes four rounds of noticing | 10/1/2025 | | |
| | Fee applies to new application or request to amend previously approved application. | | | | | 10/1/2025 | | |
| | Record of Survey | \$ 306.75 | | | flat fee + notification fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Subdivision: Short Plat/Replat/Lot Line Adjustment/Flagpole Lot (see amendments below) | \$ 800.00 | | | flat fee + Preliminary Engineering fee + notification fee | 10/1/2025 | 10/1/2024 | |
| | Minor Application, food truck CUP (see below - Food truck CUP) | \$ 274.00 | | | flat fee + notification fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Conditional Use Permit, Preliminary Planned Unit Development, Substandard Lot Design Review, Site Plan Approval (see below under Development Permitting) | \$ 1,644.00 | | | flat fee + Preliminary Engineering fee (+ Subdivision Fees, as applicable) + notification fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Subdivision: Preliminary Plat/Development Agreement (see below - Sub or Short Plat where resulting lots > 1 acre and Development Agreement) | \$ 2,412.00 | | | flat fee + Preliminary Engineering fee + notification fee | 10/1/2025 | 10/1/2024 | |
| | Final Planned Unit Development Plan (see below - PUD Final Development Plan) | \$ 2,412.00 | | | flat fee + notification fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Subdivision Final Plat, ROW Vacation, Rezone/Comprehensive Plan Change, Variances (see below - Subdivision Final Plat and Rezone / Comp Plan Change) | \$ 1,337.00 | | | flat fee (appeals charge applies per appeal) + notification fee | 10/1/2025 | | |
| | Land Subdivisions | | | | | 10/1/2025 | | |
| | Subdivision: Short Plat/ or Replat where resulting lots < 1 acre/Lot Line Adjustment/Flagpole Lot | \$ 800.00 | \$ 825.00 | 3.13% | flat fee + Preliminary Engineering fee + notification fee | 10/1/2025 | 10/1/2024 | |
| | Subdivision: Short Plat/Replat/Lot Line Adjustment/Flagpole Lot | \$ 800.00 | \$ 825.00 | 3.13% | flat fee + Preliminary Engineering fee + notification fee | 10/1/2025 | 10/1/2024 | |
| | Subdivision: Short Plat/Replat/Lot Line Adjustment/Flagpole Lot | \$ 800.00 | \$ 825.00 | 3.13% | flat fee + Preliminary Engineering fee + notification fee | 10/1/2025 | 10/1/2024 | |
| | Subdivision or Short Plat where resulting lots > 1 acre: Plat/Development Agreement | \$ 2,412.00 | \$ 3,500.00 | 45.11% | flat fee + Preliminary Engineering fee + notification fee | 10/1/2025 | 10/1/2024 | |
| | Subdivision Final Plat, ROW Vacation, Rezone/Comprehensive Plan Change, Variances | \$ 1,337.00 | \$ 1,500.00 | 12.19% | flat fee (appeals charge applies per appeal) + notification fee | 10/1/2025 | 10/1/2024 | |
| | Planned Unit Development (PUD) Preliminary Development Plan | NEW | \$ 3,500.00 | 100.00% | flat fee + notification fee | 10/1/2025 | | |
| | Final Planned Unit Development (PUD) Final Development Plan | \$ 2,412.00 | \$ 3,500.00 | 45.11% | flat fee + notification fee | 10/1/2025 | 10/1/2024 | |
| | Development Permitting | | | | | 10/1/2025 | | |
| | Conditional Use Permit, Preliminary Planned Unit Development, Substandard Lot Waiver, Site Plan Approval | \$ 1,644.00 | \$ 1,700.00 | 3.41% | flat fee + Preliminary Engineering fee (+ Subdivision Fees, as applicable) + notification fee | 10/1/2025 | 10/1/2024 | |
| | Conditional Use Permit, Preliminary Planned Unit Development, Substandard Lot Design Review, Site Plan Review Permit | \$ 1,644.00 | \$ 1,700.00 | 3.41% | flat fee + Preliminary Engineering fee (+ Subdivision Fees, as applicable) + notification fee | 10/1/2025 | 10/1/2024 | |
| | Conditional Use Permit (CUP) or non-conforming use permit, Preliminary Planned Unit Development, Substandard Lot Design Review, Site Plan Approval | \$ 1,644.00 | \$ 4,000.00 | 143.31% | flat fee + Preliminary Engineering fee (+ Subdivision Fees, as applicable) + notification fee | 10/1/2025 | 10/1/2024 | |
| | Minor Application, food truck CUP | \$ 274.00 | \$ 300.00 | 9.49% | flat fee + notification fee | 10/1/2025 | 10/1/2024 | |
| | Subdivision Final Plat, ROW Vacation, Rezone/Comprehensive Plan Change, Variance | \$ 1,337.00 | \$ 1,500.00 | 12.19% | flat fee (appeals charge applies per appeal) + notification fee | 10/1/2025 | 10/1/2024 | |
| Sign Permits | Additional Fees | | | | | | | |
| | Subdivision: Preliminary Plat/Development Agreement | \$ 2,412.00 | \$ 4,000.00 | 65.84% | flat fee + Preliminary Engineering fee + notification fee attorney costs | 10/1/2025 | 10/1/2024 | |
| | Subdivision Final Plat, ROW Vacation, Rezone, Comprehensive Plan Change or Code Amendment Variances | \$ 1,337.00 | \$ 4,000.00 | 199.18% | flat fee (appeals charge applies per appeal) + notification fee | 10/1/2025 | 10/1/2024 | |
| | Subdivision Final Plat, Right of Way (ROW) Vacation, Rezone/Comprehensive Plan Change, Variances | \$ 1,337.00 | \$ 1,500.00 | 12.19% | flat fee (appeals charge applies per appeal) + notification fee | 10/1/2025 | 10/1/2024 | |
| | Fees apply to new applications or requests to amend previously approved permits. | | | | | 10/1/2025 | | |
| | PUDs, Comp Plan Amendmends, Rezones, or Preliminary plats larger than 30 lots that put extraordinary demands on staff time may, upon the mayor's determination, be required to enter into a cost-recovery agreement whereby staff time and/or consultant costs is tracked and billed to the applicant. | | | | | 10/1/2025 | | |
| | Appeal or rehearing | \$ 548.00 | \$ 564.00 | 2.92% | plus notification fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Public Infrastructure - Major (subdivisions, new/substantial public improvements, land use actions) | | | | | | | |
| | Engineering Review - Preliminary Review | \$ 290.00 | \$ 299.00 | 3.10% | no approvals; planning purposes only | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Engineering Review - Streets, Sidewalks, Frontage, Other | \$ 290.00 | \$ 299.00 | 3.10% | includes (2) reviews | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Engineering Review - Traffic, TGD | \$ 145.00 | \$ 149.00 | 2.76% | per review | 10/1/2025 | 8/21/2024 | Res 24-061 |
| | Engineering Review - Traffic, TIA | \$ 362.50 | \$ 373.00 | 2.90% | per review | 10/1/2025 | 8/21/2024 | Res 24-061 |
| Watershed - Use Permit | Engineering Review - Stormwater - one acre or less | \$ 290.00 | \$ 299.00 | 3.10% | per review | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Engineering Review - Stormwater - Greater than one acre | \$ 435.00 | \$ 448.00 | 2.99% | per review | 10/1/2025 | 8/21/2024 | Res 24-061 |
| | Engineering Inspection - Preconstruction | \$ 145.00 | \$ 149.00 | 2.76% | per inspection | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Engineering Inspections - Punchlist and Final | \$ 290.00 | \$ 299.00 | 3.10% | per inspection | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Engineering Inspections - Additional Inspections | \$ 145.00 | \$ 149.00 | 2.76% | per inspection | 10/1/2025 | 8/21/2024 | Res 24-061 |
| | Sign Permit | calculated | | | same as building permit fee structure, minimum \$75.00 | | 8/7/2002 | Res 02-44 |
| | Sign Permit Special Banner | \$ 94.50 | \$ 97.25 | 2.91% | per permit/per event | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Sign - Mural | \$ 290.00 | \$ 299.00 | 3.10% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Master Sign Program | \$ 180.75 | \$ 186.00 | 2.90% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Honorary Street Sign Application | \$ 180.75 | \$ 186.00 | 2.90% | per application | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Honorary Street Sign | \$ 121.00 | \$ 124.50 | 2.89% | each | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Watershed, New Use/Activity | \$ 580.25 | \$ 597.00 | 2.89% | includes processing, review, inspections, and approval | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Mechanical/HVAC Permits | External/Outsourced Professional Services (as required to determine code compliance) | cost + 15% | | | pass-through administrative percentage | | 4/7/2021 | Res 21-17 |
| | Residential | | | | | | | |
| | Base Permit | \$ 100.00 | | | per hour | | 10/1/2021 | Res 21-45 |
| | Plan Check or Technical Service Fee | \$ 65.00 | | | | | 10/1/2021 | Res 21-45 |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance | |
|---|--|------------|--|-------------|--|---|----------------|-------------------------|------------|
| Building Plan Check Fee | Appliances - Furnace, air conditioner, heat pump, evaporative cooler, unit heater, space heater, boiler (not supplying potable water), pool heater, mini-split system, free-standing gas or solid-fuel stove, gas fireplace, HRV, ERV or any other permanent space conditioning appliance used for human comfort. This includes all associated ducts and flues attached thereto. | | \$30 + \$15 | | \$30 for the first appliance + \$15 for each additional appliance | | 10/1/2021 | Res 21-45 | |
| | Exhaust duct or ventilation duct - Dyer duct, range hood duct, bath fan duct, crawl space exhaust duct, similar exhaust ducts or ventilation duct. | | \$15 + \$5 | | \$15 for the first duct + \$5 for each additional duct | | 10/1/2021 | Res 21-45 | |
| | Fuel gas piping | \$ | 5.00 | | per appliance outlet | | 10/1/2021 | Res 21-45 | |
| | Hydronic system (Does not include Boiler - see above) | \$ | 5.00 | | per zone | | 10/1/2021 | Res 21-45 | |
| | Manual S, J, & D Review | \$ | 25.00 | | Required when installing the primary heating and/or cooling system in a NEW single or multi-family dwelling. | | 10/1/2021 | Res 21-45 | |
| | Commercial/Industrial | | | | | | | | |
| | job value up to \$10,000 | | calculated | | total cost of system x 0.02 + \$60 | | 10/1/2020 | Res 20-39 | |
| | job value \$10,001-\$100,000 | | calculated | | total cost of system - 10,000 x 0.01 + \$260 | | 10/1/2020 | Res 20-39 | |
| | job value \$100,001 or more | | calculated | | total cost of system -100,000 x 0.005 + \$1,160 | | 10/1/2020 | Res 20-39 | |
| | Standard Plan Check (up to two reviews) | | calculated | | 65% of building permit fee | | 8/7/2002 | Res 02-44 | |
| | Zoning Review | | calculated | calculated | 5.00% 1015% of building permit fee, in addition to Building Plan Check | 10/1/2025 | 10/1/2020 | Res 20-39 | |
| | Plan Check, New Single Family (7,999 SF or less, up to two reviews) if prepared/stamped by registered, licensed professional | | calculated | | 25% of building permit fee | | 10/1/2020 | Res 20-39 | |
| | Plan Check, Reroof | \$ | - | | no plan check for reroof, unless submitted for review | | 10/1/2020 | Res 20-39 | |
| | Additional Plan Check, required in excess of standard | | cost +15% | | | | 10/1/2020 | Res 20-39 | |
| | Expedited Review, if available (5 business days) | | calculated | | plan check fee x 2 | | 10/1/2020 | Res 20-39 | |
| Building Fee/Valuation | Residential Repeat/Subsequent Lot Plan Check | | | | standard plan check fee for first, then 25% of the building permit fee, per lot the same | | 10/1/2020 | Res 20-39 | |
| | Total Valuation is calculated by the Building Official, using as stated by the applicant or the latest valuation data published in the Building Safety Journal by ICC, whichever is greater. | | includes standard/single inspections per phase | | | | | | |
| | 0 - 2,000 dollars of value | \$ | 64.76 | \$ 66.64 | calculation 2.90% | for the first \$1,300 plus \$3.68 \$3.79 per additional \$100 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 2,001 - 25,000 dollars of value | \$ | 90.52 | \$ 93.17 | calculation 2.90% | for the first \$2,000 plus \$16.84 \$17.33 per additional \$1,000 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 25,001 - 50,000 dollars of value | \$ | 477.84 | \$ 491.76 | calculation 2.90% | for the first \$25,000 plus \$12.04 \$12.39 per additional \$1,000 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 50,001 - 100,000 dollars of value | \$ | 778.84 | \$ 801.51 | calculation 2.90% | for the first \$50,000 plus \$8.43 \$8.67 per additional \$1,000 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 100,001 - 500,000 dollars of value | \$ | 1,200.34 | \$ 1,235.01 | calculation 2.90% | for the first \$100,000 plus \$6.74 \$6.94 per additional \$1,000 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 500,001 - 1,000,000 dollars of value | \$ | 3,896.34 | \$ 4,011.01 | calculation 2.90% | for the first \$500,000 plus \$5.71 \$5.88 per additional \$1,000 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 1,000,001 and over dollars of value | \$ | 6,751.34 | \$ 6,951.01 | calculation 2.90% | for the first \$1,000,000 plus \$4.39 \$4.52 per add'l \$1,000 | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Minimum Building Permit Fee | \$ | 180.54 | \$ 185.78 | 2.90% | if result of valuation is less than \$180.54, this minimum applies instead and includes (1) inspection; see fees for additional inspections | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Permit Reinstatement Fee | | calculated | | | 50% Building Permit Fee | | 10/1/2023 | Res 23-63 |
| | Demolition Permit (complete structure remove only) | \$ | 290.00 | \$ 298.41 | 2.90% | flat fee in lieu of calculated value | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Residential Garages/Storage Buildings (except ADU) | | see above | | 2.90% | valuation \$23.02 \$23.59 per SF | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Misc. Residential Pole Buildings | | see above | | 2.90% | valuation \$20.71 \$21.31 per SF | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Residential Carports, Decks, Porches | | see above | | 2.90% | valuation \$17.27 \$17.77 per SF | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Amended Building Permit Inspections | Fireplace Retrofit/Chimney Repair | | | | Minimum Building Permit Fee | | 10/1/2020 | Res 20-39 | |
| | Sign - Foundation | | | | Minimum Building Permit Fee | | 10/1/2020 | Res 20-39 | |
| | Canopy - Awning | | | | Minimum Building Permit Fee | | 10/1/2020 | Res 20-39 | |
| | Foundation Repair/Replace | | | | Minimum Building Permit Fee | | 10/1/2020 | Res 20-39 | |
| | Reroof | | | | Minimum Building Permit Fee | | 10/1/2020 | Res 20-39 | |
| | Retaining Wall | | | | Minimum Building Permit Fee | | 10/1/2020 | Res 20-39 | |
| | Stair Repair | | | | Minimum Building Permit Fee | | 10/1/2020 | Res 20-39 | |
| | Window/Door | | | | Minimum Building Permit Fee | | 10/1/2020 | Res 20-39 | |
| | Fire Alarm/Sprinkler Permit | | | | Minimum Building Permit Fee + Inspections | | 10/1/2023 | Res 23-63 | |
| | Floodplain Development Permit/Review | | cost +15% | | | | 10/1/2023 | Res 23-63 | |
| | Building/Fire - Structural Review | | cost +15% | | | | 10/1/2023 | Res 23-63 | |
| | Building/Fire - Code Compliance Review | | cost +15% | | | | 10/1/2023 | Res 23-63 | |
| | Post-issuance revisions | | cost +15% | | | | 10/1/2020 | Res 20-39 | |
| | Additional inspection inside of normal business hours | | cost +15% | | | per hourly Administration/Inspection labor rate | | 10/1/2020 | Res 20-39 |
| | Inspection outside of normal business hours, as available | | calculated | | | per hourly Administration/Inspection labor rate x 1.25 (minimum 2 hours) | | 10/1/2020 | Res 20-39 |
| Building - Other | Re-Inspection | | calculated | | per hourly Administration/Inspection labor rate | | 10/1/2020 | Res 20-39 | |
| | Temporary Certificate of Occupancy (all types) | \$ | 298.00 | \$ 307.00 | 3.02% | plus security for remaining items | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Structural/Life Safety Evaluation | \$ | - | | | no fee | 10/1/2020 | Res 20-39 | |
| | Building Code Appeal | | cost + 15% | | | appealed at Department of Building Safety or State Fire Marshall | 10/1/2020 | Res 20-39 | |
| | Building Code Violation - Unsafe, Restricted or Stop Work | \$ | 108.75 | \$ 112.00 | 2.99% | per day, as determined applicable by the Building Official | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Work Commencing Without Permit | | calculated | | | standard building permit fee x 2 | 10/1/2020 | Res 20-39 | |
| Public Right of Way | Includes existing and future/proposed public right-of-way's and/or easements with City infrastructure | | | | | | | | |
| | Street Cut Damage Recovery Fee - Fee based on Pavement Condition Index (PCI) rating of street in accordance with most recent street condition survey. | | | | | | | | |
| | PCI | | | | | | | | |
| | 81-100 | \$ | 952.75 | \$ 980.50 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 61-80 | \$ | 713.75 | \$ 734.50 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 41-60 | \$ | 477.75 | \$ 492.00 | 2.98% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 21-40 | \$ | 238.75 | \$ 246.00 | 3.04% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 0-20 | \$ | - | | | | 10/1/2021 | Res 21-45 | |
| | Encroachment - Temporary Access (TCP Review) | \$ | 83.75 | \$ 86.25 | 2.99% | processing, TCP review, and (1) inspection | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Encroachment - Long-Term Agreement | \$ | 301.50 | \$ 310.25 | 2.90% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Encroachment/Easement - Franchise/Fiber | \$ | 603.00 | \$ 620.50 | 2.90% | includes TCP review, inspections, and agreement | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Public Infrastructure - Minor (sidewalk, curb, street cut, driveways) | \$ | 217.25 | \$ 223.50 | 2.88% | includes processing, plan review, site visit, and (2) inspections; in addition to Temporary Access, as applicable | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Unauthorized work within the right-of-way | \$ | 301.50 | \$ 310.25 | 2.90% | in addition to standard fee for street patch maintenance and/or other fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | City provided services | | | | | | | | |
| | Maintenance of work area | | Cost + 15% | | | per adopted Public Services General City Rates above | 10/1/2018 | Res 18-46 | |
| Maintenance/installation of traffic control | | Cost + 15% | | | per adopted Public Services General City Rates above | 10/1/2018 | Res 18-46 | | |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|--|--|---------------|----------------------|----------|--|--------------------------|----------------|-------------------------|
| Sidewalk Fee in Lieu of Construction | Failure to obtain/call for inspection on encroachment permit | | | | | | 10/1/2021 | Res 21-45 |
| | First offense | \$ 89.75 | \$ 92.50 | 3.06% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Second offense | \$ 150.75 | \$ 155.00 | 2.82% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Third offense | \$ 301.50 | \$ 310.25 | 2.90% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Water Plan Reviews/Inspections | | \$ 60.00 | | | Non-refundable fee in lieu of construction of sidewalk based on LF of frontage | | 5/1/2024 | Res 24-26 |
| Water Main Modeling/Assessment | Will-Serve Assessment/Letter | \$ 154.00 | \$ 158.50 | 2.92% | as required for platting and/or QLPE | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Engineering Review - Water, with QLPE (as available) | \$ 725.00 | \$ 746.00 | 2.90% | includes (2) reviews | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Water Mains Inspection | \$ 126.25 | \$ 130.00 | 2.97% | each inspection | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Water Service Connection Inspection, includes tap and new hydrants/fire lines | \$ 60.00 | \$ 61.75 | 2.92% | per tap/service connection, or additional reinspection | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Water Install/Materials | External/Outsourced Professional Services (as required to determine capacity and necessary improvements) | cost + 15% | | | pass-through administrative percentage | | 4/7/2021 | Res 21-17 |
| Industrial Pretreatment | Subject to availability | | | | per adopted IDS General City Rates above | | | |
| | Main Tap, City Labor Only | \$ 534.25 | \$ 549.75 | 2.90% | flat fee, per tap | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 3/4 inch meter/transponder only (supply and install) | \$ 372.75 | \$ 383.50 | 2.88% | Flat Fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 1 inch (M55) meter/transponder only (supply and install) | \$ 586.50 | \$ 603.50 | 2.90% | Flat Fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 1 inch (M70) meter/transponder only (supply and install) | \$ 647.00 | \$ 665.75 | 2.90% | Flat Fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 1.5 inch meter/transponder (supply and install) | \$ 1,096.00 | \$ 1,128.00 | 2.92% | Flat Fee | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | 2 inch meter/transponder (supply and install) | \$ 1,329.00 | \$ 1,367.50 | 2.90% | Flat Fee | 10/1/2025 | 8/21/2024 | Res 24-061 |
| | > 2 inch meter/transponder (supply and install) | cost + 15% | | | | | 10/1/2020 | Res 20-39 |
| | Full assembly (supply & install) | cost + 15% | | | In addition to meter/transponder fees | | 10/1/2022 | Res 22-51 |
| | Wastewater Discharge Permit | \$ 254.50 | | | application fee, includes inspection and permit issuance | | 10/1/2023 | Res 23-63 |
| | Bacteriological | | | | | | | |
| | Total coliform MPN/MTF | \$ 50.45 | \$ 51.90 | 2.87% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Wastewater treatment plant sampling fees | Fecal Coliform MPN/MTF | \$ 50.45 | \$ 51.90 | 2.87% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Fecal Coliform Bio-Solids A-1 | \$ 76.00 | \$ 78.20 | 2.89% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | E.coli. MPN/MTF | \$ 50.45 | \$ 51.90 | 2.87% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Total, Fecal, E.coli | \$ 100.80 | \$ 103.70 | 2.88% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Inorganic chemicals | | | | | | | |
| | Nitrate | \$ 37.85 | \$ 38.95 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | TKN | \$ 44.15 | \$ 45.45 | 2.94% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Ammonia | \$ 37.85 | \$ 38.95 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Alkalinity | \$ 25.25 | \$ 26.00 | 2.97% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Total Phosphorus | \$ 50.45 | \$ 51.90 | 2.87% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Ortho-Phosphorus | \$ 25.25 | \$ 26.00 | 2.97% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | FOG | \$ 75.65 | \$ 77.85 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Ph Wastewater | \$ 12.65 | \$ 13.00 | 2.77% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Wastewater Plan Reviews/Inspections | PH Soil | \$ 19.00 | \$ 19.55 | 2.89% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | BOD | \$ 56.75 | \$ 58.40 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | TDS | \$ 19.00 | \$ 19.55 | 2.89% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | TSS | \$ 25.25 | \$ 26.00 | 2.97% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Metals | | | | | | | |
| | Total Metals 13 Bio-Solids | \$ 246.75 | \$ 253.90 | 2.90% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Total Metals 11 | \$ 215.00 | \$ 221.25 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Mercury | \$ 37.85 | \$ 38.95 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Cyanide Wastewater | \$ 56.75 | \$ 58.40 | 2.91% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Silver | \$ 25.25 | \$ 26.00 | 2.97% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Lab Testing Fee | \$ 31.55 | \$ 32.45 | 2.85% | | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Engineering Review - Wastewater, no QLPE | \$ 290.00 | \$ 298.40 | 2.90% | includes (2) reviews | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Engineering Review - Wastewater, with QPLE (as available) | \$ 580.00 | \$ 596.80 | 2.90% | includes (2) reviews | 10/1/2025 | 10/1/2024 | Res 24-061 |
| Wastewater Main Modeling/Assessment | Wastewater Main Inspection | \$ 126.75 | \$ 130.45 | 2.92% | each inspection | 10/1/2025 | 10/1/2024 | Res 24-061 |
| | Wastewater Service Connection Inspection, includes tap on main | \$ 60.00 | \$ 61.75 | 2.92% | per tap/service connection, or additional reinspection | 10/1/2025 | 10/1/2024 | Res 23-63 |
| | External/Outsourced Professional Services (as required to determine capacity and necessary improvements) | cost + 15% | | | pass-through administrative percentage | | 4/7/2021 | Res 21-17 |
| | Subject to availability | | | | per adopted IDS General City Rates above | | | |
| Wastewater Install/Materials/Inspections/Testing | | | | | | | | |
| New User Facility Fees (NUFF) | | | | | | | | |
| Hydrant Use/Fill Station | Water NUFF | | | | | | | |
| | 3/4 inch meter - meter size factor 1 | \$ 7,875.00 | | | | | 8/17/2022 | Res 22-51 |
| | 1 inch meter - meter size factor 2.5 | \$ 19,689.00 | | | | | 8/17/2022 | Res 22-51 |
| | 1.5 inch meter - meter size factor 5 | \$ 39,377.00 | | | | | 8/17/2022 | Res 22-51 |
| | 2 inch meter - meter size factor 8 | \$ 63,004.00 | | | | | 8/17/2022 | Res 22-51 |
| | 3 inch meter - meter size factor 25 | \$ 196,887.00 | | | | | 8/17/2022 | Res 22-51 |
| | 4 inch meter - meter size factor 50 | \$ 393,773.00 | | | | | 8/17/2022 | Res 22-51 |
| | 6 inch meter - meter size factor 80 | \$ 630,037.00 | | | | | 8/17/2022 | Res 22-51 |
| | 8 inch meter - meter size factor 115 | \$ 905,625.00 | | | | | 8/17/2022 | Res 22-51 |
| | Wastewater NUFF | \$ 6,311.00 | | | per Equivalent Resident (ER) | | 8/17/2022 | Res 22-51 |
| Hydrant Use/Fill Station | Hydrant/Fill Station Permit | \$ 30.70 | \$ 32.24 | 5.00% | Annual permit plus \$2,500 or \$500 deposit | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Volume Charge - per 1,000 gallons | \$ 4.51 | \$ 4.64 | 2.90% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| Utility User Monthly Rates | | | | | | | | |
| Street Lights | Garbage | | | | | | | |
| | Residential | \$ 19.91 | \$ 20.91 | 5.00% | 96 gallon cart | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Residential | \$ 15.92 | \$ 16.72 | 5.00% | 64 gallon cart | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Residential | \$ 11.95 | \$ 12.55 | 5.00% | 35 gallon cart | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Senior Citizen Reduced Billing (SCRUB) | \$ 11.95 | \$ 12.55 | 5.00% | 96 gallon cart | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Senior Citizen Reduced Billing (SCRUB) | \$ 9.56 | \$ 10.04 | 5.00% | 64 gallon cart | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Senior Citizen Reduced Billing (SCRUB) | \$ 7.17 | \$ 7.53 | 5.00% | 35 gallon cart | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Extra cans | \$ 2.40 | \$ 2.52 | 5.00% | each | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Roll-out cart over 15 feet | \$ 3.69 | \$ 3.87 | 5.00% | special assistance | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Contamination Charge | \$ 34.97 | \$ 36.72 | 5.00% | each occurrence | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Miscellaneous | \$ 3.09 | | | | | 10/1/2017 | Res 17-53 |

City of Sandpoint Fees

| Description | | Fee | Proposed Fees FY2026 | % Change | Comments | Effective Date of Change | Effective Date | Resolution or Ordinance |
|-------------|--|-------------|----------------------|----------|---------------------------------------|--------------------------|----------------|-------------------------|
| Water | New Account Fee | \$ 13.97 | \$ 14.50 | 3.80% | (Seasonal - Irrigation accounts only) | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Late Charge | \$ 20.97 | \$ 21.77 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Door Hanger | \$ 20.97 | \$ 21.77 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Delinquent off/on | \$ 72.69 | \$ 75.45 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Meter Lock Removal | \$ 57.09 | \$ 59.26 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Emergency/Seasonal Off/On | \$ 27.96 | \$ 29.02 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | After hours fee | \$ 50.32 | \$ 52.23 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Leak check - customer requested | \$ 36.33 | \$ 37.71 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Retail - Fixed Monthly Rates | | | | | | | |
| | 3/4" meter | \$ 21.25 | \$ 22.06 | 3.81% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | 1" meter | \$ 42.67 | \$ 44.30 | 3.81% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | 1-1/2" meter | \$ 75.15 | \$ 78.01 | 3.81% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | 2" meter | \$ 106.87 | \$ 110.94 | 3.81% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | 3" meter | \$ 384.37 | \$ 399.01 | 3.81% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | 4" meter | \$ 640.79 | \$ 665.20 | 3.81% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | 6" meter | \$ 1,281.71 | \$ 1,330.54 | 3.81% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Residential Volume Charge - per 1,000 gallons | | | | | | | |
| | 0 - 6,000 gallons | \$ 3.15 | \$ 3.26 | 3.49% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | 6,001 to 20,000 gallons | \$ 4.00 | \$ 4.12 | 3.00% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | 20,001 to 40,000 gallons | \$ 7.99 | \$ 8.23 | 3.00% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | over 40,000 gallons | \$ 8.99 | \$ 9.26 | 3.00% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Multi-Family Volume Charge - per 1,000 gallons | \$ 4.20 | \$ 4.23 | 0.71% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Irrigation Volume Charge - per 1,000 gallons | \$ 6.91 | \$ 7.49 | 8.39% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Commercial Volume Charge - per 1,000 gallons | \$ 4.51 | \$ 4.68 | 3.77% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Flat Water Rate (no meter) | \$ 80.47 | \$ 83.53 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Wholesale - Syringa Heights Water District Fixed Monthly Rate | 5,332.27 | \$ 5,534.90 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Wholesale - Northside Water Users Association Fixed Monthly Rate | 3,968.22 | \$ 4,119.01 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Wholesale - Edelweiss Village Improvement Association Fixed Monthly Rate | 633.53 | \$ 657.60 | 3.80% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Wholesale Volume Charge - per 1,000 gallons | 3.08 | \$ 3.19 | 3.57% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| Wastewater | Wastewater - Residential | | | | | | | |
| | Fixed Monthly Rate - Tier 1 - Legacy Rate (Based on less than 2k gal/mo. used in 2022) | \$ 81.65 | \$ 85.73 | 5.00% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Fixed Monthly Rate - Tier 2 | \$ 99.62 | \$ 98.59 | -1.03% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Wastewater - Multi-Family - Fixed Monthly Rate x # Multi-Family Units | \$ 55.81 | | | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Wastewater - Commercial I (Non-grease Producer) - Fixed Monthly Rate | \$ 106.25 | \$ 114.22 | 7.50% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Volume Charge - per 1,000 gallons | | | | | | | |
| | 0 to 6,000 gallons | \$ 13.05 | \$ 14.03 | 7.51% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Over 6,000 gallons | \$ 15.01 | \$ 16.13 | 7.46% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Wastewater - Commercial II (Grease Producer) - Fixed Monthly Rate | \$ 118.30 | \$ 127.76 | 8.00% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | Volume Charge - per 1,000 gallons | \$ 22.04 | \$ 23.81 | 8.03% | | 9/16/2025 | 9/16/2024 | Res 24-061 |
| | | | | | | | | |
| | | | | | | | | |

Refunds

Note: Once an application has been reviewed no refunds will be issued unless otherwise approved by the Mayor/designee or stated in policy.

Note: A \$10 refund processing fee is retained for administrative/credit card cost on various items above.



AGENDA REPORT

City Council Meeting

TODAY'S DATE: August 14, 2025

MEETING DATE: August 20, 2025

TO: Mayor and City Council

FROM: Holly Ellis, Public Works Director

SUBJECT: Proposed Ordinance and Summary: November 4, 2025, Election Ballot Question - City of Sandpoint Wastewater Treatment Plant Bond

DESCRIPTION/BACKGROUND:

The City of Sandpoint owns and operates one wastewater treatment plant (WWTP) that discharges into the Pend Oreille River. Portions of this plant date back to the 1940s, with many components now obsolete, deteriorated, or undersized. Although staff have generally maintained treated water quality that meets regulatory discharge requirements, the risk of component failure threatens future compliance and water quality.

Reconstructing the WWTP is a high priority for the City. The 2019 Wastewater Facility Plan outlined the need for a new facility with a design capacity of approximately 10.7 million gallons per day (mgd). The 2023 Wastewater Collection Evaluation Plan provided additional assessment of the collection system and, together with the Facility Plan, informed the 2022 utility rate study and subsequent rate adjustments implemented to begin funding future improvements. The City is actively working on a Preliminary Engineering Report as the next step to progress the project, with costs now projected approximately \$130 million.

The City plans to fund this major capital project through a combination of phased utility rate increases, bonds, low-interest loans, and aggressive pursuit of state and federal grants to minimize ratepayer impacts. One key source is the State Revolving Loan Fund (SRF), administered by the Idaho Department of Environmental Quality (DEQ), which offers 30-year, below-market construction loans covering up to 100% of project costs. In FY26, Sandpoint ranked third statewide for SRF funding, qualifying for an estimated \$38 million loan and \$3 million in principal forgiveness.

A recent community survey measured awareness of the WWTP's condition, potential environmental and regulatory risks, and support for reconstruction. It appears respondents strongly support replacement but emphasized the need to maximize grant funding. While support for both a full and phased approach was nearly equal in concept, pairing each option with projected rate impacts showed greater support for a phased approach.

Staff developed three funding options:

1. Full Bond – Bond for the entire project at approximately \$130 million. This would address all improvements at once but require higher immediate rate increases. Total rate increases could potentially reach approximately 106%.
2. Phased Bond – Bond for the first phase at approximately \$80.3 million, targeting the most critical improvements. This approach spreads costs over time, easing the initial rate impact. A future

bond election may be required for subsequent phases. Total rate increases could potentially reach approximately 60%.

3. Cash Funding – Self-fund the project without bonding. Total rate increases could reach up to 300%.

In every scenario, the City will continue pursuing grants and loan forgiveness, including programs such as the Water Infrastructure Finance and Innovation Act (WIFIA) and USDA Rural Development, to help reduce the burden on ratepayers. As design progresses, the City will also engage engineers and contractors to look for and implement opportunities to lower overall project costs.

If adopted, the ordinance will be transmitted to the Bonner County Clerk to administer the election. Staff and the consultant team will continue targeted outreach and education, addressing community questions and providing detailed project information as outlined in the attached Campaign Summary. This will include public education on the draft PER developed by Keller Associates, which will be presented to Council for approval this fall.

STAFF RECOMMENDATION:

Consider approving Bond Election Ordinance No. ____ calling for a special municipal revenue bond election on November 4, 2025, for issuance of up to \$130,000,000 in wastewater revenue bonds to fund reconstruction of the City's Wastewater Treatment Plant and related system improvements.

ACTION:

Move to approve Bond Election Ordinance No. ____ calling for a special municipal revenue bond election on November 4, 2025, for issuance of up to \$130,000,000 in wastewater revenue bonds to fund reconstruction of the City's Wastewater Treatment Plant and related system improvements.

Or

Move to approve Bond Election Ordinance No. ____ calling for a special municipal revenue bond election on November 4, 2025, for issuance of up to \$80,300,000 in wastewater revenue bonds to fund reconstruction of the City's Wastewater Treatment Plant and related system improvements.

WILL THERE BE ANY FINANCIAL IMPACT? YES HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

Proposed Ordinance (\$130 Million)

Proposed Ordinance (\$80.3 Million)

Community Survey Results

Public Education & Communications Campaign Summary

Public Education & Communications Campaign Plan

Idaho CW SRF Funding

Project Cost Estimate

BOND ELECTION ORDINANCE NO. _____

AN ORDINANCE CALLING A SPECIAL MUNICIPAL REVENUE BOND ELECTION TO BE HELD FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, THE PROPOSITION OF THE ISSUANCE OF UP TO \$130,000,000 NEGOTIABLE WASTEWATER REVENUE BONDS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, TO FINANCE THE DESIGN, ACQUISITION AND CONSTRUCTION OF IMPROVEMENTS TO THE WASTEWATER SYSTEM AND FACILITIES OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, PROVIDING FOR THE ISSUANCE AND PAYMENT OF SUCH BONDS AND DESIGN AND CONSTRUCTION OF SAID IMPROVEMENTS, AND PROVIDING FOR RESERVE FUNDING AND PAYMENT OF COSTS OF ISSUANCE OF THE BONDS.

WHEREAS, the City of Sandpoint, Bonner County, Idaho (the "City"), owns and operates a wastewater treatment and collection system serving residents of the City (the "System"); and

WHEREAS, it is hereby determined by the City Council of the City (the "City Council") to be necessary and essential to the safety and welfare of the inhabitants of the City to construct and make improvements to the System as hereinafter described (the "Improvements"); and

WHEREAS, the design, acquisition and construction of the Improvements is hereby deemed by the Mayor and City Council to be required for the public good and welfare, and for the improvement of the health, safety, comfort and convenience of the inhabitants of the City; and

WHEREAS, the System, as improved by the Improvements, shall be operated as a single revenue producing public utility of and for the City; and

WHEREAS, the City does not have funds available to pay the costs of the Improvements; and

WHEREAS, the City Council has determined that there exists a public necessity and it is advisable to finance the cost of the Improvements through the issuance of revenue bonds of the City pursuant to the provisions of Sections 50-1027 through 50-1042, Idaho Code, as amended (the "Revenue Bond Act"), and applicable provisions of chapter 4, Title 50, Idaho Code, chapter 2 of Title 57, Idaho Code, chapter 9 of Title 57, Idaho Code, and chapter 14 of Title 34, Idaho Code, and in order to do so desires to provide for the holding of a special election as required by said statutes.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sandpoint, Bonner County, Idaho, as follows:

Section 1. The Improvements shall consist of construction, repair, replacement, rehabilitation, acquisition, or upgrade of facilities, equipment, and systems related to the System to address permit compliance and aging infrastructure, which may include, but not be limited to (i) upgrades to preliminary, primary, and secondary treatment processes, (ii) replacement of aging clarifiers, aeration basins, blowers, and grit removal systems, (iii) installation of new pumping and conveyance facilities, (iv) construction of new buildings for treatment, administration, and laboratory functions, (v) implementation of disinfection systems, (vi) improvements to solids handling processes, (vii) modernization of electrical and control systems, (viii) such other projects identified in the Plan (defined below) as determined by the City to be necessary, including all site and infrastructure work relating to any of the foregoing and (ix) expenses properly incident to the foregoing, including, but not limited to, administrative, engineering and other professional services, costs of issuance of the Bonds hereinafter described and defined, and any amounts necessary to establish Bond reserve funds, if any.

Section 2. The Improvements shall be designed, acquired and constructed pursuant to the 2025 Wastewater Treatment Plant Improvements Preliminary Engineering Report on file with the City prepared by Keller Associates dated April 11, 2025, as amended (the "Plan"), which Plan provides that the estimated cost of the Improvements is approximately \$130,000,000, plus the expenses properly incident thereto, consisting of, but not limited to, administrative, engineering and other related costs, the costs of issuance of the revenue bonds and any amounts necessary to establish bond reserve funds, if any.

Section 3. The design, acquisition and construction of the Improvements are hereby ordered.

Section 4. It is necessary and desirable to finance the costs of the Improvements by authorization of the issuance of revenue bonds in an amount not exceeding \$130,000,000 pursuant to a revenue bond election, as provided by the Revenue Bond Act.

Section 5. That a Special Municipal Revenue Bond Election (the "Bond Election") is hereby called to be held in the City on Tuesday, November 4, 2025, for the purpose of submitting to the qualified electors of the City the proposition set forth in the form of ballot appearing in Section 8 hereof.

Section 6. That pursuant to Sections 34-1401 and 50-403, Idaho Code, the Clerk of Bonner County, Idaho (the "County Clerk") shall administer the Bond Election, including scheduling the polling times; preparing and printing the ballots; publishing notice of the Bond Election and the sample ballot as required by Section 34-1406, Idaho Code; and conducting the Bond Election.

Section 7. The City Clerk shall notify the County Clerk that the City Council has called the Bond Election on behalf of the City by delivering to the County Clerk a copy of this Ordinance, including the forms of the ballot for the Bond Election set forth in Section 8 hereof and the notice of the Bond Election set forth in Section 9 hereof.

Section 8. That the City Council hereby approves the following form of ballot for the purposes of the Bond Election:

OFFICIAL BALLOT

SPECIAL MUNICIPAL REVENUE BOND ELECTION

CITY OF SANDPOINT, BONNER COUNTY, IDAHO
TUESDAY, NOVEMBER 4, 2025

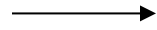
QUESTION: Shall the City of Sandpoint, Bonner County, Idaho (the “City”) issue and sell its negotiable revenue bonds in the amount of up to \$130,000,000 for the purpose of financing the design, acquisition and construction of certain improvements to the City’s wastewater system and facilities (the “System”), the System constituting and being operated as a revenue-producing public utility, and to pay expenses properly incident thereto including costs issuance of such bonds, said bonds due in such installments as fixed by the City Council of the City, the last installment due and payable not more than forty (40) years from the date of the bonds, as more fully provided in Ordinance No. _____ adopted by the City Council of the City on August 20, 2025 (such revenue bonds shall be payable from the revenues of the System, as improved, and not from ad valorem property taxes)?

The project improvements to be financed by the sale of the proposed bonds consist of construction, repair, replacement, rehabilitation, acquisition, or upgrade of facilities, equipment, and systems related to the System to address permit compliance and aging infrastructure, which may include, but not be limited to (i) upgrades to preliminary, primary, and secondary treatment processes, (ii) replacement of aging clarifiers, aeration basins, blowers, and grit removal systems, (iii) installation of new pumping and conveyance facilities, (iv) construction of new buildings for treatment, administration, and laboratory functions, (v) implementation of disinfection systems, (vi) improvements to solids handling processes, (vii) modernization of electrical and control systems, (viii) such other projects identified in the 2025 Wastewater Treatment Plant Improvements Preliminary Engineering Report, as amended, on file with the City, as determined by the City to be necessary, including all site and infrastructure work relating to any of the foregoing and (ix) expenses properly incident to the foregoing, including, but not limited to, administrative, engineering and other professional services, costs of issuance of the bonds, and any amounts necessary to establish bond reserve funds, if any.

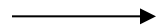
The interest rate anticipated on the proposed bond issue is 4.27% per annum. The total amount estimated to be repaid over the life of the bonds, based on the anticipated interest rate, is \$257,285,000, consisting of \$130,000,000 in principal and \$127,285,000 of interest. The term of the bonds will not exceed forty (40) years from the date of issuance. The estimated average annual cost to the taxpayer on the proposed bond is a tax of \$0 per \$100,000 of taxable assessed value, per year, based on current conditions.

As of November 4, 2025, the total existing indebtedness of the City, including interest accrued, is \$11,616,336.

IN FAVOR OF ISSUING REVENUE
BONDS IN THE AMOUNT OF UP TO
\$130,000,000 FOR THE PURPOSES
PROVIDED BY ORDINANCE NO. ____



AGAINST ISSUING REVENUE BONDS
IN THE AMOUNT OF UP TO
\$130,000,000 FOR THE PURPOSES
PROVIDED BY ORDINANCE NO. ____



(End of form of Official Ballot for the Bond Election)

Section 9. That the Notice of Bond Election shall be in substantially the following form:

NOTICE OF SPECIAL MUNICIPAL REVENUE BOND ELECTION

Pursuant to the laws of the State of Idaho and Ordinance No. _____ of the City Council of the City of Sandpoint, Bonner County, Idaho (the "City"), adopted on August 20, 2025, notice is hereby given that a Special Municipal Revenue Bond Election will be held in the City on Tuesday, November 4, 2025, beginning at the hour of 8:00 A.M. and closing at the hour of 8:00 P.M. on said date, on the question whether the City shall be empowered to issue special revenue bonds of the City in the principal amount of up to \$130,000,000 to be repaid not later than forty (40) years from the date of issuance of such bonds, to finance certain improvements to the City's wastewater system and facilities, which system constitutes and is being operated as a revenue-producing public utility, and to pay expenses properly incident thereto including costs of issuance of such bonds.

Notice is further given that only qualified electors of the City, being United States citizens eighteen (18) years of age or older, who have resided in the City for thirty (30) days preceding the election, who are registered or who register at the polls on the day of the election, as provided by law, are entitled to vote at said election.

The project improvements to be financed by the sale of the proposed bonds consist of construction, repair, replacement, rehabilitation, acquisition, or upgrade of facilities, equipment, and systems related to the System to address permit compliance and aging infrastructure, which may include, but not be limited to (i) upgrades to preliminary, primary, and secondary treatment processes, (ii) replacement of aging clarifiers, aeration basins, blowers, and grit removal systems, (iii) installation of new pumping and conveyance facilities, (iv) construction of new buildings for treatment, administration, and laboratory functions, (v) implementation of disinfection systems, (vi) improvements to solids handling processes, (vii) modernization of electrical and control systems, (viii) such other projects identified in the 2025 Wastewater Treatment Plant Improvements Preliminary Engineering Report, as amended, on file with the City, as determined by the City to be necessary, including all site and infrastructure work relating to any of the foregoing and (ix) expenses properly incident to the foregoing, including, but not limited to, administrative, engineering and other professional services, costs of issuance of the bonds, and any amounts necessary to establish bond reserve funds, if any.

The interest rate anticipated on the proposed bond issue is 4.27% per annum. The total amount estimated to be repaid over the life of the bonds, based on the anticipated interest rate, is \$257,285,000, consisting of \$130,000,000 in principal and \$127,285,000 of interest. The term of the bonds will not exceed forty (40) years from the date of issuance. The estimated average annual cost to the taxpayer on the proposed bond is a tax of \$0 per \$100,000 of taxable assessed value, per year, based on current conditions.

As of November 4, 2025, the total existing indebtedness of the City, including interest accrued, is \$11,616,336.

Said election shall be held at the regular polling places for elections in Bonner County, Idaho, or by mail, as indicated below:

**[County Clerk to insert Precincts applicable to City
and Absentee Voting Material]**

(End Form of Notice of Special Municipal Revenue Bond Election)

Section 10. That if at the Bond Election a majority of the qualified registered electors of the City, eighteen (18) years of age or older who have resided in the City for thirty (30) days, voting thereat assent to the issuance of said bonds, as verified by the County Clerk's certified election results, the negotiable bonds of the City shall be issued as hereinabove provided and

shall mature within forty (40) years from their date and the annual bond maturities thereof shall be payable in accordance with the provisions of the Revenue Bond Act. Such issue will create a new debt to finance the design and construction of the Improvements, fund a reserve fund, if any, and to pay the costs of issuance of the bonds, in accordance with the provisions of the Revenue Bond Act.

Section 11. That said negotiable revenue bonds shall be issued if carried as aforesaid and payment shall be made from available sources of revenue of the System, as improved, until principal and interest on the bonds shall have been fully paid, all as to be more fully and particularly provided and set forth in an ordinance or ordinances hereafter passed by the City Council. Such bonds shall not be a debt of the City and the City shall not be liable thereon, nor shall the bonds be payable out of any funds other than the revenue above specified. Such bonds shall not be payable from ad valorem property taxes.

Section 12. The proper officer or officers of said City are hereby authorized and directed to do all things requisite and necessary to carry out the provisions of this Ordinance.

Section 13. This Ordinance shall take effect from and after its passage and publication of the summary substantially in the form attached hereto as Exhibit A, in the manner as required by law.

PASSED by the City Council of the City this 20th day of August, 2025.

CITY OF SANDPOINT,
BONNER COUNTY, IDAHO

By: _____
Mayor

ATTEST:

By: _____
City Clerk

EXHIBIT A

Summary of Bond Election Ordinance No. _____, passed August 20, 2025

AN ORDINANCE CALLING A SPECIAL MUNICIPAL REVENUE BOND ELECTION TO BE HELD FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, THE PROPOSITION OF THE ISSUANCE OF UP TO \$130,000,000 NEGOTIABLE REVENUE BONDS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, TO FINANCE THE DESIGN, ACQUISITION AND CONSTRUCTION OF IMPROVEMENTS TO THE WASTEWATER SYSTEM AND FACILITIES OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, PROVIDING FOR THE ISSUANCE AND PAYMENT OF SUCH BONDS AND DESIGN AND CONSTRUCTION OF SAID IMPROVEMENTS, AND PROVIDING FOR RESERVE FUNDING AND PAYMENT OF COSTS OF ISSUANCE OF THE BONDS.

Section 1. Describes the Improvements to the wastewater treatment and collection system and facilities (the “System”) for the citizens of the City of Sandpoint, Bonner County, Idaho (the “City”) as follows: construction, repair, replacement, rehabilitation, acquisition, or upgrade of facilities, equipment, and systems related to the System to address permit compliance and aging infrastructure, which may include, but not be limited to (i) upgrades to preliminary, primary, and secondary treatment processes, (ii) replacement of aging clarifiers, aeration basins, blowers, and grit removal systems, (iii) installation of new pumping and conveyance facilities, (iv) construction of new buildings for treatment, administration, and laboratory functions, (v) implementation of disinfection systems, (vi) improvements to solids handling processes, (vii) modernization of electrical and control systems, (viii) such other projects identified in the Plan (defined below), as determined by the City to be necessary, including all site and infrastructure work relating to any of the foregoing and (ix) expenses properly incident to the foregoing, including, but not limited to, administrative, engineering and other professional services, costs of issuance of the bonds, and any amounts necessary to establish bond reserve funds, if any.

Section 2. The Improvements shall be designed, acquired and constructed pursuant to the 2025 Wastewater Treatment Plant Improvements Preliminary Engineering Report on file with the City prepared by Keller Associates dated April 11, 2025, as amended (the “Plan”), which Plan provides that the estimated cost of the Improvements is approximately \$130,000,000, plus the expenses properly incident thereto, consisting of, but not limited to, administrative, engineering and other related costs, the costs of issuance of the revenue bonds and any amounts necessary to establish bond reserve funds, if any.

Section 3. Orders the design, acquisition and construction of the Improvements to the System.

Section 4. Deems it necessary and desirable to finance the Improvements by authorizing the revenue bonds in an amount not exceeding \$130,000,000 pursuant to Sections 50-1027 through 50-1042, Idaho Code, as amended (the “Revenue Bond Act”).

Section 5. Calls a Special Municipal Revenue Bond Election to be held in the City on Tuesday, November 4, 2025 (the “Bond Election”), to submit to the qualified electors of the City the proposition whether the City shall issue and sell its revenue bonds to finance the Improvements and related costs and expenses, as set forth in the form of ballot approved therein.

Section 6. Provides that the Clerk of Bonner County, Idaho (the “County Clerk”), shall administer the Bond Election pursuant to Sections 34-1401 and 50-403, Idaho Code.

Section 7. Provides that the City’s Clerk shall deliver to the County Clerk a copy of the Ordinance with the forms of the ballot and notice of the Bond Election.

Section 8. Approves the form of ballot for the Bond Election.

Section 9. Sets forth the substantial form of the Notice of Special Municipal Revenue Bond Election.

Section 10. Sets forth that if a majority of the qualified registered electors of the City voting at the Bond Election assent to the issuance of the bonds, the bonds of the City shall be issued, which bonds shall mature within forty (40) years of their date with annual bond maturities payable in accordance with the Revenue Bond Act.

Section 11. Provides that payment of the revenue bonds shall be made from available sources of revenue of the System, as improved, until fully paid, as more fully provided in an ordinance to be passed by the City Council. Such bonds shall not be payable from ad valorem property taxes.

Section 12. Authorizes the proper officers of the City to do all things requisite and necessary to carry out the provisions of the Ordinance.

Section 13. Provides that the Ordinance shall take effect from and after its passage and publication of this summary as required by law.

Exhibit A: Sets forth this summary for publication.

The full text of Bond Election Ordinance No. _____ is available at the office of the City Clerk of the City of Sandpoint, Idaho, and will be provided to any citizen upon personal request during normal business hours.

Approved this 20th day of August, 2025.

CITY OF SANDPOINT,
BONNER COUNTY, IDAHO

Mayor

ATTEST:

City Clerk

CERTIFICATION OF COUNSEL

I, the undersigned, the legal advisor to the City of Sandpoint, Idaho, hereby certify that I have read the attached Summary of Bond Election Ordinance No. _____ of the City, and that the same is true and complete and provides adequate notice to the public of the contents of said ordinance.

Dated as of this 14th day of August, 2025.



By: Zachary Jones

CERTIFICATE OF THE CLERK

I DO HEREBY CERTIFY that I am the duly chosen, qualified and acting Clerk of the City of Sandpoint, Bonner County, Idaho (the “City”), and keeper of the records of the City Council (the “City Council”); and

I HEREBY CERTIFY:

1. That the attached is a true and correct copy of Bond Election Ordinance No. _____ of the City (the “Ordinance”), as finally passed at a special meeting of the City Council held on the 20th day of August, 2025, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a legally sufficient number of members of the City Council voted in the proper manner for the passage of the Ordinance; that all other requirements and proceedings incident to the proper passage of the Ordinance have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ of _____, 2025.

Clerk

BOND ELECTION ORDINANCE NO. _____

AN ORDINANCE CALLING A SPECIAL MUNICIPAL REVENUE BOND ELECTION TO BE HELD FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, THE PROPOSITION OF THE ISSUANCE OF UP TO \$80,300,000 NEGOTIABLE WASTEWATER REVENUE BONDS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, TO FINANCE THE DESIGN, ACQUISITION AND CONSTRUCTION OF IMPROVEMENTS TO THE WASTEWATER SYSTEM AND FACILITIES OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, PROVIDING FOR THE ISSUANCE AND PAYMENT OF SUCH BONDS AND DESIGN AND CONSTRUCTION OF SAID IMPROVEMENTS, AND PROVIDING FOR RESERVE FUNDING AND PAYMENT OF COSTS OF ISSUANCE OF THE BONDS.

WHEREAS, the City of Sandpoint, Bonner County, Idaho (the "City"), owns and operates a wastewater treatment and collection system serving residents of the City (the "System"); and

WHEREAS, it is hereby determined by the City Council of the City (the "City Council") to be necessary and essential to the safety and welfare of the inhabitants of the City to construct and make improvements to the System as hereinafter described (the "Improvements"); and

WHEREAS, the design, acquisition and construction of the Improvements is hereby deemed by the Mayor and City Council to be required for the public good and welfare, and for the improvement of the health, safety, comfort and convenience of the inhabitants of the City; and

WHEREAS, the System, as improved by the Improvements, shall be operated as a single revenue producing public utility of and for the City; and

WHEREAS, the City does not have funds available to pay the costs of the Improvements; and

WHEREAS, the City Council has determined that there exists a public necessity and it is advisable to finance the cost of the Improvements through the issuance of revenue bonds of the City pursuant to the provisions of Sections 50-1027 through 50-1042, Idaho Code, as amended (the "Revenue Bond Act"), and applicable provisions of chapter 4, Title 50, Idaho Code, chapter 2 of Title 57, Idaho Code, chapter 9 of Title 57, Idaho Code, and chapter 14 of Title 34, Idaho Code, and in order to do so desires to provide for the holding of a special election as required by said statutes.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sandpoint, Bonner County, Idaho, as follows:

Section 1. The Improvements shall consist of construction, repair, replacement, rehabilitation, acquisition, or upgrade of facilities, equipment, and systems related to the System to address permit compliance and aging infrastructure, which may include, but not be limited to (i) upgrades to preliminary, primary, and secondary treatment processes, (ii) replacement of aging clarifiers, aeration basins, blowers, and grit removal systems, (iii) installation of new pumping and conveyance facilities, (iv) construction of new buildings for treatment, administration, and laboratory functions, (v) implementation of disinfection systems, (vi) improvements to solids handling processes, (vii) modernization of electrical and control systems, (viii) such other projects identified in the Plan (defined below) as determined by the City to be necessary, including all site and infrastructure work relating to any of the foregoing and (ix) expenses properly incident to the foregoing, including, but not limited to, administrative, engineering and other professional services, costs of issuance of the Bonds hereinafter described and defined, and any amounts necessary to establish Bond reserve funds, if any.

Section 2. The Improvements shall be designed, acquired and constructed pursuant to the 2025 Wastewater Treatment Plant Improvements Preliminary Engineering Report on file with the City prepared by Keller Associates dated April 11, 2025, as amended (the "Plan"), which Plan provides that the estimated cost of the Improvements is approximately \$130,000,000, plus the expenses properly incident thereto, consisting of, but not limited to, administrative, engineering and other related costs, the costs of issuance of the revenue bonds and any amounts necessary to establish bond reserve funds, if any.

Section 3. The City recognizes that bond proceeds in the amount of \$80,300,000 will not be sufficient to pay for the entirety of the Improvements. However, to minimize the rate increase to City patrons resulting from revenue bonds issued to finance the Improvements, the City intends to limit the revenue bonds to a principal amount not exceeding \$80,300,000. The City will attempt to complete the most critical Improvements with revenue bond funds available to it, along with other funds that may become available to the City, including grant funding. If additional amounts are needed to complete the Improvements, the City may utilize reserves to do so; provided, however, in such an event, the City Council may determine, in its discretion, to defer certain components of the Improvements.

Section 4. The design, acquisition and construction of the Improvements are hereby ordered.

Section 5. It is necessary and desirable to finance the costs of the Improvements by authorization of the issuance of revenue bonds in an amount not exceeding \$80,300,000 pursuant to a revenue bond election, as provided by the Revenue Bond Act.

Section 6. That a Special Municipal Revenue Bond Election (the "Bond Election") is hereby called to be held in the City on Tuesday, November 4, 2025, for the purpose of submitting to the qualified electors of the City the proposition set forth in the form of ballot appearing in Section 9 hereof.

Section 7. That pursuant to Sections 34-1401 and 50-403, Idaho Code, the Clerk of Bonner County, Idaho (the “County Clerk”) shall administer the Bond Election, including scheduling the polling times; preparing and printing the ballots; publishing notice of the Bond Election and the sample ballot as required by Section 34-1406, Idaho Code; and conducting the Bond Election.

Section 8. The City Clerk shall notify the County Clerk that the City Council has called the Bond Election on behalf of the City by delivering to the County Clerk a copy of this Ordinance, including the forms of the ballot for the Bond Election set forth in Section 9 hereof and the notice of the Bond Election set forth in Section 10 hereof.

Section 9. That the City Council hereby approves the following form of ballot for the purposes of the Bond Election:

OFFICIAL BALLOT

SPECIAL MUNICIPAL REVENUE BOND ELECTION

CITY OF SANDPOINT, BONNER COUNTY, IDAHO
TUESDAY, NOVEMBER 4, 2025

QUESTION: Shall the City of Sandpoint, Bonner County, Idaho (the “City”) issue and sell its negotiable revenue bonds in the amount of up to \$80,300,000 for the purpose of financing the design, acquisition and construction of certain improvements to the City’s wastewater system and facilities (the “System”), the System constituting and being operated as a revenue-producing public utility, and to pay expenses properly incident thereto including costs of issuance of such bonds, said bonds due in such installments as fixed by the City Council of the City, the last installment due and payable not more than forty (40) years from the date of the bonds, as more fully provided in Ordinance No. _____ adopted by the City Council of the City on August 20, 2025 (such revenue bonds shall be payable from the revenues of the System, as improved, and not from ad valorem property taxes)?

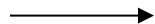
The project improvements to be financed by the sale of the proposed bonds consist of construction, repair, replacement, rehabilitation, acquisition, or upgrade of facilities, equipment, and systems related to the System to address permit compliance and aging infrastructure, which may include, but not be limited to (i) upgrades to preliminary, primary, and secondary treatment processes, (ii) replacement of aging clarifiers, aeration basins, blowers, and grit removal systems, (iii) installation of new pumping and conveyance facilities, (iv) construction of new buildings for treatment, administration, and laboratory functions, (v) implementation of disinfection systems, (vi) improvements to solids handling processes, (vii) modernization of electrical and

control systems, (viii) such other projects identified in the 2025 Wastewater Treatment Plant Improvements Preliminary Engineering Report, as amended, on file with the City, as determined by the City to be necessary, including all site and infrastructure work relating to any of the foregoing and (ix) expenses properly incident to the foregoing, including, but not limited to, administrative, engineering and other professional services, costs of issuance of the bonds, and any amounts necessary to establish bond reserve funds, if any.

The interest rate anticipated on the proposed bond issue is 4.06% per annum. The total amount estimated to be repaid over the life of the bonds, based on the anticipated interest rate, is \$153,604,000, consisting of \$80,300,000 in principal and \$73,304,000 of interest. The term of the bonds will not exceed forty (40) years from the date of issuance. The estimated average annual cost to the taxpayer on the proposed bond is a tax of \$0 per \$100,000 of taxable assessed value, per year, based on current conditions.

As of November 4, 2025, the total existing indebtedness of the City, including interest accrued, is \$11,616,336.

IN FAVOR OF ISSUING REVENUE
BONDS IN THE AMOUNT OF UP TO
\$80,300,000 FOR THE PURPOSES
PROVIDED BY ORDINANCE NO. ____



AGAINST ISSUING REVENUE BONDS
IN THE AMOUNT OF UP TO
\$80,300,000 FOR THE PURPOSES
PROVIDED BY ORDINANCE NO. ____



(End of form of Official Ballot for the Bond Election)

Section 10. That the Notice of Bond Election shall be in substantially the following form:

NOTICE OF SPECIAL MUNICIPAL REVENUE BOND ELECTION

Pursuant to the laws of the State of Idaho and Ordinance No. _____ of the City Council of the City of Sandpoint, Bonner County, Idaho (the "City"), adopted on August 20, 2025, notice is hereby given that a Special Municipal Revenue Bond Election will be held in the City on Tuesday, November 4, 2025, beginning at the hour of 8:00 A.M. and closing at the hour of 8:00 P.M. on said date, on the question whether the City shall be empowered to issue special revenue bonds of the City in the principal amount of up to \$80,300,000 to be repaid not later than

forty (40) years from the date of issuance of such bonds, to finance certain improvements to the City's wastewater system and facilities, which system constitutes and is being operated as a revenue-producing public utility, and to pay expenses properly incident thereto including costs of issuance of such bonds.

Notice is further given that only qualified electors of the City, being United States citizens eighteen (18) years of age or older, who have resided in the City for thirty (30) days preceding the election, who are registered or who register at the polls on the day of the election, as provided by law, are entitled to vote at said election.

The project improvements to be financed by the sale of the proposed bonds consist of construction, repair, replacement, rehabilitation, acquisition, or upgrade of facilities, equipment, and systems related to the System to address permit compliance and aging infrastructure, which may include, but not be limited to (i) upgrades to preliminary, primary, and secondary treatment processes, (ii) replacement of aging clarifiers, aeration basins, blowers, and grit removal systems, (iii) installation of new pumping and conveyance facilities, (iv) construction of new buildings for treatment, administration, and laboratory functions, (v) implementation of disinfection systems, (vi) improvements to solids handling processes, (vii) modernization of electrical and control systems, (viii) such other projects identified in the 2025 Wastewater Treatment Plant Improvements Preliminary Engineering Report, as amended, on file with the City, as determined by the City to be necessary, including all site and infrastructure work relating to any of the foregoing and (ix) expenses properly incident to the foregoing, including, but not limited to, administrative, engineering and other professional services, costs of issuance of the bonds, and any amounts necessary to establish bond reserve funds, if any.

The interest rate anticipated on the proposed bond issue is 4.06% per annum. The total amount estimated to be repaid over the life of the bonds, based on the anticipated interest rate, is \$153,604,000, consisting of \$80,300,000 in principal and \$73,304,000 of interest. The term of the bonds will not exceed forty (40) years from the date of issuance. The estimated average annual cost to the taxpayer on the proposed bond is a tax of \$0 per \$100,000 of taxable assessed value, per year, based on current conditions.

As of November 4, 2025, the total existing indebtedness of the City, including interest accrued, is \$11,616,336.

Said election shall be held at the regular polling places for elections in Bonner County, Idaho, or by mail, as indicated below:

**[County Clerk to insert Precincts applicable to City
and Absentee Voting Material]**

(End Form of Notice of Special Municipal Revenue Bond Election)

Section 11. That if at the Bond Election a majority of the qualified registered electors of the City, eighteen (18) years of age or older who have resided in the City for thirty (30) days, voting thereat assent to the issuance of said bonds, as verified by the County Clerk's certified election results, the negotiable bonds of the City shall be issued as hereinabove provided and shall mature within forty (40) years from their date and the annual bond maturities thereof shall be payable in accordance with the provisions of the Revenue Bond Act. Such issue will create a new debt to finance the design and construction of the Improvements, fund a reserve fund, if any, and to pay the costs of issuance of the bonds, in accordance with the provisions of the Revenue Bond Act.

Section 12. That said negotiable revenue bonds shall be issued if carried as aforesaid and payment shall be made from available sources of revenue of the System, as improved, until principal and interest on the bonds shall have been fully paid, all as to be more fully and particularly provided and set forth in an ordinance or ordinances hereafter passed by the City Council. Such bonds shall not be a debt of the City and the City shall not be liable thereon, nor shall the bonds be payable out of any funds other than the revenue above specified. Such bonds shall not be payable from ad valorem property taxes.

Section 13. The proper officer or officers of said City are hereby authorized and directed to do all things requisite and necessary to carry out the provisions of this Ordinance.

Section 14. This Ordinance shall take effect from and after its passage and publication of the summary substantially in the form attached hereto as Exhibit A, in the manner as required by law.

[The remainder of this page has been left blank intentionally.]

PASSED by the City Council of the City this 20th day of August, 2025.

CITY OF SANDPOINT,
BONNER COUNTY, IDAHO

By: _____
Mayor

ATTEST:

By: _____
City Clerk

EXHIBIT A

Summary of Bond Election Ordinance No. _____, passed August 20, 2025

AN ORDINANCE CALLING A SPECIAL MUNICIPAL REVENUE BOND ELECTION TO BE HELD FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, THE PROPOSITION OF THE ISSUANCE OF UP TO \$80,300,000 NEGOTIABLE WASTEWATER REVENUE BONDS OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, TO FINANCE THE DESIGN, ACQUISITION AND CONSTRUCTION OF IMPROVEMENTS TO THE WASTEWATER SYSTEM AND FACILITIES OF THE CITY OF SANDPOINT, BONNER COUNTY, IDAHO, PROVIDING FOR THE ISSUANCE AND PAYMENT OF SUCH BONDS AND DESIGN AND CONSTRUCTION OF SAID IMPROVEMENTS, AND PROVIDING FOR RESERVE FUNDING AND PAYMENT OF COSTS OF ISSUANCE OF THE BONDS.

Section 1. Describes the Improvements to the wastewater treatment and collection system and facilities (the “System”) for the citizens of the City of Sandpoint, Bonner County, Idaho (the “City”) as follows: construction, repair, replacement, rehabilitation, acquisition, or upgrade of facilities, equipment, and systems related to the System to address permit compliance and aging infrastructure, which may include, but not be limited to (i) upgrades to preliminary, primary, and secondary treatment processes, (ii) replacement of aging clarifiers, aeration basins, blowers, and grit removal systems, (iii) installation of new pumping and conveyance facilities, (iv) construction of new buildings for treatment, administration, and laboratory functions, (v) implementation of disinfection systems, (vi) improvements to solids handling processes, (vii) modernization of electrical and control systems, (viii) such other projects identified in the Plan (defined below), as determined by the City to be necessary, including all site and infrastructure work relating to any of the foregoing and (ix) expenses properly incident to the foregoing, including, but not limited to, administrative, engineering and other professional services, costs of issuance of the bonds, and any amounts necessary to establish bond reserve funds, if any.

Section 2. The Improvements shall be designed, acquired and constructed pursuant to the 2025 Wastewater Treatment Plant Improvements Preliminary Engineering Report on file with the City prepared by Keller Associates dated April 11, 2025, as amended (the “Plan”), which Plan provides that the estimated cost of the Improvements is approximately \$130,000,000, plus the expenses properly incident thereto, consisting of, but not limited to, administrative, engineering and other related costs, the costs of issuance of the revenue bonds and any amounts necessary to establish bond reserve funds, if any.

Section 3. Provides that the City intends to limit the revenue bonds to a principal amount not exceeding \$80,300,000 to limit rate increases on City patrons and that the City will attempt to

complete the most critical Improvements with revenue bond funds and other funds available to the City, including grant funding.

Section 4. Orders the design, acquisition and construction of the Improvements to the System.

Section 5. Deems it necessary and desirable to finance the Improvements by authorizing the revenue bonds in an amount not exceeding \$80,300,000 pursuant to Sections 50-1027 through 50-1042, Idaho Code, as amended (the “Revenue Bond Act”).

Section 6. Calls a Special Municipal Revenue Bond Election to be held in the City on Tuesday, November 4, 2025 (the “Bond Election”), to submit to the qualified electors of the City the proposition whether the City shall issue and sell its revenue bonds to finance the Improvements and related costs and expenses, as set forth in the form of ballot approved therein.

Section 7. Provides that the Clerk of Bonner County, Idaho (the “County Clerk”), shall administer the Bond Election pursuant to Sections 34-1401 and 50-403, Idaho Code.

Section 8. Provides that the City’s Clerk shall deliver to the County Clerk a copy of the Ordinance with the forms of the ballot and notice of the Bond Election.

Section 9. Approves the form of ballot for the Bond Election.

Section 10. Sets forth the substantial form of the Notice of Special Municipal Revenue Bond Election.

Section 11. Sets forth that if a majority of the qualified registered electors of the City voting at the Bond Election assent to the issuance of the bonds, the bonds of the City shall be issued, which bonds shall mature within forty (40) years of their date with annual bond maturities payable in accordance with the Revenue Bond Act.

Section 12. Provides that payment of the revenue bonds shall be made from available sources of revenue of the System, as improved, until fully paid, as more fully provided in an ordinance to be passed by the City Council. Such bonds shall not be payable from ad valorem property taxes.

Section 13. Authorizes the proper officers of the City to do all things requisite and necessary to carry out the provisions of the Ordinance.

Section 14. Provides that the Ordinance shall take effect from and after its passage and publication of this summary as required by law.

Exhibit A: Sets forth this summary for publication.

The full text of Bond Election Ordinance No. _____ is available at the office of the City Clerk of the City of Sandpoint, Idaho, and will be provided to any citizen upon personal request during normal business hours.

Approved this 20th day of August, 2025.

CITY OF SANDPOINT,
BONNER COUNTY, IDAHO

Mayor

ATTEST:

City Clerk

CERTIFICATION OF COUNSEL

I, the undersigned, the legal advisor to the City of Sandpoint, Idaho, hereby certify that I have read the attached Summary of Bond Election Ordinance No. _____ of the City, and that the same is true and complete and provides adequate notice to the public of the contents of said ordinance.

Dated as of this 14th day of August, 2025.



By: Zachary Jones

CERTIFICATE OF THE CLERK

I DO HEREBY CERTIFY that I am the duly chosen, qualified and acting Clerk of the City of Sandpoint, Bonner County, Idaho (the “City”), and keeper of the records of the City Council (the “City Council”); and

I HEREBY CERTIFY:

1. That the attached is a true and correct copy of Bond Election Ordinance No. _____ of the City (the “Ordinance”), as finally passed at a special meeting of the City Council held on the 20th day of August, 2025, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a legally sufficient number of members of the City Council voted in the proper manner for the passage of the Ordinance; that all other requirements and proceedings incident to the proper passage of the Ordinance have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ of _____, 2025.

Clerk



City of Sandpoint Survey

Prepared for: Sandpoint City Council
August 14, 2025

Our Role

Portman Square Group is committed to helping the City navigate this important planning process with transparency, accuracy, and community trust at its core. Our role is to ensure that City leadership has a clear understanding of public sentiment and reliable, detailed information to support thoughtful and informed decision-making. As a strategic communications partner, PSG has been contracted to provide the following services:

- Strategy Development: Develop a comprehensive campaign strategy outlining key objectives, target audiences, messaging, and timelines. The team will work with the City to create an effective, focused communications strategy, building on sound analysis – with the primary objective of educating the public about the city’s needs and bond initiative.
- Deployment of a Community Survey: Deploy electronic survey to City residents and voters via text, social, and digital channels to gauge sentiment and respond to voter concerns.
- Development of Educational Materials: Develop concise, educational materials which accurately communicate the project's scope, objectives, and benefits to residents, voters, other stakeholders, and media outlets. This will include crafting presentations, press releases, FAQs, and digital and social media content that highlights the need for the project and its impact on the community.



Survey Overview

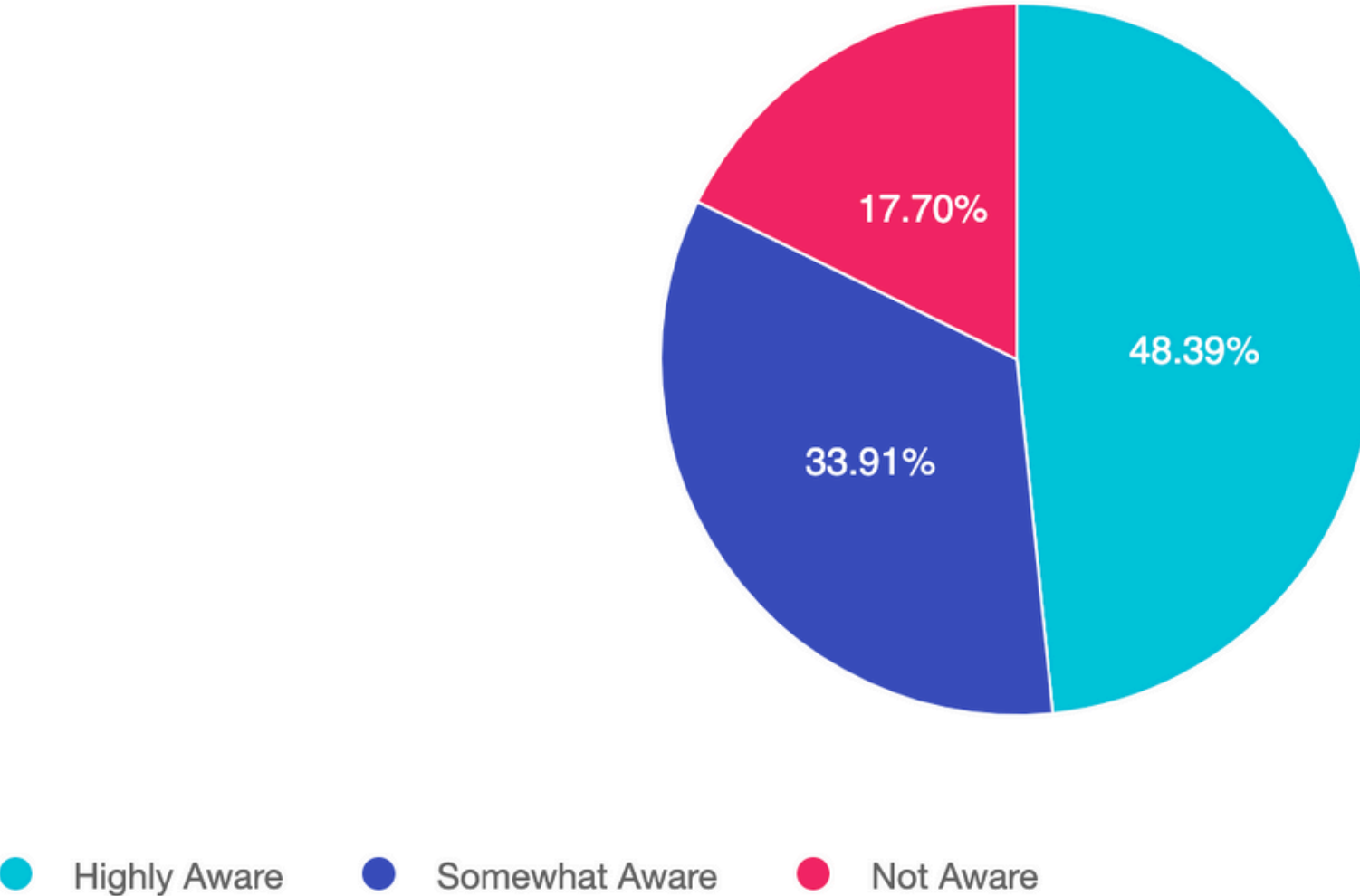
- **Total Responses:** 927 responses (671 completed, 256 partial)
 - 95% are registered voters
 - 62% have lived in Sandpoint more than 10 years
 - 86% are utility bill payers
 - Results are statistically significant
- **Survey Period:** July 28 to August 13, 2025
- **Purpose:**
 - Improve understanding of community needs and preferences
 - Evaluate public opinion regarding a November 2025 vote to support the project through a rate increase (via bond or otherwise)
- **Methodology:** Online survey distributed to residents via text, other digital channels, and through community partnerships



Community Awareness

How would you rate your awareness of the City's need to fully replace its wastewater treatment facility?

Answered: 808 Skipped: 119

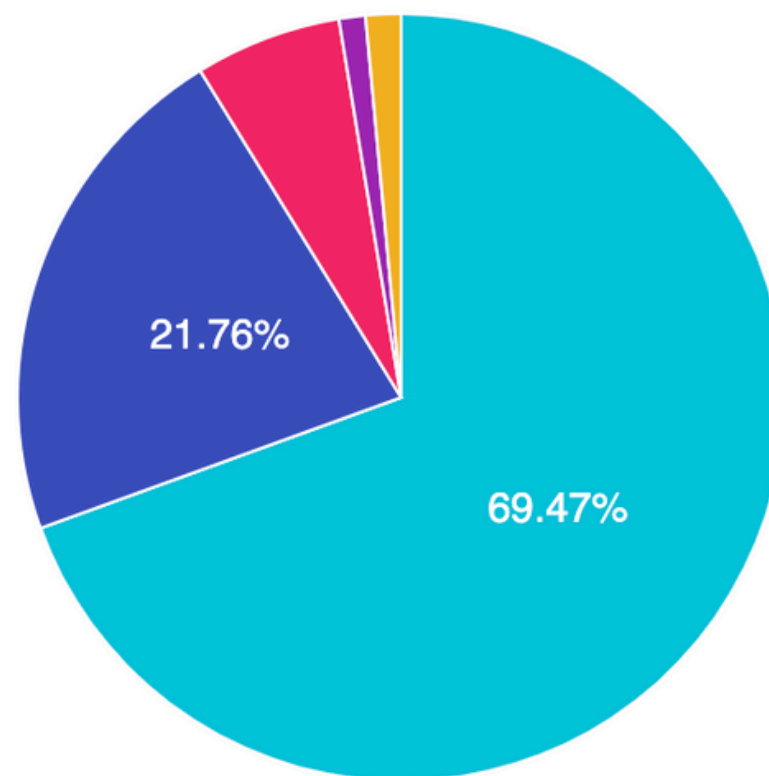




Community Awareness

How important do you believe it is to replace the City's aging wastewater treatment facility to protect public health and the Pend Oreille River?

Answered: 809 Skipped: 118



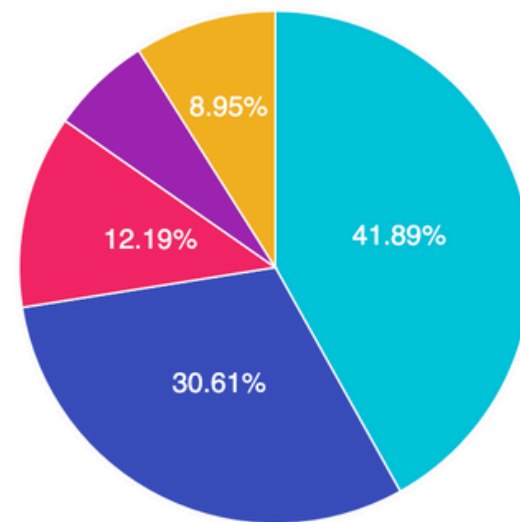
Very Important Important Neutral Not Important Not at all Important



Support for City Bonds

Would you support a bond measure on the November ballot to fund the first critical phase (\$80 million) of the Wastewater Treatment Facility Replacement Project?

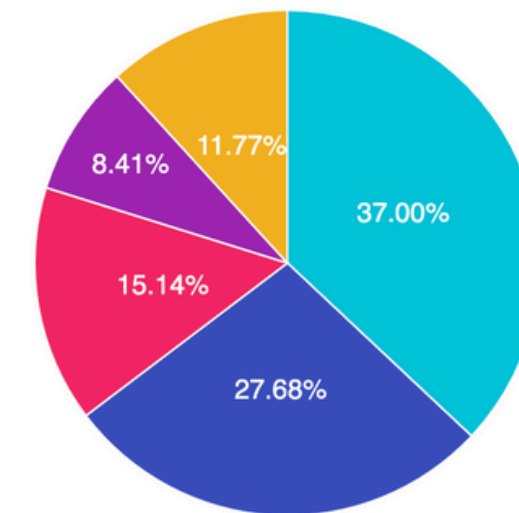
Answered: 771 Skipped: 156



Strongly Support Somewhat Support Neutral Somewhat Oppose Strongly Oppose

Would you support a bond measure on the November ballot to fund the entire Wastewater Treatment Facility Replacement Project (\$130 million), fully addressing all regulatory compliance and long-term reliability needs?

Answered: 773 Skipped: 154



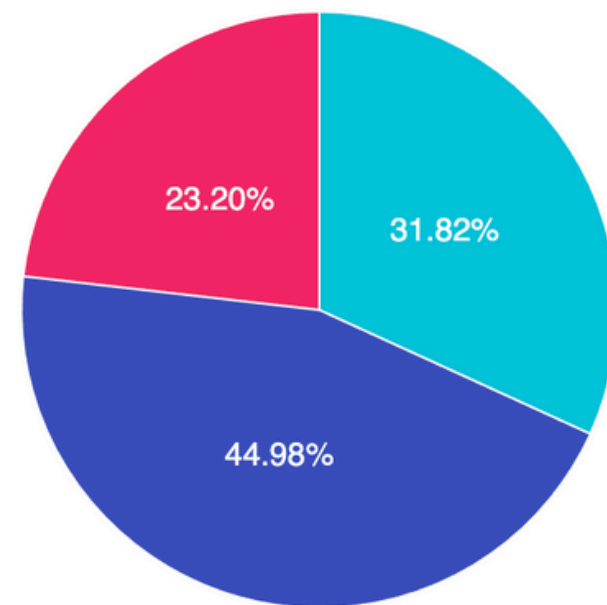
Strongly Support Somewhat Support Neutral Somewhat Oppose Strongly Oppose

Support for Rate Increase



If the City moves forward with Phase 1 only (estimated at \$80 million) total rate increases could potentially reach up to 60% (including currently projected increases). For example, if your current monthly utility bill is \$100, it could increase to approximately \$160 over five years. Would you find this rate impact acceptable?

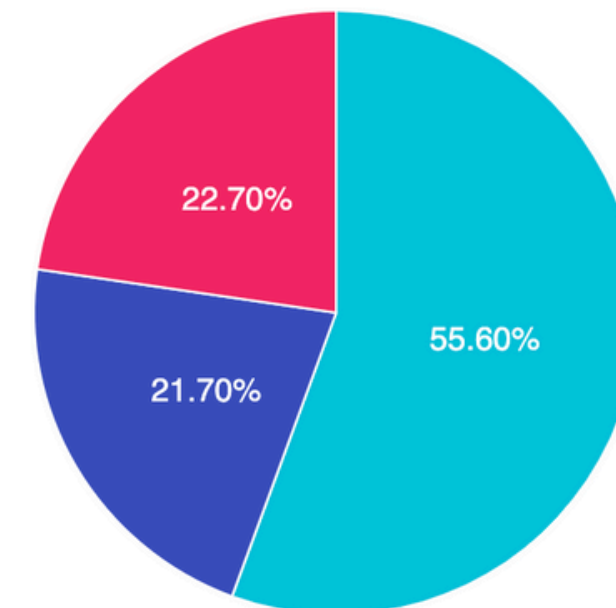
Answered: 707 Skipped: 220



Yes No Not Sure

Would you support this level of rate increase in order to complete Phase 1 of the wastewater facility replacement project, if the City is commits to aggressively pursuing available state and federal grants and low-interest loans to reduce the amount that must be borrowed and lower the rate impact?

Answered: 705 Skipped: 222



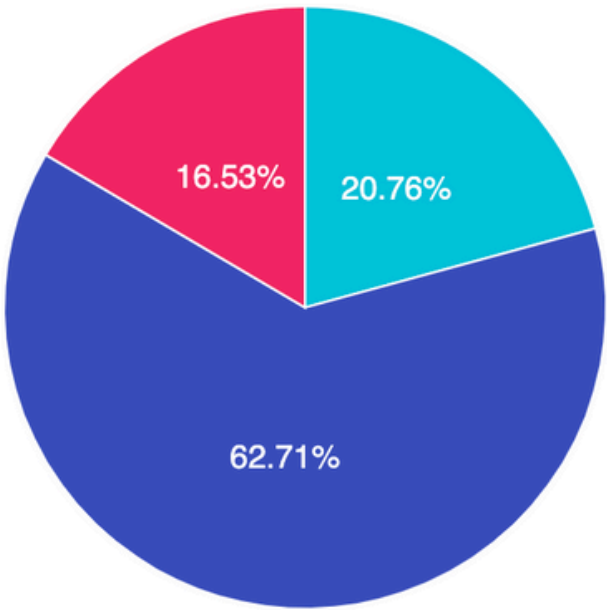
Yes No Not Sure



Support for Rate Increase

If the City moves forward with the entire project (\$130 million), total rate increases could potentially reach up to 106% (including currently projected increases). For example, if your current monthly utility bill is \$100, it could increase to approximately \$206 over five years. Would you find this rate impact acceptable?

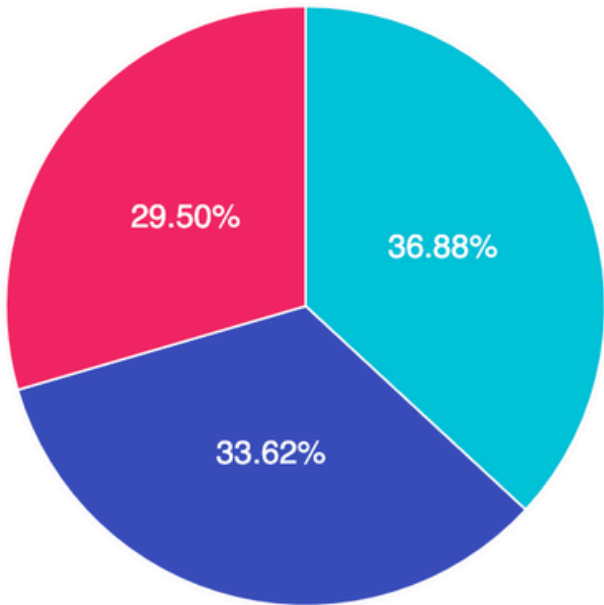
Answered: 708 Skipped: 219



Yes No Not Sure

Would you support this level of rate increase in order to fully fund the entire wastewater facility replacement project at once, if the City is commits to aggressively pursuing available state and federal grants and low-interest loans to reduce the amount that must be borrowed and lower the rate impact?

Answered: 705 Skipped: 222



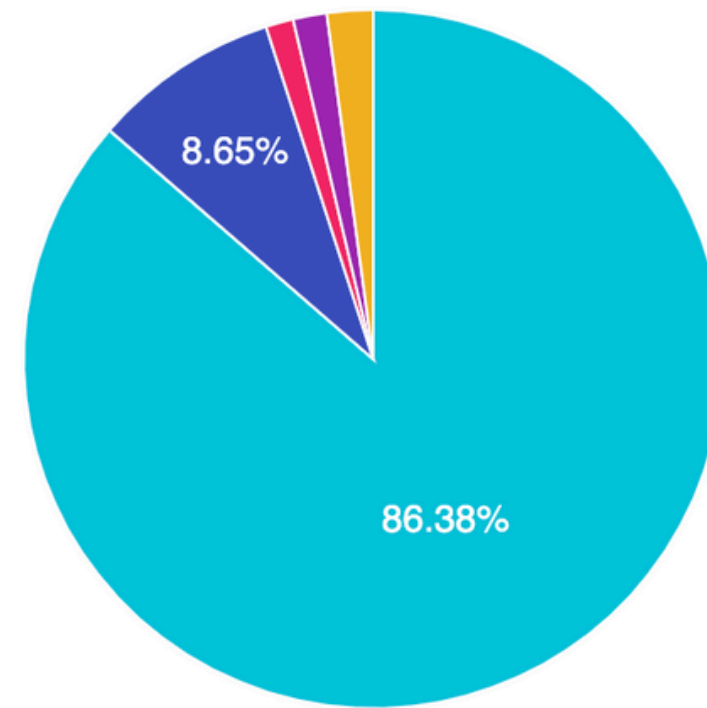
Yes No Not Sure



Community Sentiment: Grants and Loans

How important is it to you that the City pursue state and federal grants and low-interest loans before issuing debt?

Answered: 705 Skipped: 222



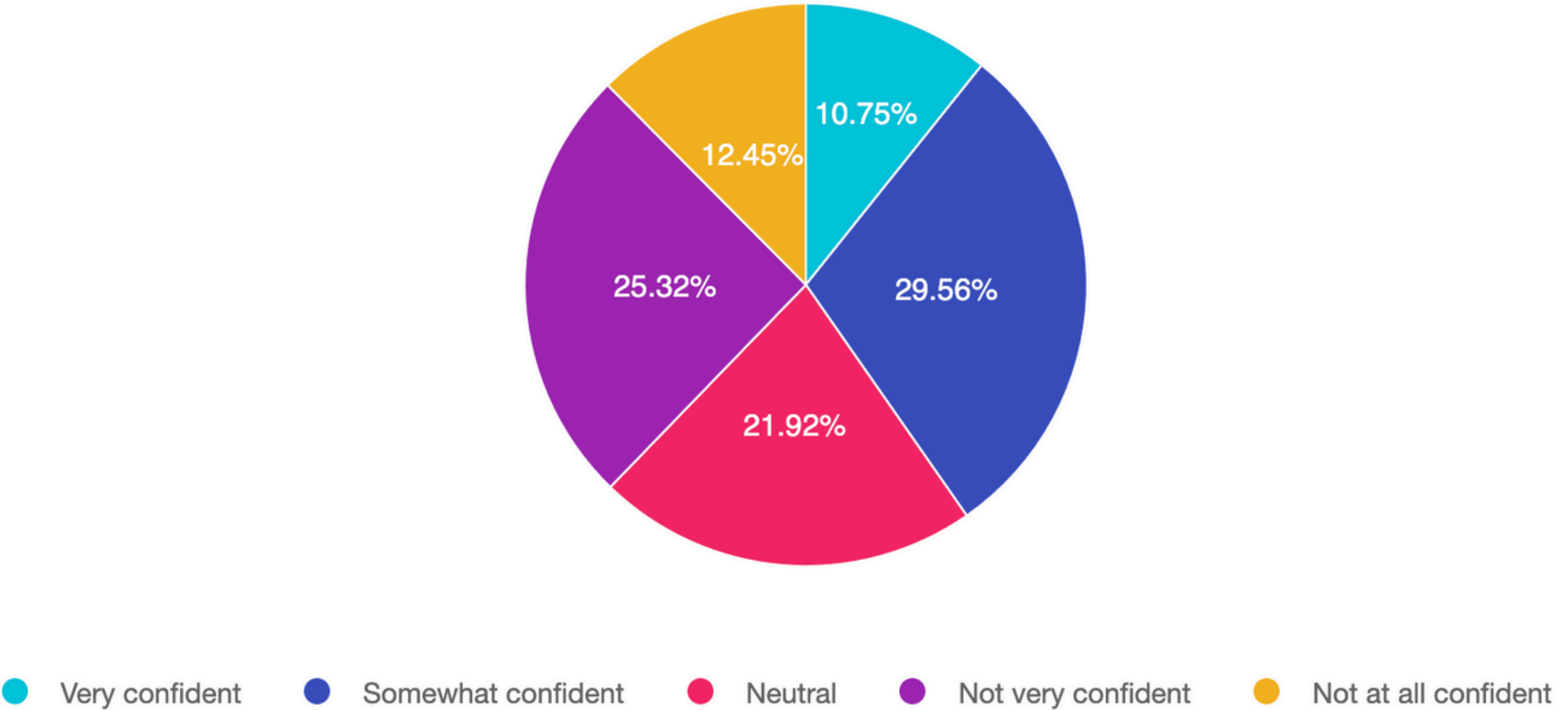
Very important Somewhat important Not very important Not important at all
Not sure



Community Sentiment: Trust

How confident are you that the City of Sandpoint will manage this project responsibly and use funds efficiently?

Answered: 707 Skipped: 220





Top Community Concerns

1. Cost to Residents / Affordability (42.2%)

Residents are concerned about large rate increases, particularly for those on fixed incomes or already facing high utility bills.

2. Lack of Trust in City Leadership (27.1%)

A significant portion of respondents expressed frustration with perceived mismanagement and poor communication from past and current city leadership.

3. Developer Accountability (24.2%)

Many comments called for developers and newcomers to pay a fair share of the infrastructure costs driving the need for plant expansion.

4. Demand for Federal and State Grants (21.1%)

Strong desire for assurances that outside funds will be aggressively pursued to reduce the local burden.

5. Facility Location and Odor (15.8%)

Numerous comments raised concerns about the plant's current location near Memorial Park and the associated odor during events.



Key Survey Results

- 83% of residents are aware of the wastewater facility issue
- 69% say replacement is "very important" for public health
- 67% support a Phase 1 bond (80M); 65% support full bond (130M)
- 43% find Phase 1 rate impact acceptable; 63% if grants are pursued
- 31% find full project rate impact acceptable; 72% if grants are pursued
- 88% say outside funding is very important before issuing debt
- Only 11% are very confident the City will manage the project responsibly



Recommended Next Steps

1. Develop a Public Summary of Findings

- Publish a plain-language, visual summary of survey results and key concerns.
- Emphasize: “Here’s what we heard. Here’s how we’re responding.”

2. Launch Phase II Communications Plan

- Use top community concerns to guide content (e.g., cost, trust, developer equity).
- Include FAQs, infographics, public events, and a detailed funding explanation.

3. Reinforce the City’s Funding Strategy

- Clearly communicate grant/loan pursuit.
- Explain rate mitigation strategies and show a phased financial path.

4. Address Trust Directly

- Emphasize project oversight, transparency, and long-term rate planning.
- Consider independent advisory support or reporting structure.

Thank you.

Amy Holly
Director, Strategic Communications
Portman Square Group
aholly@portmansquaregroup.com

Phase II: Public Education & Communications Campaign – Summary

Timeline: Aug. 25 – Nov. 4, 2025

Goal: Provide residents with clear, factual information on the wastewater treatment bond so they can make an informed decision.

Key Dates

- Aug. 25 – City Council decision on bond measure (campaign production begins).
- Aug. 29 – Drafts of key messages, website content, and FAQs delivered for client review.
- Sept. 25 – Absentee ballots mailed.
- Oct. 14–31 – Early voting period.
- Nov. 4 – Election Day.

Core Activities

- Late August: Draft and deliver key messages, FAQs, and website copy for review.
- Early September: Public launch – website live, press release issued, email push, initial social media posts.
- Mid-September: Postcard mailer to all households; utility bill insert distributed.
- Late September: First open house; begin community group presentations; absentee ballots mailed.
- October: Second open house during early voting; continued community group presentations, social updates, and local media engagement.
- Final Week: Voting reminders for absentee returns, early voting, and Election Day.

Planned Resident Touchpoints

1. Campaign webpage with fact sheets, FAQs, and event info.
2. Postcard mailed to all households.
3. Utility bill insert with key project facts.
4. Text message, email push alerting residents to Council decision and website launch.
5. Two open houses + community presentations.
6. Social media & local media coverage tied to voting deadlines.

Phase II: Public Education & Communications Campaign

Timeline: Aug. 25, 2025 – Nov. 4, 2025

Goal: Provide fact-based, accessible information about the wastewater treatment bond, with timed outreach to align with ballot milestones.

Pre-Launch (Aug. 18–22) – Council Decision Prep

- Dependency: City Council vote on bond measure (Aug. 20).
- Finalize high-level message framework.
- Schedule venues for two open houses and begin outreach to community groups.

Milestone: Ready to begin content development the moment Council decision is made.

Week 1 (Aug. 25–29) – Council Decision & Production Kickoff

- Trigger: Bond decision from Council.
- Begin all collateral production:
 - Fact sheet, FAQs, infographic set, project explainer slides, digital graphics, social templates.
- Draft postcard mailer content (neutral, educational) for print the following week.
- Website skeleton finalized; content entry begins.
- Open House #1 date set.
- Coordinate with media for announcement coverage.

Milestone: Collateral production in progress; media aware of upcoming launch.

Week 2 (Sept. 1–5) – Website Launch & First Outreach Wave

- Website goes live with:
 - Bond basics, project need, financial impact, timeline.
 - Contact form for questions.
- Press release and email push on Council decision + link to website.
- Text push to area residents: “City Council has approved placing the wastewater bond on the Nov. ballot – learn more at [URL].”
- Approve and send postcard file to printer/mailer for mid-September delivery.

Milestone: Public has first official access to information.

Week 3–4 (Sept. 8–19) – Direct Mail & Early Engagement

- Postcard mailer hits all Sandpoint households.
- Begin community group presentations (service clubs, environmental groups, civic orgs).
- Continue social posting with FAQs and project visuals.
- Prep for Open House #1.
- Submit first op-ed to local paper.

Milestone: Direct mail reaches residents; early community group engagement underway.

Week 5 (Sept. 22–26) – First In-Person Event

- Open House #1: Overview of project, Q&A.
- Capture public questions for online Q&A updates.
- Absentee ballots mailed Sept. 25 – social/media push reminding voters they may begin voting absentee.
- Additional community group presentations.

Milestone: First in-person outreach complete; absentee voter segment activated.

Week 6–7 (Sept. 29 – Oct. 10) – Broad Media & Group Outreach

- Earned media placements highlighting project facts.
- Project video release.
- Ongoing community group presentations.
- Plan early voting push.

Milestone: Widespread media presence and consistent messaging.

Week 8 (Oct. 13–17) – Early Voting Launch

- Early voting begins Oct. 14 – reminder posts and informational ads (factual only).
- Open House #2: Updated Q&A, address common misconceptions.
- Utility Mailer: “Key Project Facts in One Page.”

Milestone: Early voters engaged through both online and in-person channels.

Week 9–10 (Oct. 20–31) – Final Voting Push

- Social Media: Maintain high-frequency factual reminders.
- Continue community presentations as needed.
- Target absentee ballot return reminders before Oct. 31 deadline.
- Share “Bond Basics” one-pager again social, and email.

Milestone: Voters fully informed ahead of absentee deadline.

Week 11 (Nov. 3–4) – Election Week

- Nov. 3–4: Daily factual reminders about polling hours & locations.

Milestone: Campaign wraps with final voter outreach.

Attachment I. Fundable List of Clean Water Loan Projects

State of Idaho State Revolving Fund

for the Period of July 1, 2025 through June 30, 2026

| Rank | Project | Rating Points | Regional Office | Est. Cost of Green Infrastructure | Needs Category (for EPA use) | NPDES, Reuse or Land Application Permit # | Estimated Assistance Loan | PF Qualification | Estimated Funding Terms and Commit Date | Estimated Project Cost | Project Description |
|----------------|---|---------------|-----------------|-----------------------------------|------------------------------|---|---------------------------|--------------------|--|------------------------|--|
| 1 | PAYETTE LAKES RECREATIONAL WATER AND SEWER DISTRICT | 280 | BRO | \$13,000 | X, I | ID0020231 M-236-01 | \$2,813,775 | | July 2025 2.75% at 20 years | \$8,280,800 | Lagoon rehabilitation project with reuse system improvements. |
| 2 | CITY OF KENDRICK | 270 | LRO | \$1,600,000 | I, II | ID0024554 | \$7,383,448 | \$4,117,328.32 | December 2025 2.00% at 30 years | \$14,508,700 | WWTP upgrades including a new plant lift station, packaged headworks, equalization lift station, extended aeration package plant, dewatering improvements, chiller system, backup power generator, and SCADA improvements. |
| 3+ | CITY OF SANDPOINT | 255 | CRO | \$10,000,000 | I | ID0020842 | \$38,000,000 | \$3,016,331.68 | December 2025 2.00% at 30 years | \$130,000,000 | Upgrade and completely rebuild aging treatment plant. |
| 11 | Rural Community Assistance Corp. | TBD | TBD | \$0 | XII | None | \$150,000 | \$150,000 | Date TBD \$150,000 of principal forgiveness | \$150,000 | Replacement of failing septic system |
| 12 | Emergencies | TBD | TBD | \$0 | TBD | TBD | \$200,000 | \$200,000 | Date TBD \$200,000 of principal forgiveness | \$200,000 | See Section 5.3 of the Intended Use Plan |
| Totals: | | | | \$11,613,000 | | | \$48,547,223 | \$7,483,660 | | \$153,139,500 | |

+Note: DEQ plans to fund City of Sandpoint if they can secure 100% funding for their project. The Sandpoint project will serve the following Ancillary Requirements for both the capitalization grant and the IJJA supplemental grant: Davis Bacon Wage Provisions, Cross-cutting Requirements, American Iron and Steel, Build American, Buy America, FFATA Reporting, Single Audit Act and Disadvantaged Business Enterprise Compliance Reporting



August 14, 2025

Attn: Holly Ellis, Public Works Director
City of Sandpoint
1123 W. Lake St.
Sandpoint, ID 83864

Re: Sandpoint WWTP Preliminary Engineer Report (PER) Revision

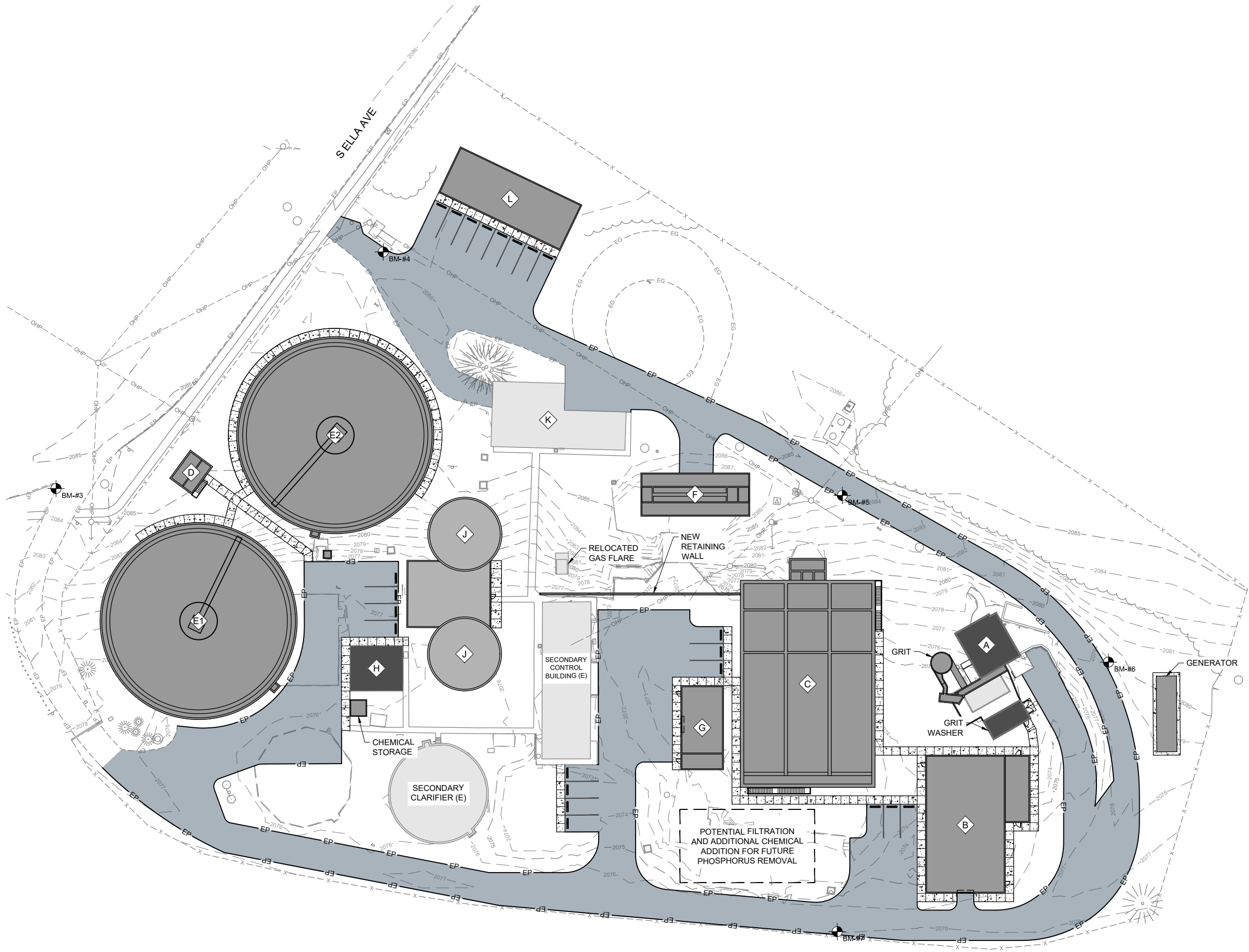
Dear Holly,

See the below updated Sandpoint WWTP PER overall project cost, which includes high level conceptual solids handling improvements costs that were not previously discussed in the PER. This overall project cost of \$130 Million was previously presented to the City Council and approved to submit for IDEQ SRF funding in January of 2025. The PER will be revised and updated in the future to incorporate this provision.

| Item | Estimated Cost |
|-------------------------------------|-----------------------|
| Site Work | \$ 4,355,000 |
| Yard Piping | \$ 1,981,000 |
| Bypass Pumping/Power | \$ 600,000 |
| Generator | \$ 1,200,000 |
| Headworks | \$ 2,848,000 |
| Odor Control | \$ 446,000 |
| Primary Filters and Pump Station | \$ 11,572,000 |
| Process Basins | \$ 12,857,000 |
| Secondary Clarifiers | \$ 13,073,000 |
| UV Disinfection | \$ 3,022,000 |
| Administration Building | \$ 1,745,000 |
| SCADA Integration | \$ 1,000,000 |
| Solids Handling | \$ 6,250,000 |
| Subtotal | \$ 60,949,000 |
| General Conditions (10%) | \$ 6,095,000 |
| Subtotal | \$ 67,044,000 |
| Tariffs, BABA, etc. (8%) | \$ 5,364,000 |
| Subtotal | \$ 72,408,000 |
| Contingency (30%) | \$ 21,723,000 |
| Subtotal | \$ 94,131,000 |
| Contractor OH&P (15%) | \$ 14,120,000 |
| Subtotal | \$ 108,251,000 |
| Professional Services (20%) | \$ 21,700,000 |
| Total Estimated Project Cost | \$ 130,000,000 |

Sincerely,

Dallin Stephens, PE



0 30 60

LEGEND

- EXISTING STRUCTURES
- NEW STRUCTURES
- MODIFIED STRUCTURES
- FUTURE STRUCTURES
- NEW ASPHALT PAVING

BENCHMARKS

- BM #1 - NGS POINT CEMETERY (OFF-SITE)
N = 2405038.59
E = 2425584.00
EL = 2084.13
- BM #2 - 5/8" REBAR KELLER CONTROL
N = 2405830.46
E = 2426805.42
EL = 2077.20
- BM #3 - MAGNAIL
N = 2406018.13
E = 2426737.76
EL = 2084.58
- BM #4 - MAGNAIL
N = 2406246.46
E = 2426810.99
EL = 2085.72
- BM #5 - MAGNAIL
N = 2406291.65
E = 2427116.32
EL = 2084.26
- BM #6 - MAGNAIL
N = 2406305.63
E = 2427302.30
EL = 2078.75
- BM #7 - MAGNAIL
N = 2406081.21
E = 2427267.42
EL = 2076.06

BASIS OF DATUMS

THE HORIZONTAL DATUM FOR THIS PROJECT IS BASED UPON NAD83 (2011) IDAHO STATE PLANE COORDINATE SYSTEM (WEST ZONE) BASED UPON NGS POINT DESIGNATION: CEMETERY PID: T00672 (OFF-SITE) KELLER POINT NO. 1. ALL BEARINGS ARE AT GRID AZIMUTH, AND ALL DISTANCES SHOWN REPRESENT GROUND VALUES. IDAHO STATE PLANE COORDINATE SYSTEM (WEST ZONE) WERE MODIFIED USING A COMBINED SCALE FACTOR OF .9998816981 ON KELLER POINT NO. 1

THE VERTICAL DATUM FOR THIS PROJECT IS BASED UPON NGS POINT DESIGNATION: CEMETERY PID: T00672 (OFF-SITE) NAVD 88, KELLER POINT NO. 1

PROJECT BENCH MARK SHOWN AS KELLER POINT NO. 2, ELEVATION 2077.20'

STRUCTURE DESIGNATORS

- A - HEADWORKS (E)
B - PRIMARY FILTERS/LIFT STATION (N)
C - PROCESS BASINS (N)
D - SECONDARY SPLITTER BOX (N)
E1 - SECONDARY CLARIFIER #1 (N)
E2 - SECONDARY CLARIFIER #2 (N)
F - UV DISINFECTION (N)
G - BLOWER BUILDING (N)
H - RAS/WAS BUILDING (E)
J - DIGESTERS AND CONTROL BUILDING (FUTURE)
K - SOLIDS DEWATERING BUILDING (E)
L - ADMINISTRATION BUILDING (N)

| NO. | REVISIONS | DATE |
|-----|-----------|------|
| | | |
| | | |
| | | |

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Public Hearings (continued)**13. Public Hearing/Decision: Proposed Amendments to Sandpoint City Code Title 9, Chapter 5, Off-Street Parking and Loading Facilities, and Title 9, Chapter 1, Definitions**

Mayor Grimm introduced this item and provided a reminder regarding the public hearing procedure, with Ms. Jovick also providing instructions regarding this matter, where the public hearing would be held, but deliberation would be continued through to the next meeting, and an ordinance reflecting the final approved amendments brought to the Council at a future meeting.

Mr. Dean provided a presentation and, along with Mayor Grimm, Mr. Welker, and Ms. Jovick, fielded questions from the Council members.

Mayor Grimm then opened the public hearing. No one testified, and the Mayor closed the public hearing.

Council voted to continue deliberation and a decision on this matter until their next regular meeting on August 20, 2025.

Motion made by Councilor Dick, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm recessed the meeting at 8:49 p.m. for a brief intermission, reconvening at 8:57 p.m.

Old/Unfinished Business**14. Budget: Council Review/Requests**

Mayor Grimm introduced this item, and each Council member conveyed their priorities for the budget and potential requests for adjustments to specific line items as provided in the approved preliminary budget, followed by a variety of motions, discussion, and votes, as reflected below. The Mayor and City staff, including Ms. Ellis, Finance Director Sarah Lynds, and Central Services Director Cheryl Hughes, fielded questions from the Council members during this discussion.

Motion to reallocate \$40,000 from the proposed FY2026 budget set aside for improvements to rental property under General Government Projects to the proposed budget for the City of Sandpoint's portion of FY2026 funding for Selkirks-Pend Oreille Transit (SPOT Bus) under the SPOT Bus Joint Powers Agreement (JPA) with neighboring jurisdictions.

Motion made by Councilor Dick, Seconded by Councilor Duquette.

Voting Yea: Councilor Ruehle, Councilor Dick, Councilor Schreiber, Councilor Duquette

Voting Nay: Councilor Aispuro, Councilor Howarth

Motion passed.

Motion to reallocate \$45,000 that had been proposed for new "Welcome to Sandpoint" signs to instead fund an efficiency study to assess the City's operations.

Motion made by Councilor Howarth, Seconded by Councilor Dick.

Voting Yea: Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Howarth

Voting Nay: Councilor Ruehle, Councilor Duquette

Motion passed.

Motion to seek to reallocate funds currently set aside in the Sandpoint Urban Renewal Agency (SURA) budget for the Great Northern Road project at \$1.5 million and the sidewalk project in the vicinity of Baldy Mountain Road and North Boyer Avenue at \$500,000 to a new project that would extend Baldy Mountain Road east to Highway 2 and include the Baldy/Boyer sidewalk project.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

Voting Yea: Councilor Schreiber, Councilor Duquette

Voting Nay: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Howarth

Motion failed.



Staff Report

To: City Council
From: Bill Dean, City Planner
Report: June 18, 2025
Hearing: August 6, 2025
Item: Amendment to Sandpoint City Code Title 9 Chapter 5 Off-Street Parking and Loading Facilities and Title 9 Chapter 1 Definitions
Applicant: City Initiated

Please Note: The Application and all materials related to this request are provided on the City's website at:
www.sandpointidaho.gov/currentprojects

1) Introduction and Background

The proposed ordinance amending Sandpoint City Code Title 9 Chapter 5 stems from an effort beginning in 2022 evaluating parking demands in order to arrive at policy and regulations to maximize parking efficiency in the City's Downtown as well as efforts and strategies to support vibrancy and activity in Downtown. The outcome of these efforts are the recently adopted City of Sandpoint Downtown Parking Management Plan and a proposed ordinance amending sections of the City's zoning code to implement policy contained in the plan. The parking ordinance has been amended from time to time with the last holistic evaluation and amendments occurring in 2005 and in 2018.

Included in the proposed amendment are:

1. Requirements that alleys be hard surfaced when development intensifies the use of the alleys.
2. Requirements for off-street parking with the option to pay in-lieu fees for new residential development within the defined parking exempt area.
3. An expansion of the non-residential parking exempt area to capture additional properties zoned Commercial A to the southeast of the downtown core.
4. Clarification of where in the City parking in-lieu fees are allowed to be used.

The principal objective of the Code amendment is to implement a change in requirements for off-street parking facilities for residential land uses in Downtown and create an in-lieu payment for such requirements as a means to balance parking capacity with future public parking investments. Accompanying this requirement is an expansion of the parking exempt zone to capture additional lands zoned Commercial A (the zoning for Downtown) in order to further incentivize property investment consistent with the vision and goals of the Comprehensive Plan (Comp Plan).

In addition, staff's efforts resulted in reviewing the ordinance holistically with the additional goals of adding clarity to existing regulations. Resulting from staff's review are several proposed minor amendments throughout the ordinance clarifying requirements for hard surfacing, adequate sight distance measurements, and use of wheel blocks, for example.

The proposed ordinance also amends the definitions in the zoning ordinance for streets, alleys and parking areas for

clarity.

Overall, the parking ordinance amendments are a continuation of recent efforts to deregulate parking in the Downtown and throughout the City. The Planning and Zoning Commission reviewed the ordinance on May 6, 2025, and held public hearings on June 17, 2025 and July 15, 2025 where they unanimously recommended City Council adoption of the ordinance. Their recommendation included several changes to the ordinance which are further described below and included in the draft being considered by City Council. Their recommendation also includes changes to several definitions in the zoning ordinance, located in Chapter 9, Title 1, Section 3, also included in the draft before City Council.

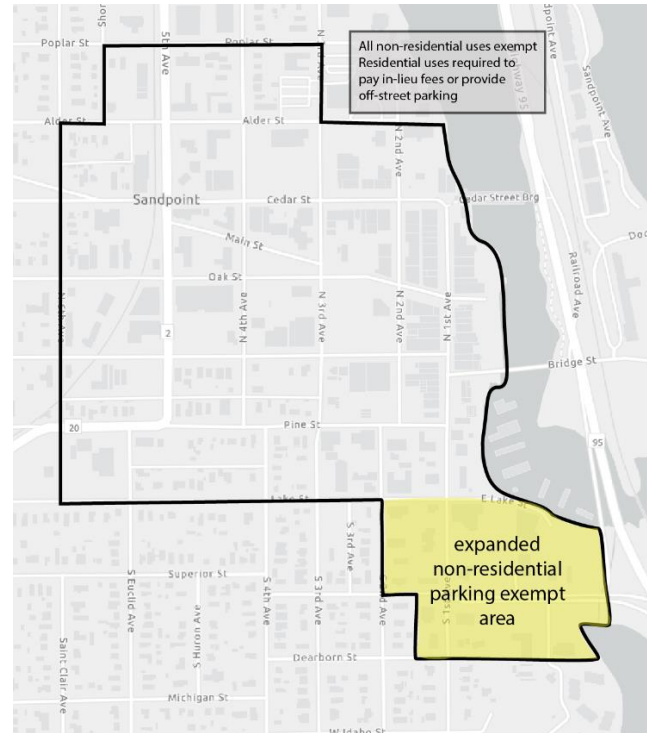
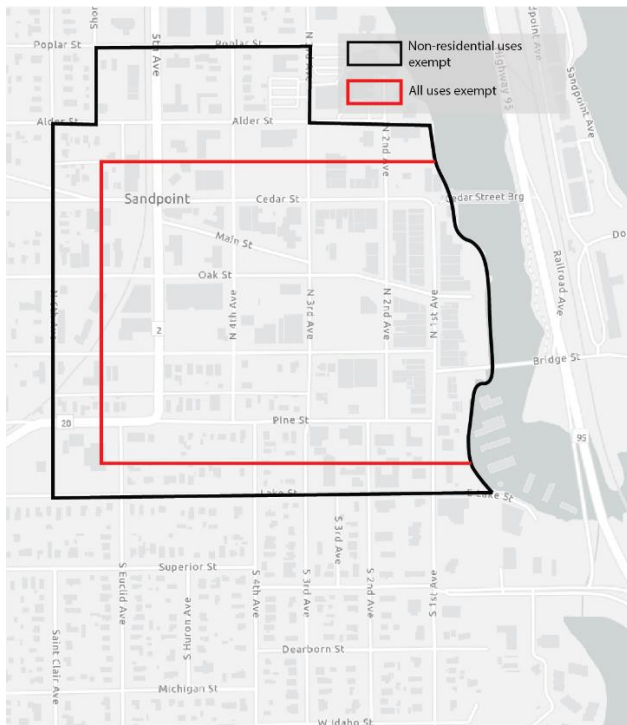


Figure 1: Current parking exempt zones. Figure 2: Proposed expanded non-residential boundary and elimination of residential parking exempt area

2) Relevant Comprehensive Plan Objectives

The City's 2024 Comprehensive Plan contains objectives and policies that serve to guide any proposed code amendment. Consideration and regulations for off-street parking is integral to new development and redevelopment and the Comp Plan provides guidance as follows:

Vision Statement related to vibrant culture, page 18:

The strong sense of pride in the city's history should be honored with robust standards for design, preservation, and development.

Downtown and surrounding neighborhoods should be promoted and enhanced as the cornerstone of Sandpoint's historic charm and small-town feel.

Vision Statement related to sustainable development, page 20:

Sandpoint's natural beauty, open space, and scenic views should be protected through thoughtful development patterns

A mix of land uses and high-quality development that fosters walkable, accessible and enduring neighborhoods should be encouraged

Vision Statement related to a livable community, page 22:

Neighborhoods should be designed with a sense of community and identity, and the scale and

character of established neighborhoods respected

Community Character and Design

Goal 1: Character and Identity: Sandpoint's unique identity, character, and sense of place is retained and strengthened.

Policy A: Ensure that all commercial, single-family, and multifamily development respect the town's unique character in architecture, thoughtful density, and in site planning.

Land Use and Growth

Goal 1: Efficient Land Use

Policy A: Incentivize development and redevelopment of vacant and under-utilized properties in the core area of the city through zoning and subdivision code changes.

Policy D: Encourage the provision of housing above ground floor commercial use in downtown and mixed-use areas.

Goal 3: Mixed Use Development

Policy C: Allow an acceptable level of development compactness and density within mixed-use developments to increase opportunities for shared parking facilities, public gathering spaces, accessible services, and less reliance on the automobile for daily mobility.

Goal 4: Quality Places

Policy C: Require building location and site design that emphasize pedestrian orientation and access.

Policy F: Allow shared and other parking solutions to reduce the amount of land devoted to surface parking.

Housing and Neighborhoods

Goal 1: Housing Variety

Policy F: Explore alternatives to parking requirements to encourage a variety of housing types for a broad spectrum of income levels and age groups.

Goal 2: Housing Affordability

Policy A: Identify and resolve barriers that impede the development of workforce housing and the rehabilitation of existing housing

Multimodal Transportation

Goal 3: Vibrant Pedestrian-Friendly Downtown

Policy A: Promote downtown as a pedestrian-oriented district

Policy B: Provide education and outreach to property owners, businesses, and the public about the importance of keeping downtown pedestrian friendly.

Policy C: Continue to explore the construction of a parking structure through a public-private partnership

Jobs & Economic Development

Goal 5: Downtown Vitality

Policy J: Ensure sufficient public parking to enable redevelopment of underutilized properties

In addition, the Comp Plan Appendix A (Implementation) page 3 refers to two specific implementation efforts related to parking:

- Manage limited downtown parking. Complete the parking demand management study and implement recommendations.
- Manage limited downtown parking Explore options for paid parking at City Beach and downtown parking lot

3) Overview of Proposed Amendments

The following is a summary of the proposed amendments to Title 9, Chapter 5 “Off-Street Parking and Loading Facilities”

- 1) 9-5-1 General Provisions: clarifying language on ordinance applicability, clarifying language on approval authority for Parking Demand (reduction) Analyses, new requirement that residential development within “exempt area” has to provide parking or pay an in-lieu fee, expansion of “exempt area” to include properties at City’s entrance along Superior St. that are zoned Commercial A (revised text and map of area).
- 2) 9-5-2 Location of Parking Facilities: no proposed changes.
- 3) 9-5-3 Shared Parking Reduction: clarifying language on approval authority for a Parking Demand (reduction) Analysis. Clarifies that the approval authority for the permit sought has the authority to approve the analysis. For example, if a Conditional Use Permit is sought, the PZC would be enabled to review and approved (or not) the analysis. If the permit sought is a staff-level permit, the Director would be enabled to review and approved (or not) the analysis.
- 4) 9-5-4 Access and Maneuvering Area: clarity on what is exempt from the requirements to move in a forward direction in a parking facility. The zoning ordinance does not refer to units per acre except for here, so the reference to the amount of development exempt from the access and maneuvering standards has been re-stated in number of total units (6 or fewer), which is unambiguous.
- 5) 9-5-5 Minimum Distance and Setbacks: removal of a standard that is widely violated. It is common for property owners in residential areas to park vehicles adjacent to the side property lines, instead of adhering to the required 5-foot setback. One alternative to striking this provision could be to allow parking within 5-feet of a side property line, but not the front property line. The other amendment establishes a clear standard as opposed to the current standard which is “a reasonable distance”, which can lead to confusion.
- 6) 9-5-6 Surfacing: adds a definition of “hard surfacing” with ability for City Engineer to establish a set of alternatives to asphalt and concrete as they are presented and evaluated on a case-by-case basis. Adds a requirement that alleys must be paved when development of more than a duplex with an Accessory Dwelling Unit (ADU) is accessed off the alley.
- 7) 9-5-7 Maintenance: clarifies that the City is not responsible for alley maintenance.
- 8) 9-5-8 Lighting: adds reference to applicable Sandpoint City Codes related to outdoor lighting.
- 9) 9-5-9 Wheel Blocks: clarifies when wheel blocks are required and adds specific performance standards to avoid cars from encroaching onto sidewalks rendering them more difficult for pedestrian use.
- 10) 9-5-10 Signs: no proposed changes.
- 11) 9-5-11 Striping: updating standard to remove double striping requirement which is not commonly used.
- 12) 9-5-12 Screening and/or Landscaping: updated language throughout to remove conflicting terminology (e.g. sparking stall -space; parking lot – facility – area).
- 13) 9-5-13 Accessible Parking Spaces: no proposed changes.
- 14) 9-5-14 Design and Dimensional Standards: relocated bicycle parking requirements to 9-15-15 and replaced the images dimensioning parking facilities with clearer, easy to read images. Additionally, the bicycle parking standards adopted by City Council resolution 16-51 are also incorporated by reference.
- 15) 9-5-15 Minimum and Maximum Surface Parking Space Requirements: added new parking requirements for residential land uses within the “Exempt Area” to require off-street parking per 1000 square feet of development instead of per unit or bedroom. This shift incentivizes smaller units and requires larger units to

contribute more parking or pay larger in-lieu fees.

- 16) 9-5-15-B Bicycle Spaces: created specific reference that bicycle parking shall comply with standards adopted by City Council resolution.
- 17) 9-5-16 Parking Credits: clarifies where back-up space for motorcycles is required to be located.
- 18) 9-5-17 Loading Areas: no proposed changes.
- 19) 9-5-18 In Lieu Parking Fees: clarifies where in-lieu fees may be utilized. Existing ordinance refers to a “defined in-lieu area”, yet no area is defined. This amendment adds clarity that in lieu fees can be paid by residential and non-residential land outside the “exempt area”, and that in-lieu fees can be paid by residential uses within the “exempt area”. Non-residential remains exempt from off-street parking requirements including the payment of in-lieu fees in the “exempt” area. Re-directs the fee amount to be paid to a City Council resolution instead of the zoning ordinance furthering the City’s efforts to consolidate all City fees into a Master Fee Schedule.

The following is a summary of the proposed amendments to Title 9, Chapter 1, Section 3 “Definitions”

- 1) Clarify the definition of “alley” to indicate alleys are public ways and that they are not streets.
- 2) Clarify and amplify the definition of parking “area” to also include “facility” as they are used interchangeably throughout the ordinance.
- 3) Clarify the definition of “street” to not include “alley”.

Clarifying the City’s off-street parking requirements and definitions adds to the transparency and predictability of the development process. Related to the expansion of the “exempt area”, benefits of increasing the size of the area under fewer development regulations can contribute to further revitalization, including:

- Allowing the tax base for the City to expand (less parking=more developed real estate at higher tax rate).
- Enables historic preservation efforts, and traditional development patterns which are impossible to achieve with stringent required off-street parking requirements.
- Additional off-street parking inhibits small business and mixed-use development; inhibits vibrancy achieved when buildings are connected or separated by very small gaps, as is the traditional Downtown Sandpoint development pattern.
- Induces demand to utilize a currently under-utilized resource of existing surface parking in City lots and along City streets.

4) Off Street Parking and Loading Facilities, and Definitions Amendment History

| | |
|-----------------|---|
| 2022 | Kittleson and Associates completes update to 2016 Downtown parking management plan |
| 2024 | City adopts new Comprehensive Plan which includes specific reference to continued Downtown revitalization, and real estate development consistent with historic development patterns. |
| January 1, 2025 | Draft Downtown Parking Management Plan presented to PZC |
| April 15, 2025 | Update to Draft Downtown Parking Management Plan presented to PZC |
| May 6, 2025 | Draft Proposed Amendments to Title 9 Chapter 5 of Sandpoint City Code (Off-Street Parking and Loading Facilities) presented to PZC |

| | |
|----------------|--|
| June 17, 2025 | PZC Public Hearing on Draft Proposed Amendments to Title 9 Chapter 5 of Sandpoint City Code (Off-Street Parking and Loading Facilities) |
| July 15, 2025 | PZC Public Hearing on Draft Proposed Changes to Title 9 Chapter 1 (Definitions) to compliment Title 9 Chapter 5 amendments |
| August 6, 2025 | City Council Public Hearing on Draft Proposed Ordinances amending both 9-1-3 (Definitions) and 9-5 (Off-Street Parking and Loading Facilities) |

5) City Council Action

The action of the City Council can include the following:

Adopt the ordinance as drafted

Adopt the ordinance after making changes

Direct staff to revise the ordinance before taking action

Deny the ordinance

6) Attachments

1. Redline Version of Proposed Amendments to Sandpoint City Code Title 9 Chapter 5, and Title 9 Chapter 1
2. Clean Version Proposed Amendments to Sandpoint City Code Title 9 Chapter 5, and Title 9 Chapter 1

Note: On August 20, Council will be asked to consider approval of the proposed code amendments, then an ordinance will be presented at a future meeting for adoption of any amendments approved by Council.

9-1-3: Definitions:

Words not defined herein shall be given the meanings ordinarily applied to such words. The word "structure" shall include the word "building", and the word "lot" shall include the word "plot".

ACCESSORY BUILDING OR USE: A subordinate building or use, which is located on the same parcel on which the main building or use is situated and which is reasonably necessary and incidental to the conduct of the primary use of such building or to the main use.

ACCESSORY DWELLING UNIT (ADU): A habitable living unit added to, created within, or detached from a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking, and sanitation.

ACREAGE: Any tract or parcel of land which has not been subdivided or platted.

ADJOINING: Properties that touch or bound a particular parcel of land. For notification purposes, parcels that would adjoin a property absent an alley are also included.

AIRPORT: The Sandpoint Airport property, including all land covered by the Sandpoint Airport master plan.

AIRPORT ELEVATION: The highest point of an airport's usable landing area measured in feet from sea level. The elevation of the Sandpoint Airport is two thousand one hundred twenty-seven feet (2,127') above mean sea level.

ALLEY: A ~~street or way~~ public passageway for vehicles shown on the official plat of the city or its additions and designated thereon as an alley.

APARTMENT: A room or suite of rooms in a multiple-family structure which is arranged, designed, used or intended to be used as a housekeeping unit for a single-family.

AUTO WRECKING OR JUNKYARD: Any place where two (2) or more motor vehicles not in running condition, or parts thereof, are stored in the open and are not being restored to operation; any land, building or structure used for wrecking or storing of such motor vehicles or parts thereof and including any farm vehicles or farm machinery or parts thereof, stored in the open and not being restored to operating condition; and including the commercial salvaging and scavenging of any other goods, articles or merchandise.

AUTOMOBILE: A passenger vehicle.

AUTOMOBILE REPAIR: General repair, rebuilding or reconditioning of motor vehicles; collision service, such as body, frame or fender straightening and repair; overall painting of motor vehicles.

AUTOMOBILE SERVICE STATION: An establishment where automotive fuels and lubricants, accessories and services are sold at retail; however, where the sale of such is only incidental, the establishment or premises shall be classified as a public garage.

BASEMENT: A story partly or wholly underground. Where more than one-half (½) of its height is above the average level of the adjoining ground, a basement shall be counted as a story for purpose of height measurement.

BED AND BREAKFAST: An owner occupied dwelling where rooms are available for transient lodging and where a morning meal is provided.

BILLBOARD: Any structure or portion thereof upon which are placed signs or advertisements used as an outdoor display. This definition does not include any bulletin boards used to display official court or public office notices, or a sign advertising the sale or lease of the premises on which the sign is located.

BOARDING, LODGING OR ROOMING HOUSE: A building where lodging, with or without meals, is provided for compensation for not fewer than four (4) nor more than twelve (12) persons in addition to members of the family occupying such building.

BUILDING: Any structure utilized or intended for supporting or sheltering any occupancy.

BUILDING AREA: The buildable area of a lot is the space remaining after adherence to the minimum open space requirements of this chapter.

BUILDING FOOTPRINT: The horizontal area, measured from the outside of all exterior walls and supporting columns. It includes all attached and covered components of a structure including residences, garages, covered carports, and covered patios, decks and porches.

BUILDING HEIGHT: The vertical distances measured from the sidewalk level or its equivalent established grade opposite the middle of the front of the building to the highest point of the roof. Where buildings are set back from the street line, the height of the building may be measured from the average elevation of the finished lot grade at the front of the building.

BUILDING LINE: The perimeter of that portion of a building nearest a property line, but excluding open steps, terraces, cornices and other ornamental features projecting from the walls of the building.

CARPORT: A structure attached or made a part of the main structure which is open to the weather on at least two (2) sides, intended for the use of sheltering not more than two (2) motor driven vehicles.

CHURCH: A nonprofit organization, that is or would be recognized by the internal revenue service as such, which uses buildings, structures, or land for the teaching or practice of religious doctrine or related social functions.

COMMISSION: For the purposes of this title, "commission" shall mean the planning and zoning commission.

COMPREHENSIVE PLAN: An official document pursuant to Idaho Code 67-6508 that includes land within the jurisdiction of the governing board which considers previous and existing conditions, trends, desirable goals and objectives, or desirable future situations for each planning component. The plan with maps, charts, and reports shall be based on the following components unless the plan specifies reasons why a particular component is unneeded: population; economic development; land use; natural resource; hazardous areas; public services, facilities and utilities; transportation; recreation; special areas or sites; housing; community design and implementation.

CONDITIONAL USE: A use listed in a particular zone which is compatible with its surrounding area and permitted if approved by the planning commission or by a hearing body.

CONDOMINIUM: A multiple-family dwelling, duplex, or single unit, in which the dwelling units are individually owned, with each owner having a recordable deed enabling the unit to be sold, mortgaged, or exchanged independently.

COURT: An open unoccupied space, other than a yard, on the same lot with a building and bounded on two (2) or more sides by such building.

CURB GRADE: The established elevation of the curb measured at the center of the front of a building. Where no curb grade has been established, the city shall establish such curb level or its equivalent for the purpose of this chapter.

DANCE HALL: A large room used mainly for dancing. (Synonyms: ballroom, dance palace.)

DAYCARE CENTER: A place or facility providing daycare for compensation for thirteen (13) or more children.

DISTRICT: A section or sections of the incorporated area of the city for which the regulations and provisions governing the use of buildings and land are uniform for each class of use permitted therein.

DUPLEX: A two-family dwelling where neither unit contains less than twenty-five percent (25%) of the total habitable floor area of the structure.

DWELLING, APARTMENT OR MULTIPLE-FAMILY: A building or portion thereof, designed for occupancy by three (3) or more families living independently of each other.

DWELLING, DUPLEX OR TWO-FAMILY: A building, including modular housing, containing two (2) dwelling units with a common wall.

DWELLING, SINGLE-FAMILY ATTACHED: An individually owned single-family attached dwelling, such as a townhouse.

DWELLING, SINGLE-FAMILY OR ONE-FAMILY: A detached building, other than a mobile home or modular home, containing one dwelling unit and not including timeshare ownership of that dwelling unit.

DWELLING UNIT: One or more rooms designed for occupancy by one family for living purposes and having only one cooking facility, but not including motel units.

FACADE: The entire area of a building facing or side extending from the roof or parapet to the ground and from one corner of the building to another but does not include any structural or nonstructural elements which extend beyond the roof of a building.

FAMILIAL STATUS: One or more individuals (who have not attained the age of eighteen (18) years) being domiciled with:

- A. A parent or another person having legal custody of such individual or individuals; or
- B. The designee of such parent or other person having such custody, with the written permission of such parent or other person.

The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of eighteen (18) years.

FAMILY: A single individual or two (2) or more persons living together as one housekeeping unit using one kitchen.

FAMILY DAYCARE HOME: A home, place or facility providing daycare for six (6) or fewer children.

FRONTAGE: All property on one side of a street between two (2) intersecting streets, or natural barriers.

GARAGE, PRIVATE: An accessory building for the storage of not more than three (3) motor driven vehicles of which not more than one shall be a commercial vehicle of not more than two (2) tons' capacity.

GARAGE, PUBLIC: A building other than a private garage used for the care, repair of equipment or automobiles, or for vehicles parked or stored for remuneration, hire or sale.

GATED COMMUNITY: A residential neighborhood where accessibility is controlled by means of a gate, guard, barrier or other similar improvement within or across a privately maintained right-of-way.

GROUP DAYCARE FACILITY: A home, place, or facility providing daycare for seven (7) to twelve (12) children.

GUESTHOUSE: A structure for human habitation, containing one or more rooms with bath and toilet facilities, but not including a kitchen or facilities which would provide a complete housekeeping unit.

HARD SURFACING: A surface constructed of asphalt, concrete, polymer blocks or other like substance recognized in the industry as providing a pavement like surface which like substance is approved by the city engineer or public works director.

HAZARD TO AIR NAVIGATION: An obstruction determined to have a substantial adverse effect on the safe and efficient utilization of the navigable airspace.

HEIGHT: See definition of Building Height.

HOME OCCUPATION: An occupation, profession or business activity including family daycare (six (6) or fewer children), where the primary location of business and/or the official business address is at the home which results in a product or service for gain, is clearly incidental and subordinate to the use of the premises as a dwelling unit

and does not change the character thereof. Examples of permissible uses include tutoring and music lessons that occur one on one or similar types of uses.

HOSPITAL, SANATORIUM, HOSPICE: An institution open to the public, in which sick patients or injured persons are given medical or surgical care; or for the care of contagious diseases or terminally ill patients.

HOTEL: A building designed for occupancy as the more or less temporary abiding place of individuals who are lodged with or without meals, in which there are six (6) or more guestrooms, and in which no provisions are made for cooking in any individual room or suite.

INSTITUTION: A building occupied by a nonprofit corporation or a nonprofit establishment for public or semipublic use.

KENNEL: Any lot or premises on which four (4) or more dogs, at least four (4) months of age, are kept.

LABORATORY: A place devoted to experimental study such as testing and analyzing. Manufacturing of a product or products is not to be permitted within this definition.

LOADING SPACE: An off-street space or area on the same lot with a building or contiguous to a group of buildings for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials and which abuts upon a street, alley or other appropriate means of access.

LOT: A parcel or plot of land occupied or suitable for occupancy by one main building or use, with accessory buildings, including the open spaces required by this title, and having its principal frontage upon a public street or highway.

LOT, CORNER: A lot situated at the intersection of two (2) or more streets.

LOT DEPTH: The horizontal distance between the front and rear lot lines.

LOT FRONTAGE: The front of a lot shall be that boundary of a lot along a public street; and for a corner lot the front shall be the shorter lot boundary along a street.

LOT, INTERIOR: A lot other than a corner lot.

LOT OF RECORD, SUBSTANDARD ORIGINAL: Any legally created individual nonconforming lot or parcel that does not meet the minimum lot width or area requirements of the district in which it is located. Such lot or parcel may be utilized for those uses permitted within its zoning district if all other requirements of this title are met. For the purpose of this definition, residentially zoned lots or parcels must have been created prior to March 10, 1980, and industrially zoned lots or parcels must have been created prior to April 20, 2011, or they must have existed prior to their annexation into the city of Sandpoint, whichever occurred first. Residential development of substandard original lots of record is subject to section 9-4-6 of this title.

LOT, REVERSED CORNER: A corner lot the rear of which abuts upon the side of another lot whether across an alley or not.

LOT WIDTH: The horizontal distance between the side lot lines.

MOBILE HOME: A vehicle or structure constructed for movement on the public highways, that has sleeping, cooking and plumbing facilities, is intended for human occupancy and is being used for residential purposes.

MOBILE HOME PARK: Any plot of ground upon which two (2) or more occupied mobile homes are located.

MOBILE HOME SPACE: A plot of ground within a mobile home park designated for the accommodation of one mobile home.

MODULAR HOUSING: A dwelling unit manufactured off site, built to be used for permanent residential occupancy, to be set on a permanent foundation and conforming to the applicable building code.

MOTEL: A group of attached or detached buildings containing individual sleeping or living units where a majority of such units open individually and directly to the outside, and where a garage is attached or a parking space is conveniently located to each unit, all for the use by automobile tourists or transients, and such words include motor lodges, motor inns, and similar terms.

NONCONFORMING USE: Any building, structure or land lawfully occupied by a use or lawfully situated which does not conform to the regulations of this title.

NONPRECISION INSTRUMENT RUNWAY: A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance, or area type navigation equipment, for which a straight in nonprecision instrument approach procedure has been approved or planned.

NURSING HOME OR REST HOME: A private hospital for the care of children, the aged or infirm or a place of rest for those suffering bodily disorders, but not including facilities for the treatment of sickness or injuries or for surgical care.

PARKING AREA/FACILITY, PRIVATE: Any privately owned off-street area, lot, structure, or portion thereof, that is designated and used for the temporary storage and maneuvering of motor vehicles. This includes surface parking lots, parking garages or structures, and all internal driveways, drive aisles or circulation areas necessary for vehicle ingress, egress, and movement within the facility. A private parking facility does not include public rights-of-way, on-street parking spaces, or areas designated exclusively for the loading or unloading of trucks or delivery vehicles. An open area for the parking of privately owned automobiles and not for public use.

PARKING AREA/FACILITY, PUBLIC: An open area, other than street, used for the temporary parking of more than four (4) automobiles and available for public use whether free, for compensation or as an accommodation for clients or customers.

PARKING SPACE: An area, enclosed or unenclosed, which has adequate access to a public street or alley, sufficient in size to store one automobile.

PERSON: An individual, firm, partnership, corporation, company, association, joint stock association, or governmental entity; includes a trustee, a receiver, an assignee, or a similar representative of any of them.

PLANNED UNIT DEVELOPMENT: An area of land pursuant to Idaho Code 67-6515 in which a variety of residential, commercial, industrial and other land uses are provided for under single ownership or control.

PORCH: A roofed entrance to a building, projecting out from the wall or walls of the main structure and commonly open in part to the weather.

PRECISION INSTRUMENT RUNWAY APPROACH ZONE: The inner edge of this approach zone coincides with the width of the primary surface and is one thousand feet (1,000') wide. The approach zone expands outward uniformly to a width of sixteen thousand feet (16,000') at a horizontal distance of fifty thousand feet (50,000') from the primary surface. Its centerline is the continuation of the centerline of the runway.

PRESCHOOL: An institution primarily engaged in child training and academic instruction prior to the mandatory first grade.

PRIMARY SURFACE: A surface longitudinally centered on a runway. When the runway has a specially prepared hard surface, the primary surface extends two hundred feet (200') beyond each end of that runway; for military runways or when the runway has not specially prepared hard surface, or planned hard surface, the primary surface ends at each end of that runway. The width of the primary surface is set forth in the airport overlay zone district. The elevation on the primary surface is the same as the elevation of the nearest point on the runway centerline.

RUNWAY: A defined area on an airport prepared for landing and takeoff of aircraft along its length.

SCHOOL: An institution primarily engaged in academic instruction, public, parochial or private and recognized or approved by the state.

SETBACK: The minimum required distance between a property line and any portion of a building excepting projections as allowed by this title.

SIDEWALK: That portion of a street between the lateral lines of the roadway and the adjacent property lines set apart for use by pedestrians.

SITE PLAN REVIEW: The process whereby the planning department shall review the site plans, maps and other studies to assist in determining the manner in which the applicant intends to make use of his property to assure that they meet the stated purposes and standards of the zoning district and provide for the necessary public facilities associated with the development.

STORY: That portion of a building included between the surface of any floor and the surface of the floor next above it or if there be no floor above it, then the space between such floor and the ceiling next above.

STREET: The entire width between the right-of-way lines of every way for vehicular and pedestrian traffic and includes the terms "road", "highway", "lane", "place", "avenue", and ~~"alley"~~, and other similar designations.

STRUCTURAL ALTERATIONS: Any change which would prolong the life of the supporting members of a building or structure, such as bearing walls, columns, beams or girders.

STRUCTURE: That which is built or constructed.

TERRACE, OPEN: A level and rather narrow plain or platform which, for purposes of this title, is located adjacent to one or more faces of the main structure and which is constructed not more than four feet (4') in height above the average level of the adjoining ground.

TIMESHARE CONDOMINIUM: A condominium in which units are individually owned by a family or group of persons for a variable amount of time during the year, and in which part or all of the units may be available to transients for rent or on an exchange basis. For the purposes of this title, timeshare condominium or unit shall be considered a motel.

TOWNHOUSE: An attached dwelling, designed for residence by a single-family or household, that shares a party or common wall and occasionally a single roof with at least one other similar residence. Townhouses and the land they rest upon are usually individually owned with a proportional interest in the common areas of the development.

TRAILER: A vehicle without motive power used for human habitation, including a trailer coach or house trailer designed to be drawn by a motor vehicle.

TRAILER PARK, MOBILE HOME PARK, TRAILER COURT: Any premises occupied or designed to accommodate more than one mobile home or trailer.

USE: The purpose for which land or a building is intended, designed, arranged or maintained.

VACATION HOME RENTAL OCCUPANCY: The use of a dwelling unit by any person or group of persons who occupies or is entitled to occupy a dwelling unit for remuneration for a period of time less than thirty (30) days but at least two (2) days, counting portions of days as full days. "Remuneration" means compensation, money, rent or other bargained for consideration given in return for occupancy, possession or use of real property. Home exchanges where money is not transferred shall be excluded from this definition.

VISUAL RUNWAY: A runway intended solely for the operation of aircraft using visual approach procedures.

YARD: An open space unoccupied and unobstructed from the ground upward, on the same lot with a main building, except as otherwise provided in this chapter.

YARD, FRONT: A yard extending across the full width of the lot and lying between the front line of the lot and the nearest line of the building.

YARD, REAR: A yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.

YARD, SIDE: That part of the yard lying between the main building and a side lot line, and extending from the required front yard (or from the front lot line, if there is no required front yard) to the required rear yard.

(Ord. 1084, 6-2-2003; amd. Ord. 1091, 8-20-2003; Ord. 1127, 2-16-2005; Ord. 1135, 7-20-2005; Ord. 1152, 7-19-2006; Ord. 1178, 8-15-2007; Ord. 1196, 11-19-2008; Ord. 1263, 12-29-2011; Ord. 1281, 5-15-2013; Ord. 1336, 11-2-2016; Ord. 1393, 3-16-2022; Ord. No. 1413, § 1, 12-20-2023)

TITLE 9 - ZONING
CHAPTER 5 OFF-STREET PARKING AND LOADING FACILITIES -WORKING DRAFT OF AMENDMENTS

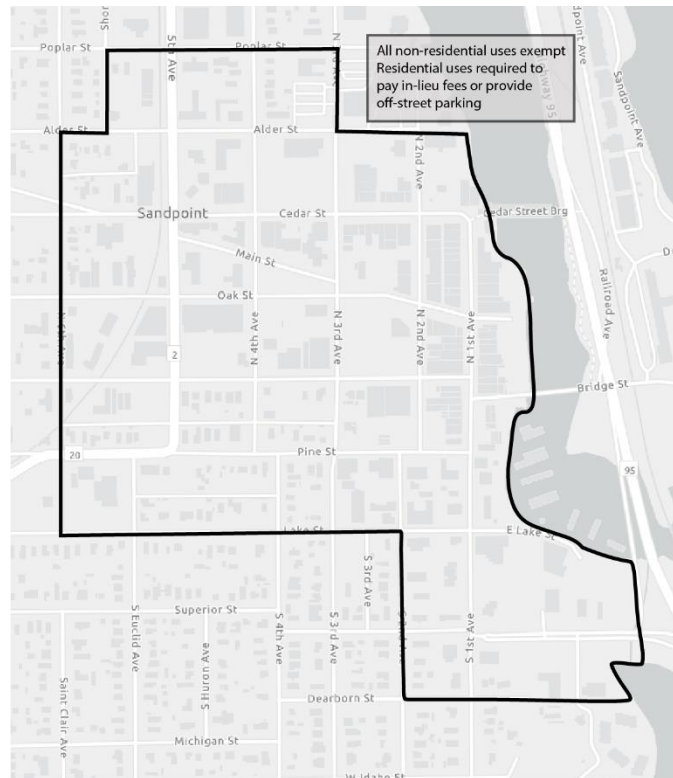
CHAPTER 5 OFF-STREET PARKING AND LOADING FACILITIES

9-5-1: General Provisions:

- A. Off-Street Parking and Loading Spaces Provided: No building or structure shall be erected, substantially altered (requiring a building permit), or its use changed unless permanently maintained off-street parking and loading spaces have been provided in accordance with the provisions of this chapter.
- B. ~~Additional Parking After Enlargement~~ **up to 50% in Floor Area or Change:** Whenever a building or structure ~~existing prior to the effective date of this chapter changes use or~~ is enlarged up to fifty percent (50%) in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of ~~existing~~ parking and loading spaces, additional parking **and loading** spaces ~~must~~ **shall** be provided on the basis of the enlargement or change.
- C. **Additional Parking After Enlargement greater than 50% in Floor Area:** Whenever a building or structure is enlarged greater than 50% in floor area, number of employees, seating capacity, number of dwelling units, or otherwise, to create the need for an increase in the number of parking and loading spaces, such additional spaces must be provided on the basis of the enlargement or change and shall be developed in accordance with the screening and landscaping provisions of this chapter.
- D. ~~Buildings Enlarged Meet Requirements~~ **Additional Parking After Change in Use or Occupancy:** Whenever a building or structure ~~existing prior to the effective date of this chapter is enlarged to the extent of fifty percent (50%) or more in floor area~~ **has a change in use or occupancy that would increase the number of spaces being required, such additional spaces shall be provided on the basis of the change,** number of employees, seating capacity, number of dwelling units, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein.
- D. ~~Buildings With Other Changes Meet Requirements:~~ Whenever a building or structure constructed after the effective date of this chapter changes use or is enlarged in floor area, number of employees, number of dwelling units, seating capacity, or otherwise, to create a need for an increase in the number of existing parking and loading spaces, said building or structure must then and thereafter comply with the full parking requirements set forth herein.
- ~~E.~~ E. Parking Demand Analysis: Minimum or maximum parking space requirements may be reduced or expanded by the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council upon completion of a Parking Demand Analysis demonstrating the actual demands of the project are less than the minimum or more than the maximum requirements of this code. A Parking Demand Analysis must be prepared by a registered professional traffic engineer licensed in the State of Idaho and must include analysis of multi-modal transportation and proximity to transit.
- ~~F.~~ F. Exemptions: ~~Buildings~~ **Non-residential development** within the following boundaries **is exempt from the parking minimum and location requirements of this chapter. Residential development within the following boundaries is exempt from the parking minimum and location requirements of this chapter, provided in-lieu payments are made pursuant to section 9-5-18:** Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29

vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (½) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the intersection of Alder St and Short Ave; thence north to the point of beginning. First Avenue, Cedar Street, Fifth Avenue and Pine Street plus one-half (½) block extending outward are exempt from the parking minimum requirements of this chapter.

- G. ~~Exempted Non-Residential Use Boundaries: Non-residential uses within the following boundaries are exempt from the parking minimum requirements of this chapter: Beginning at the intersection of Short Ave and Poplar St; thence East to the intersection of Poplar St and Third Ave; thence South to the intersection of Alder St and Third Ave; thence East to the high water mark of Sand Creek; thence Southerly along the artificial high water mark of Sand Creek (defined as 2,066.4' using the NAVD88 vertical datum or 2062.5' using the NGVD29 vertical datum) to its intersection with Lake St; thence West to the intersection of Lake St and Euclid Ave; thence West one-half (½) block; thence North to the intersection of Sixth Ave and Alder St; thence East to the intersection of Alder St and Short Ave; thence north to the point of beginning.~~
- H.G. Map of Exempted Areas: Map of exempted minimum parking space requirements per subsections ~~F~~ and G of this section:



- I. ~~Construction and Repaving: Construction and the repaving of parking lots must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code.~~

H. For the purposes of this chapter an alley is not a public street

(Ord. 1360, 12-5-2018)

9-5-2: Location of Parking Spaces:

The following regulations shall govern the location of off-street parking spaces and areas:

- A. Parking spaces for all residential dwelling units with a density of less than ten (10) units per acre must be located on the same site as the use which they are intended to serve.
- B. Parking spaces for apartments, dormitories, or similar residential uses with a density of greater than ten (10) units per acre must be located not more than three hundred feet (300') from the principal use.
- C. Parking spaces for commercial, industrial or institutional uses must be located not more than one thousand feet (1,000') from the principal use.

(Ord. 1360, 12-5-2018)

9-5-3: Shared Parking Reduction:

- A. Shared Parking or Parking Facilities Approval: Subject to compliance with other applicable requirements of city codes, the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council may approve shared development or use of parking facilities for two (2) or more uses if:
 - 1. A convenient pedestrian connection between the properties or uses exists; and
 - 2. The properties are within one thousand feet (1,000') of each other.
- B. Parking Requirements; Hours: Where the uses to be served by shared parking do not overlap their hours of operation, the property owner or owners must provide parking stalls equal to the greater of the applicable individual parking requirements. Where a use change occurs within the development causing an overlapping of use hours, parking requirements must be reassessed. For the purposes of this provision, residential parking use hours shall be from five o'clock (5:00) p.m. to sixty thirty-o'clock (6:30) a.m. daily.
- C. ~~Parking Stall~~ **Space** Reduction: Where the uses to be served by shared parking have overlapping hours of operation, the relevant permit approval authority, either the Planning Director, Planning and Zoning Commission, or City Council may approve a reduction of the total required parking ~~stalls~~ **spaces** if the reduction is supported by a parking demand analysis performed by a registered professional traffic engineer licensed in the State of Idaho.
- D. Documentation Required: Prior to establishing shared parking or any use to be served thereby, the property owner or owners must file with the County Recorder's Office or its successor agency, a written agreement approved by the ~~Planning Director~~ providing for the shared parking use. A copy of the written agreement must be retained by the planning director in the project file. The agreement must be recorded on the title records of each affected property.

(Ord. 1360, 12-5-2018)

9-5-4: Access and Maneuvering Area:

- A. Any parking area must be designed in such a manner that any vehicle entering or leaving the parking area from or onto a public or private street must be traveling in a forward motion. ~~Residential uses with a density of less than ten (10) units per acre are exempt from this requirement.~~ **Development of six or fewer units on a site, including single-family, duplexes, multi-family dwellings and accessory dwelling units are exempt from this requirement.**

- B. ~~Access of driveways for parking areas or loading spaces must be located in such a way that any vehicle entering or leaving such lot must be clearly visible for a reasonable distance to any pedestrian or motorist approaching the access or driveway from a public or private street.~~ Driveways shall be located so that any obstructions do not prevent adequate sight distance between a vehicle stopped at the edge of the right of way and any approaching vehicle or pedestrian on the adjacent street. The required sight triangle shall be determined using the guidance of "A Policy on Geometric Design of Highways and Streets" (Green Book) published by the American Association of State Highway and Transportation Officials (latest edition), or another method approved by the City Engineer or Public Works Director.
- C. All maneuvering areas, ramps, access drives, etc., must be provided on the property on which the parking facility is located; however, if such facility adjoins an alley, such alley may be used as a maneuvering area.
- (Ord. 1360, 12-5-2018)

9-5-5: Minimum Distance and Setbacks:

- A. ~~No portion of any parking facility, except driveways and approaches, shall be located within five feet (5') of the front or side property lines. Commercial and industrial uses are exempt from this requirement.~~
- B. ~~No portion of any parking facility shall obstruct the visibility, for a reasonable distance, of motorists using any public or private street.~~ No portion of any parking facility shall obstruct the sight triangle of an adjacent street or driveway access, as determined by an analysis using the guidance of "A Policy on Geometric Design of Highways and Streets" (Green Book) published by the American Association of State Highway and Transportation Officials (latest edition), or another method approved by the City Engineer or Public Works Director.
- (Ord. 1360, 12-5-2018)

9-5-6: Surfacing:

- A. Hard surfacing of all parking facilities shall be required. All hard surfacing must comply with all other applicable city codes including the Stormwater Management Code.
- B. Hard surfacing, for the purposes of this chapter, shall be defined as asphalt pavement, concrete pavement, or as otherwise determined by the City Engineer or Public Works Director.
- C. All hard surfacing must be completed before a certificate of occupancy is issued. In the event that hard surfacing cannot be timely completed due to inclement weather, the city may issue a temporary certificate of occupancy if an agreement secured by a bond or other security acceptable to the city in an amount of one hundred fifty percent (150%) of the costs of the hard surfacing is provided to the city. In the event a cash security is provided, no interest shall accrue to the party providing the cash. All agreements must include such terms as may be reasonable in the circumstances including a requirement that the paving be completed within six (6) months of the agreement and if not that the city in the city's sole discretion use the security to complete the hard surfacing.
- D. ~~Driveways and approaches to a parking facility abutting a street improved with curbs and gutters must be paved with hard surfacing to their full width for a minimum of twenty feet (20') in depth from the street right of way, or where there is a lesser setback, the hard surfacing paving must be from the street to the parking facility.~~ Driveways and parking facilities abutting a public right of way shall include hard surfacing from the edge of right of way to the parking facility. Driveway approaches within the public right of way shall be constructed pursuant to Section 7-3-9 and city standard details.

- E. If a parking facility is accessed from a public alley, a minimum of 12 feet in width of the alley shall be constructed with hard surfacing for the entire length of the alley between the adjacent public streets at either end of the alley. The driveway approaches accessing either end of the alley on the adjacent public streets shall be constructed pursuant to Section 7-3-9 and city standard details. Hard surfacing of alleys shall be included in an approved stormwater management plan meeting the requirements of Title 11, Chapter 3, Stormwater Management Ordinance.
- ~~C. Any building lot in a Commercial Zone used in whole or in part as a parking facility and which abuts a city street with curbs and gutters must be improved with sidewalks in accordance with city specifications.~~
- F. Exceptions to hard surfacing requirement of parking ~~spaces~~ **facilities**:
1. Within the Industrial General (IG) Zone, the hard-surfacing requirement may be waived, **with the exception that the** ~~with certain conditions, by the city engineer.~~ **first 25 feet on private property from the right-of-way the width of the driveway shall be hard surfaced.**
 2. **A Detached** single-family homes **with or without an ADU**, **a duplexes with or without an ADU**, ~~accessory dwelling units and any residential parking area within a Residential Zone~~ **that is** not accessed from a **street or is accessed from an alley shall** be exempted from the hard- surfacing requirement. **Any residential development more intense shall be required to adhere to the hard surfacing requirements.**
- G. Construction and the repaving of parking facilities must be in accordance with title 11, chapter 3, "Stormwater Management Ordinance", of this code.**

(Ord. 1360, 12-5-2018)

9-5-7: Maintenance:

- A. The owner of property used for parking and/or loading shall maintain the facility in accordance with good practice without holes and free of all snow, dust, trash and other debris.
- B. Failure to keep the parking ~~lot~~ **facility** surfaces reasonably clean of snow and debris, failure to keep storm catch basins properly clean and functioning, and failure to remove and replace dead plant material or to remove noxious weeds shall be specifically included in the term "failure to maintain the facility in accordance with good practice" and shall be deemed a violation of this title and therefore subject to the penalties as established.
- C. The city shall not be responsible for maintenance, repair, upkeep, or reconstruction of any parking facility located on private property, or any hard surfacing of alleys required by Section 9-5-6.**

(Ord. 1360, 12-5-2018)

9-5-8: Lighting:

- A. Any parking area which is intended to be used during non-daylight hours shall be properly illuminated **in accordance with the regulations set forth below, and in Title 8, Sandpoint Outdoor Lighting Code.** ~~to avoid accidents.~~ Residential uses are exempt from this requirement.
- B. Any lights used to illuminate a parking lot must be so arranged as to reflect the light away from the adjoining property.
- C. Parking ~~lot~~ **area** lighting must be designed to provide the minimum lighting necessary to ensure adequate vision ~~and comfort~~ in parking areas while avoiding glare and direct illumination of adjacent properties or streets. All parking ~~lot~~ **area** lighting requirements must also apply to interior drives and other areas on the property used by vehicles.

1. Lighting Fixtures: All lighting fixtures providing illumination for parking lots must direct light downward (in keeping with Illuminating Engineering Society of North America, IESNA, standards).
2. Maximum Mounting Height: The maximum mounting height for all parking lot illuminating light fixtures shall be twenty feet (20').
3. Timers Required: Lighting must be on a timer or utilize photocells which turns off all unnecessary lights when the lot is not in use to reduce glare in the surrounding neighborhoods and to save energy.

(Ord. 1360, 12-5-2018)

9-5-9: Wheel Blocks:

- A. Whenever a parking lot ~~space~~ extends to a property line, wheel blocks or other suitable devices must be installed to prevent any part of a parked vehicle from extending beyond the property line, ~~assuming a 24-inch vehicle overhang from the vehicle-side face of the wheel block.~~
- B. ~~Where parking stalls abut sidewalks or walkways that leave less than a four foot (4') wide pedestrian travel zone due to vehicle overhang, wheel blocks or other suitable devices may be required by the city in order to maintain accessibility. Wider sidewalks or pathways, however, shall be preferred.~~ ~~Where parking spaces abut sidewalks or walkways, wheel blocks shall be provided to prevent vehicle overhang on the sidewalk or walkway. Wheel blocks shall be placed so that the distance between vehicle-side face of the wheel block and the opposite side of the sidewalk or walkway is at least seven (7) feet.~~
- C. ~~Whenever wheel blocks are used, the parking space depth, as specified in Section 9-5-14, shall be measured from the vehicle-side face of the wheel block.~~
- D. ~~Whenever any obstruction greater than eight (8) inches in height, including walls or fences, is located directly adjacent to a parking space, wheel blocks shall be provided at least two (2) feet from the obstruction, and the "stall depth from curb edge" column D shown in Section 9-5-14 shall be measured from the vehicle-side face of the wheel block.~~

(Ord. 1360, 12-5-2018)

9-5-10: Signs:

- A. The entrances and exits to the parking area must be clearly marked.
- B. Parking areas having more than one aisle or driveway must have directional signs or markings in each driveway or aisle.
- C. Parking area directional signs must have a maximum size of four (4) square feet.

(Ord. 1360, 12-5-2018)

9-5-11: Striping:

- A. ~~All parking areas with a capacity over ten (10) vehicles must be striped with double lines, two inches (2") in width and six inches (6") both sides of center between stalls, to facilitate the movement into and out of the parking stalls.~~ All parking areas shall be striped with minimum 4" wide white striping, meeting the dimensional standards of Section 9-5-14.

(Ord. 1360, 12-5-2018)

9-5-12: Screening and/or Landscaping:

- A. ~~Parking Lot~~ **Area** Minimum Landscaping: A minimum of ten percent (10%) of ~~gross paved parking area used for parking lots within the City of Sandpoint~~ must be landscaped.
- B. Slopes and other areas between a parking area and sidewalks, street rights-of-way or property lines must be landscaped with a minimum five foot (5') buffer containing grass, hardy shrubs, trees or evergreen ground cover and must be maintained in a consistent condition acceptable to the city. A minimum of fifty percent (50%) of the required buffer yard must be made up of hardy shrubs, fifty percent (50%) of which shall be evergreen and shall reach a height of four feet (4') within five (5) years. The five foot (5') buffer may be reduced when at least five feet (5') of landscaped area exists between the sidewalk and curb. Dead landscaping must be replaced. It shall be a violation of this chapter if an owner fails to replace dead landscaping with the same or other landscaping approved by the city within one month of notification by the city or as is seasonably acceptable.
- ~~B.C.~~ Proximity Standards: Whenever a parking area providing more than ten (10) vehicle spaces is located in or adjacent to a Residential District, dwelling unit, school, hospital, church or other institution for human care, it must be effectively screened on all sides abutting any such property by a five foot (5') buffer area with an acceptably designed wall, fence or planting screen. Alternatively, the buffer area may be reduced to three feet (3') if a decorative screen fence is erected with evergreen shrubs of at least two (2) gallon size planted at the base. Such fence, wall or planting screen must not be less than four feet (4') nor more than six feet (6') in height and maintained in good condition. The space between such fence, wall or planting screen, and the lot line of the adjoining premises in any Residential District must be landscaped with grass, hardy shrubs, or evergreen ground cover and maintained in good condition. In the event that terrain or other natural features are such that the erection of such fence, walls or planting screen will not serve the intended purpose, the planning director may waive specifically this requirement.
- C. Parking Facilities Abutting Street Right-of-Way: Parking facilities which abut a street right-of-way must provide one street tree for every twenty-five feet (25') of property abutting such right-of-way. Should the planting of such a street tree be physically unfeasible, the Public Works ~~and/or planning department~~ **Director** may require suitable landscaping abutting the street right-of-way.
- D. Material and Planting Requirements: Parking ~~lot~~ **area** landscaping must consist of, but not be limited to, a mix of deciduous trees, evergreen shrubs, and ground cover. Tree species must be of the types listed on the "City of Sandpoint approved street tree list" (as adopted by resolution), or approved by the Urban Forester. All trees must be planted with a minimum 1.5-inch caliper. All interior planting beds must have a minimum dimension of six feet (6') at the narrowest point with a soil depth appropriate for the trees selected.
- E. Parking ~~Lots~~ **Area** Between Twenty To Thirty Spaces: One tree for every ten (10) parking spaces or the larger fraction thereof must be provided.
- F. Parking ~~Lots~~ **Areas** Exceeding Thirty Spaces: The following additional regulations apply:
 1. Parking areas must include a minimum fifteen foot (15') landscaped buffer from Residential Zones, and be divided into smaller areas interconnected by landscaped aisles to reduce vehicle speed and protect pedestrians. No parking space shall be more than sixty feet (60') from a landscaped area, and there must be at least one tree for each three hundred (300) square feet of required landscape area.
 2. Required shade trees must be of such species and canopy to provide a minimum of thirty percent (30%) canopy cover of the parking area at maturity. Eligible tree canopy must be directly over parking ~~lot~~ **area**.

3. A timed and automated irrigation system shall be provided for all required landscaping and maintained in a workmanlike manner.
- G. ~~Parking Lot~~ **Area** Directional Signs: Parking ~~lots~~ **area** not visible from streets must have clearly visible directional signs approved during the site plan review process.
- H. Screening Equipment; Noise: Mechanical equipment, utility facilities, and garbage containers must be screened in such a manner so as not to be visible from abutting residential property owners. A fence may be used to provide this screening. Mechanical equipment creating noise must be placed as far from residential uses as practical and in keeping with access and maintenance requirements, and must have noise buffering if placed in the vicinity of residential uses.
- I. Snow Storage: Areas for snow storage must be designated in site plans and provided for in development or redevelopment of property.
- J. Pedestrian Access: Parking ~~lots~~ **areas** must be designed so that pedestrian and automobile patrons have a clearly marked path from each business entrance to the nearest sidewalk to each adjacent street. ~~This must be accomplished utilizing decorative pavers or sidewalk type walkways. This pedestrian path shall meet the requirements for an accessible route as described in the latest edition of the ADA Standards for Accessible Design of the Americans With Disabilities Act. The planning commission may waive this requirement for lots smaller than thirty (30) spaces when it creates undue hardship.~~
- K. Exemptions:
 1. Single-Family Residential: Single-family **and duplex** residential off- street parking areas are exempt from this subsection.
 2. Auto and Vehicle Dealers: Auto and vehicle dealers are exempt from providing landscaping within the interior of the sales and display area.
 3. Landscaping Requirement Modifications: Landscaping requirements may be modified by the planning director for a specific site when soil or slope limitations make strict adherence impractical, when safety considerations are involved, especially in the clear vision triangle.
 4. Industrial General Zone: Parking areas within the Industrial General Zone shall only be required to adhere to the requirements of subsection A, "Parking Lot Minimum Landscaping", of this section.
 5. Existing Parking **Areas** ~~Lots~~: Expansions of existing parking ~~lots~~ **areas** shall not be exempt.

(Ord. 1360, 12-5-2018)

9-5-13: Accessible Parking Spaces:

- A.** All parking facilities must provide accessible parking spaces as required by the ADA Standards for Accessible Design of the Americans With Disabilities Act.

(Ord. 1360, 12-5-2018)

9-5-14: Design and Dimensional Standards:

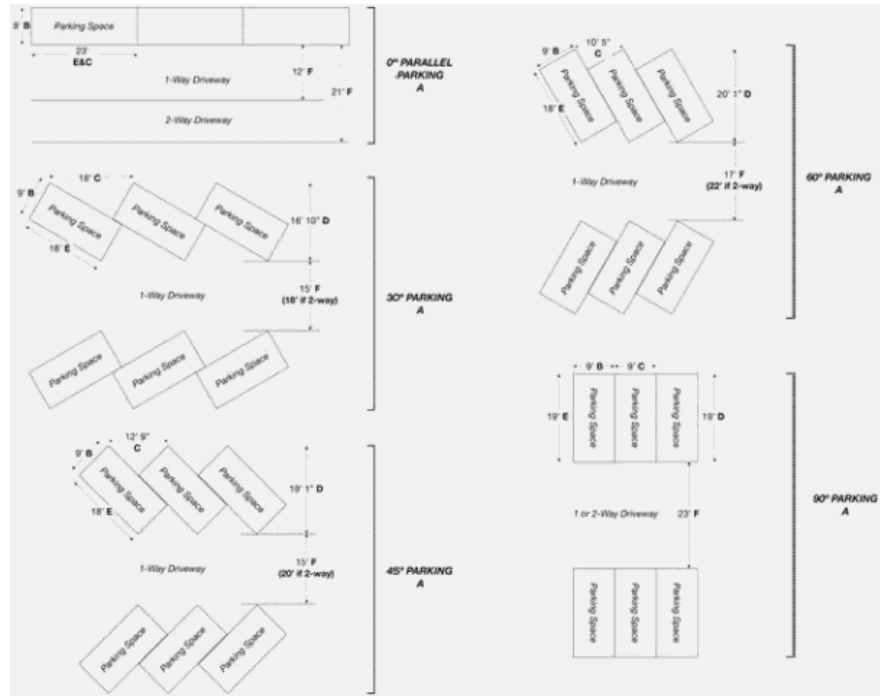
- ~~A. City Standards Mandatory:~~ All parking facilities must be designed to city standards. Plans for parking facilities are required prior to construction and shall indicate ingress, egress, grade, drainage facilities, location of all plantings, base and surface materials.
- ~~B. Bicycle Spaces:~~ All ~~nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of four (4) bicycle spaces for every twenty (20) parking spaces included in the facility, for the~~

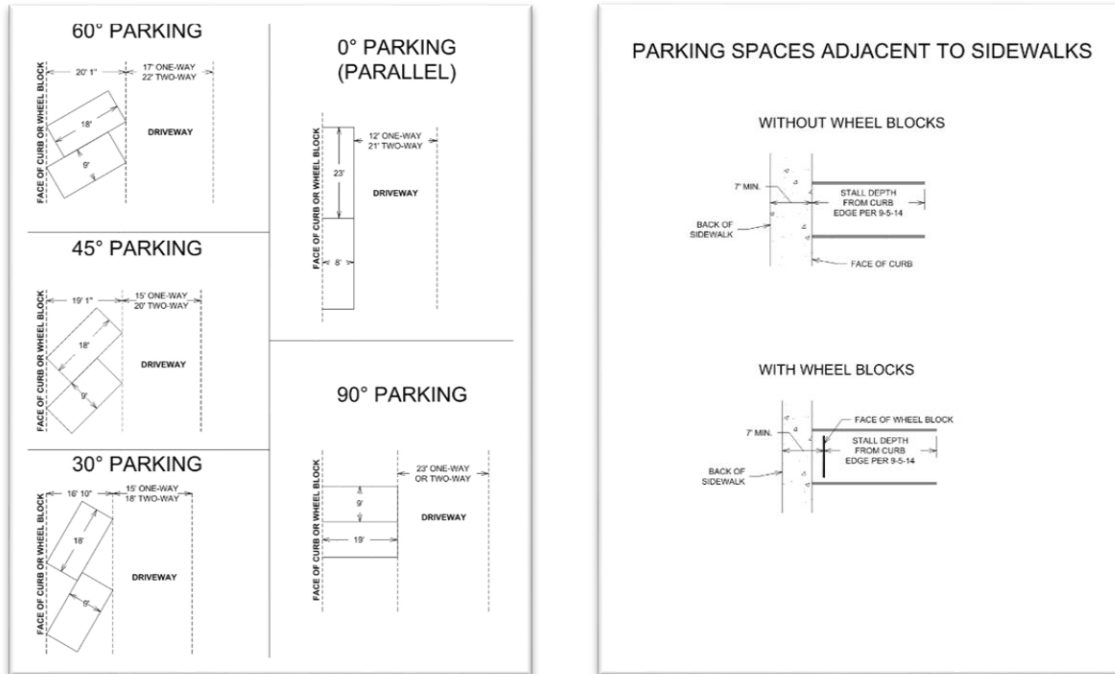
temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side by side racks should be thirty-six inches (36") or greater. The minimum distance between end to end racks should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit.

- €B. Minimum Standards: Letters in the following chart are referenced in subsection D of this section. Off-street parking spaces must be provided in accordance with the following minimum standards:

| Parking Angle A | Parking Space Width B | Curb Length Per Stall C | Stall Depth From Curb Edge D | Parking Space Depth E | 1-Way Driveway Width F | 2-Way Driveway Width F |
|-------------------------------|--------------------------|----------------------------|---------------------------------|--------------------------|---------------------------|---------------------------|
| For standard vehicles: | | | | | | |
| 0° | 8 feet | 23 feet | 8 feet | 23 feet | 12 feet | 21 feet |
| 30° | 9 feet | 18 feet | 16 feet, 10 inches | 18 feet | 15 feet | 18 feet |
| 45° | 9 feet | 12 feet, 9 inches | 19 feet, 1 inch | 18 feet | 15 feet | 20 feet |
| 60° | 9 feet | 10 feet, 5 inches | 20 feet, 1 inch | 18 feet | 17 feet | 22 feet |
| 90° | 9 feet | 9 feet | 19 feet | 19 feet | 23 feet | 23 feet |
| For compact vehicles: | | | | | | |
| 0° | 7 feet, 6 inches | 18 feet | 7 feet, 6 inches | 18 feet | 12 feet | 21 feet |
| 30° | 7 feet, 6 inches | 15 feet | 14 feet | 15 feet | 15 feet | 18 feet |
| 45° | 7 feet, 6 inches | 10 feet, 7 inches | 15 feet, 11 inches | 15 feet | 15 feet | 20 feet |
| 60° | 7 feet, 6 inches | 8 feet, 8 inches | 16 feet, 9 inches | 15 feet | 15 feet | 22 feet |
| 90° | 7 feet, 6 inches | 7 feet, 6 inches | 15 feet | 15 feet | 23 feet | 23 feet |

- ÐC. Diagram, Parking Space Minimum Design and Dimensions (For Standard Vehicles):





E. Additional Standards for Compact Car Parking:

1. If the total number of required parking spaces is less than ten (10), no compact car spaces shall be provided.
2. If the total number of required parking spaces equals ten (10), then one parking space may be for compact cars. For each four (4) spaces in excess of ten (10), one space for compact cars may be provided.
3. Each compact car parking space shall be marked for such use.

(Ord. 1360, 12-5-2018)

9-5-15: Minimum and Maximum Surface Parking Space Requirements:

A: Table 1: Required Parking by Land Use

| Type of Use | Parking Spaces Required |
|--|--|
| A. | Residential <u>outside of Exempt Area</u> : Values shall be held as the minimum: |
| Accessory dwelling units | 1 for each unit |
| Apartments, duplexes, townhouses or multi-family dwellings over 1,200 square feet of living space per unit | 1.4 for each unit |
| Apartments, duplexes, townhouses or multi-family dwellings <u>equal to or</u> under 1,200 square feet of living space per unit | 1 for each unit |
| Boarding, lodging, or rooming house | 1 for each sleeping room |

| | | |
|--------------------|---|---|
| | Cottage developments in accordance with chapter 4 of this title | 1 for each unit |
| | Detached single-family homes with more than 3 bedrooms | 2 for each unit |
| | Detached single-family homes with 3 bedrooms or less | 1 for each unit |
| | Group homes | 2 for each unit |
| B | <u>Residential within Exempt Area</u> | |
| | <u>Any residential land use</u> | <u>1 for every 1000 sf, not to exceed 1.5 for each unit</u> |
| <u>B.C.</u> | Commercial: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements. | |
| | Banks, financial institutions and similar uses | 1 for every 500 square feet of floor area |
| | Bowling alleys | 2 for each alley |
| | Dance floors, skating rinks | 1 for every 500 square feet of floor area |
| | Dining rooms, restaurants, taverns, nightclubs, etc. | 1 for every 300 square feet of floor area |
| | Funeral parlors, mortuaries | 1 for every 100 square feet of floor area open to the public |
| | Hostels | 1 for every 4 beds |
| | Hotels, motels | 1 space for each room or unit; plus, as required for accessory uses, such as restaurants, meeting halls, etc. |
| | Medical or dental clinics | 1 for every 500 square feet of floor area of examination, treatment, office, and waiting rooms |
| | Offices, public or professional administration and services | 1 for every 500 square feet of floor area |
| | Retail sales and services of large items, such as appliances, furniture and equipment | 1 for every 800 square feet of floor area |
| | Retail stores | 1 for every 350 square feet of floor area |
| | Service stations providing repair, public garages | 1 for each 2 gasoline pumps and 2 for each service bay |
| | All other types of business or commercial uses permitted in any Commercial Zone | 1 for each 350 square feet of floor area |
| <u>C.D.</u> | Entertainment and Recreation: Values shall be held as the minimum. The maximum amount of parking spaces allowed shall be no more than 20 percent above the minimum requirement. Structured parking shall be exempt from the parking maximum requirements: | |
| | Auditoriums, sport arenas, theaters and similar uses | 1 for each 5 seats; 20 inches of bench shall be considered 1 seat |
| | Fitness centers | 1 for every 400 square feet of floor area |
| | Private clubs or lodges | 1 for every 350 square feet of floor area |

| | | |
|-----|--|---|
| | Swimming pools, public or community clubs | 1 for each 5 persons' capacity plus 1 for each 4 seats or 1 for each 30 square feet of floor area used for seating purposes, whichever is greater |
| DE. | Institutional: Values shall be held as the minimum: | |
| | Churches and other places of religious assembly | 1 for each 5 seats; 20 inches of bench shall be considered 1 seat |
| | Hospitals | 1 for each bed |
| | Libraries, museums, art galleries | 1 for each 500 square feet of floor area |
| | Sanatoriums, homes for the aged, nursing homes, children's homes and similar uses | 1 for each 2 beds |
| EF. | Schools (Public, Private Or Parochial): Values shall be held as the minimum: | |
| | Business, technical and trade schools | 1 for each 2 students |
| | Colleges, universities | 1 for each 4 students |
| | Elementary, high schools | 1 for every teacher and employee, 1 for every 4 students normally enrolled that are over the legal driving age, and 1 for every 4 seats in auditoriums, gymnasiums or stadiums. Parking spaces provided for the school may be considered as parking for the public assembly areas |
| | Kindergartens, daycares, childcare centers, nursery schools and similar uses | Where the number of children plus employees is less than 13, 2 off-street parking spaces shall be provided. Where the number of children is equal to or greater than 13, 1 off-street parking space for each 5 children or a fraction thereof shall be provided |
| FG. | Industrial: Values shall be held as minimum: | |
| | All types of manufacturing, storage, wholesale and freight uses permitted in any Industrial District | 1 for each 1,000 square feet of floor area |

Parking spaces for other permitted or conditional uses not listed in this section shall be determined by the planning director.

B. Bicycle Spaces: All nonresident parking facilities with more than twenty (20) parking spaces shall provide the equivalent of ~~four (4)~~ **one (1)** bicycle spaces for every ~~twenty five (205)~~ parking spaces included in the facility, for the temporary storage of bicycles. Space for bicycle storage shall be designed to accommodate bikes parked parallel to the rack and support bicycles upright by their frame at two (2) points of contact. The minimum distance between side by side racks should be thirty six inches (36") or greater. The minimum distance between end to end racks should be sixty inches (60") or greater. Racks shall be permanently anchored into a hard surface. Bicycle spaces shall be located within fifty feet (50') of the building entrance and well lit **in accordance with the Bicycle Parking Standards adopted by City Council resolution.**

(Ord. 1360, 12-5-2018)

9-5-16: Parking Credits:

- A. Bicycle Parking: For every six (6) nonrequired bicycle parking spaces created within any Commercial or Industrial Zone which adhere to the standards set forth in section 9-5-14, "Design and Dimensional Standards", of this chapter, motor vehicle parking space requirements may be reduced by one space; up to a maximum of two (2) off-street parking spaces.
- B. Motorcycle Parking: For every two (2) motorcycle parking spaces provided for any multifamily, commercial or industrial project, the number of standard vehicle spaces may be reduced by one space up to a maximum of two (2) spaces. Motorcycle parking spaces must be at least four feet (4') wide and ten feet (10') deep with a minimum of ten feet (10') of backup space provided. **Backup space shall be on private property within an access aisle or other area not otherwise designated as a parking space.**
- C. Affordable Housing Deed Restrictions: The minimum parking space requirements for developments that contain a deed restriction for affordable housing shall be reduced by twenty percent (20%). Such development must adhere to the following standards:
1. At least fifty percent (50%) of the units must be deed restricted to provide for affordable rental housing.
 2. At a minimum, the deed restriction must accommodate households making less than eighty percent (80%) of area median income according to the Department of Housing and Urban Development (HUD). Such accommodation must provide affordable units such that no more than forty percent (40%) of tenant household income shall go towards the payment of rent. The deed restriction must remain in effect for a minimum of ten (10) years.
 3. Applicants awarded this credit must submit annual reports verifying the standards above to remain in good standing of this provision.

(Ord. 1360, 12-5-2018)

9-5-17: Loading Areas:

- A. The required number of loading spaces are as follows:

| Gross Floor Area (Square Feet) | Quantity | Type |
|--|----------|------|
| 14,000—36,000 | 1 | A |
| 36,001—60,000 | 2 | A |
| 60,001—100,000 | 2 | A |
| | 1 | B |
| For each additional 75,000 or fraction thereof | 1 | B |

- B. The size of off-street loading spaces shall not be less than the following, exclusive of access platform and loading area:

| | | |
|----------------|------------------|---------|
| Type A spaces: | Length | 35 feet |
| | Width | 12 feet |
| | Height clearance | 15 feet |
| Type B spaces: | Length | 65 feet |

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| | | |
|--|------------------|---------|
| | Width | 12 feet |
| | Height clearance | 15 feet |

- C. Convenient access to loading spaces shall be provided and shall not be less than twelve feet (12') in width.
 - D. Loading spaces may be located in required yards, providing such space is not roofed.
 - E. Loading spaces shall be located entirely on the property they are intended to serve.
- (Ord. 1360, 12-5-2018)

9-5-18: In Lieu Parking Fees:

- A. Purpose: ~~The~~ purpose of these provisions is to allow ~~businesses~~ development to satisfy the required off-street parking to by making in-lieu payments into a special dedicated fund the city will use to develop parking. ~~reduce the number of on-site parking spaces through payment so as to meet the requirements set forth in this chapter. These businesses allowed to make payments. These provisions may be utilized for parking required for new construction or for an increase in required parking resulting from the change of use of an existing building.~~
- B. Goals: The in-lieu program is voluntary and has the following goals:
 1. To creatively reduce parking requirements ~~where appropriate~~;
 2. To reduce the cost of development by reducing the funds required for building and maintenance of parking lots;
 3. To facilitate the construction and improvement of public parking;
 4. To improve urban design;
 5. To encourage shared parking; and
 6. To support historic preservation.
- C. Definitions:

IN LIEU PAYMENT: A onetime optional payment made to the city Parking Improvement Fund fulfilling all or part of the parking requirements for development. ~~a business within the defined parking in lieu area.~~

PARKING IMPROVEMENT FUND: A special dedicated fund to collect revenue from in lieu parking payments. Revenue collected is used to improve ~~general~~ public parking in the City, to purchase or lease land for public parking, to improve, create, or expand city parking facilities, and to offset administrative expenses.

D. Applicability: These provisions may be utilized in lieu of providing parking in the following situations:

1. New residential development within the parking exempt area as defined in section 9-5-1-F.
2. Non-residential development and residential development outside the exempt area as defined in section 9-5-1-F.
3. Non-residential development within the exempt area shall be exempt from this section.
4. A Parking Demand Analysis, as established in 9-5-1-E shall not be eligible to determine the required number of parking spaces for the purposes of establishing an in-lieu payment.

~~D~~E. Payment Calculation:

1. The parking requirements set forth in the Parking Code may be satisfied in whole or in part by the payment of a nonrefundable parking improvement in-lieu fee of an amount set by City Council resolution, which may be amended from time to time to approximate changes in costs of implementing the Parking Improvement Fund, ten thousand dollars (\$10,000.00) per space.
2. ~~Payment of fees must be made in conjunction with the issuance of a building permit. Upon payment of in-lieu fees, applicant will receive a nontransferable certificate for each space that would otherwise be required by city parking requirements.~~
3. ~~The city council may amend the fee by resolution to approximate increases in costs of providing parking.~~

EF. Parking Fund Use:

1. The "Parking Improvement Fund", a dedicated fund, is hereby created to receive revenue from in lieu payments. The fund shall be used to provide and enhance public parking facilities, including buying or leasing land, constructing parking facilities, offsetting administrative expenses directly related to managing the account and the construction of facilities, coordinating parking planning, and erecting signage.

FG. Limitations:

1. In the event ~~a business~~ an application for development outside of the parking exempt area that requires a Site Plan Review permit as established in section 9-1-4 or a Conditional Use Permit as established in section 9-9-1 intends to satisfy more than fifty percent (50%) of the parking requirement by payment of parking in-lieu fees, such application shall require review and approval of the planning commission as part of the development application review. ~~Proposed parking requests shall be reviewed at a regular meeting of the planning commission. Notice of such review shall be sent to all adjacent property owners of the property for which parking is requested and affected property owners shall have the right to comment.~~ Public notice of the development application shall reference the parking reduction sought. Any such request for parking may be denied or reduced if the planning commission finds that permitting such request would have an adverse impact on the surrounding area or neighborhood.

(Ord. 1360, 12-5-2018)

Motion to reallocate the proposed budgetary amount of \$400,000 for replacement of an older grader and \$50,000 planned for a traffic impact assessment to instead fund a sidewalk project on Main Street from the vicinity of the Sandpoint Senior Center (Forest Avenue) west to Division Avenue.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

Voting Yea: Councilor Schreiber

Voting Nay: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Duquette, Councilor Howarth

Motion failed.

New Business (continued)

15. Presentation/Discussion: Potential Amendment to City Code 3-2-9, Open Container Law

Council voted to postpone this item until their next regular meeting on August 20, 2025.

Motion made by Councilor Duquette, Seconded by Councilor Dick.

Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

10. Resolution 25-028 Sandpoint City Beach RV Campground Rebuild Grant Award Agreement with Idaho Department of Parks and Recreation

Following questions from the Council members, fielded by Mr. Welker and Mayor Grimm, acceptance of the awarded grant funds was approved by a majority vote of Council, with Councilor Duquette dissenting.

Motion to approve the resolution accepting the \$950,000 RV Fund grant for the City Beach RV campground rebuild project.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

Voting Yea: Councilor Ruehle Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Howarth

Voting Nay: Councilor Duquette

Adjourn

With no further business before the Council, the meeting was adjourned at 10:44 p.m.

I presided over this meeting and can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their meeting held _____, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk



AGENDA REPORT

City Council Meeting

TODAY'S DATE: July 14, 2025

MEETING DATE: August 6, 2025

TO: Mayor Grimm and members of the City Council

FROM: Jason Welker, Planning and Community Development Director

SUBJECT: Council Direction on Potential Amendment to Sandpoint City Code §3-2-9 – Open Container Law

PURPOSE:

The purpose of this agenda item is to seek City Council direction on a proposed amendment to Sandpoint City Code §3-2-9 ("Open Container Law") to allow for the sale and consumption of alcohol at permitted special events held at (1) the James E. Russell Sports Center (JER) and (2) City Beach Park. Staff is not requesting adoption of the code amendment at this time but rather seeking Council feedback on the concept prior to drafting formal code language in collaboration with the Police Chief and legal counsel.

BACKGROUND:

Under current City Code, alcohol consumption in City parks is prohibited except in **Farmin Park** and **War Memorial Field**, and only when sold on site by an authorized vendor with a valid alcohol beverage catering permit for a permitted special event.

Recent requests by event organizers and potential renters of the James E. Russell Sports Center and City Beach Park highlight the need to revisit this policy:

- The **James E. Russell Sports Center** features a 60-person community room, a large covered patio, and a 30,000-square-foot indoor court area suitable for large-scale banquets, fundraisers, and other community events. Interest from groups that require the ability to serve alcohol suggests that expanding the code to allow alcohol at permitted events at JER would enhance its utility as a regional event venue and increase rental revenue.
- At **City Beach Park**, due to redevelopment at adjacent properties, some long-standing community events are seeking to relocate their staging and after-party activities to the park's central lawn area. These include public events that traditionally serve beer and wine, requiring the ability to allow alcohol in a managed, permitted setting.

Chief Coon has expressed cautious support for the proposal, particularly the idea of naming specific facilities (e.g., JER rather than the broader "Travers Park") in order to define and manage the scope of such permissions. He has also raised important legal and operational concerns, including:

- The challenge of denying permits for other events seeking to serve alcohol once the code is expanded.
- The need for clear, defensible criteria to guide approval and avoid legal exposure.

- Interest in how other regional jurisdictions manage alcohol at public waterfront parks (e.g., Coeur d'Alene and Post Falls).

DISCUSSION POINTS FOR COUNCIL CONSIDERATION

1. Should the City expand the list of parks/facilities where alcohol is allowed at permitted events?
 - Add *James E. Russell Sports Center* by name?
 - Add *City Beach Park*?
 - Limit to certain facilities within those parks?
2. Should the code amendment specify which events are allowed to serve alcohol, or retain a discretionary approval process by the Parks and Recreation Director and/or City Council?
3. How should the City ensure fair and consistent permitting while maintaining public safety and minimizing neighborhood or community concerns?
4. Is Council supportive of directing staff to work with the Police Chief and legal counsel to develop a draft ordinance and return for formal review and a public hearing?

NEXT STEPS:

If Council is generally supportive, staff will:

- Draft revised language for SCC §3-2-9;
- Coordinate with the Police Department and City Attorney;
- Bring a proposed amendment forward for formal consideration at a future Council meeting, including proper noticing for a public hearing.

ACTION:

None tonight, discussion item only

WILL THERE BE ANY FINANCIAL IMPACT? N HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Sandpoint City Code 3-2-9: Open Container Law

3-2-9: - Open Container Law:

- A. No person in a motor vehicle, while the vehicle is on a public highway or the right-of-way of a public highway in the city, may drink or possess any open beverage containing alcoholic liquor, beer, or wine, unless such person is a passenger in the passenger area of a limousine, or in the living quarters of a recreational vehicle. Violation of this section is a misdemeanor for the individual in actual physical control of the vehicle pursuant to section 18-8004, Idaho Code, and an infraction for other individuals violating this section.
- B. It shall be unlawful for any person to drink or consume beer, wine or any other intoxicating beverage or to have in their possession any open bottle, can or other container containing such beer, wine or other intoxicating beverage while on a sidewalk or anywhere within the public street right-of-way or in any public park within the city, except as follows:
 - 1. Consumption of alcoholic beverages is allowed in Farmin Park and at War Memorial Field when purchased on site from an authorized vendor with a valid alcohol beverage catering permit issued by the city for events approved by the parks and recreation director or city council, as applicable. Those consuming alcoholic beverages must remain in specific areas of the park designated for alcoholic beverage consumption. In all cases, they must remain within the inner boundary of the park's fence or curb and not inhibit the use of the sidewalk by other persons.

(Ord. 1295, 2-5-2014; Ord. 1297, 3-19-2014)