CITY COUNCIL SPECIAL MEETING AGENDA

June 25, 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 June 4, 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, May 2025 - ***action item***
4. Confirmation of Appointment to Planning and Zoning Commission: Grant Simmons, 7/1/25-6/30/28 - ***action item***
5. Approval of Written Decision-PPUD22-0001 University Place Planned Unit Development, Phase IV, Regarding the Applicant's Request for Review of Staff Determination on the Expiration of PUD - ***action item***
6. Proposed Resolution: Approving PO #25-1532 to Freightliner Northwest for MY26 Freightliner 114SD Dump Truck - ***action item***
7. Proposed Resolution: Personnel Policy Amendments - ***action item***

Old and New Business

8. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision - **action item**
9. Review of Development Impact Fee Results and Final DIF Study Report and Scheduling of Public Hearing for Adoption of Study - ***action item***
10. Proposed Resolution: Accepting the Recommendation of Selected Art for the 2025 –2026 Silver Box Public Art on Loan Program and Approval to Enter Into Artist Agreements - ***action item***
11. James E. Russell Sports Center Funding and Operations - ***action item***
12. Proposed Resolution: Adoption of Parking Management Plan - ***action item***
13. Presentation: Selkirks-Pend Oreille Transit (SPOT Bus) Funding Request
14. Proposed Resolution: North Boyer Road Culvert - Emergency Declaration and Expenditures - ***action item***

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

June 4, 2025, at 5:30 PM

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

Call to Order

Mayor Jeremy Grimm called the regular meeting of the Sandpoint City Council to order on Wednesday, June 4, 2025, at 5:30 p.m. 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 Sandpoint Police Chief Corey Coon as law enforcement personnel in the room serving as sergeant-at-arms for the meeting.

Pledge of Allegiance

Mayor Grimm led all present in the Pledge of Allegiance.

Announcements and Reports

Mayor Grimm provided a number of reports and updates on City projects, activities, and events, including an announcement that Sandpoint Police Captain Rick Bailey would retire on June 16.

Council members provided reports from recent meetings of the citizen advisory boards on which they serve as Council liaison.

At the invitation of the Mayor, Department Directors provided reports on projects and activities in their respective departments.

1. Presentation: Community Compost

   Erik Makinson with Resource Synergy provided a presentation on an opportunity for the community to participate in composting in Sandpoint. Information only; no Council action.

Public Comments

Mayor Grimm recited the rules and procedure for public comment, followed by an opportunity for general comments from the public regarding items on the agenda not related to a hearing, as well as other topics relevant to the business of the City of Sandpoint. Information only; no Council action.

Consent Calendar

Mayor Grimm noted for the record the amount of bills presented for payment approval. Councilor Dick requested removal of item #5, Proposed Resolution third amendment to the Watershed License Agreement with Pend Oreille Pedalers, which was moved to New Business. The Consent Calendar, amended with the removal of item #5, was approved by a majority vote of Council, with Councilor Ruehle dissenting.

2. The minutes from Council's May 21, 2025, regular meeting were approved as presented.
3. The minutes from Council's May 28, 2025, special meeting were approved as presented.
4. Bills approved for payment in the total amount of $963,148.41, reflecting $200,150.24 for regular payables and $762,998.17 for payroll.

   Motion by Councilor Schreiber, second by Councilor Dick.
   Voting Yes: Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth
   Voting No: Councilor Ruehle

   Item 5, as noted above, was removed from the Consent Calendar and moved to New Business.

Old/Unfinished Business

6. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision

   Mayor Grimm reported that, with discussion continuing on a resolution of this issue, City staff and the applicant have requested a further postponement of this matter to Council's next regular meeting on June 18, 2025, with Council voting in favor of this postponement.

   Motion by Councilor Howarth, second by Councilor Aispuro.
   Voting Yes: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

New Business

5. **Resolution 25-022** Watershed License Agreement Amendment No. 3 Renewal with Pend Oreille Pedalers (City Agreement A23-5100-1)

   This item was removed from the Consent Calendar and moved to New Business.

   Following questions fielded by Community Planning and Development Director Jason Welker, this resolution was approved by a unanimous vote of Council.

   Motion by Councilor Dick, second by Councilor Ruehle.
   Voting Yes: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm recessed the meeting briefly at 6:43 p.m., reconvening at 6:51 p.m.

7. Hearing/Decision: Request for Council Review of the Determination of Expiration of the Application for the University Place Planned Unit Development, Phase IV (City File PPUD22-0001)

   Mayor Grimm, citing a possible conflict, recused himself from this matter and left the meeting, relinquishing the gavel to City Council President Ruehle, who presided over this item.

   City Planner Bill Dean provided some initial information, as reflected in his staff report included in the meeting packet, noting that the subject PUD and Preliminary Plat expired November 2, 2024. Mr. Dean and City legal counsel Zachary Jones fielded questions from the Council members.

   Applicant Derek Mulgrew, M&W Holdings, LLC, addressed the City Council, seeking approval of additional time to complete the final development process for his PUD, and fielded questions from the Council members.

   Council discussed this matter, deliberating toward a decision, with Mr. Dean and Mr. Jones fielding questions.

   Councilor Dick made a **motion to extend** the original University Place Planned Unit Development, Phase IV – the original PUD from 2022 – City File PPUD22-0001, for a time of

eight (8) months from the date of this meeting, because it is in the public's best interest, and the developer had a reasonable expectation, after working with City staff for four (4) months after the PUD expired, to believe he was going have the ability to secure the platting and building permits to move forward with his project. The motion was seconded by Councilor Howarth. Following some additional remarks from Council, the **motion failed** as reflected below.

Motion by Councilor Dick, second by Councilor Howarth.
Voting Yes: Councilor Dick, Councilor Howarth
Voting No: Councilor Ruehle, Councilor Aispuro, Councilor Schreiber, Councilor Duquette

Councilor Ruehle made a **motion that the City Council has determined that the University Place Planned Unit Development, Phase IV, City File PPUD22-0001, has expired** pursuant to Sandpoint City Code 10-3-10-M within the two (2) year timeframe provided, and the request for an extension cannot come after the expiration of the application, as it is void. The motion was seconded by Councilor Schreiber.

Council President Ruehle recessed the meeting at 7:56 p.m. to allow Councilor Duquette to confer privately with legal counsel.

After the meeting had been reconvened at 7:57 p.m., a roll call vote was conducted, and the **motion passed** by a majority vote of Council, as reflected below.

Motion by Councilor Ruehle, second by Councilor Schreiber.
Voting Yes: Ruehle, Aispuro, Schreiber, Duquette, Howarth
Voting No: Dick

Council President Ruehle called for a brief recess at 8:00 p.m.

Executive Session

8. Mayor Grimm returned to the dais, reclaimed the gavel, reconvened the meeting at 8:05 p.m., and presided over the remainder of the meeting.

   The City Council voted to convene in executive session pursuant to Idaho Code § 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

   Motion by Councilor Ruehle, second by Councilor Aispuro.
   Voting Yes: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

   Mayor Grimm asked those not participating in the executive session to leave the room, and the meeting recording ended.

9. Council convened in executive session as noted above.

Reconvene and Adjourn

Following conclusion of the executive session, the regular meeting was reconvened and immediately adjourned at 9:28 p.m.

I can confirm that the foregoing minutes, prepared by the City Clerk, were approved by City Council during their regular meeting held June 25, 2025.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk

CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 06/05/2025 THROUGH 06/18/2025

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: ACCURATE TESTING LABS LLC				
145903	WWTP: BI-ANNUAL METAL TESTING DAY 3			$920.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	920.00	
145902	WWTP: 2 MERCURY LOW LEVEL TESTS			$260.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	
145804	WWTP: 2 MERCURY LOW LEVEL TESTS			$260.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	260.00	
145872	WWTP: 4 MERCURY LOW LEVEL TESTS			$520.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	520.00	
145418	WTP: RADIOLOGICAL ANALYSIS REPORT			$930.00
	WATER TREATMENT	TECH SERVICES - LABORATORY	930.00	
		Total For: ACCURATE TESTING LABS LLC		**$2,890.00**
Vendor: ADAM SKOOG				
T0071 PER DIE	PER DIEM ISAC ANNUAL MEETING - T0071			$312.42
	WATER TREATMENT	TRAINING AND TRAVEL	210.50	
	WATER TREATMENT	TRAINING AND TRAVEL	101.92	
		Total For: ADAM SKOOG		**$312.42**
Vendor: ALPINE MOTORS COMPANY INC				
161869	CHECK ENGINE LIGHT INSPECTION/ROUTINE MAINT			$943.98
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	943.98	
162033	SPD16 - OIL CHANGE/AIR FILTER			$100.71
	POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	100.71	
161793(2)	CHEVY CILVERADO LUBE/OIL/FILTER & INSPECTION			$799.17
	PARK MAINTENANCE & CAPITAL	SERVICES - AUTOMOTIVE - R&M	799.17	
		Total For: ALPINE MOTORS COMPANY INC		**$1,843.86**
Vendor: AMAZON.COM SALES, INC				
1JM4-1TVM-9GH	THERMOSTAT GUARDS			$37.48
	GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	37.48	
	GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	6.99	
	GOVERNMENT BUILDING & GROUNDS DIVISION	FACILITY SUPPLIES	(6.99)	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
117W-G3DH-F6J	WD: POWER INVERTER METER TRUCK			$114.97
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	114.97	
1QPL-QFHL-C67	ICE MAKER/SCOOP FOR CLEANING WWTP LINES			$361.57
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	334.99	
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	6.99	
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	19.59	
1H39-KJ3F-6D7	TV AND WALL MOUNT			$194.82
	PLANNING DIVISION	OFFICE SUPPLIES/EQUIPMENT	17.84	
	PLANNING DIVISION	OFFICE SUPPLIES/EQUIPMENT	6.99	
	PLANNING DIVISION	OFFICE SUPPLIES/EQUIPMENT	169.99	
13LT-PQ3K-LL6J	LIFT STATION OUTDOOR ANTENNA			$112.20
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	112.20	
1DDJ-K6QD-LTC	HIGH VIS SAFETY VESTS			$284.40
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	31.60	
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	63.20	
	STREET MAINTENANCE DIVISION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	15.80	
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	7.90	
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	7.90	
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	31.60	
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	23.70	
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	31.60	
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	23.70	
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	23.70	
	WASTEWATER COLLECTIONS	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	23.70	
		Total For: AMAZON.COM SALES, INC		**$1,105.44**
Vendor: ANATEK LABS INC				
2512758	WWTP: BIANNUAL METAL TESTING 5/2025			$600.00
	WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	600.00	
		Total For: ANATEK LABS INC		**$600.00**
Vendor: AQUA PLUMBING II INC				
29566-1	WWTP: FLOOR DRAIN & MAIN REPIPING			$4,938.73
	WASTEWATER TREATMENT	SERVICES - BUILDING - R&M	4,938.73	
29566-2	WWTP: POLYMER MAIN SEWER REPIPING			$1,875.57
	WASTEWATER TREATMENT	SERVICES - BUILDING - R&M	1,875.57	
		Total For: AQUA PLUMBING II INC		**$6,81**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC				
429737	WD: HI-VIS ORANGE SAFETY VEST			$12.99
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	12.99	
429738	WD: ORANGE SAFETY VEST & ALUM RAKE			$82.80
	WATER DISTRIBUTION	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	9.82	
	WATER DISTRIBUTION	TOOLS	72.98	
		Total For: ARROW CONSTRUCTION HOLDINGS, LLC		**$95.79**
Vendor: ASAP SERVICES INC				
2256196	MNTHLY CUSTODIAL SERVICES - MAY'25			$4,630.00
	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 - PARKS MAY'25			$271.11
	PARK MAINTENANCE & CAPITAL	TELEPHONE - WIRELESS	150.84	
	COMMUNITY DEVELOPMENT ADMINISTRATION	TELEPHONE - WIRELESS	40.09	
	RECREATION PROGRAMS	TELEPHONE - WIRELESS	40.09	
	CITY BEACH CONCESSIONS	TELEPHONE - WIRELESS	40.09	
287339152904X	WIRELESS PHONE/DATA CHGS - CITY HALL MAY'25			$87.72
	FINANCE DEPARTMENT	TELEPHONE - WIRELESS	38.84	
	MAYOR'S OFFICE	TELEPHONE - WIRELESS	48.88	
287339154011X	WIRELESS PHONE/DATA CHGS - FIRE MAY'25			$130.46
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	80.18	
	FIRE DEPARTMENT - SANDPOINT	TELEPHONE - WIRELESS	50.28	
287336485071X	WIRELESS PHONE/DATA CHGS - POLICE MAY'25			$733.35
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	371.51	
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	90.46	
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	180.92	
	POLICE DEPARTMENT	TELEPHONE - WIRELESS	90.46	
		Total For: AT&T MOBILITY II, LLC		**$1,222.64**
Vendor: AUTO HAUS INC				
10496	ST: BRAKE FOR SWEEPER			$11.98
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	11.98	
10498	WD: AIR FILTER FOR VAC TRUCK			$3

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	34.99	
10411	ST: FUEL PUMP -1 TON			$410.00
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	410.00	
10530	ST: TRUCK BATTERY			$176.04
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	176.04	
10508	WTP: OIL & OIL FILTER RAM '23			$65.71
	WATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	65.71	
10601	ST: FUEL SENSOR & FUEL PIGTAIL			$264.85
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	264.85	
		Total For: AUTO HAUS INC		**$963.57**
Vendor: AVISTA CORP.				
A25-2410-12	GAS SERVICE AGREEMENT - SUPERIOR ST (EXXON)			$14,658.77
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	14,658.77	
A25-2410-13	ELECTRIC SERVICE AGREEMENT - SUPERIOR ST (EXXON)			$23,365.26
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	23,365.26	
		Total For: AVISTA CORP.		**$38,024.03**
Vendor: B&E ELECTRIC INC				
CS4300	WTP: ANALYZER & SCADA VALUE TESTING			$450.00
	WATER TREATMENT	TECH SERVICES - SOFTWARE/SYSTEM SUPPORT	450.00	
		Total For: B&E ELECTRIC INC		**$450.00**
Vendor: BADGER METER INC				
80197447	WD: BEACON WTR METER READER -MAY'25			$572.88
	WATER DISTRIBUTION	SOFTWARE/SAAS - WATER METER READING	572.88	
		Total For: BADGER METER INC		**$572.88**
Vendor: BEAVER EQUIPMENT LLC				
25054I	WTP: FILTER SAND -SANDCREEK			$18,365.00
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	18,365.00	
		Total For: BEAVER EQUIPMENT LLC		**$18,365.00**
Vendor: BILLING DOCUMENT SPECIALISTS				
100741	UTILITY BILLING MAY REG & LATE NOTICES			$1,205.20
	UTILITY BILLING	TECH SERVICES - UTILITY BILLING	300.58	
	UTILITY BILLING	POSTAGE	904.62	
		Total For: BILLING DOCUMENT SPECIALISTS		**$1,205.20**
Vendor: BLUEBEAM INC				
2387531	SUBSCRIPTION RENEWAL CORE QTY2 7/9/25-7/8/26			$66

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SAAS - PDF/BLUEBEAM/AUTOCAD	660.00	
		Total For: BLUEBEAM INC		**$660.00**
Vendor: BMI				
59332606	ANNUAL MUSIC LICENSE FEE - 06/01/25 - 05/31/26			$446.00
	CENTRAL SERVICES DEPARTMENT	INSURANCE - FEDERAL COPYRIGHT	446.00	
		Total For: BMI		**$446.00**
Vendor: BONNER COUNTY DAILY BEE				
0000035112	BCB#6918 SHORT PLAT INFRASTRUCTURE TITLE 10 AMENDMENT			$147.15
	PLANNING DIVISION	ADVERTISING	147.15	
35398	BCB#6928 NOTICE OF PUBLIC HEARING FARMIN FLATS			$390.70
	PLANNING DIVISION	ADVERTISING	390.70	
		Total For: BONNER COUNTY DAILY BEE		**$537.85**
Vendor: BONNER COUNTY PROSECUTING ATTY				
BCPA078	PROSECUTING ATTORNEY SVCS - MAY 2025			$7,083.33
	LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	7,083.33	
		Total For: BONNER COUNTY PROSECUTING ATTY		**$7,083.33**
Vendor: BONNER COUNTY SOLID WASTE				
0060438	2YDS 6 DOCK FLOATS			$20.00
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	20.00	
		Total For: BONNER COUNTY SOLID WASTE		**$20.00**
Vendor: BONNER GENERAL HOSPITAL				
01-MAY-25	ASPIRIN, EPI, DEXTROSE, ALBUTEROL SULFATE - PHARMACY SUPPLIES			$89.32
	FIRE DEPARTMENT - SANDPOINT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPMENT	89.32	
		Total For: BONNER GENERAL HOSPITAL		**$89.32**
Vendor: BROWN'S NORTHSIDE				
S167484	LADDER TRUCK TURBO CHARGER UNIT WITH VGT			$7,147.38
	FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	7,147.38	
S168129	ST: O-RING & FILLER ASSEMBLY -SALT TRK			$28.03
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	28.03	
		Total For: BROWN'S NORTHSIDE		**$7,175.41**
Vendor: BS&A SOFTWARE				
159826	QTRLY PERMIT APP SUBMISSION 1/24/25-4/4/25			$264.00
	PLANNING DIVISION	SOFTWARE/SAAS - OTHER/MISCELLANEOUS	132.00	
	BUILDING DIVISION	SOFTWARE/SAAS - OTHER/MISCELLANEOUS	132.00	
		Total For: BS&A SOFTWARE		**$2**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: CB PACIFIC				
30574033	WTP: 12" LUG CARTRIDGE BUTTERFLY VALVE			$2,492.42
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	2,226.86	
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	265.56	
		Total For: CB PACIFIC		**$2,492.42**
Vendor: CC VENDOR - WELLS FARGO				
18100190934271	ABOR DAY '25 EVENT TREE TIES			$9.98
	PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	9.98	
113-0576886-23	CAR PHONE HOLDER/USB CHRGRS			$103.88
	FIRE DEPARTMENT - SANDPOINT	OPERATIONAL SUPPLIES/EQUIPMENT	103.88	
VCUS653450C	VOLTAGE CONVERTER REFUND			$(84.97)
	WATER DISTRIBUTION	COMPUTER SUPPLIES/EQUIPMENT	(84.97)	
18100257956571	PLYWOOD, CHN CONNCTRS, PUSHPINS - ALL PARKS			$34.88
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	34.88	
05-3940972	ARBOR DAY '25 EVENT PAPER LUNCH BAGS			$6.56
	PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	6.56	
96906	WD/SC: COMPUTER MOUSE & KEYBOARD DUSTER			$96.97
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	48.49	
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	48.48	
2000131-166564	SHOP: TONER CARTRIDGES -4PK			$79.49
	WASTEWATER COLLECTIONS	OFFICE SUPPLIES/EQUIPMENT	26.50	
	WATER DISTRIBUTION	OFFICE SUPPLIES/EQUIPMENT	26.50	
	STREET MAINTENANCE DIVISION	OFFICE SUPPLIES/EQUIPMENT	26.49	
A54347/B	ARBOR DAY '25 EVENT TREE BAG, STAFF, BARK			$44.94
	PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	44.94	
84355074331886	WM SUPERCENTER - WASHER FLUID			$15.96
	POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	15.96	
71855	AIR GAUGE FOR TIRES			$50.00
	FIRE DEPARTMENT - SANDPOINT	TOOLS	50.00	
18100223628057	2X6 BOARDS FOR WINDBAG			$170.52
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	170.52	
114-2827230-48	PENS, INDEX TABS, MOUSE PADS, PENS			$41.76
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	41.76	
21008111	BUOYS FOR CITY BEACH			$795.96
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	795.96	
167716	GINKGO TREE FOR DWNTWN PARK LOT			$2
	GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	229.99	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
18100935309	ST: BLK TIER SHELVING			$485.48
	STREET MAINTENANCE DIVISION	FACILITY SUPPLIES	485.48	
40187	ARBOR DAY '25 EVENT BURLAP ROLL			$14.99
	PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQUIP	14.99	
71262252	ELEVATOR LICENSE - IDAHO.GOV			$225.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	225.00	
114-0454531-89	POST-IT FLAGS VALUE PK			$13.07
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	13.07	
2000226010	SGT/CORP CHEVRONS - BADGES			$403.95
	POLICE DEPARTMENT	UNIFORM & CLOTHING	403.95	
96154	PENCIL SHARPNER - JER OFFICE SUPPLIES			$31.78
	JAMES E. RUSSELL SPORTS CENTER FACILITY	OFFICE SUPPLIES/EQUIPMENT	31.78	
VCUS653450	VOLTAGE CONVERTER - WATER DIST COMPUTER PLUG INS			$84.97
	WATER DISTRIBUTION	COMPUTER SUPPLIES/EQUIPMENT	84.97	
114-6790722-64	PENS, WRITING PADS, CALENDAR, NITRILE GLOVES, PRIVACY SCREEN			$92.10
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	61.39	
	CENTRAL SERVICES DEPARTMENT	OFFICE SUPPLIES/EQUIPMENT	30.71	
05192025	WWTP: CLASS IV OP LICENSES RENEW -D HULL			$60.00
	WASTEWATER TREATMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	60.00	
051925	WWTP: IRWA CLASS CEUS -D. HULL			$150.00
	WASTEWATER TREATMENT	TRAINING AND TRAVEL	150.00	
40701561	WWTP: OP CLASS I RENEWAL -N. SPARKS			$55.00
	WASTEWATER TREATMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	55.00	
		Total For: CC VENDOR - WELLS FARGO		**$3,212.26**
Vendor: CENTURY WEST ENGINEERING CORP				
249973	DWNTWN PRKNG ELCTRCL ENG 2/1/25 THRU 3/28/25			$10,611.30
	GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	3,349.00	
	GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	7,120.00	
	GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	142.30	
		Total For: CENTURY WEST ENGINEERING CORP		**$10,611.30**
Vendor: CHECKR INC				
1832670	BACKGROUND CHECK SVCS - 8-BLDG/GRDS, 5-PARKS/REC, 1-PLNG			$563.86
	RECREATION PROGRAMS	BACKGROUND CHECK SERVICES	29.99	
	GOVERNMENT BUILDING & GROUNDS DIVISION	BACKGROUND CHECK SERVICES	356.42	
	RECREATION PROGRAMS	BACKGROUND CHECK SERVICES	59.98	
	PLANNING DIVISION	BACKGROUND CHECK SERVICES	57.49	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	RECREATION PROGRAMS	BACKGROUND CHECK SERVICES	29.99	
	RECREATION PROGRAMS	BACKGROUND CHECK SERVICES	29.99	
		Total For: CHECKR INC		**$563.86**
Vendor: CITY OF SANDPOINT				
5257	RV SITE FEES USED FOR LIFT STATION REPLACEMENT			$29,784.00
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	29,784.00	
		Total For: CITY OF SANDPOINT		**$29,784.00**
Vendor: CLEARWATER SPRINGS				
897066	WWTP: DISTILLED H2O & FUEL SURCHARGE			$35.00
	WASTEWATER TREATMENT	LABORATORY SUPPLIES	35.00	
		Total For: CLEARWATER SPRINGS		**$35.00**
Vendor: COLEMAN OIL				
CP-0259769	MAY FUEL CHARGES FIRE DEPT			$667.66
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	236.75	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	295.74	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	96.94	
	FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	38.23	
CP-0259761	MAY FUEL CHARGES POLICE DEPT			$3,817.50
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	3,059.73	
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	397.97	
	POLICE DEPARTMENT	FUEL - GASOLINE/DIESEL	359.80	
INV-289952	ST: HYDRAULIC OIL -SALT TRK			$154.50
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	154.50	
CP-0259732	MAY FUEL CHARGES (PW + PARKS)			$6,290.81
	STREET MAINTENANCE DIVISION	FUEL - GASOLINE/DIESEL	1,449.98	
	WATER DISTRIBUTION	FUEL - GASOLINE/DIESEL	944.41	
	WASTEWATER COLLECTIONS	FUEL - GASOLINE/DIESEL	718.22	
	PUBLIC WORKS ADMINISTRATION	FUEL - GASOLINE/DIESEL	40.51	
	WATER TREATMENT	FUEL - GASOLINE/DIESEL	577.26	
	WASTEWATER TREATMENT	FUEL - GASOLINE/DIESEL	917.57	
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	765.58	
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	526.37	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	175.45	
	PARK MAINTENANCE & CAPITAL	FUEL - GASOLINE/DIESEL	175.46	
INV-286776	WWTP: HYDRAULIC OIL & BRAKE CLEANER			$3

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	305.78	
INV-289714	WWTP: CHEVY GREASE			$48.16
	WASTEWATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	48.16	
		Total For: COLEMAN OIL		**$11,284.41**
Vendor: CONSOLIDATED SUPPLY CO.				
S012445542.001	WD: METER SETTER -BONNER MALL WY			$618.00
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	618.00	
S012354110.001	WD: 3RD&IDAHO HYDRANT RPLCMNT -ICRMP CLAIM# C-25-02170-22396			$3,926.13
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	3,926.13	
S012442794.001	WD: WATER PICK LID & VALVE BOX			$288.96
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	288.96	
S012443435.001	WD: WATER PICK LID & VALVE BOX TOP			$338.87
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	338.87	
S012456515.001	WD: OAK&BOYER WATER SUPPLIES			$379.72
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	379.72	
		Total For: CONSOLIDATED SUPPLY CO.		**$5,551.68**
Vendor: CO-OP GAS & SUPPLY CO.				
33254	ST: CHAINS FOR SWEEPER			$14.36
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	14.36	
33169	SC: CAR WASH CLEANER AND BRUSH			$29.98
	WASTEWATER COLLECTIONS	CLEANING SUPPLIES	29.98	
33181	SC: *REFUND* BRUSH FROM INV 33169			$(19.99)
	WASTEWATER COLLECTIONS	CLEANING SUPPLIES	(19.99)	
41003	ST: THERMOPLASTIC SUPPLIES			$27.28
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	27.28	
33848	WD: GRASS SEED FOR LAWN REPAIR			$58.25
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	58.25	
		Total For: CO-OP GAS & SUPPLY CO.		**$109.88**
Vendor: DUNKEL LOGGING INC				
A24-3900-1 - 2	REFUND OF FINAL 25% TIMBER SALE 2023 PERFORMANCE BOND			$9,606.25
	UNCLASSIFIED	PERFORMANCE BOND DEPOSITS	9,606.25	
		Total For: DUNKEL LOGGING INC		**$9,606.25**
Vendor: EDNETICS INC				
INV-135725	WTP: SECURITY ON MULTIPLE DOORS NOT WORKING			$7,894.47
	WATER TREATMENT	SERVICES - BUILDING - R&M	7,894.47	
INV-135728	WTP: DOOR READER ISSUES FIXED			$1,1

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WATER TREATMENT	SERVICES - BUILDING - R&M	1,105.00	
		Total For: EDNETICS INC		**$8,999.47**
Vendor: EMSCONNECT				
13152	EMS & FIRE TRAINING SUBSCRIPTION JUN '25			$75.00
	FIRE DEPARTMENT - SANDPOINT	LICENSES/DUES & SUBSCR (JOB RELATED)	75.00	
		Total For: EMSCONNECT		**$75.00**
Vendor: FASTENAL COMPANY				
IDCOE218821	SHOP: GLOVES & SORBENT PADS			$133.17
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	44.39	
	WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	44.39	
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	44.39	
		Total For: FASTENAL COMPANY		**$133.17**
Vendor: FATBEAM LLC				
56986	INTERNET SVCS - CITY HALL JUNE'25			$406.85
	INFORMATION TECHNOLOGY DIVISION	INTERNET - FIBER/T1	406.85	
57117	FIBER MNTHLY INTERNET SRVC AT JER - JUNE'25			$395.00
	JAMES E. RUSSELL SPORTS CENTER FACILITY	INTERNET - FIBER/T1	395.00	
		Total For: FATBEAM LLC		**$801.85**
Vendor: FEDERAL EXPRESS				
8-870-41918	WWTP: ANTEK LABS SHIPPING FEES			$14.69
	WASTEWATER TREATMENT	POSTAGE	14.69	
8-876-62663	WWTP: ANTEK LABS SHIPPING FEES			$14.69
	WASTEWATER TREATMENT	POSTAGE	14.69	
		Total For: FEDERAL EXPRESS		**$29.38**
Vendor: FIRST RESPONDER OUTFITTERS INC.				
18399-3	SGT. ZIEGLER - JUMPSUIT			$518.00
	POLICE DEPARTMENT	UNIFORM & CLOTHING	518.00	
18400-3	CORP. FLANIGAN - JUMP SUIT			$518.00
	POLICE DEPARTMENT	UNIFORM & CLOTHING	518.00	
		Total For: FIRST RESPONDER OUTFITTERS INC.		**$1,036.00**
Vendor: GALLS LLC				
031424107	NEW HIRE PATROL UNIFORMS - BARMORE & WILKOWSKI			$1,171.84
	POLICE DEPARTMENT	UNIFORM & CLOTHING	1,171.84	
031418481	ACCUMOLD ELITE SILENT KEY HOLDER - PATROL			$31.51
	POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	31.51	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
		Total For: GALLS LLC		**$1,203.35**
Vendor: GRAINGER INC				
9528816029	WWTP: MOUNTING BRACKET WASTEWATER TREATMENT	FACILITY SUPPLIES	200.45	$200.45
9529351117	WWTP: ELECTRIC HEATER & THERMOSTAT WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	4,419.45	$4,419.45
		Total For: GRAINGER INC		**$4,619.90**
Vendor: GRIPTION TIRES INC				
71889	FLAT REPAIR LAWN TIRE - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	20.00	$20.00
		Total For: GRIPTION TIRES INC		**$20.00**
Vendor: GRIZZLY GLASS CENTERS				
WOH0172377	REPLACE REAR LEFT WINDOW CHIEF'S TRUCK FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	260.00	$260.00
		Total For: GRIZZLY GLASS CENTERS		**$260.00**
Vendor: HACH COMPANY				
14514861	WTP: CL17 CHEMICALS FOR TREATING WATER WATER TREATMENT	CHEMICAL SUPPLIES	87.62	$87.62
		Total For: HACH COMPANY		**$87.62**
Vendor: HORIZON DISTRIBUTORS INC				
2S232479	(80) SPRINKLER ROTORS + DELIVERY PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	2,961.80	$2,961.80
		Total For: HORIZON DISTRIBUTORS INC		**$2,961.80**
Vendor: HYDROTEM ENTERPRISES LLC				
INV-997136	WWTP: VOGELSANG VX SIGHT GLASS WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	310.11	$310.11
		Total For: HYDROTEM ENTERPRISES LLC		**$310.11**
Vendor: IDAHO DEPT OF ENVIRON QUALITY				
CI8098	WTP: 4TH QTR DRINK WTR ASSESSMENTS FY'25 WATER TREATMENT	TECH SERVICES - REGULATORY AGENCIES	3,674.25	$3,674.25
		Total For: IDAHO DEPT OF ENVIRON QUALITY		**$3,674.25**
Vendor: IDEXX DISTRIBUTION INC				
3177216710	WWTP: COLILERT/QTRAY + SHIPPING WASTEWATER TREATMENT	LABORATORY SUPPLIES	335.86	$335.86
		Total For: IDEXX DISTRIBUTION INC		**$3**

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
Vendor: INSIGHT DISTRIBUTING INC				
0529698-IN	WTP: HANDSOAP, TOWLES, & CLEANER			$236.20
	WATER TREATMENT	FACILITY SUPPLIES	236.20	
		Total For: INSIGHT DISTRIBUTING INC		**$236.20**
Vendor: JARED RYAN SUNDBERG				
1890	LADDER TRUCK TURBO REPLACEMENT			$6,300.00
	FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	6,300.00	
1891	LADDER TRUCK COMPRESSOR REPLACEMENT			$3,425.00
	FIRE DEPARTMENT - SANDPOINT	SERVICES - AUTOMOTIVE - R&M	3,425.00	
		Total For: JARED RYAN SUNDBERG		**$9,725.00**
Vendor: KELLER ASSOCIATES INC				
0251384	LIFT STATION REPLCMNTS 4/1/25-5/3/25			$6,883.75
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	6,883.75	
0251387	WWTP: PRELIM ENGINEER REPORT 4/1/25-5/3/25			$13,698.85
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	13,698.85	
		Total For: KELLER ASSOCIATES INC		**$20,582.60**
Vendor: KELLEY CREATE				
39094260	APRIL COPIER LEASE			$244.75
	POLICE DEPARTMENT	COPIER LEASE	244.75	
39295684	MAY COPIER LEASE			$244.75
	POLICE DEPARTMENT	COPIER LEASE	244.75	
		Total For: KELLEY CREATE		**$489.50**
Vendor: KG & T SEPTIC INC				
51949	WWTP: WASTEWATER PLANT JETTING			$750.00
	WASTEWATER TREATMENT	SERVICES - EQUIPMENT - R&M	750.00	
51931	PORTABLE TOILET MONTHLY RENTAL 4/7 - 4/27			$3,284.70
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	1,027.11	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	201.81	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	219.87	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	201.81	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00	
	RECREATION PROGRAMS	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	328.10	
	WATER TREATMENT	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	122.00	
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	278.00	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	PARK MAINTENANCE & CAPITAL	MULTI-PURPOSE WASTE DISPOSAL/PORTALOO	302.00	
		Total For: KG & T SEPTIC INC		**$4,034.70**
Vendor: L.N. CURTIS & SONS				
INV953505	TRAINING KIT AND NON-LETHAL AMMO			$503.69
	POLICE DEPARTMENT	LESS LETHAL SUPPLIES/EQUIPMENT	503.69	
		Total For: L.N. CURTIS & SONS		**$503.69**
Vendor: LAKE CITY LAW GROUP PLLC				
41607	LEGAL SRVCS SYRINGA LITIGATION			$160.00
	WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - LITIGATION	160.00	
41399	LEGAL SERVICES - SYRINGA LITIGATION			$20.00
	WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - LITIGATION	20.00	
		Total For: LAKE CITY LAW GROUP PLLC		**$180.00**
Vendor: LES SCHWAB TIRE CENTER				
10800902511	BREAK REPLACEMENT PUBLIC WORKS POOL VEHICLE			$819.84
	WASTEWATER COLLECTIONS	SERVICES - AUTOMOTIVE - R&M	273.28	
	WATER TREATMENT	SERVICES - AUTOMOTIVE - R&M	273.28	
	STREET MAINTENANCE DIVISION	SERVICES - AUTOMOTIVE - R&M	273.28	
10800902937	WWTP: GMC CANYON TIRE CHANGE			$103.96
	WASTEWATER TREATMENT	SERVICES - AUTOMOTIVE - R&M	103.96	
		Total For: LES SCHWAB TIRE CENTER		**$923.80**
Vendor: MOUNTAIN VIEW FAMILY MEDICINE				
6378	PATROL NEW HIRE PHYSICAL - BEN WILKOWSKI			$240.00
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	240.00	
		Total For: MOUNTAIN VIEW FAMILY MEDICINE		**$240.00**
Vendor: NANCY STAUB				
JUNECONTRAC	JUNE 13, 2025 CONTRA DANCE CALLER			$75.00
	RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	75.00	
		Total For: NANCY STAUB		**$75.00**
Vendor: NAPA AUTO PARTS				
232189	ST: FLOOR DRY			$9.36
	STREET MAINTENANCE DIVISION	ROADWAY/PATH SUPPLIES/EQUIPMENT	9.36	
230302	MOTOR OIL FOR LAWN MOWERS			$59.88
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	59.88	
230426	ROW MOWER OIL AND FILTERS			$48.50
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	48.50	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
232632	SC: REMOTE CONTROL SERVICE PART			$96.61
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	96.61	
232426	SC: 10" DIP BRUSH HEAD			$10.99
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	10.99	
233515	ST: THERMOPATCHER WIPERBLADE			$10.36
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	10.36	
233306	WTP: BRAKE PARTS CLEANER			$41.88
	WATER TREATMENT	VEHICLE & MACH SUPPLIES/PARTS	41.88	
		Total For: NAPA AUTO PARTS		**$277.58**
Vendor: NINJAONE, LLC				
INV88282212	NINJA DATA PROTECTION STORAGE 1TB - 6/1/25-4/30/26			$871.20
	INFORMATION TECHNOLOGY DIVISION	SOFTWARE/SASS - RMM/REMOTE SOFTWARE	871.20	
		Total For: NINJAONE, LLC		**$871.20**
Vendor: NORTH 40 OUTFITTERS				
048699/B	WWTP: ANT KILLER & HOSE NOZZLES			$66.43
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	66.43	
048713/B	WTP: SKYLIGHT SUPPLIES -SC			$105.42
	WATER TREATMENT	FACILITY SUPPLIES	105.42	
048688/B	WWTP: HOSE, ADAPTER, NOZZLE, & PVC			$38.04
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	38.04	
048742/B	ST: CAULKING GUN & ADHESIVE FOR SWEEPER			$21.98
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	21.98	
048701/B	HYDRAULIC FLUID - ALL PARKS			$24.99
	PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	24.99	
048733/B	WWTP: 25' DISCHARGE PUMP HOSE			$51.99
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	51.99	
048832/B	WWTP: 50' HOSE			$54.99
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	54.99	
048867/B	WTP: GORILLA TAPE & CUTTING WHEEL -LAKE			$26.95
	WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	26.95	
048842/B	ST: CUTOFF WHEEL & MANDREL			$20.96
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	20.96	
048820/B	WWTP: SUMP PUMP & HOSE BARB			$203.98
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	203.98	
		Total For: NORTH 40 OUTFITTERS		**$615.73**
Vendor: NORTHERN LIGHTS				
05292025	MONTHLY UTILITIES MAY'25			$1,1[illegible]

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WATER TREATMENT	ELECTRICITY	396.80	
	WATER TREATMENT	ELECTRICITY	300.92	
	WATER TREATMENT	ELECTRICITY	99.36	
	WASTEWATER COLLECTIONS	ELECTRICITY	61.72	
	WASTEWATER COLLECTIONS	ELECTRICITY	55.18	
	STREET MAINTENANCE DIVISION	ELECTRICITY	21.81	
	STREET MAINTENANCE DIVISION	ELECTRICITY	44.18	
	WASTEWATER COLLECTIONS	ELECTRICITY	43.54	
	GENERAL GOVERNMENT PROJECTS	ELECTRICITY	83.47	
		Total For: NORTHERN LIGHTS		**$1,106.98**
Vendor: OXARC INC				
0032333523	ST: VIKING DRILL BITS -SALT TRUCK			$26.16
	STREET MAINTENANCE DIVISION	TOOLS	26.16	
0032348353	WWTP: CHLORINE AND SULFUR DIOXIDE			$7,631.71
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	7,631.71	
0062032659	WTP: SC CHLORINE CYLINDER RENTAL			$148.51
	WATER TREATMENT	CHEMICAL SUPPLIES	148.51	
0062030007	WWTP: CHLORINE & SPECIALTY GASES -MAY'25			$157.97
	WASTEWATER TREATMENT	CHEMICAL SUPPLIES	157.97	
		Total For: OXARC INC		**$7,964.35**
Vendor: PACIFIC STEEL & RECYCLING				
9021611	ST: FLAT STEEL BARS FOR SALT TRUCK			$85.06
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	85.06	
		Total For: PACIFIC STEEL & RECYCLING		**$85.06**
Vendor: PACWEST MACHINERY LLC				
30427750	ST: FILTER FOR SWEEPER			$128.18
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	128.18	
		Total For: PACWEST MACHINERY LLC		**$128.18**
Vendor: PAPE MACHINERY				
4316132	WD: ACCUMULATOR REPLACEMENT -LOADER			$1,607.52
	WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	1,607.52	
		Total For: PAPE MACHINERY		**$1,607.52**
Vendor: PAPE MACHINERY INC				
4316132	ST: ACCUMULATOR - LOADER			$1,6
	STREET MAINTENANCE DIVISION	VEHICLE & MACH SUPPLIES/PARTS	1,522.52	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	STREET MAINTENANCE DIVISION	SERVICES - AUTOMOTIVE - R&M	170.00	
		Total For: PAPE MACHINERY INC		**$1,692.52**
Vendor: PELICANCORP ONE CALL INC				
INV-1220	UTILITY LOCATOR SERVICES MAY'25			$359.10
	WATER DISTRIBUTION	TELEPHONE - LANDLINE & OTHER	179.55	
	WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	179.55	
		Total For: PELICANCORP ONE CALL INC		**$359.10**
Vendor: PHOENIX FAB WORKS LLC				
1391	CUSTOM 4'X8' METAL BUILDING SIGN - LWTP			$3,000.00
	WATER TREATMENT	FACILITY SUPPLIES	3,000.00	
		Total For: PHOENIX FAB WORKS LLC		**$3,000.00**
Vendor: PIONEER MANUFACTURING COMPANY				
INV-251907	RPLCMNT SPIKE INSERT FOR BASE SET - MEMORIAL			$257.12
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	257.12	
		Total For: PIONEER MANUFACTURING COMPANY		**$257.12**
Vendor: PITNEY BOWES GLOBAL FINANCIAL SERVI				
3320825417	POSTAGE METER LEASE - JULY THROUGH SEPTEMBER			$165.00
	CENTRAL SERVICES DEPARTMENT	POSTAGE LEASE	165.00	
8000-9090-1136-	POSTAGE METER CREDIT LINE PAYMENT			$502.23
	CENTRAL SERVICES DEPARTMENT	POSTAGE	502.23	
		Total For: PITNEY BOWES GLOBAL FINANCIAL SERVI		**$667.23**
Vendor: R.C. WORST CO				
354645	SC: HYDROMATIC CAPACITOR -COTTONWOOD			$691.38
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	691.38	
		Total For: R.C. WORST CO		**$691.38**
Vendor: REFRIGERASHAWN SERVICE CO				
11385	SNACK SHACK REFRIGERANT LEAK FIX			$260.00
	CITY BEACH CONCESSIONS	SERVICES - EQUIPMENT - R&M	260.00	
		Total For: REFRIGERASHAWN SERVICE CO		**$260.00**
Vendor: REHN & ASSOCIATES				
INV-00207978	COBRA NOTICE LETTER - ST. MARIE			$25.00
	CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURCES	25.00	
		Total For: REHN & ASSOCIATES		**$25.00**
Vendor: SANDPOINT BUILDING SUPPLY				
2499954	FENCE MENDING SUPPLIES - SPORTS COMPLEX			$8

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	884.43	
2501059	ST: PLYWOOD, TIMBER, SCREWS			$77.04
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	77.04	
2501100	ST: 8' 2X2 BUNDLES			$20.22
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	20.22	
		Total For: SANDPOINT BUILDING SUPPLY		**$981.69**
Vendor: SANDPOINT SUPER DRUG				
31863/1	ST: THERMOPLASTIC SUPPLIES BRUSH/POLES			$36.15
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	36.15	
		Total For: SANDPOINT SUPER DRUG		**$36.15**
Vendor: SANDPOINT URBAN RENEWAL AGENCY				
06092025	MAY '25 TAX RECEIPTS COLLECTED			$54,507.65
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - DOWNTOW	49,630.65	
	UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - NORTH	4,877.00	
		Total For: SANDPOINT URBAN RENEWAL AGENCY		**$54,507.65**
Vendor: SELKIRK PRESS INC				
22260	BUSINESS CARDS W/QR CODE - G WILSON & K LESTER 100EA			$72.00
	BUILDING DIVISION	PRINTING AND BINDING	72.00	
		Total For: SELKIRK PRESS INC		**$72.00**
Vendor: SHERWIN-WILLIAMS CO				
6879-2	WD: PURDY EXTENSION POLE			$63.74
	WASTEWATER COLLECTIONS	TOOLS	63.74	
6996-4	ST: 5GAL STRAINER & SPRAY GUN EXT			$72.71
	STREET MAINTENANCE DIVISION	PAINT & THERMO SUPPLIES/EQUIPMENT	72.71	
		Total For: SHERWIN-WILLIAMS CO		**$136.45**
Vendor: SIMCO DEVELOPMENT GROUP				
PAY APP 6	LIFT STATIONS REPLACEMENT THRU 4/30/25			$180,685.19
	WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BUILDING	180,685.19	
		Total For: SIMCO DEVELOPMENT GROUP		**$180,685.19**
Vendor: SOUTH FORK HARDWARE (PUB WKS)				
405391	WWTP: BRASS COUPLINGS/TEES/WATER FILTER			$86.68
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	86.68	
405413	WWTP: OP SUPPLIES-PIPES			$25.75
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	25.75	
405426	WWTP: OP SUPPLIES-PIPES			$

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	16.67	
404841	ST: MAGNETIC NUTSETTERS			$11.48
	STREET MAINTENANCE DIVISION	TOOLS	11.48	
404750	ST: HARDWARE FOR TRAFFIC SIGNS			$7.49
	STREET MAINTENANCE DIVISION	OPERATIONAL SUPPLIES/EQUIPMENT	7.49	
		Total For: SOUTH FORK HARDWARE (PUB WKS)		**$148.07**
Vendor: SPOKANE TESTING SOLUTIONS				
18933	DOT TESTING MAY'25 - 2-POLICE			$120.00
	POLICE DEPARTMENT	OTHER PROF SERVICE - MEDICAL	120.00	
		Total For: SPOKANE TESTING SOLUTIONS		**$120.00**
Vendor: STEVE MULLEN				
JUNECONTRAB	CONTRA DANCE BAND FOR JUNE 13, 2025			$225.00
	RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	225.00	
		Total For: STEVE MULLEN		**$225.00**
Vendor: STONEWAY ELECTRIC SUPPLY				
S104656249.001	SC: CIRCUIT BREAKER -CTTNWD LIFT			$43.82
	WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	43.82	
		Total For: STONEWAY ELECTRIC SUPPLY		**$43.82**
Vendor: TISCHLER BISE, INC				
202506006	DEVELOPMENTAL IMPACT FEE STUDY - MAY '25			$23,389.00
	GENERAL GOVERNMENT PROJECTS	IMPACT FEE STUDY	23,389.00	
		Total For: TISCHLER BISE, INC		**$23,389.00**
Vendor: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC				
5922531-20250	BACKGROUND CHECK SVCS - MAY '25			$135.00
	POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	135.00	
		Total For: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC		**$135.00**
Vendor: VERIZON WIRELESS				
6113978725	WIRELESS PHONE/DATA CHGS - APR-MAY'25			$489.40
	WATER TREATMENT	TELEPHONE - WIRELESS	40.01	
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	121.76	
	WASTEWATER TREATMENT	TELEPHONE - WIRELESS	41.74	
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	285.89	
6111475609	WIRELESS PHONE/DATA CHGS - MAR-APR'25			$489.40
	WATER TREATMENT	TELEPHONE - WIRELESS	40.01	
	WATER DISTRIBUTION	TELEPHONE - WIRELESS	121.76	

Invoice Number	Invoice Description / Department/Division	GL Account Description	Line Item Amount	Invoice Amount
	WASTEWATER TREATMENT	TELEPHONE - WIRELESS	41.74	
	WASTEWATER COLLECTIONS	TELEPHONE - WIRELESS	285.89	
		Total For: VERIZON WIRELESS		**$978.80**
Vendor: WASTE MANAGEMENT OF IDAHO INC				
0239547-1827-8	CITY PROPERTY REFUSE / WASTE CHARGES MAY'2025			$3,520.00
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	720.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	1,200.00	
	WASTEWATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	160.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	480.00	
	PARK MAINTENANCE & CAPITAL	DISPOSAL (GARBAGE) SERVICES	600.00	
	GOVERNMENT BUILDING & GROUNDS DIVISION	DISPOSAL (GARBAGE) SERVICES	40.00	
	PUBLIC WORKS ADMINISTRATION	DISPOSAL (GARBAGE) SERVICES	240.00	
	WATER TREATMENT	DISPOSAL (GARBAGE) SERVICES	80.00	
JUNE05INVOICE	RESIDENTIAL REFUSE & WASTE CHARGES JUNE'25			$51,036.48
	SANITATION/GARBAGE COLLECTION	TECH SERVICES - GARBAGE REMOVAL	51,036.48	
		Total For: WASTE MANAGEMENT OF IDAHO INC		**$54,556.48**
Vendor: WOOD'S CRUSHING & HAULING INC				
54991	ST: BRUSH HAUL OFF SPRING'25			$4,821.25
	STREET MAINTENANCE DIVISION	DISPOSAL (GARBAGE) SERVICES	4,821.25	
		Total For: WOOD'S CRUSHING & HAULING INC		**$4,821.25**
			Grand Total:	**$570,605.85**

Councilor Signature: _____ Date: _____

Councilor Name: PAM DUQUETTE

City of Sandpoint

Financial Report on Cash and Investment Transactions

May 31, 2025

FUND	BALANCE 4/30/25	DEBIT	CREDIT	BALANCE 5/31/25
General Fund Undesignated	9,910,601	688,533	1,180,500	9,418,634
General Fund Designated - Reserves	9,102,561	-	-	9,102,561
General Fund Designated - Other	1,795,481	79,353	23,933	1,850,900
Special Revenue:				
Fiber	124,894	8,724	-	133,618
Impact Fees	1,919,083	55,600	29,412	1,945,270
Recreation	474,749	15,403	24,859	465,294
Park Capital Improvement	1,331,819	114,541	35,787	1,410,573
Enterprise:				
Sanitation	469,062	85,392	62,737	491,716
Water	6,989,096	336,946	232,937	7,093,106
Water - Reserve Capital	9,551,981	56,292	460,858	9,147,415
Water - Reserve Watershed Protection	724,598	2,661	-	727,259
Water - Restricted	109,642	367	522	109,488
Wastewater	7,339,736	571,079	459,758	7,451,057
Wastewater - Reserve I&I Collection	1,919,548	7,048	-	1,926,596
Wastewater - Reserve Capital	11,048,767	55,325	-	11,104,092
Water and Wastewater Debt Service	1,001,355	448,187	444,510	1,005,032
Fiduciary:				
LID Guarantee	39,001	143	-	39,145
LID Combined	212,160	1,042	-	213,202
Payroll Benefit Clearing	566,372	405,808	460,480	511,700
GRAND TOTAL	64,630,507	2,932,443	3,416,293	64,146,657

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
May 31, 2025

Description	City's Balance
Wells Fargo Bank	
Checking Account	523,999
Idaho State Investment Pool	
State Investment Pool Account	63,621,958
Cash on Hand	
Petty Cash	700
Total	64,146,657

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

Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

MEMO

TO: Sandpoint City Council
FROM: Mayor Jeremy Grimm
DATE: June 18, 2025
SUBJECT: Citizen Advisory Board Appointments

In the packet for your June 18, 2025, meeting, you will find an application submitted by Grant Simmons, whom I have reappointed to the Planning and Zoning Commission.

Grant was initially appointed in January 2023 to fill a vacancy left by a former Commissioner's resignation, and, upon notification that his term is set to expire at the end of this month, I was pleased to hear that he would be happy to continue serving. Grant has an impressive background, with experience and insight that bring immense value to our Commission.

We are truly fortunate to have Sandpoint citizens like Grant who are willing to continue to step forward and volunteer in this capacity, as the work of a Planning and Zoning Commissioner is no easy task. I would appreciate your support with confirmation of this appointment for a 3-year term beginning July 1, 2025, and expiring June 30, 2028.

Citizen Advisory Board Application - Planning and Zoning Commission

Complete and submit this application to be considered for a seat on the Sandpoint Planning and Zoning Commission.

Thank you for your interest in serving on the Sandpoint Planning and Zoning Commission, a City of Sandpoint volunteer citizen advisory board. We appreciate your desire to serve our city in this capacity and look forward to reviewing your application. For more information, including qualifications for serving on the PZ Commission, please visit Chapter 1 of Title 2, Sandpoint City Code.

Applicant Information

First Name: * Grant

Last Name: * Simmons

Phone Number: *

Ex. 208-555-5555. Please include area code.

Email Address: * }@gmail.com

Home Address: *

Street Address

Address Line 2

City: Sandpoint

State / Province / Region: ID

Postal / Zip Code: 83864

Country: United States

How long have you resided within the City of Sandpoint (if applicable)? *

18 years

Indicate the number of months/years or state N/A if not applicable.

How long have you resided in Bonner County? *

Indicate the number of months/years you have been a Bonner County resident.

18 years

Mailing Address: *

Street Address

Address Line 2

City

Sandpoint

State / Province / Region

ID

Postal / Zip Code

83864

Country

United States

Employment and Volunteer History

Please upload a copy of your resume or any additional information relevant to your application.

Upload your Resume or Curriculum Vitae *

Upload

Grant_Simmons_2021_full (1).pdf 180.68KB

Please relay any add'l information regarding your experience or background and the reason(s) you wish to serve in this capacity: *

I've served on P&Z for 3 years, and happy to continue serving. I've also been on the BGH Foundation Board for 6 years (2 years as President). I love this community that's given me so much and am happy I can give back.

Comments *2000 characters left*

Appointed Not Appointed

Grant Simmons

@gmail.com

Summary

Focused on making data-driven decisions within the ad tech ecosystem, including open web, mobile, and connected device measurement and analyses.

Work Experience

VP Kochava Foundry Aug 2016 – Present

Sandpoint, Idaho

The Kochava Foundry is a team of expert data analysts focused on optimizing app marketing to help brands fuel growth. The Foundry team has developed:
- custom incremental media lift analysis for Out of Home and Digital media
- user lifecycle tools
- predictive churn
- and customer lifetime value (LTV) models to increase retention

Kochava Foundry key services include:

Industry-leading insights and analytics
Incremental campaign media lift analysis through advanced measurement techniques
Ad fraud detection and mitigation

- Expert witness for Uber on the biggest lawsuit in adtech history (we won all 7 suits)
- Outed a major Chinese conglomerate for fraudulent applications tied to 2 billion mobile devices: https://www.buzzfeednews.com/article/craigsilverman/android-apps-cheetah-mobile-kika-kochava-ad-fraud

Oracle Data Cloud (prev. Datalogix) 2014-2016

Data as a Service (DaaS) – building audiences through advanced modeling techniques, delivering media via digital and print channels, measuring performance

Head of Retail Analytics

- Client-facing arm of the analytics organization, work with 1200+ Retail 500 Directors/VPs/CMOs to develop individualized test-and-learn strategies leveraging analyses created in-house
- My team bridges the PhD-level statistics to what clients can understand and use, manage the relationship between R&D and GTM team, and between the broader analytics org and external clients

- Developed analysis products to help clients understand answers to pressing questions:
    - How did my campaign perform?
    - Why did my campaign perform well or poorly?
    - Where should we be marketing?
    - What potential future customers should we be targeting?
    - What is my share of the market?
    - When should I be promoting?
    - What is the incremental revenue of a particular marketing program?
- Reduced the time of delivered analyses by half: SLAs reduced 50% from operational improvements & better analysis products
- Developed the Campaign Buyer Summary – a low-touch report meant to provide ongoing insights for digital campaigns (mobile and open web)
- Positioned the CA function as a critical element in the client relationship

Body Central Inc. Jacksonville, FL 2012-2013

Women's multi-channel apparel retailer with $700M annual sales

VP of Direct Marketing

- Managed a team of 12 responsible for strategy, forecasting, and the tactical execution of digital and direct mail marketing programs.
- Doubled the revenue in the online channel through:
    - Revamping the Direct Mail strategy
    - Launching & monetizing the Affiliate & Retargeting programs
    - Re-doing PPC Search campaigns
    - Implementing Product Recommendation framework for use on site, in emails, and external marketing touches

Coldwater Creek Inc. Sandpoint, ID 2006-2012

Women's multi-channel apparel retailer with $1.25 billion annual sales

DVP of Ecommerce, January 2012-Present

- Responsible for strategy, forecasting, and the tactical execution of digital marketing programs.
- Programs include email, affiliates, online ads, Facebook, mobile, and natural search
- $270mm annual program: strategy, forecasting, delivery, testing, and reporting

- Managed ColdwaterCreek.com: #84 on the Internet Retailer Top 500
- Launched mobile website, eCatalog application, and standalone iPad app

Director of Ecommerce, September 2009-January 2012

- Responsible for all digital marketing programs; including email, affiliates, online ads, Facebook, mobile, and natural search
- $270mm annual program: strategy, forecasting, delivery, testing, and reporting
- Manage ColdwaterCreek.com: #84 on the Internet Retailer Top 500
- Increased Margin Contribution 75% over LY by executing the following:
    - Redefined segmentation to focus on more granular customer groups, delivering customized marketing messages to hundreds of different targeted segments per month - in email, online advertising, and throughout the web experience
    - Implemented system for dynamically serving personalized product recommendation into email, on the homepage and checkout of the web site, resulting in an incremental gross margin increase of 25% over non-dynamic merchandise
    - Increased natural search traffic by 20% through search engine optimization efforts
    - Online advertising profit increase 92% by dynamically delivering product to customer in ads, based on using web data and customer modeling
    - Took control of homepage, department and category graphics for cohesive targeted campaign management
    - Partnered with Creative, Business Intelligence, and Development to create and deliver customized site and email content
- Worked closely with Inventory Planning to strategize the disposition selling channel online, and tactically ran campaigns to maximize COGS movement and gross margin dollars: Increased disposition gross margin dollars 37% YOY
- Successfully launched our Facebook presence in 2010, reaching 120k followers in 2 months
- Launched mobile website that sees 4% off all site traffic

Email Marketing Manager, January 2009-September 2009

- Managed $180mm program that sent nearly 1 billion emails in 2009
- Directed selling propositions and hand-picked merchandise for emails and website landing pages - after taking control of the creative, click-through rates increased 200 BPS
- Targeted email delivery time by individual - increased demand 14% over 'normal' send time

- Rebuilt the email messaging cadence to Direct and Retail segments resulting in 18% incremental Retail lift with no negative impact to Direct segment
- Maintained 93% inbox deliverability across all ISPs

IT Project Manager 2008-2009

- In charge of delivering large capital projects ($1+ million) for ERP implementations
- Led team of 23 to deliver time tracking hardware and software for all company employees
    - Built custom web punch clock for associates to log time
    - Managed configuration of SAP schema to execute time evaluation
    - Handled all Executive-level communications for delivering issues, risks, and updates
    - Drove the decision making process, focused on keeping the project on time, on budget
- Managed launch of system allowing 6000 new personnel to be hired onsite via SAP interfaces
- Brought the corporate eCommerce site into PCI compliance for credit card transactions

eCommerce Project Manager 2006-2008

- A leader in identifying needs of a multi-million dollar ecommerce system, and converting requirements into actionable steps. Managed all long-term and capital projects related to ColdwaterCreek.com, generally between 8-12 projects at a time.
- Orchestrated website redesign focused on increasing conversion through creating dynamic systems for displaying product, improved navigational layout, and incorporating cross-selling opportunities throughout the purchasing experience. The website redesign resulted in increasing sales by 15%
- Selected for University of Idaho's Executive MBA program based on performance and quarterly reviews

Internet One LLC, Santa Fe, NM 1998 - 2005

Online marketing for web-based entertainment

Director

Founder of the company; directly responsible for all aspects of the business, including financing, creating, and marketing of online properties

Production

- Created an e-commerce business with 170k daily unique visitors, collected 16 million registrants, 62,000 paying members, and grossed $27 million
- Wrote business plan for webcam dating, segued plan into profitable verticals

- Developed long term strategy and quarterly goals, ensured their success
- Responsible for all employee and contractor hiring, vendor negotiations, leases, contracts, and agreements

Marketing

- Supervised the marketing department across 15 subscription-based websites
- Designed affiliate tracking software supporting 21,000 affiliates
- Developed system for analyzing products, customers and market dynamics
- Designed and implemented customer feedback system resulting in real-time website changes
- Responsible for 40% of network's traffic, and attracted/managed 10 of the top 15 affiliates
- Sold all internal advertising on network's sites - 15% of company income

USAF, Columbus AFB, Mississippi; Corpus Christi Naval Air Station, Texas 1996-1998

Pilot

USAF, Institute for National Security Studies, United States Air Force Academy, Colorado 1995-1996

Executive Officer

Education

Executive Masters of Business Administration

- University of Idaho, Moscow, Idaho 2009
- Program emphasizes managing risk and complexity across diverse groups

Masters of Business Administration, Finance

- College of Santa Fe, Santa Fe, New Mexico 2000
- Number one in the class; sole recipient of the Presidential Academic Achievement Award – based on GPA and nomination from professors

Bachelor of Science in Political Science, Minor in Arabic

- United States Air Force Academy, USAFA, Colorado 1995
- Academic Order of Merit: 231/1002. Overall order of Merit: 196/1002
- Leadership positions: Squadron Executive Officer, Operations Officer, First Sergeant
- Glider Instructor Pilot, Basic Training Flight Commander

WRITTEN DECISION

Sandpoint City Council Meeting

TODAY'S DATE: June 12, 2025

MEETING DATE: June 4, 2025

TO: City Council President Ruehle and City Council.

FROM: City Planner Bill Dean and Planning & Community Development.

SUBJECT: Written Decision-PPUD22-0001 University Place Planned Unit Development, Phase IV, Regarding the Applicant's Request for Review of Staff Determination on the Expiration of PUD.

A. INTRODUCTION

APPLICANT: Derek Mulgrew, M&W Holdings, LLC

LOCATION: All of that portion of Lot 2, Block 1 of University Place, according to the plat thereof, recorded in Book 17 of Plats, Page 53, records of Bonner County, Idaho lying South of the South Boundary of the Plat of University Place Phase 2A, according to the plat thereof, recorded in Book 17 of Plats, Page 54, records of Bonner County, Idaho.

REQUEST: Extension of time to complete the final development process for University Place Planned Unit Development (PUD), Phase IV.

B. TIMELINE:

1. Preliminary Approval: November 2, 2022 - City Council unanimously approved PUD with conditions.
2. March 13, 2025: Staff conducted a review of the application and determined that the PUD expired November 2, 2024, and was not eligible for an extension of time as once the application had expired, it was void.
3. March 14, 2025: Applicant Requested an Extension of PUD pursuant to Sandpoint City Code 10-3-10M. City staff initially denied applicant's request, however later

determined that should an ambiguity exist in the ordinance, it is the prerogative of City Council to interpret the ordinance.

4. June 4, 2025: City Council reviewed staff's determination, the applicant's request for additional time to complete the final development process for University Place PUD, Phase IV, as well as Sandpoint City Code to interpret whether preliminary approval of a PUD application can be extended when the application itself has expired. Prior to making a final determination on the PUD expiration, City Council considered a motion to extend the PUD for a period of 8 months, which motion failed. City Council then denied applicant's request for an extension of time pursuant to Sandpoint City Code 10-3-10-M.

C. **DECISIO**N

1. Sandpoint City Code Section 10-3-10-M states as follows:

   Preliminary approval shall be for a period not to exceed eighteen (18) months. The approval of a final development plan for a PUD shall be for a period not to exceed two (2) years to allow for preparation and recording of the required subdivision plan and the development of the project. If no construction has begun within two (2) years after approval is granted and no current building permit exists, the approved final development plan shall be void. An extension of the time limit, revision of phasing schedule, or modification of the final development plan may be approved if the commission finds that such extension, revision, or modification is not in conflict with the public interest.

2. City Council Findings:

   i. After careful consideration of the plain language of Sandpoint City Code 10-3-10-M, the City Council finds that:
   ii. The PUD expired by operation of law on November 2, 2024, two years after the date of approval, as no building permit existed or had been applied for as of that date.
   iii. The plain language of the ordinance requires that any application for extension must be submitted prior to the expiration of the PUD. The code provision allowing for extensions contemplates action being taken before the permit becomes void, not after it has already expired.
   iv. Once a PUD has expired and become void under the terms of the ordinance, the City Council lacks authority to revive or extend an expired permit. The statutory framework does not provide for resurrection of expired land use approvals.

v. The applicant did not request an extension prior to the November 2, 2024 expiration date, despite having knowledge of the approval conditions and timeline requirements established at the time of the original approval.

3. Motion Considered and Failed:

Prior to making the final determination regarding the PUD expiration, City Council considered a motion to extend the expired PUD for a period of 8 months to allow completion of the development process. This motion failed to receive the necessary votes for approval.

D. APPEAL RIGHTS

You have fourteen (14) days from the date of this decision to request reconsideration from City Council. After the request for reconsideration is resolved, you then have twenty-eight (28) days to file a petition for judicial review pursuant to Idaho Code § 67-6535.

FINDINGS AND CONCLUSIONS APPROVED this _____ day of _____, 2025.

CITY OF SANDPOINT, IDAHO

By: _____
Deb Ruehle, Council President

ATTEST:

_____
Melissa Ward, Clerk

AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 9, 2025

MEETING DATE: June 18, 2025

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Public Works Director

SUBJECT: PO 25-1532 – Freightliner Northwest for MY26 Freightliner 114SD Dump Truck

DESCRIPTION/BACKGROUND:

The new 2025 Freightliner 114SD 6-yard Dump truck is to replace the current 1993 Ford L900 12-yard dump truck. This vehicle will be shared between the Water Distribution and Wastewater Collection Divisions and will be used to haul the Utilities Division's John Deer Mini 50 Excavator to job sites. The smaller size of the new dump truck will be beneficial for crews working in residential areas, improving maneuverability and efficiency during maintenance, repair, and replacement of Sandpoint's aging water and sewer infrastructure.

Staff recommends the purchase of a new dump truck to support essential utility operations. Used equipment was explored and while there are lower upfront cost, the new vehicle offers better long-term value through improved reliability, safety, and lower maintenance costs. The new dump truck will come with full warranties, reducing downtime and allowing us to maintain consistent core functions. In addition, we anticipate that this new vehicle will require fewer repairs and hold higher resale value. Our in-house mechanic is equipped to service this truck, reducing dependence on outside vendors and helping us keep the fleet operational and cost-effective.

This new dump truck also meets current emissions and safety standards, including EPA Tier 4 compliance and modern features like backup cameras and improved ergonomics. This supports both operator safety and regulatory compliance.

This Freightliner Dump Truck will be purchased through a Sourcewell Cooperative Contract – Contract No. 032824-DAI as allowed per Idaho Code §67-2807 – Cooperative Purchasing.

The 1993 Ford L900 12yd dump truck currently has approximately 112,575 miles on it. This truck will be auctioned on Public Surplus after it is declared surplus. This truck has exceeded its useful life due to age and the high maintenance and repair costs.

STAFF RECOMMENDATION:

Staff recommends City Council consider approval of Purchase Order No. 25-1532 to Freightliner Northwest for MY26 Freightliner 114SD Dump Truck in the amount of $231,800.28.

ACTION:

City Council approval of Purchase Order No. 25- 1532 to Freightliner Northwest for MY26 Freightliner 114SD Dump Truck in the amount of $231,800.28.

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

ATTACHMENTS:

1. Proposed Resolution
2. PO 25-1532 - Freightliner Northwest for MY26 Freightliner 114SD Dump Truck
3. Freightliner Northwest for MY26 Freightliner 114SD Dump Truck Quote

No: 25-_____
Date: June 25, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: APPROVING PO #25-1532 TO FREIGHTLINER NORTHWEST FOR MY26 FREIGHTLINER 114SD DUMP TRUCK

WHEREAS: City staff recommends the purchase of a new MY26 Freightliner 114SD 6-yard dump truck to replace the City's current 1993 Ford L900 12-yard dump truck, as provided within the FY26 Budget;

WHEREAS: This vehicle will support essential utility operations, shared between the Water Distribution and Wastewater Collection Divisions and used to haul the Utilities Division's John Deer Mini 50 Excavator to job sites, with the smaller size of the new dump truck allowing crews to easily work in residential areas and improving maneuverability and efficiency during maintenance, repair, and replacement of Sandpoint's aging water and sewer infrastructure;

WHEREAS: It was determined that, while there may be a lower upfront cost for a used truck, the new vehicle will offer better long-term value through improved reliability, safety, and lower maintenance costs, with full warranties included, reducing downtime and allowing staff to maintain consistent core functions and an anticipation that this new vehicle will require fewer repairs and hold higher resale value, where the City's in-house mechanic is equipped to service the truck, reducing dependence on outside vendors;

WHEREAS: The additional benefit of a new truck is that it meets current emissions and safety standards, including EPA Tier 4 compliance and modern features like backup cameras and improved ergonomics, supporting both operator safety and regulatory compliance;

WHEREAS: The truck will be purchased through a Sourcewell Cooperative Contract – Contract No. 032824-DAI, as allowed by Idaho Code § 67-2807 – Cooperative Purchasing; and

WHEREAS: The 1993 truck, with approximately 112,575 miles, has exceeded its useful life due to age and high maintenance and repair costs and will be auctioned following Council's declaration of surplus.

NOW, THEREFORE, BE IT RESOLVED THAT: City of Sandpoint Purchase Order #25-1532 is hereby awarded to Freightliner Northwest in the amount of $231,800.28 for the purchase of a MY26 Freightliner 114SD 6-yard dump truck.

BE IT FURTHER RESOLVED THAT: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, the Mayor or authorized designee is hereby permitted to execute the documents necessary to effect this purchase.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

PURCHASE ORDER

CITY OF SANDPOINT
1123 LAKE STREET
SANDPOINT, ID 83864

DATE	P.O. No.
06/12/2025	**25-1532**

SUPPLIER:

VENDOR: 004269

FREIGHTLINER NORTHWEST
GORDON TRUCK CENTERS INC 277 STEWART RD SW
PACIFIC, WA 98047
PH: (509) 744-0390
EMAIL: HOLLY.SUREK@GORDONTRUCKCENTERS.COM

SHIP TO:

CITY SHOP

2024 INDUSTRIAL DR
SANDPOINT, ID 83864

AWILLIAMS@SANDPOINTIDAHO.GOV

Description: MY26 FREIGHTLINER 114SD DUMP TRUCK

Details: SOURCEWELL CONTRACT PRICING - CONTRACT #032824-DAI
SOURCEWELL CUSTOMER ACCOUNT #138917

Item No.	QTY	Unit	Description	Unit Price	Amount
CAB & CHASSIS RETAIL PRICE	1.00	DOLLAR	CAB & CHASSIS RETAIL PRICE	183,971.00	
SOURCEWELL DISCOUNT	1.00	DISCOUN	SOURCEWELL DISCOUNT	(58,870.72)	
DUMP BODY & HYDRAULICS	1.00	DOLLAR	DUMP BODY & HYDRAULICS	106,500.00	
ADMIN FEE	1.00	DOLLAR	ADMIN FEE	200.00	

Total: $231,800.2

Subject to the Terms and Conditions Set By the City of Sandpoint
1. Acceptance of this order includes acceptance of all terms, prices, delivery instructions, specifications and conditions.
2. Purchases may not exceed the total amount of this order without prior approval.
3. Invoices and Packages must bear the Purchase Order Number above.
4. All Purchases are subject to a Net 30 payment term.
Visit www.sandpointidaho.gov for More Details

Date Printed: 06/12/2025

Authorized Signature

Daimler Truck #032824-DAI

Pricing for contract #032824-DAI offers Sourcewell participating agencies the following discounts:

- 22% - 41% off standard pricing

WESTERN STAR NORTHWEST | FREIGHTLINER NORTHWEST | FREIGHTLINER of HAWAII

GORDON TRUCK CENTERS DEALER FAMILY

City Of Sandpoint, Account 138917

MY26 Freightliner 114SD Quote Details

Sourcewell Contract 032824-DAI

Freightliner 114SD Chassis Pricing:

Cab & Chassis Retail Price	$183,971.00
Sourcewell Discount	$(58,870.72)
Chassis Subtotal:	**$125,100.28**

Additional Items:

Cobalt Installed 12' Dump Body	
And Complete Hydraulics Package	$106,500.00

Summary

Chassis Price	$125,100.28
Additional Items Total	$106,500.00
Admin Fee	$200.00
Total Sale Price	**$231,800.28**

WESTERN STAR NORTHWEST

FREIGHTLINER NORTHWEST

FREIGHTLINER of HAWAII

GORDON TRUCK CENTERS DEALER FAMILY

VEHICLE PURCHASE AGREEMENT

TOLL FREE ALL STORES 800-523-8014

Buyer's Name: City Of Sandpoint
Address: 1123 Lake St
City: Sandpoint State: ID Zip: 83864
Business Phone: (208) 265-1487 Cell Phone:

Order Date: 4 / 2 / 2025
Estimated Delivery Date: TBD / / 2025
Sales Rep: Conrad Eubanks
Customer Email: rberget@sandpointidaho.gov

Quantity Ordered	1
Base Price Per Unit	$ 125,100.28
Federal Excise Tax Per Unit	$
Subtotal Price Per Unit	$ 125,100.28

Additional Description

Sourcewell Contract # 032824-DAI
Customer Sourcewell Account # 138917

*additional charges due to tariffs and/or material surcharges not included and are to be determined when materials are procured for factory assembly

Additional Items Per Unit *(Not included in base price)*

	$
Cobalt Upfit	$ 106,500.00
	$
	$
	$
	$
	$
Administration Fee	$ 200.00
Title/Transfer Fee Per Unit	$
Trip/Fuel Permit Per Unit	$
Subtotal:	$ 231,800.28
Sales Tax Rate: ____ %	$ 0.00
Less: Deposit	$ 0.00
Less: Cash Down Payment	$ 0.00
Less: Net Trade-in Allowed	$ 0.00
Unpaid Balance	$ 231,800.28

(DUE ON DELIVERY)

Signature X
Date X

Stock Number: TBD ☑ New ☐ Used
VIN Number: TBD
Year: 2026 Color: White
Make: Freightliner
Model: 114SD Plus
Tractor/Truck/Trailer: Dump Truck

TRADE IN: CONDITION REPORT REQUIRED

Year Make Model
Body Type Color
VIN Number
Loan Balance Owed To
Address
City State Zip
Trade Allowance $
Balance Owing $
Equity $ 0.00

SALES LOCATION

- ☐ Mt. Vernon, WA (877) 848-0472
- ☐ Pacific, WA (800) 282-0699
- ☐ Olympia, WA (855) 245-4635
- ☐ Ridgefield, WA (360) 887-7562
- ☑ Spokane, WA (888) 744-0390
- ☐ Union Gap, WA (800)!378-9478
- ☐ Nampa, ID (208) 461-4751
- ☐ Hermiston, OR (800) 657-5408
- ☐ La Grande, OR (800) 843-1195
- ☐ Coburg, OR (541) 225-2030
- ☐ Redmond, OR (541) 548-7497
- ☐ Medford, OR (541) 779-4622
- ☐ Kapolei, HI (808) 682-4315
- ☐ Redding, CA (530) 241-4412

VEHICLE PURCHASE AGREEMENT

Buyer's Name City Of Sandpoint Order Date 4 / 2 / 2025

Sales Rep Conrad Eubanks

EXCLUSION OF WARRANTIES: Any warranties on the products sold hereby are made by the manufacturer. The undersigned purchaser understands and agrees that Gordon Truck Centers Inc. makes no warranties of any kind, express or implied, and disclaims all warranties including warranties of merchantability or fitness for a particular purpose,with regard to the products purchased; and that in no event shall GordonTruck Centers Inc. be liable for incidental or consequential damages or commercial losses arising out of such purchase. This disclaimer does not affect the manufacturer's warranties, if any on this purchase. Extended warranties are available for purchase at time of sale but are not included unless otherwise stated in the Vehicle Purchase Agreement. Tax, title and license are the purchaser's responsibility.

PRICE INCREASES: Prices are subject to change in the event of manufacturer-imposed surcharges or price increases. Purchasers will receive written notice of any price increase and given no less than 14 calendar days to accept the price increase or cancel the order at no charge.

VEHICLE DELIVERY TERMS: Vehicles must be paid in full prior to customer taking possession. Customer will be notified once vehicle(s) have been received from OEM and are ready for delivery. From the day of notification customer will have fourteen (14) calendar days to fund Gordon Truck Centers Inc. (GTC) any amount still owed on the vehicle and take possession of vehicle. Vehicles not funded after fourteen calendar days will be subject to additional daily flooring charges until payment is received in full. All deposits on factory ordered vehicles are non-refundable. Valid proof of insurance required prior to vehicle pick up or delivery.

FEDERAL EXCISE TAX: (Applicable) Federal Excise Tax will be invoiced and collected at time of sale by Gordon Truck Centers, Inc. Purchaser may provide a signed exemption certificate specific to the vehicles being sold at time of invoicing to be exempted from Federal Excise Tax.

GORDONTRUCK CENTERS INC. (GTC) PREFERRED METHOD OF PAYMENT:

1. In-House Finance
2. Automated Clearing House (ACH)
3. Wire Transfer
   a. Instructions are available for customer reference
4. Cashier's Check
   a. Must be from local banks only – out of state transactions are wire transfer/ACH only
   b. Must be payable to Gordon Truck Centers Inc.

Purchaser agrees that the VEHICLE PURCHASE AGREEMENT(VPA) includes all terms and conditions, that this VPA cancels and supersedes any prior VPA and as of the date hereof comprises an exclusive statement of the terms of this agreement relating to the subject matter covered hereby. **THIS AGREEMENT SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER** as evidenced below. Purchaser by their execution of this agreement acknowledges they have read and accepted its terms and conditions and has received a true copy of this agreement.

Purchaser's Acceptance

Purchaser's Name (Please Print) City Of Sandpoint

Name of Authorized Representative _____

Title of Authorized Representative _____

Signature of Authorized Representative X _____

Date _____ X _____

Gordon Truck Centers Inc.

Accepted This Date By:

X _____ , Sales Manager

Date _____

Est. 1995
COBALT
WORK BETTER

www.cobalttruck.com

CUSTOMER: Freightliner Northwest
CONTACT: Conrad
ADDRESS: 10310 W Westbow Blvd
Spokane WA 99224

PHONE: (509) 991-4374
FAX/Email: Jim.banner@freightlinernw.com

Make: FREIGHTLINER	***Model:*** 114SD	***Year:*** 2025	***GVWR:*** 41000	***Single/Dual:*** DRW
CA / CT: 106.5 /	***Fuel Type:***	***4X2 / 4X4:*** 4X2	***Trans:*** AUTOMATIC	***Cab Type:*** CONVENTIONAL

QUANTITY	DESCRIPTION		
1			
1	Beau-Roc DCS - 12' x 30" x 36" Dump Body - Side height 30" Hardox 450 .177" Steel, folded top rail - Floor Trapezoidal design Hardox 450 .250" - Front headboard 68" Hardox 450 1/8" Steel - Tailgate 36" Hardox .177" Steel, straight, double acting, electric/air TG release latch, spreader chains. Center rotary coal door - Heavy duty 35-ton rear hinge assembly - Oval STT lights in rear corner posts - Sideboard pockets flush with headboard and rear corner posts. Tapered top rear posts - 24" Cab Shield A36 10ga - Folding side access ladder attached to left front corner of body - Hoist 12" deep dog house, inverted front telescopic cylinder G3 110-5-3 - Body prop kit - Mounting kit - Cobalt painted Single Stage Urethane Gray, Customer to provide paint code - Cobalt Mud flaps - Cobalt fab 2" x 8" steel tube sideboards - Paint Black - Cobalt fab (2) shovel holders mounted on SS front bulkhead		
1	Buyers 1702300 underbody toolbox mounted to SS frame rail: - 30"w x 18"d x 18"h - Stainless steel T-handle latching system - Stainless steel continues hinge - 14 gauge steel box and 12 gauge steel door - Black		
1	Force America Hydraulics Package - Wet spline Hot shift PTO to fit Allison 3000RDS - Load sense pump - VT35 combination valve and 35 gal reservoir - 2" Brass Ball Valve - Temp level sender with slosh shield		

www.cobalttruck.com

QUANTITY	DESCRIPTION		
	- 10 micron synthetic Z-glass element filter - Add A-Stack Valve - 3-Way SA truck hoist - Filter Elements - Full port high PSI ball valve 5000 PSI - Incontrol Air console with joystick for hoist operation - Warning lights for body up, low/hot oil - Aux power switches; work light, open, open - Body angle limit proximity sensor		
1	Equipment Trailer Buck Plate Hitch - 3/4" flat plate hitch - 30 ton pintle hitch - Install chassis provided STT lights in hitch plate. - Install chassis provided 7-way plug - 2 - weld on D-rings		
1	Lighting - (1) Round beacon light installed on center leading edge of cab guard with bracket and branch guard, wired to chassis beacon switch - (2) 6" Oval strobe lights installed in rear corner post of dump body, wired to chassis beacon switch - (1) LED work light installed on rear hitch and wired to console aux switch labeled work light.		
1	Aero Tarp Manual pull supplied and installed		
1	Tariff Fee estimate. $3,000.00 Actual to be billed on final invoice.		

Prepared For :
Rod Berget
SANDPOINT CITY OF
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Sandpoint, ID 83864
UNITED STATES
Phone : 208-265-1487

Prepared
Conrad Eub
FREIGHTLINER NORTHWEST
10310 W WESTBOW ROAD
SPOKANE, WA 99224
Phone :

CONDENSED SPECIFICATION PROPOSAL

Data Code	Description	Weight Front	Weight Rear
Vehicle Configuration			
001-177	114SD PLUS CONVENTIONAL CHASSIS	7,934	6,476
002-003	SET FORWARD AXLE - TRUCK		
Engine			
101-3BU	CUM L9 370 HP @ 2100 RPM; 2100 GOV RPM, 1250 LB-FT @ 1200 RPM	-850	-70
Engine Equipment			
128-1AN	C-BRAKE BY JACOBS WITH HIGH MED LOW BRAKE WITH BRAKE LAMPS	80	
016-1C2	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25
Transmission			
342-582	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION		
Front Axle and Equipment			
400-1AB	MERITOR MFS-18-133A 18,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE	250	
Front Suspension			
620-005	18,000# FLAT LEAF FRONT SUSPENSION	290	
Rear Axle and Equipment			
420-051	MERITOR RS-23-160 23,000# R-SERIES SINGLE REAR AXLE		-2,270
421-513	5.13 REAR AXLE RATIO		
Rear Suspension			
622-001	23,000# FLAT LEAF SPRING REAR SUSPENSION WITH RADIUS ROD		-460
Wheelbase & Frame			
545-482	4825MM (190 INCH) WHEELBASE		
546-101	11/32X3-1/2X10-15/16 INCH STEEL FRAME (8.73MMX277.8MM/0.344X10.94 INCH) 120KSI	20	30
Fuel Tanks			
204-154	80 GALLON/302 LITER ALUMINUM FUEL TANK - LH	10	

Prepared For :
Rod Berget
SANDPOINT CITY OF
1123 Lake St
Sandpoint, ID 83864
UNITED STATES
Phone : 208-265-1487

Prepared
Conrad Euba
FREIGHTLINER NORTHWEST
10310 W WESTBOW ROAD
SPOKANE, WA 99224
Phone :

Data Code	Description	Weight Front	Weight Rear
Tires			
093-1RJ	MICHELIN X WORKS Z 315/80R22.5 20 PLY RADIAL FRONT TIRES	100	
094-0GP	MICHELIN XDN2 11R22.5 16 PLY RADIAL REAR TIRES		80
Wheels			
502-433	ACCURIDE 29039 22.5X9.00 10-HUB PILOT 5.25 INSET 5-HAND STEEL DISC FRONT WHEELS	66	
505-428	ACCURIDE 28828 22.5X8.25 10-HUB PILOT 2-HAND HD STEEL DISC REAR WHEELS		52
Cab Exterior			
829-1A2	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB		
Color			
980-5F6	CAB COLOR A: L0006EY WHITE ELITE EY		
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT		

Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight+	8099 lbs	4216 lbs	12315 lbs
Total Weight+	8099 lbs	4216 lbs	12315 lbs

ITEMS NOT INCLUDED IN ADJUSTED LIST PRICE

Other Factory Charges

DELIVERY & ORDER PROCESSING CHARGE

(+) Weights Shown are estimates only.
If weight is critical, contact Customer Application Engineering.

(**) Prices shown do not include taxes, fees, etc... "Net Equipment Selling Price" is located on the Quotation Details Proposal Report.

(***)All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

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Rod Berget
SANDPOINT CITY OF
1123 Lake St
Sandpoint, ID 83864
UNITED STATES
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Prepared
Conrad Eub
FREIGHTLINER NORTHWEST
10310 W WESTBOW ROAD
SPOKANE, WA 99224
Phone :

SPECIFICATION PROPOSAL

Data Code	Description	Weight Front	Weight Rear
Price Level			
PRL-29D	SD PRL-29D (EFF:MY26 ORDERS)		
Data Version			
DRL-034	SPECPRO21 DATA RELEASE VER 034		
Vehicle Configuration			
001-177	114SD PLUS CONVENTIONAL CHASSIS	7,934	6,476
004-226	2026 MODEL YEAR SPECIFIED		
002-003	SET FORWARD AXLE - TRUCK		
019-006	TRAILER TOWING PROVISION AT END OF FRAME WITH SAE J560	10	10
003-001	LH PRIMARY STEERING LOCATION		
General Service			
AA1-003	TRUCK/TRAILER CONFIGURATION		
AA6-002	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
99D-027	EPA CLEAN IDLE LABEL FOR INITIAL REGISTRATION IN EPA OR ACT STATES - (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD OF DRIVER DOOR)		
A85-011	CONSTRUCTION SERVICE		
A84-1GM	GOVERNMENT BUSINESS SEGMENT		
AA4-010	DIRT/SAND/ROCK COMMODITY		
AA5-002	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
AB1-008	MAXIMUM 8% EXPECTED GRADE		
AB5-001	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
995-1AE	FREIGHTLINER LEVEL II WARRANTY		
A66-99D	EXPECTED FRONT AXLE(S) LOAD 18000.0 lbs		
A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD 23000.0 lbs		

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Data Code	Description	Weight Front	Weight Rear
A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY 41000.0 lbs		
A70-99D	EXPECTED GROSS COMBINATION WEIGHT 80000.0 lbs		
Truck Service			
AA3-004	END DUMP BODY		
AF3-1N5	COBALT TRUCK EQUIPMENT		
RTK-1AA	APPROVAL TO SHARE SPEC WITH TEM		
Engine			
101-3BU	CUM L9 370 HP @ 2100 RPM; 2100 GOV RPM, 1250 LB-FT @ 1200 RPM	-850	-70
Electronic Parameters			
79A-070	70 MPH ROAD SPEED LIMIT		
79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT		
79U-001	PTO GOVERNOR RAMP RATE - 25 RPM PER SECOND		
79W-024	CRUISE CONTROL BUTTON PTO CONTROL		
80G-015	PTO MINIMUM RPM - 800		
80J-002	REGEN INHIBIT SPEED THRESHOLD - 5 MPH		
80S-004	PTO 1, DASH SWITCH, ENGAGE WHILE DRIVING		
Engine Equipment			
99C-024	EPA 2010/GHG 2024 CONFIGURATION		
13E-001	STANDARD OIL PAN		
105-001	ENGINE MOUNTED OIL CHECK AND FILL		
014-099	SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER		
124-1D7	DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE		
292-236	(3) DTNA GENUINE, FLOODED STARTING, MIN 3000CCA, 555RC, THREADED STUD BATTERIES		
290-017	BATTERY BOX FRAME MOUNTED		

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Data Code	Description	Weight Front	Weight Rear
281-001	STANDARD BATTERY JUMPERS		
282-001	SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB		
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
289-001	NON-POLISHED BATTERY BOX COVER		
293-060	NON-ESSENTIAL POSITIVE LOAD DISCONNECT, LOCKING IN CAB CONTROL SWITCH MOUNTED OUTBOARD OF DRIVER SEAT	2	
295-029	POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER	2	
306-015	PROGRESSIVE LOW VOLTAGE DISCONNECT AT 12.3 VOLTS FOR DESIGNATED CIRCUITS	2	
107-032	CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE		
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
128-1AN	C-BRAKE BY JACOBS WITH HIGH MED LOW BRAKE WITH BRAKE LAMPS	80	
016-1C2	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25
28F-014	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER		
239-038	11 FOOT 06 INCH (138 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT		
237-1CR	RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP		
23U-002	13 GALLON DIESEL EXHAUST FLUID TANK		
30N-003	100 PERCENT DIESEL EXHAUST FLUID FILL		
23Y-001	STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
43X-002	LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP		
242-011	ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILPIPE SHIELD(S)		
273-058	AIR POWERED ON/OFF ENGINE FAN CLUTCH		

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Data Code	Description	Weight Front	Weight Rear
276-002	AUTOMATIC FAN CONTROL WITH DASH SWITCH AND INDICATOR LIGHT, NON ENGINE MOUNTED		
110-003	CUMMINS SPIN ON FUEL FILTER		
118-008	COMBINATION FULL FLOW/BYPASS OIL FILTER		
120-998	NO COOLANT FILTER	-10	
266-017	1300 SQUARE INCH ALUMINUM RADIATOR	-50	
103-039	ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT		
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
172-001	CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
270-016	RADIATOR DRAIN VALVE		
138-011	PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK HEATER	4	
140-022	CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR		
132-004	ELECTRIC GRID AIR INTAKE WARMER		
155-058	DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH	-35	
Transmission			
342-582	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION		
Transmission Equipment			
343-339	ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV		
84B-002	ALLISON VOCATIONAL RATING FOR CONCRETE MIXER APPLICATIONS ONLY AVAILABLE WITH 3000 PRODUCT FAMILIES		
84C-023	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
84D-023	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
84E-000	PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		

Prepared For :
Rod Berget
SANDPOINT CITY OF
1123 Lake St
Sandpoint, ID 83864
UNITED STATES
Phone : 208-265-1487

Prepared
Conrad Eub
FREIGHTLINER NORTHWEST
10310 W WESTBOW ROAD
SPOKANE, WA 99224
Phone :

Data Code	Description	Weight Front	Weight Rear
84F-000	SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84G-000	PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84H-000	SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84K-002	2ND GEAR ENGINE BRAKE ALTERNATE PRESELECT WITH MODERATE DOWNSHIFT STRATEGY		
84N-004	FUEL SENSE 2.0 PLUS - DYNACTIVE: PERFORMANCE, NEUTRAL AT STOP: ACTIVE		
84U-000	DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES		
84V-001	DIRECTION CHANGE ENABLED WITH MULTIPLEXED SERVICE BRAKES - ALLISON 5TH GEN TRANSMISSIONS		
353-075	QUICKFIT BODY LIGHTING CONNECTOR AT END OF FRAME, WITH CAP		
34C-011	ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR		
362-2JT	CUSTOMER INSTALLED CHELSEA 281 SERIES PTO		
363-001	PTO MOUNTING, LH SIDE OF MAIN TRANSMISSION ALLISON		
341-018	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
345-078	HEAVY DUTY ELECTRONIC TRANSMISSION SHIFT CONTROL, COLUMN MOUNTED		
97G-004	TRANSMISSION PROGNOSTICS - ENABLED 2013		
370-015	WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK	-15	
346-003	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK		
35T-001	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		
Front Axle and Equipment			
400-1AB	MERITOR MFS-18-133A 18,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE	250	
402-030	MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	10	
403-002	NON-ASBESTOS FRONT BRAKE LINING		

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Conrad Euba
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Data Code	Description	Weight Front	Weight Rear
419-001	CAST IRON OUTBOARD FRONT BRAKE DRUMS		
409-006	FRONT OIL SEALS		
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL		
416-022	STANDARD SPINDLE NUTS FOR ALL AXLES		
405-002	MERITOR AUTOMATIC FRONT SLACK ADJUSTERS		
406-001	STANDARD KING PIN BUSHINGS		
536-012	TRW TAS-85 POWER STEERING	40	
539-003	POWER STEERING PUMP		
534-015	2 QUART SEE THROUGH POWER STEERING RESERVOIR		
40T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE		
Front Suspension			
620-005	18,000# FLAT LEAF FRONT SUSPENSION	290	
619-004	GRAPHITE BRONZE BUSHINGS WITH SEALS - FRONT SUSPENSION		
410-998	NO FRONT SHOCK ABSORBERS	-30	
Rear Axle and Equipment			
420-051	MERITOR RS-23-160 23,000# R-SERIES SINGLE REAR AXLE		-2,270
421-513	5.13 REAR AXLE RATIO		
424-001	IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING		
386-094	RPL14 MERITOR SERVICE-FREE MAIN DRIVELINE WITH HALF ROUND (17T) YOKES		
452-001	DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE		20
878-018	(1) DRIVER CONTROLLED DIFFERENTIAL LOCK REAR VALVE FOR SINGLE DRIVE AXLE		
87B-008	INDICATOR LIGHT FOR EACH DIFFERENTIAL LOCKOUT SWITCH		
423-020	MERITOR 16.5X7 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES		

Prepared For :
Rod Berget
SANDPOINT CITY OF
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Data Code	Description	Weight Front	Weight Rear
433-002	NON-ASBESTOS REAR BRAKE LINING		
434-012	BRAKE CAMS AND CHAMBERS ON REAR SIDE OF DRIVE AXLE(S)		
451-001	CAST IRON OUTBOARD REAR BRAKE DRUMS		-10
440-006	REAR OIL SEALS		
426-100	WABCO TRISTOP D LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS		-20
428-002	MERITOR AUTOMATIC REAR SLACK ADJUSTERS		
41T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE		
42T-001	STANDARD REAR AXLE BREATHER(S)		
Rear Suspension			
622-001	23,000# FLAT LEAF SPRING REAR SUSPENSION WITH RADIUS ROD		-460
621-001	SPRING SUSPENSION - NO AXLE SPACERS		
431-001	STANDARD AXLE SEATS IN AXLE CLAMP GROUP		
623-005	FORE/AFT CONTROL RODS		
Pusher / Tag Equipment			
429-998	NO PUSHER/TAG BRAKE DUST SHIELDS		
Brake System			
490-100	WABCO 4S/4M ABS		
871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES		
904-001	FIBER BRAID PARKING BRAKE HOSE		
412-001	STANDARD BRAKE SYSTEM VALVES		
46D-002	STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM		
413-002	STD U.S. FRONT BRAKE VALVE		
432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE		
480-088	WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER		

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Data Code	Description	Weight Front	Weight Rear
479-015	AIR DRYER FRAME MOUNTED		
460-001	STEEL AIR BRAKE RESERVOIRS		
477-001	PULL CABLE ON WET TANK, PETCOCK DRAIN VALVES ON ALL OTHER AIR TANKS		
Trailer Connections			
481-998	NO TRAILER AIR HOSE		
476-998	NO AIR HOSE HANGER		
914-001	AIR CONNECTIONS TO END OF FRAME WITH GLAD HANDS FOR TRUCK AND NO DUST COVERS		
296-026	PRIMARY CONNECTOR/RECEPTACLE WIRED FOR SEPARATE STOP/TURN, CENTER PIN POWERED THROUGH IGNITION WITH STOP SIGNAL PREWIRE PACKAGE		
50V-002	PDI INSTALLED ELECTRIC BRAKE CONTROLLER		
303-025	SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED END OF FRAME		
310-998	NO TRAILER ELECTRICAL CABLE		
Wheelbase & Frame			
545-482	4825MM (190 INCH) WHEELBASE		
546-101	11/32X3-1/2X10-15/16 INCH STEEL FRAME (8.73MMX277.8MM/0.344X10.94 INCH) 120KSI	20	30
547-001	1/4 INCH (6.35MM) C-CHANNEL INNER FRAME REINFORCEMENT	130	355
552-030	1600MM (63 INCH) REAR FRAME OVERHANG		
55W-006	FRAME OVERHANG RANGE: 61 INCH TO 70 INCH		
AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) 106.5 in		
AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) 103.5 in		
AE4-99D	CALC'D FRAME LENGTH - OVERALL 269.92 in		
FSS-0LH	CALCULATED FRAME SPACE LH SIDE 70.08 in		
FSS-0RH	CALCULATED FRAME SPACE RH SIDE 73.88 in		
AM6-99D	CALC'D SPACE AVAILABLE FOR DECKPLATE 0.0 in		

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Data Code	Description	Weight Front	Weight Rear
553-001	SQUARE END OF FRAME		
550-001	FRONT CLOSING CROSSMEMBER		
559-001	STANDARD WEIGHT ENGINE CROSSMEMBER		
562-001	STANDARD MIDSHIP #1 CROSSMEMBER(S)		
572-001	STANDARD REARMOST CROSSMEMBER		
565-001	STANDARD SUSPENSION CROSSMEMBER		
Chassis Equipment			
556-1AG	16.5 INCH PAINTED STEEL STRAIGHT BUMPER		
574-001	BUMPER MOUNTING FOR SINGLE LICENSE PLATE		
585-998	NO MUDFLAP BRACKETS		
590-998	NO REAR MUDFLAPS		
551-007	GRADE 8 THREADED HEX HEADED FRAME FASTENERS		
44Z-002	EXTERIOR HARNESSES WRAPPED IN ABRASION TAPE		
Fifth Wheel			
578-998	NO FIFTH WHEEL		
Fuel Tanks			
204-154	80 GALLON/302 LITER ALUMINUM FUEL TANK - LH	10	
218-006	25 INCH DIAMETER FUEL TANK(S)		
215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS		
212-007	FUEL TANK(S) FORWARD		
664-001	PLAIN STEP FINISH		
205-001	FUEL TANK CAP(S)		
122-1H3	DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR	10	
216-020	EQUIFLO INBOARD FUEL SYSTEM		

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Data Code	Description	Weight Front	Weight Rear
202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE		
Tires			
093-1RJ	MICHELIN X WORKS Z 315/80R22.5 20 PLY RADIAL FRONT TIRES	100	
094-0GP	MICHELIN XDN2 11R22.5 16 PLY RADIAL REAR TIRES		80
Hubs			
418-060	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS		
450-060	CONMET PRESET PLUS PREMIUM IRON REAR HUBS		
Wheels			
502-433	ACCURIDE 29039 22.5X9.00 10-HUB PILOT 5.25 INSET 5-HAND STEEL DISC FRONT WHEELS	66	
505-428	ACCURIDE 28828 22.5X8.25 10-HUB PILOT 2-HAND HD STEEL DISC REAR WHEELS		52
496-011	FRONT WHEEL MOUNTING NUTS		
497-011	REAR WHEEL MOUNTING NUTS		
Cab Exterior			
829-1A2	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB		
650-008	AIR CAB MOUNTING		
648-002	NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE		
667-001	FRONT FENDERS		
678-001	LH AND RH GRAB HANDLES		
646-041	STATIONARY BLACK GRILLE		
65X-004	BLACK HOOD MOUNTED AIR INTAKE GRILLE		
644-004	FIBERGLASS HOOD		
652-001	FREIGHTLINER NAME PLATES		
690-017	HOOD LINER, ADDED FIREWALL AND FLOOR HEAT INSULATION	5	
727-1AF	SINGLE 14 INCH ROUND HADLEY AIR HORN UNDER LH DECK		

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Data Code	Description	Weight Front	Weight Rear
726-001	SINGLE ELECTRIC HORN		
575-001	REAR LICENSE PLATE MOUNT END OF FRAME		
312-068	HALOGEN COMPOSITE HEADLAMPS WITH BLACK BEZELS		
302-047	LED AERODYNAMIC MARKER LIGHTS		
315-062	RECTANGULAR CLEAR FOG LIGHTS MOUNTED UNDER BUMPER	6	
311-001	DAYTIME RUNNING LIGHTS		
294-001	INTEGRAL STOP/TAIL/BACKUP LIGHTS		
300-015	STANDARD FRONT TURN SIGNAL LAMPS		
318-002	(1) SWIVEL UTILITY LIGHT HIGH BACK OF CAB OR ROOF MOUNTED	3	
744-1BK	DUAL WEST COAST MOLDED-IN COLOR HEATED MIRRORS WITH LH AND RH REMOTE		
797-001	DOOR MOUNTED MIRRORS		
796-001	102 INCH EQUIPMENT WIDTH		
743-1AP	LH AND RH 8 INCH MOLDED-IN COLOR CONVEX MIRRORS M0UNTED UNDER PRIMARY MIRRORS		
74B-1B5	LH AND RH BRIGHT FINISH CROSS VIEW COMPLIANT HOOD MOUNTED CONVEX MIRRORS WITH SWING ARM MOUNTING	8	
729-001	STANDARD SIDE/REAR REFLECTORS		
677-054	RH AFTERTREATMENT SYSTEM CAB ACCESS WITH PLAIN DIAMOND PLATE COVER		
768-043	63X14 INCH TINTED REAR WINDOW		
661-004	TINTED DOOR GLASS LH AND RH WITH TINTED OPERATING WING WINDOWS		
654-011	RH AND LH ELECTRIC POWERED WINDOWS		
769-002	LOWER RH DOOR WINDOW WITH FRESNEL LENS	7	
663-013	1-PIECE SOLAR GREEN GLASS WINDSHELD		
659-007	8 LITER (2 GAL) WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITHOUT FLUID LEVEL INDICATOR		

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Prepared
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Data Code	Description	Weight Front	Weight Rear
647-001	WHITE WINTERFRONT	2	
Cab Interior			
055-019	RUGGED TRIM PACKAGE		
707-107	GRAY & CARBON VINYL INTERIOR "RUGGED"		
70K-020	CARBON WITH PREMIUM GUNMETAL ACCENT (RUGGED)		
706-013	MOLDED DOOR PANEL		
708-013	MOLDED PLASTIC DOOR PANEL		
772-006	BLACK MATS WITH SINGLE INSULATION		
785-026	(1)DASH MOUNTED 12V POWER OUTLET, (1)DASH MOUNTED DUAL USB-C OUTLET		
691-001	FORWARD ROOF MOUNTED CONSOLE		
693-036	LH DOOR STORAGE POCKET		
738-021	DIGITAL ALARM CLOCK IN DRIVER DISPLAY		
742-007	(2) CUP HOLDERS LH AND RH DASH		
680-029	M2/SD DASH		
720-003	5 LB. FIRE EXTINGUISHER	10	
700-002	HEATER, DEFROSTER AND AIR CONDITIONER		
701-001	STANDARD HVAC DUCTING		
703-005	MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH		
170-015	STANDARD HEATER PLUMBING		
130-041	VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR		
702-002	BINARY CONTROL, R-134A		
739-033	STANDARD INSULATION		
285-013	SOLID-STATE CIRCUIT PROTECTION AND FUSES		
280-007	12V NEGATIVE GROUND ELECTRICAL SYSTEM		

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Data Code	Description	Weight Front	Weight Rear
324-1B3	STANDARD LED CAB LIGHTING		
787-998	NO SECURITY DEVICE		
657-001	DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME		
78G-004	KEY QUANTITY OF 4		
655-005	LH AND RH ELECTRIC DOOR LOCKS		
740-998	NO MATTRESS	-20	-15
756-338	BASIC ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WTIH MECHANICAL LUMBAR AND INTEGRATED CUSHION EXTENSION	30	
760-338	BASIC ISRINGHAUSEN HIGH BACK AIR SUSPENSION PASSENGER SEAT WTIH MECHANICAL LUMBAR AND INTEGRATED CUSHION EXTENSION	25	10
759-005	DUAL DRIVER AND PASSENGER SEAT ARMRESTS	8	
711-004	LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
758-143	RUGGED CLOTH BLACK WITH GRAY DRIVER SEAT		
761-143	RUGGED CLOTH BLACK WITH GRAY PASSENGER SEAT		
763-101	BLACK SEAT BELTS		
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN		
540-044	4-SPOKE 18 INCH (450MM) BLACK STEERING WHEEL WITH SWITCHES		
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS		

Instruments & Controls

106-002	ELECTRONIC ACCELERATOR CONTROL		
732-998	NO INSTRUMENT PANEL-DRIVER		
734-022	FULLY CONFIGURABLE CENTER INSTRUMENT PANELS		
87L-001	ENGINE REMOTE INTERFACE WITH PARK BRAKE INTERLOCK		
870-002	BRIGHT ARGENT FINISH GAUGE BEZELS		

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	Data Code	Description	Weight Front	Weight Rear
	486-001	LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM		
	838-001	(1) PNEUMATIC SINGLE BRAKE APPLICATION AIR GAUGE		
	840-001	DUAL NEEDLE PRIMARY AND SECONDARY AIR PRESSURE GAUGE		
	198-025	INTAKE MOUNTED AIR RESTRICTION INDICATOR WITHOUT GRADUATIONS		
	721-003	87 DECIBELS TO 112 DECIBELS AUTOMATIC SELF-ADJUSTING BACKUP ALARM		3
	149-015	ELECTRONIC CRUISE CONTROL WITH CONTROLS ON STEERING WHEEL SPOKES		
	156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
	811-044	PREMIUM INSTRUMENT CLUSTER WITH 5.0 INCH TFT COLOR DISPLAY		
	81B-003	DIGITAL PANEL LAMP DIMMER SWITCH IN DRIVER DISPLAY		
	160-038	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH		
	844-001	2 INCH ELECTRIC FUEL GAUGE		
	148-072	ENGINE REMOTE INTERFACE WITH ONE OR MORE SET SPEEDS		
	48H-003	QUICKFIT POWERTRAIN INTERFACE CONNECTOR UNDER CAB WITH CAPS		
*	4CG-002	2 EXTRA PROGRAMMABLE SWITCHES/INDICATORS		
	48C-003	QUICKFIT PROGRAMMABLE INTERFACE CONNECTOR(S) UNDER CAB WITH CAP		
	163-014	ENGINE REMOTE INTERFACE CONNECTOR AT POWERTRAIN INTERFACE CONNECTOR		
	856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
	852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE		
	864-022	DIGITAL TRANSMISSION OIL TEMPERATURE IN DRIVER DISPLAY		
	867-004	ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER		
	830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
	372-123	PTO CONTROLS FOR ENHANCED VEHICLE		

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Data Code	Description	Weight Front	Weight Rear
	ELECTRIC/ELECTRONIC ARCHITECTURE		
73H-014	(1) BACKUP CAMERA-END OF FRAME MOUNTED WITH 15 FOOT EXTRA LONG CABLE COILED AT END OF FRAME		
736-998	NO OBSTACLE DETECTION SYSTEM		
72J-998	NO DR ASSIST SYSTEM		
49B-998	NO VEHICLE STABILITY ADVISOR OR CONTROL		
73B-998	NO LANE DEPARTURE WARNING SYSTEM		
679-998	NO OVERHEAD INSTRUMENT PANEL		
35M-010	1 QUICKFIT PROGRAMABLE MODULE (QPM/XMC)	10	
1U1-002	TOP OF DASH RAM MOUNT WITHOUT POWER OR GROUND, FOR CUSTOMER FURNISHED DEVICE		
746-143	7" B-PANEL INTERACTIVE TOUCHSCREEN DISPLAY RADIO W/ USB-C, APPLE CARPLAY, ANDROID AUTO, BLUETOOTH/AM/FM/SXM/WB, WITH MICROPHONE		
747-001	DASH MOUNTED RADIO		
750-002	(2) RADIO SPEAKERS IN CAB		
753-998	NO AM/FM RADIO ANTENNA		
748-044	UNIDEN PC78LTX FACTORY INSTALLED CB RADIO WITH SWR METER	5	
749-001	ROOF/OVERHEAD CONSOLE CB RADIO PROVISION		
752-017	MULTI-BAND AM/FM/WB/CB LH MIRROR MOUNTED ANTENNA SYSTEM		
75W-998	NO MULTIBAND ANTENNA		
78C-004	INTEROPERABLE SDAR ANTENNA, SHIP LOOSE		
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER		
817-001	STANDARD VEHICLE SPEED SENSOR		
812-001	ELECTRONIC 3000 RPM TACHOMETER		
813-1C8	DETROIT CONNECT PLATFORM HARDWARE		

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Data Code	Description	Weight Front	Weight Rear
8D1-313	3 YEARS DAIMLER CONNECTIVITY BASE PACKAGE ON (FEATURES VARY BY MODEL) POWERED BY DETROIT CONNECT ON CUMMINS ENGINES		
6TS-008	(2) TMC RP1226 ACCESSORY CONNECTORS: (1) LOCATED BEHIND PASSENGER SIDE REMOVABLE DASH PANEL (1) CENTER OF OVERHEAD CONSOLE		
162-002	IGNITION SWITCH CONTROLLED ENGINE STOP		
264-030	(1) OVERHEAD MOUNTED LANYARD CONTROL FOR DRIVER AIR HORN		
482-001	BW TRACTOR PROTECTION VALVE		
883-001	TRAILER HAND CONTROL BRAKE VALVE		
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
660-008	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY		
304-030	ROTARY HEADLAMP SWITCH, MARKER LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT FOR OPTIONAL FOG/ROAD LAMPS		
882-004	TWO VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR		
299-020	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, HEADLAMP FLASH, WASH/WIPE/INTERMITTENT		
298-046	INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH 40 AMP (20 AMP PER SIDE) TRAILER LAMP CAPACITY		
87T-998	NO WRG/SW-OPTL #2,CHAS,AIR		
Design			
065-000	PAINT: ONE SOLID COLOR		
Color			
980-5F6	CAB COLOR A: L0006EY WHITE ELITE EY		
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT		
962-972	POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)		
966-972	POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)		
964-020	STANDARD BLACK BUMPER PAINT		
963-003	STANDARD E COAT/UNDERCOATING		

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Data Code	Description	Weight Front	Weight Rear
Certification / Compliance			
996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS		
Secondary Factory Options			
998-032	CORPORATE PDI CENTER OPTION INSTALLATION/MODIFICATION ONLY		

Sales Programs	
PMY-3D6	SD QUOTE SALES PROGRAM

TOTAL VEHICLE SUMMARY

Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight+	8099 lbs	4216 lbs	12315 lbs
Total Weight+	8099 lbs	4216 lbs	12315 lbs

Other Factory Charges

PMV-024	GHG24 SURCHARGE - CUMMINS
PCA-005	SOURCEWELL DEALER CHARGE
RD1-313	3 YEARS DAIMLER CONNECTIVITY BASE PACKAGE ON (FEATURES VARY BY MODEL) POWERED BYDETROIT CONNECT ON CUMMINS ENGINES
RAG-020	CUMMINS TARIFF CHARGE - $205
R26-001	MY26 ESCALATOR
P73-2FT	STANDARD DESTINATION CHARGE

Prepared For :
Rod Berget
SANDPOINT CITY OF
1123 Lake St
Sandpoint, ID 83864
UNITED STATES
Phone : 208-265-1487

Prepared
Conrad Euba
FREIGHTLINER NORTHWEST
10310 W WESTBOW ROAD
SPOKANE, WA 99224
Phone :

(+) Weights Shown are estimates only.
If weight is critical, contact Customer Application Engineering.

(**) Prices shown do not include taxes, fees, etc... "Net Equipment Selling Price" is located on the Quotation Details Proposal Report.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 10, 2025

MEETING DATE: June 18, 2025

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve Personnel Policy Changes

DESCRIPTION/BACKGROUND:

City Council adopted the current Personnel Policy on April 17, 2019. City staff recognizes two sections within the policy that need to be updated now and an addition to the policy; although the entire policy is being evaluated and updated and a revised Personnel Policy will be brought to Council for review and adoption when that large exercise is completed.

The following changes are being requested at this time:

1. Section XIV – Compensation Policies
    a. Section XIV(F) – Hours of Work - to be changed as follows:

        Change to reflect operational changes that allow for more flexible schedules, including a 4/10 work schedule at City Hall. All changes are red and red-lined in the attachment to this Agenda Report.

        City Hall hours remain Monday thru Friday 8:00 am – 5:00 pm. Changes to this section ensure coverage while providing for flexible work schedules.

2. Section XIV – Compensation Policies
    a. Section XIV(G) – Rest and Meal Periods – to be changed as follows:

        Change reference to division head to read "department" head instead;

        Add clarifying language that provides flexibility to allow employees who remain at their worksite during the meal period, to not be required to add 30 minutes up to the maximum of 1 hour to their scheduled shift.

3. Section XV – Employee Benefits
    a. Section XV – Holidays – to be changed as follows:

        Update the Holidays portion of the policy to accommodate the addition of a 4/10 or other approved flexible schedule. Current policy states that when a holiday falls on an employee

regularly scheduled day off, the employee shall take equivalent time off on the nearest working day. This is changed to now reflect that if a holiday lands on an employees regularly scheduled day off, the employee shall have the typical works schedule hours placed into a Holiday Bank. For example, if an employee typically works 10 hours, the employee will have 10 hours placed into a Holiday Bank for the holiday which fell on the employee's regularly scheduled day off. Furthermore, the policy places a maximum number of hours that can be accrued in the Holiday Bank to 50 hours. Accrued hours ion the employee Holiday Bank much first be used before use of PTO.

A couple additional changes were made providing clarifications to Holiday pay as it relates to seasonal and temporary employees and adding Juneteenth to the Recognized Holidays. All changes to this section are red and red-lined in the attachment to this Agenda Report.

4. Addition of Employee Training, Licensing, and Certification Approval and Reimbursement Policy to the City's Personnel Policy. This policy provides a formal approval process for employee training, licensing, and certifications and adds conditions that if the job related certification or license costs of $2,500 or more paid for by the City, will be subject to a reimbursement schedule in the event the employee voluntarily separates from employment withing the specified period after completion of the training or fails to obtain the required certification or training. This ensures the City receives value from the costs of licensing and certifying employees. If the employee voluntarily separates employment in Year 1 the reimbursement amount is 100% of the amount paid for by the City; Year 2 is 50% of the amount paid by the City; after Year 2 – no reimbursement required. There is an exception and that is of extenuating personal circumstances that require a voluntary separation as approved by the Mayor – who may waive or reduce reimbursement in such case(s).

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the changes to Section XIV – Compensation Policies and Section XV – Employee Benefits and adding to the Personnel Policy the Employee Training, Licensing, and Certification Approval and Reimbursement Policy.

ACTION:

City Council to approve changes to Section XIV – Compensation Policies and Section XV – Employee Benefits and adding to the Personnel Policy the Employee Training, Licensing, and Certification Approval and Reimbursement Policy.

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

ATTACHMENTS:

- Proposed Resolution
- Personnel Policy redlined sections
- Employee Training, Licensing, and Certification Approval and Reimbursement Policy

No: 25-_____
Date: June 25, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: PERSONNEL POLICY AMENDMENTS

WHEREAS: City Council adopted the current Personnel Policy on April 17, 2019;

WHEREAS: The entire policy is currently being evaluated, with plans to bring an overall updated and revised Personnel Policy to Council for adoption upon completion of that broader review;

WHEREAS: At this time, the Mayor and City staff recommend updates to two sections of the policy and an addition, as follows:

1. Section XIV – Compensation Policies

   Section XIV(F) – Hours of Work

   The amendment will reflect operational changes that allow for more flexible schedules, including a 4/10 work schedule at City Hall.

   City Hall hours remain Monday through Friday 8:00 am – 5:00 pm. Changes to this section ensure coverage while providing for flexible work schedules.

   Section XIV(G) – Rest and Meal Periods

   Amendment to update “division” head to “department” head;

   Clarifying language will be added to provide flexibility which allows employees who remain at their worksite during the meal period, to not be required to add 30 minutes, up to a maximum of 1 hour, to their scheduled shift.

2. Section XV – Employee Benefits

   a. Section XV – Holidays

   This section will be updated with the addition of a 4/10 or other approved flexible schedule, where the current policy states that, when a holiday falls on an employee’s regularly scheduled day off, the employee shall take equivalent time off on the nearest working day. This is changed to now reflect that if a holiday lands on an employee’s regularly scheduled day off, the employee’s typically scheduled work hours are placed in a Holiday Bank. For example, if an employee typically works 10 hours, those hours are placed in a Holiday Bank for the holiday which fell on the employee’s regularly-scheduled day off. Furthermore, the policy places a maximum of 50 hours that can be accrued in the Holiday Bank, and banked holiday hours must be used before use of PTO.

Additional changes were made providing clarifications to Holiday pay as it relates to seasonal and temporary employees and adding Juneteenth to the list of official recognized City of Sandpoint holidays.

Addition of new Employee Training, Licensing, and Certification Approval and Reimbursement Policy: This policy provides a formal approval process for employee training, licensing, and certification and adds conditions where, if the job related certification or license costs $2,500 or more, paid by the City, the amount paid will be subject to a reimbursement schedule in the event the employee voluntarily separates from employment within the specified period after completion of the training or fails to obtain the required certification or training. This ensures the City receives value from these costs. If the employee voluntarily separates employment in Year 1, the reimbursement amount is 100% of the amount paid for by the City; in Year 2, it is 50% of the amount paid; after Year 2 – no reimbursement required. There is an exception for extenuating personal circumstances that require a voluntary separation as approved by the Mayor – who may waive or reduce reimbursement in such a case.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Sandpoint Personnel Policy, updated to reflect the amendments specified herein, is hereby approved, effective immediately.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

XIV. COMPENSATION POLICIES

F. HOURS OF WORK

1. Generally, most positions in the City are 40-hour-a-week jobs consistent with City Hall office hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, with one unpaid hour off for lunch. The hours of work of individual positions may be outside of these hours, when approved ~~proposed in writing~~ by the Department Director ~~respective supervisor and approved by the division head~~ and Mayor ~~City Administrator~~.

2. Core hours when departments must ensure there is proper coverage for City Hall services ~~all employees are expected to be present~~ are 8:00 ~~9:00~~ a.m. through 5:00 ~~4:00~~ p.m.. Departments may allow for varying schedules outside the normal 8:00 a.m. through 5:00 p.m. hours, as long as services or job responsibilities are not negatively impacted. ~~For example, supervisors may schedule employees to may arrive as early as 7:00 a.m. and then to leave at 4:00 p.m. or to arrive as late as 9:00 a.m. and then to leave as late as 6:00 p.m. with an unpaid hour for lunch in each schedule. Exempt employees are expected to adhere to a standard schedule during core hours, with no more than one unpaid hour off for lunch.~~

3. Some ~~divisions~~ departments may permit employees to work "flexible" work schedules, such as four 10-hour days per week or work earlier or later than the 8:00 a.m. through 5:00 p.m. hours. These "flexible" work schedules must be ~~when~~ approved by the Department Director and Mayor and notification (schedule) provided to Human Resources. ~~proposed in writing by the respective supervisor and approved by the division head and City Administrator~~. All non-law enforcement, non-exempt employees are limited to a maximum 12 hours of work in a single shift and will have a minimum of 10 hours of rest in between shifts. If emergency conditions exist, a single work shift beyond 12 hours may be approved by the Department Director or Mayor. ~~division head or City Administrator.~~

G. REST AND MEAL PERIODS

1. All employees scheduled to work four or more continuous hours may be given up to 15 minutes during each four continuous hours for paid personal rest break at the discretion of the~~ir division~~ Department Director ~~head~~ or supervisor. Such breaks shall not be cumulative nor available for late arrival to work, nor used in connection with meal breaks, nor used for early dismissal at the end of the scheduled work day. Overtime will not be allowed to accumulate for rest periods missed. Employees on rest breaks shall be considered on duty and available for work at the discretion of the supervisor. The supervisor may also designate the location of breaks and limit the activities of the employees while on break.

2. A minimum of 30 minutes up to a maximum of 1 hour of unpaid time off for meal

periods is provided for all employees; however, circumstances may require that employees remain on the work site during the meal period. In the event the employee remains at their work site during the meal period, the employee will not be required to add 30 minutes up to the maximum of 1 hour to their scheduled shift. Generally, employees are not to work through lunch to make up for arriving late or leaving early unless they have prior approval for a given day from their supervisor.

XV. EMPLOYEE BENEFITS

C. HOLIDAYS

1. This Holiday Policy will be applicable to all full-time regular employees and part-time regular, seasonal, and temporary employees and does not apply to any employees under a collective bargaining agreement.

2. ~~Ten~~ Eleven official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on a Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the ~~succeeding~~ Monday immediately following the Sunday holiday. The holiday schedule may be changed at any time with ~~by the~~ City Council approval.

3. Holiday Bank

    a. When a holiday falls on an employee's regularly scheduled day off, the employee will have their typical work schedule hours placed into a Holiday Bank. For example, if an employee typically works 10 hours, the employee will have 10 hours placed into a holiday bank for the holiday which fell on the employee's regularly scheduled day off. If the holiday falls within a period of scheduled leave, the holiday hours will be accrued in the Holiday Bank and will not be counted against PTO.
    b. The maximum number of hours that can be accrued within the Holiday Bank is 50 hours. An employee will not accrue holiday time above the maximum 50 hours. Accrued hours in the employee Holiday Bank must be used before use of PTO.

~~4. If a holiday falls on an employee's regularly scheduled day off, equivalent time off on the nearest working day will be granted. If a holiday falls within a period of scheduled leave, the holiday hours will not be counted against PTO.~~

4. Holiday Pay

   a. Full-time regular employees will be compensated for the holiday at straight time pay for the number of hours they are normally scheduled. Part-time regular, seasonal, and temporary employees do not receive holiday pay, unless they are scheduled and physically work on the holiday (actual or observed).

   b. Non-exempt employees ~~who are~~ scheduled to physically work on a holiday [actual or observed] or who are called in for unscheduled emergency work, shall be compensated at a rate of two times the employee's regular rate of pay.

~~5. Employees in divisions operating on a continuous 24-hour basis or schedule, and whose regularly scheduled day off falls on a holiday, shall be compensated at straight time commensurate with the holiday time hereby granted to other employees or as otherwise provided by the applicable collective bargaining agreement. Exception: Sworn law enforcement officers shall be compensated at straight time holiday pay not to exceed eight hours when a designated holiday falls on an officer's regularly scheduled day off.~~

6. Recognized Holidays:

New Year's Day	Labor Day
Human Rights Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

7. The Mayor has the authority to temporarily adjust the operating hours of City offices on days immediately preceding or following scheduled holidays based on workload and employee morale. In the event City offices are closed early, employees have the option of working their regularly scheduled shift or they may use PTO or Holiday Bank to leave early. No additional holiday pay shall be provided to employees who opt to leave early and no reduction to PTO or Holiday Bank hours taken shall be provided to employees who have previously scheduled for the day off.

City of Sandpoint

Employee Training, Licensing, and Certification Approval and Reimbursement Policy

Policy Purpose
The purpose of this policy is to establish the required pre-approval of City-paid training and establishes reimbursement obligations of employees who receive City-paid training, licensing, or certification required for their job duties that results in the employee receiving a certification or license, including renewals of certifications or licenses.

Policy Statement
The City of Sandpoint may, at its discretion, cover the costs associated with job-required training, licensing, or certification (hereafter referred to as "training"). All training **must** be pre-approved through submittal of the *Employee Training Pre-Approval Form* attached to this Policy for reference and signed as indicated on the form unless the department has other approval processes in place for training that would not be receiving a job certification or professional or job-related license. Please note that the *Employee Training Pre-Approval Form* is in addition to any required Travel approval and forms.

Training that results in the employee receiving a job certification or professional or job related license, including renewal of certifications or licenses of $2,500 or more paid for by the City, will be subject to the reimbursement schedule below, in the event the employee voluntarily separates from employment within a specified period after completion of the training or fails to obtain the required certification or license:

Reimbursement Schedule Upon Voluntary Separation:

- **Year 1:** 100% of the amount paid by the City
- **Year 2:** 50% of the amount paid by the City
- **After Year 2:** No reimbursement required

The year of service is calculated based on the completion date of the training or certification and the employee's separation date.

> **Exception to above for Extenuating Circumstances**:
> In the event of a voluntary separation due to extenuating personal circumstances, the Mayor may, at their discretion, waive or reduce reimbursement requirements.

Failure to Obtain Required Certification
If the employee does not obtain the required license or certificate after completing the training, regardless of continued employment status, whether voluntary or involuntary due to job requirements, the employee must reimburse the City for 100% of the training costs paid by the City.

Reimbursement Method
Reimbursement amounts owed will be deducted from the employee's final paycheck. This includes any unused Paid Time Off (PTO) payout. If the final paycheck and PTO payout do not fully cover the owed amount, the remaining balance is the personal responsibility of the employee and must be paid to the City within 30 days of separation or notification of reimbursement due.

Acknowledgment
Employees will be required to sign a pre-approval training form that will serve as acknowledgment to this Policy and its terms prior to enrollment in any training paid for by the City.

City of Sandpoint

Employee Training Pre-Approval Form

Employee Information

- Name: _____
- Department: _____
- Position Title: _____
- Supervisor: _____

Training Details

- Training/Course Title: _____
    - Please attach any training information materials to this form
- Provider/Institution: _____
- Location (if applicable): _____
- Start Date: _____ End Date: _____
- Is this training job-required per job description? ☐ Yes ☐ No
- If training is not required but a certificate or license will be obtained or renewed, please provide the benefit to the City for this certification or license:

  _____

  _____

  _____
- Is certification/licensure obtained or renewed upon completion? ☐ Yes ☐ No
- If yes, name of certification/license: _____
- What is the benefit of this training if no license or certificate is being obtained or renewed:

  _____

  _____

  _____

Estimated Costs

Item	Cost
Registration/Tuition	$_____
Travel (if applicable)	$_____
Lodging	$_____
Meals/Per Diem	$_____
Study Materials/Books	$_____
Other (specify): _____	$_____
Total Estimated Cost:	$_____

****Please note that if there is travel required, the City Travel Policy and form is in addition to this form***

1. Employee Acknowledgment

I understand that if I do not obtain the required license or certification upon completion of this training, or if I voluntarily leave City employment within three years of completion, I may be required to reimburse the City of Sandpoint according to the **Employee Training, Licensing, and Certification Approval and Reimbursement Policy**. I authorize any amount due to be deducted from my final paycheck, including any PTO payout. If the amount due exceeds my final pay, I understand that I am responsible for the remaining balance as outlined in the Policy.

Employee Signature: _____ Date: _____

2. Supervisor Approval

I confirm that this training is job-related and recommend approval for the City to cover the associated costs.

Supervisor Name/Title: _____

Supervisor Signature: _____ Date: _____

3. Department Head Approval

☐ Approved ☐ Denied

Comments (if any): _____

Department Head Name/Title: _____

Department Head Signature: _____ Date: _____

4. Human Resources Director (or Designee) Final Approval for Training Certifications that would be reimbursable under this Policy

☐ Approved ☐ Denied

Comments (if any): _____

Human Resources Director/Designee:

Name and Title:_____

Signature: _____ Date: _____

2. The minutes from Council's May 21, 2025, regular meeting were approved as presented.
3. The minutes from Council's May 28, 2025, special meeting were approved as presented.
4. Bills approved for payment in the total amount of $963,148.41, reflecting $200,150.24 for regular payables and $762,998.17 for payroll.

   Motion by Councilor Schreiber, second by Councilor Dick.
   Voting Yes: Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth
   Voting No: Councilor Ruehle

   Item 5, as noted above, was removed from the Consent Calendar and moved to New Business.

Old/Unfinished Business

6. Appeal of Denial of McGhee Development Water Service Application / Re-opening of Hearing and Possible Decision

   Mayor Grimm reported that, with discussion continuing on a resolution of this issue, City staff and the applicant have requested a further postponement of this matter to Council's next regular meeting on June 18, 2025, with Council voting in favor of this postponement.

   Motion by Councilor Howarth, second by Councilor Aispuro.
   Voting Yes: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

New Business

5. **Resolution 25-022** Watershed License Agreement Amendment No. 3 Renewal with Pend Oreille Pedalers (City Agreement A23-5100-1)

   This item was removed from the Consent Calendar and moved to New Business.

   Following questions fielded by Community Planning and Development Director Jason Welker, this resolution was approved by a unanimous vote of Council.

   Motion by Councilor Dick, second by Councilor Ruehle.
   Voting Yes: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm recessed the meeting briefly at 6:43 p.m., reconvening at 6:51 p.m.

7. Hearing/Decision: Request for Council Review of the Determination of Expiration of the Application for the University Place Planned Unit Development, Phase IV (City File PPUD22-0001)

   Mayor Grimm, citing a possible conflict, recused himself from this matter and left the meeting, relinquishing the gavel to City Council President Ruehle, who presided over this item.

   City Planner Bill Dean provided some initial information, as reflected in his staff report included in the meeting packet, noting that the subject PUD and Preliminary Plat expired November 2, 2024. Mr. Dean and City legal counsel Zachary Jones fielded questions from the Council members.

   Applicant Derek Mulgrew, M&W Holdings, LLC, addressed the City Council, seeking approval of additional time to complete the final development process for his PUD, and fielded questions from the Council members.

   Council discussed this matter, deliberating toward a decision, with Mr. Dean and Mr. Jones fielding questions.

   Councilor Dick made a **motion to extend** the original University Place Planned Unit Development, Phase IV – the original PUD from 2022 – City File PPUD22-0001, for a time of

AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 12th, 2025

MEETING DATE: June 18th, 2025

TO: Mayor Grimm, members of the Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Review of Development Impact Fee Results and Final DIF Study Report and Scheduling of Public Hearing for Adoption of Study - ***action item***

DESCRIPTION/BACKGROUND:

The purpose of this agenda item is for City Council to receive a presentation from TischlerBise, the City's contracted consultant, summarizing the results and recommendations of the Final 2025 Development Impact Fee (DIF) Study, and to consider scheduling a public hearing on July 9, 2025 for the formal adoption of the study and fee schedule by ordinance.

In 2024, the City of Sandpoint contracted with TischlerBise to conduct a comprehensive update of its development impact fees. The study evaluates the City's future capital needs for growth-related infrastructure across five service categories:

1. Parks & Recreation
2. Pathways
3. Roads
4. Police
5. Fire

The 2025 DIF Study fulfills the requirements of the Idaho Development Impact Fee Act (Idaho Code §67-8201 et seq.), which mandates that such fees must be proportionate to the impact of new development and cannot be used to fund existing deficiencies or maintenance.

This update builds on the City's 2024 adoption of its 20-year Comprehensive Plan, which emphasizes the need for infrastructure planning aligned with growth and the equitable allocation of public improvement costs to maintain the City's level of service for future residents and businesses.

SUMMARY OF FINAL STUDY RESULTS

The Development Impact Fee Advisory Committee (DIFAC) reviewed the draft study and recommended adoption of the maximum supportable fee schedule identified by TischlerBise at its June 9th, 2025 meeting.

TischlerBise's analysis employs established methodologies that calculate impact fees based on incremental expansion and/or plan-based improvements, depending on the facility type. Key findings include:

- Maximum Supportable Impact Fees are calculated for each land use and service area, representing new development's fair share of capital improvement costs.
- Fees are proposed to be assessed:
    - Residential: per square foot of dwelling unit (to address office/den loopholes in previous methodology).
    - Nonresidential: per square foot of floor area (for retail, office, institutional, and lodging uses).
- Each capital improvement plan includes a 10-year growth-related forecast and identifies both impact fee-eligible costs and other funding sources needed for the full implementation of capital projects.

Highlights from the CIP and fee analysis include:

- Parks & Recreation: $23.5M in total CIP; $7.4M growth-related and impact fee eligible.
- Pathways: $4M in total CIP; $1.4M growth-related.
- Roads: $25.7M in total CIP; $5M growth-related (plan-based method).
- Police: $1.2M in total CIP; $551K growth-related.
- Fire: $3.6M in total CIP; $908K growth-related.

Council retains authority to adopt fees at or below the maximum supportable levels. The DIFAC recommended full adoption of the maximum supportable fees, with possible consideration for phased implementation or exemptions for affordable housing.

STAFF RECOMMENDATION:

Staff recommends Council **schedule a public hearing for July 9, 2025**, at which time the Council may formally adopt the 2025 Development Impact Fee Study and associated ordinance amendments necessary to implement the updated fee schedule.

ACTION:

Council has three options this evening:

1. Schedule a public hearing for July 9, 2025 to consider adoption of the Final Development Impact Fee Study and associated ordinance;
2. Defer action, requesting additional information or revisions to the fee study prior to scheduling a public hearing;
3. Take no action at this time.

Recommended Action: Motion to schedule a public hearing for July 9, 2025 to consider adoption of the Final Development Impact Fee Study and associated implementing ordinance.

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

The updated fees will help offset costs of new development on City infrastructure. While a reduction in fee rates is allowed, any gap in revenue would require either:

- Additional general fund revenues,
- Reduction in CIP scope,
- Or reduced level of service.

ATTACHMENTS:

Final draft of Development Impact Fee Study by TischlerBise

TischlerBise DIF study presentation

Capital Improvement Plan and Development Impact Fee Study

Submitted to:

City of Sandpoint, Idaho

June 12, 2025

Prepared by:

TischlerBise
FISCAL | ECONOMIC | PLANNING

4701 Sangamore Road
Suite S240
Bethesda, Maryland 20816
800.424.4318
www.tischlerbise.com

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Impact Fee Study
City of Sandpoint, Idaho

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EXECUTIVE SUMMARY

The City of Sandpoint, Idaho, retained TischlerBise, Inc. to update its development impact fee program. It is the intent of the City of Sandpoint to evaluate and update impact fees for: (1) parks & recreation, (2) pathways, (3) roads, (4) police, and (5) fire. This report presents the methodologies and calculations used to generate current levels of service and maximum supportable impact fees. It is intended to serve as supporting documentation for the evaluation and update of impact fees in the City of Sandpoint.

The purpose of this study is to demonstrate the City's compliance with Idaho Statutes as authorized by the Idaho Legislature. Consistent with the authorization (Idaho Code 67-8202(1-4)), it is the intent of the City of Sandpoint to:

1. Collect impact fees to ensure that adequate public facilities are available to serve new growth and development;
2. Promote orderly growth and development by establishing uniform standards by which local governments may require that those who benefit from new growth and development pay a proportionate share of the cost of new public facilities needed to serve new growth and development;
3. Establish minimum standards for the adoption of development impact fee ordinances by government entities;
4. Ensure that those who benefit from new growth and development are required to pay no more than their proportionate share of the cost of public facilities needed to serve new growth and development and to prevent duplicate and ad hoc development requirements.

Impact fees are one-time payments used to construct system improvements needed to accommodate new development. An impact fee represents new growth's fair share of capital facility needs. By law, impact fees can only be used for capital improvements, not operating or maintenance costs. Impact fees are subject to legal standards, which require fulfillment of three key elements: need, benefit, and proportionality.

- First, to justify a fee for public facilities, it must be demonstrated that new development will create a need for capital improvements.
- Second, new development must derive a benefit from the payment of the fees (i.e., in the form of public facilities constructed within a reasonable timeframe).
- Third, the fee paid by a particular type of development should not exceed its proportional share of the capital cost for system improvements.

TischlerBise evaluated possible methodologies and documented appropriate demand indicators by type of development for the levels of service and fees. Local demographic data and improvement costs were used to identify specific capital costs attributable to growth. This report includes summary tables indicating the specific factors, referred to as level of service standards, used to derive the impact fees.
The geographic area for all fees is the City of Sandpoint. The Parks & Recreation, Roads, Pathways, Police, and Fire fees are calculated for both residential and nonresidential development.

IDAHO DEVELOPMENT IMPACT FEE ENABLING LEGISLATION

The Enabling Legislation governs how development fees are calculated for municipalities in Idaho. All requirements of the Idaho Development Impact Fee Act have been met in the supporting documentation prepared by TischlerBise. There are four requirements of the Idaho Act that are not common in the development impact fee enabling legislation of other states. This overview offers further clarification of these unique requirements.

First, as specified in 67-8204(2) of the Idaho Act, "development impact fees shall be calculated on the basis of levels of service for public facilities . . . applicable to existing development as well as new growth and development."

Second, Idaho requires a Capital Improvements Plan (CIP) [see 67-8208]. The CIP requirements are summarized in this report, with detailed documentation provided in the discussion on infrastructure.

Third, the Idaho Act also requires documentation of any existing deficiencies in the types of infrastructure to be funded by development impact fees [see 67-8208(1)(a)]. The intent of this requirement is to prevent charging new development to cure existing deficiencies. In the context of development impact fees for the City of Sandpoint, the term "deficiencies" means a shortage or inadequacy of current system improvements when measured against the levels of service to be applied to new development. It does not mean a shortage or inadequacy when measured against some "hoped for" level of service.

TischlerBise used the current infrastructure cost per service unit (i.e., existing standards), or future levels of service where appropriate, multiplied by the projected increase in service units over an appropriate planning timeframe, to yield the cost of growth-related system improvements. The relationship between these three variables can be reduced to a mathematical formula, expressed as A x B = C. In section 67-8204(16), the Idaho Act simply reorganizes this formula, stating the cost per service unit (i.e., development impact fee) may not exceed the cost of growth-related system improvements divided by the number of projected service units attributable to new development (i.e., A = C ÷ B). By using existing infrastructure standards to determine the need for growth-related capital improvements, the City of Sandpoint ensures the same level-of-service standards are applicable to existing and new development. Using existing infrastructure standards also means there are no existing deficiencies in the current system that must be corrected from non-development impact fee funding.

Fourth, Idaho requires a proportionate share determination [see 67-8207]. Basically, local government must consider various types of applicable credits and/or other revenues that may reduce the capital costs attributable to new development. The development impact fee methodologies and the cash flow analysis have addressed the need for credits to avoid potential double payment for growth-related infrastructure.

SUMMARY OF CAPITAL IMPROVEMENT PLANS AND DEVELOPMENT IMPACT FEES

Development impact fees can be calculated by any one of several legitimate methods. The choice of a particular method depends primarily on the service characteristics and planning requirements for each facility type. Each method has advantages and disadvantages in a particular situation, and to some extent can be interchangeable, because each allocates facility costs in proportion to the needs created by development.

Reduced to its simplest terms, the process of calculating development impact fees involves two main steps: (1) determining the cost of development-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities. The following paragraphs discuss three basic methods for calculating development impact fees, and how each method can be applied.

***Cost Recovery or Buy-In Fee Calculation*.** The rationale for the cost recovery approach is that new development is paying for its share of the useful life and remaining capacity of facilities already built or land already purchased from which new growth will benefit. This methodology is often used for systems that were oversized such as sewer and water facilities.

***Incremental Expansion Fee Calculation*.** The incremental expansion method documents the current level of service (LOS) for each type of public facility in both quantitative and qualitative measures, based on an existing service standard (such as park land acres per 1,000 residents). This approach ensures that there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments, with LOS standards based on current conditions in the community.

***Plan-Based Fee Calculation*.** The plan-based method allocates costs for a specified set of improvements to a specified amount of development. Facility plans identify needed improvements, and land use plans identify development. In this method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. Then, the cost per unit of demand is multiplied by the amount of demand per unit of development (e.g., housing units or square feet of building area) in each category to arrive at a cost per specific unit of development (e.g., single family detached unit).

Credits. Regardless of the methodology, a consideration of "credits" is integral to the development of a legally valid impact fee methodology. There are two types of "credits," each with specific and distinct characteristics, but both of which should be addressed in the calculation of development impact fees. The first is a credit due to possible double payment situations. This could occur when contributions are made by the property owner toward the capital costs of the public facility covered by the impact fee. This type of credit is integrated into the impact fee calculation. The second is a credit toward the payment of a fee

for dedication of public sites or improvements provided by the developer and for which the facility fee is imposed. This type of credit is addressed in the administration and implementation of a facility fee program.

The following table summarizes the method(s) used to derive the impact fee for each type of public facility in Sandpoint.

Figure 1. Summary of Impact Fee Methodologies

Fee Category	Service Area	Cost Recovery	Incremental Expansion	Plan-Based	Cost Allocation
Parks & Recreation	Citywide	Impact Fee Study	Park Improvements, Park Acres	n/a	Persons, Jobs
Pathways	Citywide	Impact Fee Study	Pathway Expansion	n/a	VMT
Roads	Citywide	Impact Fee Study	n/a	Intersection Improvements	VMT
Police	Citywide	Impact Fee Study	Police Facilities, Equipment	n/a	Persons, Vehicle Trips
Fire	Citywide	Impact Fee Study	Fire Stations, Equipment	n/a	Persons, Vehicle Trips

A summary of the capital improvement plan (CIP) for each infrastructure category included in the study is provided below. See the Capital Improvement Plans Chapter for further details.

Figure 2. Parks & Recreation 10-Year Growth-Related CIP

10-Year Parks CIP Projects	Estimated Year	Total Cost	Growth Percentage	Growth Cost
Sports Complex Parks (Travers/Centennial/Great Northern)				
Travers Park Picnic Shelter	2025	$30,000	25%	$7,500
Multisport Recreation Enhancements at JER	2033	$1,800,000	50%	$900,000
Travers Skatepark Shade Structure	2026	$30,000	50%	$15,000
Travers Skatepark Ammenities	2026	$10,000	50%	$5,000
Sports Complex Improvements	2026	$10,000	50%	$5,000
Outdoor Tennis Court Improvements	2026	$200,000	50%	$100,000
Pump Track/Bike Park at Travers Park	2029	$500,000	100%	$500,000
Centennial Park: Upgrades and Bridge Replacement	2030	$150,000	50%	$75,000
Sports Complex Master Plan Improvements	2035	$6,075,000	50%	$3,037,500
Expansion Phase 3 of Skatepark	2033	$1,100,000	100%	$1,100,000
City Beach Park & Downtown Waterfront				
City Beach Parking Improvements	2026	$1,200,000	25%	$300,000
City Beach Boat Launch Upgrades	2027	$120,000	50%	$60,000
City Beach Dock Expansion	2028	$600,000	50%	$300,000
City Beach RV Campground Renovations	2026	$1,000,000	50%	$500,000
Existing Playground Replacement & Upgrade	2033	$2,500,000	50%	$1,250,000
Ponderay Bay Trailhead Plaza at City Beach	2029	$100,000	50%	$50,000
Ponderay Bay Trail Parking Lot & ADA Access	2032	$400,000	50%	$200,000
Land purchase 1 acres at Farmin Landing	2035	$800,000	100%	$800,000
Waterfront Access Parks				
Sand Creek Non-Motorized Boat Launch	2029	$300,000	50%	$150,000
Memorial Field Waterfront Access Improvements	2035	$1,275,000	50%	$637,500
3rd Street Pier Park Improvements	2032	$175,000	50%	$87,500
Neighborhood Parks				
Cedars Park Improvements (Maggie Ln)	2032	$130,000	100%	$130,000
Lakeview Park Site plan and Park Improvements Project	2034	$800,000	50%	$400,000
Hickory Park Improvements	2030	$350,000	50%	$175,000
All Parks Improvements				
Develop Dog Park Facilities	2026	$150,000	50%	$75,000
Outdoor Basketball Court Improvements	2030	$185,000	0%	$0
City-Wide Park Signage & Wayfinding	2031	$185,000	50%	$92,500
Land purchase 36.2 acres for Community Park	2035	$2,000,000	100%	$2,000,000
Land purchase 2.5 acres for Linear Union Pacific Park	2035	$700,000	50%	$350,000
Facilities				
New Parks Maintenance & Operations Office	2035	$600,000	0%	$0
Recreation Admin. Office Relocation	2026	$10,000	0%	$0
		$23,485,000		**$13,302,500**

Figure 3 Parks & Recreation 10-Year Growth-Related CIP Continued

10-Year Parks CIP Projects	Estimated Year	Growth Acres	Total Cost per Acre	Growth Square Feet	Total Cost per Sq Ft
Sports Complex Parks (Travers/Centennial/Great Northern)					
Travers Park Picnic Shelter	2025	-	-	600	
Multisport Recreation Enhancements at JER	2033	-	-	20,000	$150
Travers Skatepark Shade Structure	2026	-	-	600	$625
Travers Skatepark Ammenities	2026	-	-	-	-
Sports Complex Improvements	2026	-	-	-	-
Outdoor Tennis Court Improvements	2026	-	-	-	-
Pump Track/Bike Park at Travers Park	2029	0.5	$1,000,000	-	-
Centennial Park: Upgrades and Bridge Replacement	2030	-	-	-	-
Sports Complex Master Plan Improvements	2035	-	-	-	-
Expansion Phase 3 of Skatepark	2033	-	-	10,000	$110
City Beach Park & Downtown Waterfront					
City Beach Parking Improvements	2026	3.0	$400,000	-	-
City Beach Boat Launch Upgrades	2027	-	-	-	-
City Beach Dock Expansion	2028	-	-	-	-
City Beach RV Campground Renovations	2026	1.3	$769,231	-	-
Existing Playground Replacement & Upgrade	2033	0.3	-	-	-
Ponderay Bay Trailhead Plaza at City Beach	2029	-	-	-	-
Ponderay Bay Trail Parking Lot & ADA Access	2032	-	-	-	-
Land purchase 1 acres at Farmin Landing	2035	1.9	$430,108	-	-
Waterfront Access Parks					
Sand Creek Non-Motorized Boat Launch	2029	-	-	-	-
Memorial Field Waterfront Access Improvements	2035	-	-	-	-
3rd Street Pier Park Improvements	2032	0.3	$583,333	-	-
Neighborhood Parks					
Cedars Park Improvements (Maggie Ln)	2032	2.6	$50,000	-	-
Lakeview Park Site plan and Park Improvements Project	2034	12.0	$66,667	-	-
Hickory Park Improvements	2030	2.3	$152,174	-	-
All Parks Improvements					
Develop Dog Park Facilities	2026	5.0	$30,000	-	-
Outdoor Basketball Court Improvements	2030	-	-	-	-
City-Wide Park Signage & Wayfinding	2031	-	-	-	-
Land purchase 36.2 acres for Community Park	2035	36.2	$55,249	-	-
Land purchase 2.5 acres for Linear Union Pacific Park	2035	2.5	-	-	-
Facilities					
New Parks Maintenance & Operations Office	2035	-	-	-	-
Recreation Admin. Office Relocation	2026	-	-	-	-
		67.8		**31,200**	

Figure 4. Pathways 10-Year Growth-Related CIP

10-Year Pathways CIP Projects	Estimated Year	Length (miles)	Total Cost	Growth Share	Growth Cost	Impact Fee Funding	Other Funding
Boyer Avenue Multi-use Pathway	2026	0.25	$300,000	100%	$300,000	$300,000	$0
Baldy Mountain, Western Connection Pathway	2027	0.28	$300,000	100%	$300,000	$300,000	$0
Great Northern Multi-use Pathway	2027	1.25	$500,000	100%	$500,000	$500,000	$0
WWTP Connectivity	2028	0.2	$132,000	100%	$132,000	$132,000	$0
Spruce and Chestnut Pathway Improvements	2029	0.5	$50,000	100%	$50,000	$50,000	$0
Woodland Multi-use Pathway	2030	0.4	$264,000	100%	$264,000	$163,400	$100,600
N Boyer Rd Multi-use Pathway	2030	0.2	$132,000	100%	$132,000	$0	$132,000
Superior Avenue Multi-use Pathway	2032	0.3	$750,000	100%	$750,000	$0	$750,000
Baldy Mountain Road Pathway	2034	0.25	$300,000	100%	$300,000	$0	$300,000
Sand Creek Connectivity	2035	2.0	$1,320,000	100%	$1,320,000	$0	$1,320,000
		5.63	**$4,048,000**		**$4,048,000**	**$1,445,400**	**$2,602,600**

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

Figure 5. Roads 10-Year Growth-Related CIP

10-Year Roads CIP Projects	Recommended Improvement	Estimated Year	Total Cost [1]
Pine St & Division Ave	Signalization or roundabout	2026	$1,119,214
Ontario St & US-2	Realignment	2027	$596,914
1st Ave & Bridge St	Roundabout or signalization	2028	$1,119,214
Division Ave Corridor	Traffic Mitigation	2029	$14,922,851
Cedar St & N 5th Ave	Optimize signal timing or add turn lanes	2030	$74,614
US-2 & Boyer Ave	Add protected turn phases or adjust phasing	2030	$74,614
Division Ave & Baldy Mountain Rd	Signal or turn lanes	2031	$1,492,285
Baldy Mountain Rd & Boyer Ave	Signal or turn lanes	2031	$1,492,285
1st Ave & Superior St	Improvement tied to downtown access enhancements	2032	$1,492,285
Olive Ave & Michigan St	Reconfiguration	2032	$74,614
Division Ave & US-2	Traffic and multimodal upgrades	2033	$298,457
Ella Ave & US-2	Concept plan includes realignment or reconfiguration	2035	$2,984,570
		Total	**$25,741,918**

[1] Projects are from the Sandpoint Multimodal Transportation Master Plan; costs have been adjusted from 2018 dollars to 2025 dollars using the Construction Cost Index for Seattle

Total Roads CIP Cost	$25,741,918
10-Year Growth Increase in VMT	19.6%
10-Year Growth Share of CIP Cost	**$5,034,602**

Road CIP Revenue Sources	
10-Year Impact Fee Revenue Proj.	$5,034,602
10-Year Other Revenues	$20,707,316
10-Year Total Roads CIP Cost	$25,741,918

Other funding of projects ($20.7 million) includes existing impact fee balance, state & federal grants, URA, and general tax sources

Figure 6. Police 10-Year Growth-Related CIP

10-Year Police CIP Projects	Estimated Year	Total Cost	Impact Fee Funding	Other Funding	Total Square Feet	10-Year Growth Square Feet	Growth Units
Facilities							
Evidence Storage Facility	2026	$1,015,000	$391,500	$623,500	3,500	1,350	-
Equipment							
Equipment for Patrol Officers	2025-2035	$159,934	$159,934	$0	-	-	51
Total		**$1,174,934**	**$551,434**	**$623,500**	**3,500**	**1,350**	**51**

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

Figure 7. Fire 10-Year Growth-Related CIP

10-Year Fire CIP Projects	Estimated Year	Total Cost	Impact Fee Funding	Other Funding	Total Square Feet	Growth Square Feet	Growth Units
Facilities							
Training Facility	2026	$800,000	$800,000	$0	2,000	2,000	-
New Station Contingent on Airport Expansion*	-	-	-	-	-	-	-
Apparatus & Vehicles							
ARRF Unit Contingent on Airport Expansion	-	$700,000	-	-	-	-	-
Replacement Engine	2026	$650,000	$0	$650,000	-	-	
Replacement Aerial Truck	2035	$1,000,000	$0	$1,000,000	-	-	-
Replacement Command Vehicle	2027	$45,000	$0	$45,000	-	-	-
Replacement Rescue Vehicle	2027	$65,000	$0	$65,000	-	-	-
Replacement Rescue Boat	2030	$250,000	$0	$250,000	-	-	-
Equipment							
Trail Rescue Trailer	2027	$40,000	$40,000	$0	-	-	1
New Fire Equipment	2025-2035	$100,272	$67,755	$32,517	-	-	13
	Total	**$3,650,272**	**$907,755**	**$2,042,517**	**2,000**	**2,000**	**14**

*Station is not currently planned but would be needed if Sandpoint Airport began accepting commerical flights, no estimated cost or square footage

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

Maximum Supportable Development Impact Fees by Type of Land Use

Figure 8 provides a schedule of the maximum supportable development impact fees by type of land use for the City of Sandpoint. The fees represent the highest supportable amount for each type of applicable land use and represents new growth's fair share of the cost for capital facilities. The City may adopt fees that are less than the amounts shown. However, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in levels of service.

The fees for residential development are to be assessed per household based on the square footage of the dwelling unit. For nonresidential development, the fees are assessed per square foot of floor area. Nonresidential development categories are consistent with the terminology and definitions contained in the reference book, Trip Generation 11th Edition, published by the Institute of Transportation Engineers. These definitions are provided in the Appendix A. Land Use Definitions.

Figure 8. Summary of Maximum Supportable Development Impact Fees by Land Use

Development Type	Parks & Recreation	Pathways	Roads	Sandpoint Police	Sandpoint Fire	Maximum Supportable	Current Fee	Change
Residential (per housing unit by square feet)								
Under 600	$2,216	$606	$2,181	$109	$216	**$5,328**	$5,441	($113)
600 to 1,000 - Avg MF	$3,080	$782	$2,812	$151	$300	**$7,125**	$5,441	$1,684
1,000 to 1,400	$4,232	$1,016	$3,654	$207	$412	**$9,521**	$5,441	$4,080
1,400 to 1,800 - Avg SF	$5,074	$1,181	$4,248	$249	$494	**$11,246**	$5,292	$5,954
1,800 to 2,200	$5,717	$1,309	$4,709	$280	$556	**$12,571**	$5,292	$7,279
2,200 to 2,600	$6,227	$1,415	$5,090	$305	$606	**$13,643**	$7,673	$5,970
2,600 to 3,000	$6,471	$1,461	$5,257	$317	$630	**$14,136**	$7,673	$6,463
3,000 or more	$7,313	$1,632	$5,872	$358	$712	**$15,887**	$7,673	$8,214
Nonresidential (per 1,000 square feet)								
Retail	$219	$1,068	$3,841	$436	$882	**$6,446**	$4,879	$1,567
Office	$336	$848	$3,053	$228	$461	**$4,926**	$1,943	$2,983
Institutional	$295	$844	$3,036	$227	$458	**$4,860**	$1,820	$3,040
Industrial	$162	$382	$1,373	$103	$207	**$2,227**	$1,169	$1,058
Manufacturing	$195	$372	$1,339	$100	$203	**$2,209**	$653	$1,556
Warehousing	$35	$134	$481	$36	$73	**$759**	$585	$174
Mini-Warehouse	$30	$113	$407	$31	$62	**$643**	$449	$194
Lodging (per room)	$4,210	$626	$2,251	$206	$410	**$7,703**	-	$7,703

CAPITAL IMPROVEMENT PLANS

The following section provides a summary of the Capital Improvement Plans depicting growth-related capital demands and costs on which the fees are based. Each infrastructure category is discussed in turn. First, Figure 9 and Figure 10 lists the projected growth over the next ten years in Sandpoint. Further details can be found in Appendix B. Demographic Assumptions.

Figure 9. 10-Year Projected Residential Growth

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Permanent Hsg Pop [1]	9,397	9,777	10,156	10,350	10,543	10,736	10,929	11,122	11,316	11,509	11,702	**2,305**
Seasonal Hsg Pop [1]	1,651	1,766	1,881	1,930	1,979	2,027	2,076	2,125	2,173	2,222	2,271	**620**
Overnight-Visitors [2]	365	604	699	713	728	742	756	770	784	798	812	**447**
Total Peak Population	11,413	12,147	12,737	12,993	13,249	13,505	13,761	14,017	14,273	14,529	14,785	**3,372**
Percent Increase		*6.43%*	*4.86%*	*2.01%*	*1.97%*	*1.93%*	*1.90%*	*1.86%*	*1.83%*	*1.79%*	*1.76%*	**30%**
Housing Units [3]												
Single Family	3,136	3,173	3,211	3,248	3,285	3,323	3,360	3,398	3,435	3,472	3,510	**374**
Multifamily [4]	1,550	1,739	1,928	1,998	2,068	2,139	2,209	2,279	2,349	2,420	2,490	**940**
Total Housing Units	4,686	4,912	5,139	5,246	5,354	5,462	5,569	5,677	5,784	5,892	6,000	**1,314**

[1] Population projected based on housing growth and persons per household factors.
[2] Visitor growth is assumed to grow at the same rate as permanent and seasonal population, current hotel projects included in first two years of projections
[3] Housing projections are based on building permit trends provided by the City of Sandpoint Planning Department
[4] Includes ADUs and tiny homes which are considered to be occupied during peak season

Figure 10. 10-Year Projected Nonresidential Growth

Industry	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Jobs [1]												
Retail	1,513	1,529	1,544	1,560	1,576	1,592	1,609	1,625	1,642	1,659	1,676	**163**
Office	2,303	2,328	2,354	2,379	2,406	2,432	2,458	2,485	2,513	2,540	2,568	**265**
Industrial	1,461	1,519	1,577	1,596	1,616	1,635	1,655	1,675	1,696	1,716	1,737	**276**
Institutional	2,379	2,440	2,502	2,555	2,609	2,665	2,721	2,779	2,839	2,899	2,961	**582**
Total	7,656	7,815	7,977	8,091	8,207	8,324	8,444	8,565	8,689	8,814	8,942	**1,286**
Nonresidential Floor Area (1,000 sq. ft.) [2]												
Retail	713	720	727	735	742	750	758	766	773	781	789	**77**
Office	707	715	723	730	738	747	755	763	771	780	788	**81**
Industrial	931	967	1,005	1,017	1,029	1,042	1,054	1,067	1,080	1,093	1,106	**176**
Institutional	833	854	876	894	913	933	953	973	993	1,015	1,036	**204**
Total	3,183	3,256	3,330	3,376	3,423	3,471	3,519	3,569	3,618	3,669	3,721	**538**

[1] Source: ESRI Business Analyst; Idaho Department of Labor; TischlerBise analysis
[2] Source: Institute of Transportation Engineers, *Trip Generation* , 2021

Idaho Code 67-8208(1)(i)/(k) details items necessary in a capital improvement plan and the following project lists conform to the requirements.

- *Identification of all sources and levels of funding available to the governmental entity for the financing of the system improvements;*
- *A schedule setting forth estimated dates for commencing and completing construction of all improvements identified in the capital improvements plan.*

The Idaho Development Fee Act requires Capital Improvement Plans to be updated regularly, at least once every five years (Idaho Code 67-8208(2)). This report projects revenue and fees based on a 10-year forecast in an effort to provide the public and elected officials with illustrative guidance of probable growth demands based on current trends. However, per Idaho Code, it is expected that an update to all Capital Improvement Plans included in this study will occur within five years.

A summary of the impact fee related capital improvement plan (CIP) for each infrastructure category included in the study is provided below.

PARKS & RECREATION CAPITAL IMPROVEMENT PLAN

The Parks & Recreation Development Impact Fee is based on the existing level of service provided for park acres, park improvements, and recreation centers. The development impact fee is calculated for residential and nonresidential development. To serve projected growth, the City has identified Parks & Recreation expansion projects to be completed over the next ten years.

The CIP includes improvements to recreation centers, park improvements, and additional park acres to develop new parks. The Travers Park Sports Complex and City Beach Park have significant amenities planned over the next ten years including improvements to indoor sports facilities and playground upgrades. Over the next ten years, the total cost of the plan is $23.5 million, $7.4 million is considered to be growth-related and anticipated to be fully funded by impact fees. The growth-related portion of a project is based on City staff analysis of added capacity to the park network. Portions of projects which are replacement or maintenance related are not impact fee eligible.

The projects from the plan are consistent with growth-related needs to continue providing the current level of service and in some cases exceed the growth-related need. For example, the City plans to add 67.8 park acres over the next ten years while the projected need for the next ten years is 21.5 acres. To fund projects that go above and beyond the growth-related need, the City will have to raise other revenues or delay the projects for when impact fee revenues are available. Listed in Figure 11 and Figure 12 are the growth-related Parks & Recreation CIP projects to be funded by impact fees.

Figure 11. Parks & Recreation 10-Year Growth-Related CIP

10-Year Parks CIP Projects	Estimated Year	Total Cost	Growth Percentage	Growth Cost
Sports Complex Parks (Travers/Centennial/Great Northern)				
Travers Park Picnic Shelter	2025	$30,000	25%	$7,500
Multisport Recreation Enhancements at JER	2033	$1,800,000	50%	$900,000
Travers Skatepark Shade Structure	2026	$30,000	50%	$15,000
Travers Skatepark Ammenities	2026	$10,000	50%	$5,000
Sports Complex Improvements	2026	$10,000	50%	$5,000
Outdoor Tennis Court Improvements	2026	$200,000	50%	$100,000
Pump Track/Bike Park at Travers Park	2029	$500,000	100%	$500,000
Centennial Park: Upgrades and Bridge Replacement	2030	$150,000	50%	$75,000
Sports Complex Master Plan Improvements	2035	$6,075,000	50%	$3,037,500
Expansion Phase 3 of Skatepark	2033	$1,100,000	100%	$1,100,000
City Beach Park & Downtown Waterfront				
City Beach Parking Improvements	2026	$1,200,000	25%	$300,000
City Beach Boat Launch Upgrades	2027	$120,000	50%	$60,000
City Beach Dock Expansion	2028	$600,000	50%	$300,000
City Beach RV Campground Renovations	2026	$1,000,000	50%	$500,000
Existing Playground Replacement & Upgrade	2033	$2,500,000	50%	$1,250,000
Ponderay Bay Trailhead Plaza at City Beach	2029	$100,000	50%	$50,000
Ponderay Bay Trail Parking Lot & ADA Access	2032	$400,000	50%	$200,000
Land purchase 1 acres at Farmin Landing	2035	$800,000	100%	$800,000
Waterfront Access Parks				
Sand Creek Non-Motorized Boat Launch	2029	$300,000	50%	$150,000
Memorial Field Waterfront Access Improvements	2035	$1,275,000	50%	$637,500
3rd Street Pier Park Improvements	2032	$175,000	50%	$87,500
Neighborhood Parks				
Cedars Park Improvements (Maggie Ln)	2032	$130,000	100%	$130,000
Lakeview Park Site plan and Park Improvements Project	2034	$800,000	50%	$400,000
Hickory Park Improvements	2030	$350,000	50%	$175,000
All Parks Improvements				
Develop Dog Park Facilities	2026	$150,000	50%	$75,000
Outdoor Basketball Court Improvements	2030	$185,000	0%	$0
City-Wide Park Signage & Wayfinding	2031	$185,000	50%	$92,500
Land purchase 36.2 acres for Community Park	2035	$2,000,000	100%	$2,000,000
Land purchase 2.5 acres for Linear Union Pacific Park	2035	$700,000	50%	$350,000
Facilities				
New Parks Maintenance & Operations Office	2035	$600,000	0%	$0
Recreation Admin. Office Relocation	2026	$10,000	0%	$0
		$23,485,000		**$13,302,500**

Figure 12. Parks & Recreation 10-Year Growth-Related CIP Continued

10-Year Parks CIP Projects	Estimated Year	Growth Acres	Total Cost per Acre	Growth Square Feet	Total Cost per Sq Ft
Sports Complex Parks (Travers/Centennial/Great Northern)					
Travers Park Picnic Shelter	2025	-	-	600	
Multisport Recreation Enhancements at JER	2033	-	-	20,000	$150
Travers Skatepark Shade Structure	2026	-	-	600	$625
Travers Skatepark Ammenities	2026	-	-	-	-
Sports Complex Improvements	2026	-	-	-	-
Outdoor Tennis Court Improvements	2026	-	-	-	-
Pump Track/Bike Park at Travers Park	2029	0.5	$1,000,000	-	-
Centennial Park: Upgrades and Bridge Replacement	2030	-	-	-	-
Sports Complex Master Plan Improvements	2035	-	-	-	-
Expansion Phase 3 of Skatepark	2033	-	-	10,000	$110
City Beach Park & Downtown Waterfront					
City Beach Parking Improvements	2026	3.0	$400,000	-	-
City Beach Boat Launch Upgrades	2027	-	-	-	-
City Beach Dock Expansion	2028	-	-	-	-
City Beach RV Campground Renovations	2026	1.3	$769,231	-	-
Existing Playground Replacement & Upgrade	2033	0.3	-	-	-
Ponderay Bay Trailhead Plaza at City Beach	2029	-	-	-	-
Ponderay Bay Trail Parking Lot & ADA Access	2032	-	-	-	-
Land purchase 1 acres at Farmin Landing	2035	1.9	$430,108	-	-
Waterfront Access Parks					
Sand Creek Non-Motorized Boat Launch	2029	-	-	-	-
Memorial Field Waterfront Access Improvements	2035	-	-	-	-
3rd Street Pier Park Improvements	2032	0.3	$583,333	-	-
Neighborhood Parks					
Cedars Park Improvements (Maggie Ln)	2032	2.6	$50,000	-	-
Lakeview Park Site plan and Park Improvements Project	2034	12.0	$66,667	-	-
Hickory Park Improvements	2030	2.3	$152,174	-	-
All Parks Improvements					
Develop Dog Park Facilities	2026	5.0	$30,000	-	-
Outdoor Basketball Court Improvements	2030	-	-	-	-
City-Wide Park Signage & Wayfinding	2031	-	-	-	-
Land purchase 36.2 acres for Community Park	2035	36.2	$55,249	-	-
Land purchase 2.5 acres for Linear Union Pacific Park	2035	2.5	-	-	-
Facilities					
New Parks Maintenance & Operations Office	2035	-	-	-	-
Recreation Admin. Office Relocation	2026	-	-	-	-
		67.8		**31,200**	

PATHWAYS CAPITAL IMPROVEMENT PLAN

The Pathways Development Impact Fee is based on the existing level of service provided for multimodal connectivity pathways. To serve projected growth, the City has identified pathway expansion projects to be completed over the next ten years. The projects in the CIP include additional pathway miles to increase connectivity within the pathway system and improvements to existing pathways for safety and accessibility. Over the next ten years, the total cost of the plan is $4 million, $1.4 million is considered to be growth-related and anticipated to be fully funded by impact fees. The projects from the plan are consistent with growth-related needs to continue providing the current level of service.

The projects identified by City staff are all growth-related, however the 10-year CIP exceeds the 10-year projected impact fee revenue. Specifically, the City plans to add 5.63 pathway miles over the next ten years while the projected need for the next ten years is 2.19 miles. To fund projects that go above and beyond the growth-related need, the City will have to raise other revenues or delay the projects for when impact fee revenues are available. Listed in Figure 13 are the growth-related pathways CIP projects to be funded by impact fees.

Figure 13. Pathways 10-Year Growth-Related CIP

10-Year Pathways CIP Projects	Estimated Year	Length (miles)	Total Cost	Growth Share	Growth Cost	Impact Fee Funding	Other Funding
Boyer Avenue Multi-use Pathway	2026	0.25	$300,000	100%	$300,000	$300,000	$0
Baldy Mountain, Western Connection Pathway	2027	0.28	$300,000	100%	$300,000	$300,000	$0
Great Northern Multi-use Pathway	2027	1.25	$500,000	100%	$500,000	$500,000	$0
WWTP Connectivity	2028	0.20	$132,000	100%	$132,000	$132,000	$0
Spruce and Chestnut Pathway Improvements	2029	0.50	$50,000	100%	$50,000	$50,000	$0
Woodland Multi-use Pathway	2030	0.40	$264,000	100%	$264,000	$163,400	$100,600
N Boyer Rd Multi-use Pathway	2030	0.20	$132,000	100%	$132,000	$0	$132,000
Superior Avenue Multi-use Pathway	2032	0.30	$750,000	100%	$750,000	$0	$750,000
Baldy Mountain Road Pathway	2034	0.25	$300,000	100%	$300,000	$0	$300,000
Sand Creek Connectivity	2035	2.00	$1,320,000	100%	$1,320,000	$0	$1,320,000
		5.63	**$4,048,000**		**$4,048,000**	**$1,445,400**	**$2,602,600**

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

ROADS CAPITAL IMPROVEMENT PLAN

The Roads Development Impact Fee is based on the plan-based approach which examines the growth-related portion of the CIP compared to the 10-year growth in vehicle miles of travel (VMT) in Sandpoint. Figure 14 lists the 10-year CIP for Sandpoint Roads expansion. The CIP projects are from the Sandpoint Multimodal Transportation Master Plan which estimated the cost of projects in 2018 dollars. These projects have had their costs adjusted by the Construction Cost Index (CCI) for Seattle between 2018 and 2025 which is the index used by the existing City ordinance for annual adjustments of the impact fees. Of particular note are the planned improvements to the Division Ave Corridor which will provide safer access to the nearby schools and library by reducing congestion of truck and related traffic.

In total, the CIP includes 12 intersection improvement projects totaling $25.7 million. However, only the percent increase (19.6 percent) over the next ten years in VMT is considered future growth-related. As a result, the growth-related CIP is $5 million. The funding gap is the result of the non-growth-related share of intersection improvement projects that will be funded by other revenues such as federal and state grants, General Fund revenue, future local option sales tax, state highway user fee revenue, or special district revenue.

Figure 14. Roads 10-Year Growth-Related CIP

10-Year Roads CIP Projects	Recommended Improvement	Estimated Year	Total Cost [1]
Pine St & Division Ave	Signalization or roundabout	2026	$1,119,214
Ontario St & US-2	Realignment	2027	$596,914
1st Ave & Bridge St	Roundabout or signalization	2028	$1,119,214
Division Ave Corridor	Traffic Mitigation	2029	$14,922,851
Cedar St & N 5th Ave	Optimize signal timing or add turn lanes	2030	$74,614
US-2 & Boyer Ave	Add protected turn phases or adjust phasing	2030	$74,614
Division Ave & Baldy Mountain Rd	Signal or turn lanes	2031	$1,492,285
Baldy Mountain Rd & Boyer Ave	Signal or turn lanes	2031	$1,492,285
1st Ave & Superior St	Improvement tied to downtown access enhancements	2032	$1,492,285
Olive Ave & Michigan St	Reconfiguration	2032	$74,614
Division Ave & US-2	Traffic and multimodal upgrades	2033	$298,457
Ella Ave & US-2	Concept plan includes realignment or reconfiguration	2035	$2,984,570
		Total	**$25,741,918**

[1] Projects are from the Sandpoint Multimodal Transportation Master Plan; costs have been adjusted from 2018 dollars to 2025 dollars using the Construction Cost Index for Seattle

Total Roads CIP Cost	$25,741,918
10-Year Growth Increase in VMT	19.6%
10-Year Growth Share of CIP Cost	**$5,034,602**

Road CIP Revenue Sources	
10-Year Impact Fee Revenue Proj.	$5,034,602
10-Year Other Revenues	$20,707,316
10-Year Total Roads CIP Cost	$25,741,918

Other funding of projects ($20.7 million) includes existing impact fee balance, state & federal grants, URA, and general tax sources

Police Capital Improvement Plan

The Police Development Impact Fee is based on the existing level of service provided for police stations and police equipment. To serve projected growth, the City has identified Police expansion projects to be completed over the next ten years which includes a need for additional evidence storage and impact fee eligible equipment for new patrol officers. Over the next ten years, the total cost of the plan is $1.2 million, $551,434 is considered to be growth-related and anticipated to be fully funded by impact fees. The Sandpoint Police Department indicated that there is currently not a growth-related need for additional vehicles and thus those have been removed from the impact fee calculation.

The projects from the plan are consistent with growth-related needs to continue providing the current level of service. However, the 10-year CIP exceeds the 10-year projected impact fee revenue. Specifically, the City plans to build 3,500 square feet of additional police station space over the next ten years while the projected need for the next ten years is 1,350 square feet. To fund projects that go above and beyond the growth-related need, the City will have to raise other revenues or delay the projects for when impact fee revenues are available. Listed in Figure 15 are the capital improvement plans for Police infrastructure identified by the Sandpoint Police Department.

Figure 15. Police 10-Year Growth-Related CIP

10-Year Police CIP Projects	Estimated Year	Total Cost	Impact Fee Funding	Other Funding	Total Square Feet	10-Year Growth Square Feet	Growth Units
Facilities							
Evidence Storage Facility	2026	$1,015,000	$391,500	$623,500	3,500	1,350	-
Equipment							
Equipment for Patrol Officers	2025-2035	$159,934	$159,934	$0	-	-	51
Total		**$1,174,934**	**$551,434**	**$623,500**	**3,500**	**1,350**	**51**

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

Fire Capital Improvement Plan

The Fire Development Impact Fee is based on the current level of service for facilities and equipment. To serve projected growth, the City has identified Fire expansion projects to be completed over the next ten years. At the moment, the facility priority is a training site, however, if the Sandpoint airport were to expand a second station may be necessary and become top priority. Additional equipment is needed as well for future firefighter hires. Over the next ten years, the total cost of the plan is $3.6 million, $907,555 is considered to be growth-related and anticipated to be fully funded by impact fees. The Sandpoint Fire Department indicated that there is currently not a growth-related need for additional apparatus and thus those have been removed from the impact fee calculation. There are still planned replacements in the CIP for existing apparatus, however, one to one replacements are not impact fee eligible.

The projects from the plan are consistent with growth-related needs to continue providing the current level of service. Listed in Figure 16 are the capital improvement plans for Fire infrastructure identified by the Sandpoint Fire Department.

Figure 16. Fire 10-Year Growth-Related CIP

10-Year Fire CIP Projects	Estimated Year	Total Cost	Impact Fee Funding	Other Funding	Total Square Feet	Growth Square Feet	Growth Units
Facilities							
Training Facility	2026	$800,000	$800,000	$0	2,000	2,000	-
New Station Contingent on Airport Expansion*	-	-	-	-	-	-	-
Apparatus & Vehicles							
ARRF Unit Contingent on Airport Expansion	-	$700,000	-	-	-	-	-
Replacement Engine	2026	$650,000	$0	$650,000	-	-	
Replacement Aerial Truck	2035	$1,000,000	$0	$1,000,000	-	-	-
Replacement Command Vehicle	2027	$45,000	$0	$45,000	-	-	-
Replacement Rescue Vehicle	2027	$65,000	$0	$65,000	-	-	-
Replacement Rescue Boat	2030	$250,000	$0	$250,000	-	-	-
Equipment							
Trail Rescue Trailer	2027	$40,000	$40,000	$0	-	-	1
New Fire Equipment	2025-2035	$100,272	$67,755	$32,517	-	-	13
	Total	**$3,650,272**	**$907,755**	**$2,042,517**	**2,000**	**2,000**	**14**

*Station is not currently planned but would be needed if Sandpoint Airport began accepting commerical flights, no estimated cost or square footage
Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

FUNDING SOURCES FOR CAPITAL IMPROVEMENTS

In determining the proportionate share of capital costs attributable to new development, the Idaho Development Fee Act states that local governments must consider historical, available, and alternative sources of funding for system improvements (Idaho Code 67-8207(2)). The following are other sources of revenue that were accounted for in the impact fee study:

- Sources of revenue for Sandpoint include General Fund dollars, federal and state grants, local option sales taxes, state highway user fee revenue, and special district revenue. These additional sources of funding are accounted for in the City's CIPs to show the portion of capital expenditures that is not growth-related which will need to be funded by means other than impact fees.
- Lastly, the City of Sandpoint has existing balances in its impact fee funds. These funds will be used in the future to fund the City's CIPs. To ensure that the impact fees are only capturing the unfunded cost burden to the City's budget, a credit is included to account for these revenue sources. Further details can be found in the body of the report.

PARKS & RECREATION DEVELOPMENT IMPACT FEE ANALYSIS

The Parks & Recreation Development Impact Fee is based on the cost per service unit method specified in Idaho Code 67-8204(16), also referred to as the incremental expansion method elsewhere in this report. Parks & Recreation capital improvements are allocated to residential and nonresidential development. The Parks & Recreation infrastructure components included in the impact fee analysis are:

- Park land
- Park improvements
- Recreation centers
- Share of the development impact fee

PARKS & RECREATION FUNDING SOURCES

The City has studied various ways of providing the funding for Parks & Recreation facilities. The sources of revenue for Parks & Recreation are General Fund revenues, grants, or impact fees. In comparing an equitable allocation to the costs borne in the past and to be borne in the future, in comparison to the benefits already received and yet to be received, the City has determined that impact fees are the most equitable way of financing the growth-related Parks & Recreation facilities.

Specified in Idaho Code 67-8209(2), local governments must consider historical, available, and alternative sources of funding for system improvements. Currently, there is an existing fund balance in the Parks & Recreation Development Impact Fee Fund which will be used towards the capital improvement plan. To ensure that the impact fees are only capturing the cost burden to the City's budget, a credit is included to account for these revenue sources. Further details can be found below in this chapter. Evidence is given in this chapter that the projected capital costs from new development will be entirely offset by the development impact fees. Thus, no general tax dollars are assumed to be used to fund growth-related capital costs, requiring no further revenue credits.

In accordance with Idaho Code 67-8207(iv)(2)(h), if any maintenance or repair is required, these costs will need to be funded by other sources, such as property taxes, because replacement and addressing existing deficiencies are not eligible to be funded with impact fees. The City Council retains discretion and authority to fund deficiencies through the City's annual CIP budget process, accumulate savings annually, or through the deferred maintenance budget annually appropriated to the Parks & Recreation Department for these sorts of expenses.

EXISTING PARKS & RECREATION FACILITY DEFICIENCY ANALYSIS

Idaho Code 67-8208 (1)(a) requires a capital improvement plan to include:

> *A general description of all existing public facilities and their existing deficiencies within the service area or areas of the governmental entity and a reasonable estimate of all costs and a plan to develop the funding resources related to curing the existing deficiencies including, but not limited*

to, the upgrading, updating, improving, expanding or replacing of such facilities to meet existing needs and usage;

In the following chapter the current level of service for Parks & Recreation infrastructure is examined. The resulting impact fee is calculated based on the levels of service the City of Sandpoint is providing to the existing demand. As a result, there is no existing deficiency between the level of service being provided to current residents and the level of service that is being assessed in the impact fee. Thus, no other revenues are required to address facility deficiencies.

PARKS & RECREATION DEMAND FACTORS BY LAND USE

Idaho Code 67-8208 (1)(d) requires capital improvement plans to have:

A definitive table establishing the specific level or quantity of use, consumption, generation, or discharge of a service unit for each category of system improvements and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, agricultural and industrial.

The service units for the Parks & Recreation Development Impact Fee are the persons per household (PPHH) for residential development by the square footage of the dwelling unit and jobs per 1,000 square feet for nonresidential development. Nonresidential development puts demand on the Parks & Recreation infrastructure when non-resident commuters employed in Sandpoint use Parks & Recreation facilities during and after work hours before commuting back from work. Figure 17 and Figure 18 lists the factors for the size groupings included in the impact fee study. Details on the PPHH factors can be found in Appendix B. Demographic Assumptions.

Figure 17. Parks & Recreation Demand Factors - Residential

Dwelling Size (square feet)	Person per Household
Residential (per housing unit by square feet)	
Under 600	1.00
600 to 1,000	1.39
1,000 to 1,400	1.91
1,400 to 1,800	2.29
1,800 to 2,200	2.58
2,200 to 2,600	2.81
2,600 to 3,000	2.92
3,000 or more	3.30

Figure 18. Parks & Recreation Demand Factors – Nonresidential

Development Type	Jobs per 1,000 Sq. Ft.
Nonresidential (per 1,000 square feet)	
Retail	2.12
Office	3.26
Institutional	2.86
Industrial	1.57
Manufacturing	1.89
Warehousing	0.34
Mini-Warehouse	0.29

Figure 19 shows the proportionate share of Parks & Recreation facilities between residential and nonresidential demand. The residential demand is found by taking the peak population of 11,413 and multiplying by the impact hours per year for residential demand (24 hours per day x 365 days per year = 8,760 impact hours per year x 11,413 peak population = 99,977,880 cumulative impact hours per year).

The nonresidential demand is found by taking the inflow commuters from the functional population and multiplying by the impact hours per year for nonresidential demand (8 hours per day x 5 days per week x 50 work weeks per year = 2,000 impact hours x 1,712 inflow commuters = 3,424,000 cumulative impact hours per year). Details on the functional population can be found in Appendix B. Demographic Assumptions.

As a result of the proportionate share analysis, 97 percent of park and recreation infrastructure is attributed to residential demand and 3 percent of the infrastructure attributed to nonresidential demand.

Figure 19. Parks & Recreation Proportionate Share Analysis

Development Type	Service Units	Impact Hours per Year	Cumulative Impact Hours per Year	Proportionate Share
Residential	11,413 peak residents	8,760	99,977,880	**97%**
Nonresidential	1,712 inflow commuters [1]	2,000	3,424,000	**3%**
		Total	103,401,880	100%

[1] Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.
Residential Impact: [24 hours per day] x [365 days per year]
Nonresidential Impact: [8 hours per day] x [5 days per week] x [50 weeks per year]

PARKS & RECREATION LEVEL OF SERVICE AND COST ANALYSIS

Idaho Code 67-8208(1)(c) requires a capital improvement plan to include:

> *An analysis of the total capacity, the level of current usage, and commitments for usage of capacity of existing capital improvements, which shall be prepared by a qualified professional planner or by a qualified engineer licensed to perform engineering services in this state.*

The following section details the level of service calculations and capital cost per person for each infrastructure category.

PARK LAND

Listed in Figure 20, there are a total of 88.68 acres within Sandpoint Parks. The proportionate share between residential and nonresidential demand of park acres is found by applying the cumulative impact hours percentages seen above. As a result, 86.01 acres are attributed to residential demand and 2.66 acres are attributed to nonresidential demand. With a peak population of 11,413 and 7,656 existing jobs the level of service is found to be 7.54 acres per 1,000 persons (86.01 acres / 11,413 residents = 7.54 acres per 1,000 persons) and 0.35 acres per 1,000 jobs.

The level of service is combined with anticipated cost to purchase park land to find the capital cost per person/job. As a result, the capital cost per person is $754 for park land (7.54 acres per 1,000 persons x $100,000 per acre = $754 per person, rounded) and $35 per job for park land.

Note: City Beach Park attracts both Sandpoint residents and day visitors from outside of the city. Conservatively, demand during the summer peak months (3) are excluded from the level of service to account for the visitor demand.

Figure 20. Parks Level of Service & Cost Analysis – Park Land

Parks	Acres
Cedars Park	2.60
City Beach (75%)*	16.58
Creekside Trail	3.60
Farmin Park	1.70
Hickory St Park	2.30
Humbird Mill Park	3.40
Jeff Jones Square	0.30
Lakeview Park	12.00
Mickinnick Trail Head	0.5
Old Ninth Center Field	1.50
Pine St Park	1.80
Sand Creek Park	1.20
Shooting Range	4.4
Third Ave Pier	0.30
War Memorial Field	4.60
Sports Complex	31.90
Total	**88.68**

Level-of-Service Standards	Residential	Nonresidential
Proportionate Share	97%	3%
Share of Acres	86.01	2.66
2024 Peak Population/Jobs	11,413	7,656
Acres per 1,000 Persons/Jobs	**7.54**	**0.35**

Cost Analysis	Acres	Acres
Acres per 1,000 Persons/Jobs	7.54	0.35
Average Cost per Acre	$100,000	$100,000
Capital Cost per Person/Job	**$754**	**$35**

Source: City of Sandpoint

[1] Park acre costs are based on average cost to purchase a park acre per city staff

*City Beach Park attracts both Sandpoint residents and day visitors from outside of the city. Conservatively, demand during the summer peak months (3) are excluded from the level of service to account for the visitor demand.

PARK IMPROVEMENTS

Listed in Figure 21, there are a total of 102 park amenities within Sandpoint Parks. The proportionate share between residential and nonresidential demand of park improvements is found by applying the cumulative impact hours percentages seen above. As a result, 98.94 improvements are attributed to residential demand and 3.06 improvements are attributed to nonresidential demand. With a peak population of 11,413 and 7,656 existing jobs the level of service is found to be 8.67 improvements per 1,000 persons (98.84 improvements / 11,413 residents = 8.67 improvements per 1,000 persons) and 0.40 improvements per 1,000 jobs.

The level of service is combined with average cost per park improvement to find the capital cost per person and job. As a result, the capital cost per person is $1,075 for park improvements (8.67 improvements per 1,000 persons x $124,000 per improvement = $1,075 per person, rounded) and $50 per job for park improvements.

Note: City Beach Park attracts both Sandpoint residents and day visitors from outside of the city. Conservatively, demand during the summer peak months (3) are excluded from the level of service to account for the visitor demand.

Figure 21. Parks Level of Service & Cost Analysis – Park Improvements

Parks	Park Improvements	Improvement Replacement Cost
Cedars Park	1	$50,000
City Beach (75%)*	18	$2,569,500
Creekside Trail	3	$620,000
Farmin Park	5	$950,000
Hickory St Park	6	$534,500
Humbird Mill Park	4	$240,000
Jeff Jones Square	3	$320,000
Lakeview Park	15	$1,449,000
Mickinnick Trail Head	1	$20,000
Old Ninth Center Field	2	$500,000
Pine St Park	5	$770,000
Sand Creek Park	2	$120,000
Shooting Range	1	$45,000
Third Ave Pier	2	$600,000
War Memorial Field	5	$698,000
Sports Complex	29	$3,172,000
Total	**102**	**$12,658,000**

Level-of-Service Standards	Residential	Nonresidential
Proportionate Share	97%	3%
Share of Improvements	98.94	3.06
2024 Peak Population/Jobs	11,413	7,656
Improvements per 1,000 Persons/Jobs	**8.67**	**0.40**

Cost Analysis	Improvements	Improvements
Improvements per 1,000 Persons/Jobs	8.67	0.40
Average Cost per Improvement	$124,000	$124,000
Capital Cost per Person/Job	**$1,075**	**$50**

Source: City of Sandpoint
[1] Park improvement costs are based on average park improvements from existing inventory
*City Beach Park attracts both Sandpoint residents and day visitors from outside of the city. Conservatively, demand during the summer peak months (3) are excluded from the level of service to account for the visitor demand.

RECREATION CENTERS

Listed in Figure 22, there is a total of 58,400 square feet of recreation center space in Sandpoint. However, a portion of the Travers Park Sports Center and the Community Hall have a significant usage by out-of-town residents which has been estimated at 50 percent by City staff. Thus, the applicable square feet of recreation center space have been reduced to account for the non-Sandpoint resident demand. This leads to a total of 35,700 square feet.

The proportionate share between residential and nonresidential demand of recreation center space is found by applying the cumulative impact hours percentages seen above. As a result, 34,629 square feet are attributed to residential demand and 1,071 square feet are attributed to nonresidential demand. With a peak population of 11,413 and 7,656 existing jobs the level of service is found to be 3,034 square feet per 1,000 persons (34,629 square feet / 11,413 residents = 3,034 square feet per 1,000 persons) and 140 square feet per 1,000 jobs.

The level of service is combined with average cost per square foot to find the capital cost per person and job. As a result, the capital cost per person is $570 for recreation center space (3,034 square feet per 1,000 persons x $188 per square foot = $570 per person, rounded) and $26 per job for recreation center space.

Figure 22. Parks Level of Service & Cost Analysis – Recreation Centers

Recreation Centers	Square Feet	Sandpoint Resident Use	Sandpoint Square Feet
Travers Park Sports Center	40,000	50%	20,000
Skate Park	13,000	100%	13,000
Community Hall	5,400	50%	2,700
Total	**58,400**		**35,700**

Level-of-Service Standards	**Residential**	**Nonresidential**
Proportionate Share	97%	3%
Share of Square Feet	34,629	1,071
2024 Peak Population/Jobs	11,413	7,656
Square Feet per 1,000 Persons/Jobs	**3,034**	**140**

Cost Analysis	**Square Feet**	**Square Feet**
Square Feet per 1,000 Persons/Jobs	3,034	140
Average Cost per Square Foot [1]	$188	$188
Capital Cost per Person/Job	**$570**	**$26**

Source: City of Sandpoint

[1] Average cost per square foot comes from Travers Park Phase 1 estimates

SHARE OF THE DEVELOPMENT IMPACT FEE STUDY

Under the Idaho enabling legislation, Sandpoint is able to recover the cost of the study through the collection of future fees. The Parks & Recreation portion of the study is $15,358. An impact fee study must be completed every five years, so the attributed cost is compared to the five-year projected increase in population and jobs. As a result, the cost per person is $7 and the cost per job is $1.

Figure 23. Parks Share of the Development Impact Fee Study

Share of Study Cost	Residential Share	Nonresidential Share
$15,358	97%	3%

Residential Cost	Five-Year Population Increase	Capital Cost per Person
$14,897	2,092	**$7**

Nonresidential Cost	Five-Year Jobs Increase	Capital Cost per Job
$461	668	**$1**

PARKS & RECREATION CAPITAL IMPROVEMENTS NEEDED TO SERVE GROWTH

Idaho Code 67-8208(1)(f-h) requires a capital improvement plan to include:

- *A description of all system improvements and their costs necessitated by and attributable to new development in the service area based on the approved land use assumptions, to provide a level of service not to exceed the level of service adopted in the development impact fee ordinance;*
- *The total number of service units necessitated by and attributable to new development within the service area based on the approved land use assumptions and calculated in accordance with generally accepted engineering or planning criteria;*
- *The projected demand for system improvements required by new service units projected over a reasonable period of time not to exceed twenty (20) years;*

Needs due to future growth were calculated using the levels of service and cost factors for the infrastructure components. Growth-related needs are a projection of the amount of existing infrastructure and estimated costs over a specified period needed to maintain levels of service for expected unit increases.

The current levels of service per 1,000 persons and per 1,000 jobs for each park infrastructure category are combined with the population and job projections to illustrate the need for new park infrastructure. Shown in Figure 24 over the next ten years are the needs for 25.9 new park acres, 29.7 park amenities, and 10,410 square feet of recreation center space, totaling $8.2 million. Each category is the product of projected need and average cost per unit type discussed in the levels of service section above.

Figure 24. Projected Demand for Parks & Recreation Facilities

Infrastructure	Level of Service				Cost/Unit
Park Acres	7.54	Acres	per 1,000	persons	$100,000
Park Acres	0.35	Acres	per 1,000	jobs	$100,000
Park Improvements	8.67	Improvements	per 1,000	persons	$124,000
Park Improvements	0.40	Improvements	per 1,000	jobs	$124,000
Rec Center Space	3,034	Square Feet	per 1,000	persons	$188
Rec Center Space	140	Square Feet	per 1,000	jobs	$188

Growth-Related Need for Park Improvements									
Year		Peak Population	Jobs	Residential Park Acres	Nonres. Park Acres	Residential Park Improvements	Nonres. Park Improvements	Residential Square Feet	Nonres. Square Feet
Base	2024	11,413	7,656	86.0	2.6	98.9	3.0	34,627	1,072
Year 1	2025	12,147	7,815	91.5	2.7	105.3	3.1	36,855	1,094
Year 2	2026	12,737	7,977	96.0	2.7	110.4	3.1	38,644	1,117
Year 3	2027	12,993	8,091	97.9	2.8	112.6	3.2	39,421	1,133
Year 4	2028	13,249	8,207	99.8	2.8	114.8	3.2	40,197	1,149
Year 5	2029	13,505	8,324	101.8	2.9	117.0	3.3	40,974	1,165
Year 6	2030	13,761	8,444	103.7	2.9	119.3	3.3	41,751	1,182
Year 7	2031	14,017	8,565	105.6	2.9	121.5	3.4	42,527	1,199
Year 8	2032	14,273	8,689	107.6	3.0	123.7	3.4	43,304	1,216
Year 9	2033	14,529	8,814	109.5	3.0	125.9	3.5	44,080	1,234
Year 10	2034	14,785	8,942	111.4	3.1	128.1	3.5	44,857	1,252
Ten-Year Increase		**3,372**	**1,286**	**25.4**	**0.5**	**29.2**	**0.5**	**10,230**	**180**
Projected Expenditure				**$2,540,000**	**$50,000**	**$3,620,800**	**$62,000**	**$1,923,165**	**$33,840**

Growth-Related Expenditures for Parks & Rec Infrastructure	$8,229,805

PARKS & RECREATION CAPITAL IMPROVEMENT PLAN

Listed in Figure 25 and Figure 26 is the 10-year CIP for Parks & Recreation facility expansion. The CIP includes improvements to recreation centers, park improvements, and additional park acres to develop new parks. The Travers Park Sports Complex and City Beach Park have significant amenities planned over the next ten years including improvements to indoor sports facilities and playground upgrades. Over the next ten years, the total cost of the plan is $23.5 million, $8.2 million is considered to be growth-related and anticipated to be fully funded by impact fees. The growth-related portion of a project is based on City staff analysis of added capacity to the park network. Portions of projects which are replacement or maintenance related are not impact fee eligible.

The projects from the plan are consistent with growth-related needs to continue providing the current level of service and in some cases exceed the growth-related need. For example, the City plans to add 67.8 park acres over the next ten years while the projected need for the next ten years is 25.9 acres. To fund projects that go above and beyond the growth-related need, the City will have to raise other revenues or delay the projects for when impact fee revenues are available.

Figure 25. Parks & Recreation 10-Year Growth-Related CIP

10-Year Parks CIP Projects	Estimated Year	Total Cost	Growth Percentage	Growth Cost
Sports Complex Parks (Travers/Centennial/Great Northern)				
Travers Park Picnic Shelter	2025	$30,000	25%	$7,500
Multisport Recreation Enhancements at JER	2033	$1,800,000	50%	$900,000
Travers Skatepark Shade Structure	2026	$30,000	50%	$15,000
Travers Skatepark Ammenities	2026	$10,000	50%	$5,000
Sports Complex Improvements	2026	$10,000	50%	$5,000
Outdoor Tennis Court Improvements	2026	$200,000	50%	$100,000
Pump Track/Bike Park at Travers Park	2029	$500,000	100%	$500,000
Centennial Park: Upgrades and Bridge Replacement	2030	$150,000	50%	$75,000
Sports Complex Master Plan Improvements	2035	$6,075,000	50%	$3,037,500
Expansion Phase 3 of Skatepark	2033	$1,100,000	100%	$1,100,000
City Beach Park & Downtown Waterfront				
City Beach Parking Improvements	2026	$1,200,000	25%	$300,000
City Beach Boat Launch Upgrades	2027	$120,000	50%	$60,000
City Beach Dock Expansion	2028	$600,000	50%	$300,000
City Beach RV Campground Renovations	2026	$1,000,000	50%	$500,000
Existing Playground Replacement & Upgrade	2033	$2,500,000	50%	$1,250,000
Ponderay Bay Trailhead Plaza at City Beach	2029	$100,000	50%	$50,000
Ponderay Bay Trail Parking Lot & ADA Access	2032	$400,000	50%	$200,000
Land purchase 1 acres at Farmin Landing	2035	$800,000	100%	$800,000
Waterfront Access Parks				
Sand Creek Non-Motorized Boat Launch	2029	$300,000	50%	$150,000
Memorial Field Waterfront Access Improvements	2035	$1,275,000	50%	$637,500
3rd Street Pier Park Improvements	2032	$175,000	50%	$87,500
Neighborhood Parks				
Cedars Park Improvements (Maggie Ln)	2032	$130,000	100%	$130,000
Lakeview Park Site plan and Park Improvements Project	2034	$800,000	50%	$400,000
Hickory Park Improvements	2030	$350,000	50%	$175,000
All Parks Improvements				
Develop Dog Park Facilities	2026	$150,000	50%	$75,000
Outdoor Basketball Court Improvements	2030	$185,000	0%	$0
City-Wide Park Signage & Wayfinding	2031	$185,000	50%	$92,500
Land purchase 36.2 acres for Community Park	2035	$2,000,000	100%	$2,000,000
Land purchase 2.5 acres for Linear Union Pacific Park	2035	$700,000	50%	$350,000
Facilities				
New Parks Maintenance & Operations Office	2035	$600,000	0%	$0
Recreation Admin. Office Relocation	2026	$10,000	0%	$0
		$23,485,000		**$13,302,500**

Figure 26. Parks & Recreation 10-Year Growth-Related CIP Continued

10-Year Parks CIP Projects	Estimated Year	Growth Acres	Total Cost per Acre	Growth Square Feet	Total Cost per Sq Ft
Sports Complex Parks (Travers/Centennial/Great Northern)					
Travers Park Picnic Shelter	2025	-	-	600	
Multisport Recreation Enhancements at JER	2033	-	-	20,000	$150
Travers Skatepark Shade Structure	2026	-	-	600	$625
Travers Skatepark Ammenities	2026	-	-	-	-
Sports Complex Improvements	2026	-	-	-	-
Outdoor Tennis Court Improvements	2026	-	-	-	-
Pump Track/Bike Park at Travers Park	2029	0.5	$1,000,000	-	-
Centennial Park: Upgrades and Bridge Replacement	2030	-	-	-	-
Sports Complex Master Plan Improvements	2035	-	-	-	-
Expansion Phase 3 of Skatepark	2033	-	-	10,000	$110
City Beach Park & Downtown Waterfront					
City Beach Parking Improvements	2026	3.0	$400,000	-	-
City Beach Boat Launch Upgrades	2027	-	-	-	-
City Beach Dock Expansion	2028	-	-	-	-
City Beach RV Campground Renovations	2026	1.3	$769,231	-	-
Existing Playground Replacement & Upgrade	2033	0.3	-	-	-
Ponderay Bay Trailhead Plaza at City Beach	2029	-	-	-	-
Ponderay Bay Trail Parking Lot & ADA Access	2032	-	-	-	-
Land purchase 1 acres at Farmin Landing	2035	1.9	$430,108	-	-
Waterfront Access Parks					
Sand Creek Non-Motorized Boat Launch	2029	-	-	-	-
Memorial Field Waterfront Access Improvements	2035	-	-	-	-
3rd Street Pier Park Improvements	2032	0.3	$583,333	-	-
Neighborhood Parks					
Cedars Park Improvements (Maggie Ln)	2032	2.6	$50,000	-	-
Lakeview Park Site plan and Park Improvements Project	2034	12.0	$66,667	-	-
Hickory Park Improvements	2030	2.3	$152,174	-	-
All Parks Improvements					
Develop Dog Park Facilities	2026	5.0	$30,000	-	-
Outdoor Basketball Court Improvements	2030	-	-	-	-
City-Wide Park Signage & Wayfinding	2031	-	-	-	-
Land purchase 36.2 acres for Community Park	2035	36.2	$55,249	-	-
Land purchase 2.5 acres for Linear Union Pacific Park	2035	2.5	-	-	-
Facilities					
New Parks Maintenance & Operations Office	2035	-	-	-	-
Recreation Admin. Office Relocation	2026	-	-	-	-
		67.8		**31,200**	

PARKS & RECREATION IMPACT FEE CREDIT ANALYSIS

Idaho Statute 67-8207 and 67-8209 details requirements that impact fee calculations should examine and account for funding of CIPs with non-impact fee revenue including:

> *The availability of other sources of funding system improvements including, but not limited to, user charges, general tax levies, intergovernmental transfers, and special taxation. The governmental entity shall develop a plan for alternative sources of revenue.*

The growth-related Parks & Recreation CIP totals $13.3 million. Currently, there is $1.05 million in the City's Parks & Recreation Impact Fee Fund for future projects in the CIP. The fund balance accounts for 7.9 percent of the growth-related CIP. To ensure that future impact fees are only capturing the growth-related costs to the City's budget, the balance's percentage of the CIP is applied as a credit.

Figure 27. Parks & Recreation Existing Impact Fee Fund Balance Credit

Sandpoint	Parks
Existing Impact Fee Fund Balance	$1,049,481
Growth-Related CIP	$13,302,500
Balance Share of CIP	**7.9%**

Besides the existing impact fee fund balance there are no other dedicated revenues for the growth-related Parks & Recreation CIP including previously issued bonds to fund infrastructure expansion. In this case, no other revenue credit is needed.

PARKS & RECREATION INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 28 provides a summary of the input variables (described in the chapter sections above) used to calculate the net cost per person and job for park land, park amenities, recreation center space, and the impact fee study. The Parks & Recreation impact fee is the product of persons per household multiplied by the total net cost per person and jobs per 1,000 square feet of nonresidential development multiplied by total net cost per job. Fees are based on the persons per household based on the square footage of the dwelling unit and per 1,000 square feet of nonresidential development.

The fees represent the highest supportable amount for each type of applicable land use and represent new growth's fair share of the cost for capital facilities. The City may adopt fees that are less than the amounts shown. However, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in levels of service.

Figure 28. Parks & Recreation Maximum Supportable Impact Fees

Fee Component	Cost per Person	Cost per Job
Park Acres	$754	$35
Park Improvements	$1,075	$50
Recreation Centers	$570	$26
Share of Fee Study	$7	$1
Gross Total	$2,406	$112
Credit for Fund Balance (7.9%)	($190)	($9)
Net Total	**$2,216**	**$103**

Residential

Dwelling Size (square feet)	Persons per Household	Maximum Supportable Fee	Current Fee	Increase/ Decrease
Residential (per housing unit by square feet)				
Under 600	1.00	**$2,216**	$2,662	($446)
600 to 1,000	1.39	**$3,080**	$2,662	$418
1,000 to 1,400	1.91	**$4,232**	$2,662	$1,570
1,400 to 1,800	2.29	**$5,074**	$2,465	$2,609
1,800 to 2,200	2.58	**$5,717**	$2,465	$3,252
2,200 to 2,600	2.81	**$6,227**	$3,692	$2,535
2,600 to 3,000	2.92	**$6,471**	$3,692	$2,779
3,000 or more	3.30	**$7,313**	$3,692	$3,621

Nonresidential

Development Type	Jobs per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Increase/ Decrease
Nonresidential (per 1,000 square feet)				
Retail	2.12	**$219**	$0	$219
Office	3.26	**$336**	$0	$336
Institutional	2.86	**$295**	$0	$295
Industrial	1.57	**$162**	$0	$162
Manufacturing	1.89	**$195**	$0	$195
Warehousing	0.34	**$35**	$0	$35
Mini-Warehouse	0.29	**$30**	$0	$30

Lodging

Development Type	Peak Seasonal	Maximum Supportable Fee
Lodging (per room)	1.90	**$4,210**

Note: At peak season, there is assumed to be an average of two persons per room and a citywide occupancy rate of 95 percent.

CASH FLOW PROJECTIONS FOR PARKS & RECREATION MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the City of Sandpoint if the Parks & Recreation Development Impact Fee is implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter and the development projections discussed in Appendix B. Demographic Assumptions.

At the top of Figure 29 are the growth-related cost by infrastructure type over the next ten years to continue the existing level of service, totaling $8.3 million. Shown at the bottom of the figure, the maximum supportable Parks & Recreation impact fee is estimated to cover 92 percent of growth-related capital costs. The gap in funding is the result of the credit due to existing impact fee monies already collected. To be consistent with residential growth projections by housing type, the fee amounts shown for single family and multifamily are based on the average PPHH for the housing types discussed in Appendix B. Demographic Assumptions. Under the incremental expansion approach fee revenue will match the growth-related needs over the next ten years. In the case that growth is less than projected development, revenue collection will be lower but so will the growth-related need to expand infrastructure.

Figure 29. Projected Revenue for Parks & Recreation Maximum Supportable Impact Fee

Infrastructure Costs for Park Facilities

	Total Cost	Growth Cost
Park Improvements	$2,590,000	$2,590,000
Park Acres	$3,682,800	$3,682,800
Park Facilities	$1,957,005	$1,957,005
Share of Fee Study	$30,716	$30,716
Total Expenditures	**$8,260,521**	**$8,260,521**

Projected Development Impact Fee Revenue

		Single Family $5,473 per unit	Multifamily $4,720 per unit	Retail $219 per KSF	Office $336 per KSF	Industrial $162 per KSF	Institutional $295 per KSF	Lodging $4,210 per room
Year		Housing Units	Housing Units	KSF	KSF	KSF	KSF	Rooms
Base	2024	3,136	1,550	713	707	931	833	192
1	2025	3,173	1,739	720	715	967	854	318
2	2026	3,211	1,928	727	723	1,005	876	368
3	2027	3,248	1,998	735	730	1,017	894	375
4	2028	3,285	2,068	742	738	1,029	913	383
5	2029	3,323	2,139	750	747	1,042	933	390
6	2030	3,360	2,209	758	755	1,054	953	397
7	2031	3,398	2,279	766	763	1,067	973	405
8	2032	3,435	2,349	773	771	1,080	993	412
9	2033	3,472	2,420	781	780	1,093	1,015	420
10	2034	3,510	2,490	789	788	1,106	1,036	427
Ten-Year Increase		374	940	77	81	176	204	235
Projected Revenue		$2,044,900	$4,436,307	$16,828	$27,324	$28,485	$60,057	$989,544

Projected Revenue =>	**$7,603,000**
Total Expenditures =>	**$8,261,000**
Non-Impact Fee Funding =>	**$658,000**

PATHWAYS DEVELOPMENT IMPACT FEE ANALYSIS

The Pathways Development Impact Fee is based on the cost per service unit method specified in Idaho Code 67-8204(16), also referred to as the incremental expansion method elsewhere in this report. The Sandpoint pathway network has been determined to be a transportation facility (rather than a recreation facility) and the resulting impact fee is assessed to residential and nonresidential development based on vehicle miles of travel rates. The Pathways infrastructure components included in the impact fee analysis are:

- Citywide benefiting multimodal pathways
- Share of the development impact fee

PATHWAYS FUNDING SOURCES

The City has studied various ways of providing the funding for pathways. The sources of revenue for pathway expansion are General Fund revenues, grants, or impact fees. In comparing an equitable allocation to the costs borne in the past and to be borne in the future, in comparison to the benefits already received and yet to be received, the City has determined that impact fees are the most equitable way of financing the growth-related Pathways facilities.

Specified in Idaho Code 67-8209(2), local governments must consider historical, available, and alternative sources of funding for system improvements. Currently, there is an existing fund balance in the Pathways Development Impact Fee Fund which will be used towards the capital improvement plan. To ensure that the impact fees are only capturing the cost burden to the City's budget, a credit is included to account for these revenue sources. Further details can be found below in this chapter. Evidence is given in this chapter that the projected capital costs from new development will be entirely offset by the development impact fees. Thus, no general tax dollars are assumed to be used to fund growth-related capital costs, requiring no further revenue credits.

In accordance with Idaho Code 67-8207(iv)(2)(h), if any maintenance or repair is required, these costs will need to be funded by other sources, such as property taxes, because replacement and addressing existing deficiencies are not eligible to be funded with impact fees. The City Council retains discretion and authority to fund deficiencies through the City's annual CIP budget process, accumulate savings annually, or through the deferred maintenance budget annually appropriated to the Public Works Department for these sorts of expenses.

EXISTING PATHWAYS DEFICIENCY ANALYSIS

Idaho Code 67-8208 (1)(a) requires a capital improvement plan to include:

> *A general description of all existing public facilities and their existing deficiencies within the service area or areas of the governmental entity and a reasonable estimate of all costs and a plan to develop the funding resources related to curing the existing deficiencies including, but not limited*

to, the upgrading, updating, improving, expanding or replacing of such facilities to meet existing needs and usage;

In the following chapter the current level of service for pathway infrastructure is examined. The resulting impact fee is calculated based on the levels of service the City of Sandpoint is providing to the existing demand. As a result, there is no existing deficiency between the level of service being provided to current residents and the level of service that is being assessed in the impact fee. Thus, no other revenues are required to address facility deficiencies.

PATHWAYS DEMAND FACTORS BY LAND USE

Idaho Code 67-8208 (1)(d) requires capital improvement plans to have:

A definitive table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of system improvements and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, agricultural and industrial.

Similar to current impact fee program and previous study, the service unit for pathways is based on transportation demand, specifically, daily vehicle miles of travel (VMT). Although the Sandpoint pathway network may be used for recreation purposes, its main function is to facilitate the movement of people through the city. Capital planning for pathways is done to alleviate traffic demand as well. Thus, the impact fee analysis takes a transportation approach to the impact fee calculation.

VMT is similar to vehicle trip generation, but VMT includes the distance of the trip. This is done to more accurately calculate proportionality between residential and nonresidential demand on transportation networks. Thus, quantifying demand on the multimodal pathway transportation network in distance per day. To begin calculating VMT by land use, Figure 30 lists the vehicle trip rates the Institute for Transportation Engineers' land use code, daily vehicle trip end rate, and trip adjustment factor for each land use. Appendix B. Demographic Assumptions provides details regarding the vehicle trip factors.

Figure 30. Daily Vehicle Trip Factors

Land Use	ITE Codes	Daily Vehicle Trip Ends	Trip Adj. Factor	Daily Vehicle Trips
Residential (per housing unit)				
Single Family	210	8.52	60%	5.11
Multifamily	220	4.11	60%	2.47
Nonresidential (per 1,000 square feet)				
Retail	820	37.01	28%	10.36
Office	710	10.84	50%	5.42
Industrial	110	4.87	50%	2.44
Institutional	610	10.77	50%	5.39

Source: *Trip Generation* , Institute of Transportation Engineers, 11th Edition (2021); National Household Travel Survey, 2022

Average Capacity per Lane Mile

Currently, there are 38 lane miles of minor arterial and collector roads maintained by the City of Sandpoint. Shown in Figure 31, the lane capacity trips per day for medium usage by roadway type from the Bureau of Planning and Economic Development are compared to the lane miles by type in Sandpoint to reach the total daily vehicle trip capacity of 84,000. This is then divided by the total lane miles to find the average capacity per lane mile (84,000 daily vehicle trip capacity / 38 lane miles = 2,211 average capacity per lane mile, rounded).

Figure 31. Average Capacity per Lane Mile

Road Classification	Length (miles)	Lane Capacity (trips/day)	Total Capacity
Minor Arterial	18	3,000	54,000
Collector	20	1,500	30,000
Total	**38**		**84,000**

Total Capacity	84,000
Total Lane Miles	38
Ave. Capacity per Lane Mile	**2,211**

Average Vehicle Trip Length

Shown in Figure 32, the total daily vehicle trip capacity of 84,000 vehicle trips for the minor arterial and collector lane miles are compared to the base year vehicle trips to calculate the average vehicle trip length in Sandpoint. As a result, the average vehicle trip length is 2.22 miles (84,000 daily vehicle trip capacity / 37,820 base year daily vehicle trips = 2.22 average vehicle trip length).

Figure 32. Average Vehicle Trip Length

Road Classification	Length (miles)	Ave Capacity (trips/day)	Total Capacity
Minor Arterial & Collector	38	2,211	84,000
Total	**38**		**84,000**

Total Capacity	84,000
Base Year Vehicle Trips	37,820
Average Trip Length	**2.22**

Trip Length Weighting Factor by Type of Land Use

The Pathways development impact fee methodology includes a percentage adjustment, or weighting factor, to account for trip length variation by type of land use. As documented in the 2022 National Household Travel Survey, vehicle trips from residential development are approximately 117 percent of the average trip length. The residential trip length adjustment factor includes data on home-base work trips, social, and recreational purposes. Conversely, shopping trips associated with commercial development are roughly 50 percent of the average trip length while other nonresidential development typically accounts for trips that are 76 percent of the average for all trips.

Figure 33. Vehicle Trip Length by Trip Purpose

Trip Purpose	Trip Length Adj.
Residential Trip	117%
Commercial Trip	50%
Other Nonres Trip	76%

Source: National Household Travel Survey, 2022

Figure 34 summarizes all the factors above and calculates the VMT by land use by multiplying them together. For example, a dwelling unit between 1,400 and 1,800 square feet generates 12.72 VMT per day (8.16 vehicle trip ends x 0.60 trip end adjustment x 2.22 miles per trip x 1.17 trip length adjustment = 12.72 VMT per unit). These factors are used later in this chapter to project the growth-related demand for multimodal pathway expansion.

Figure 34. Summary of Pathway Service Units

Dwelling Size (square feet)	Ave. Daily Veh. Trip Ends [1]	Trip Rate Adj. [2]	Ave. Trip Length (miles) [3]	Trip Length Adj. [2]	Vehicle Miles of Travel (VMT)
Residential (per housing unit by square feet)					
Under 600	4.19	60%	2.22	117%	**6.53**
600 to 1,000	5.40	60%	2.22	117%	**8.42**
1,000 to 1,400	7.02	60%	2.22	117%	**10.94**
1,400 to 1,800	8.16	60%	2.22	117%	**12.72**
1,800 to 2,200	9.05	60%	2.22	117%	**14.10**
2,200 to 2,600	9.78	60%	2.22	117%	**15.24**
2,600 to 3,000	10.10	60%	2.22	117%	**15.74**
3,000 or more	11.28	60%	2.22	117%	**17.58**

Development Type	Ave. Daily Veh. Trip Ends [1]	Trip Rate Adj. [2]	Ave. Trip Length (miles) [3]	Trip Length Adj. [2]	Vehicle Miles of Travel (VMT)
Nonresidential (per 1,000 square feet)					
Retail	37.01	28%	2.22	50%	**11.50**
Office	10.84	50%	2.22	76%	**9.14**
Institutional	10.77	50%	2.22	76%	**9.09**
Industrial	4.87	50%	2.22	76%	**4.11**
Manufacturing	4.75	50%	2.22	76%	**4.01**
Warehousing	1.71	50%	2.22	76%	**1.44**
Mini-Warehouse	1.45	50%	2.22	76%	**1.22**
Lodging (per room)	7.99	50%	2.22	76%	**6.74**

[1] Residential vehicle trips ends are calculated with U.S. Census PUMS data and construction data.
Nonresidential vehicle trips ends are from *Trip Generation* , Institute of Transportation Engineers (2021)
[2] Source: National Household Travel Survey, 2022
[3] TischlerBise analysis

PATHWAYS LEVEL OF SERVICE AND COST ANALYSIS

Idaho Code 67-8208(1)(c) requires a capital improvement plan to include:

> *An analysis of the total capacity, the level of current usage, and commitments for usage of capacity of existing capital improvements, which shall be prepared by a qualified professional planner or by a qualified engineer licensed to perform engineering services in this state.*

The following section details the level of service calculations and capital cost per VMT for pathway infrastructure expansion.

PATHWAYS

Listed in Figure 35, there are a total of 11.19 miles of citywide benefiting pathways within Sandpoint. Importantly, the analysis only includes the network that is benefitting all development, excluding pathways that only have a localized benefit. With a base year estimate of 77,619 VMT the level of service is found to be 0.144 miles per 1,000 VMT (11.19 miles / 77,619 VMT = 0.144 miles per 1,000 VMT).

The level of service is combined with the anticipated cost to develop a pathway mile to find the capital cost per VMT. As a result, the capital cost per VMT is $95 (0.144 miles per 1,000 VMT x $660,000 per pathway mile = $95 per VMT, rounded).

Note: City Beach Park attracts both Sandpoint residents and day visitors from outside of the city. Conservatively, demand during the summer peak months (3) are excluded from the level of service to account for the visitor demand.

Figure 35. Pathways Level of Service & Cost Analysis

Citywide Benefiting Pathways	Length (miles)
Sandpoint to Dover Trail	1.82
Travers/Great Northern Path	4.11
Lakeview Park Trail	0.40
City Beach Trail (75%)*	0.38
Long Bridge Trail	0.25
Lincoln Ave	0.49
Pine Street	0.53
Division Street	0.30
Boyer Ave	0.62
N. Boyer to Popsicle Bridge	0.32
Larch & Boyer	1.97
Total	**11.19**

Level-of-Service Standards	Miles
Total Miles	11.19
2024 VMT	77,619
Miles per 1,000 VMT	**0.144**

Cost Analysis	Miles
Miles per 1,000 VMT	0.144
Average Cost per Mile	$660,000
Capital Cost per VMT	**$95**

Source: City of Sandpoint

*City Beach Park attracts both Sandpoint residents and day visitors from outside of the city. Conservatively, demand during the summer peak months (3) are excluded from the level of service to account for the visitor demand.

Share of the Development Impact Fee Study

Under the Idaho enabling legislation, Sandpoint is able to recover the cost of the study through the collection of future fees. The Pathways portion of the study is $15,358. An impact fee study must be completed every five years, so the attributed cost is compared to the five-year projected increase in VMT. As a result, the cost per VMT is $2.

Figure 36. Pathways Share of the Development Impact Fee Study

Share of Study Cost	Five-Year VMT Increase	Capital Cost per VMT
$15,358	8,408	**$2**

PATHWAYS CAPITAL IMPROVEMENTS NEEDED TO SERVE GROWTH

Idaho Code 67-8208(1)(f-h) requires a capital improvement plan to include:

- *A description of all system improvements and their costs necessitated by and attributable to new development in the service area based on the approved land use assumptions, to provide a level of service not to exceed the level of service adopted in the development impact fee ordinance;*
- *The total number of service units necessitated by and attributable to new development within the service area based on the approved land use assumptions and calculated in accordance with generally accepted engineering or planning criteria;*
- *The projected demand for system improvements required by new service units projected over a reasonable period of time not to exceed twenty (20) years;*

Needs due to future growth were calculated using the levels of service and cost factors for the infrastructure components. Growth-related needs are a projection of the amount of existing infrastructure and estimated costs over a specified period needed to maintain levels of service for expected unit increases.

The current level of service per 1,000 VMT for pathways infrastructure is combined with the VMT projections to illustrate the need for new pathways infrastructure. Shown in Figure 37 over the next ten years are the needs for 2.19 new pathway miles totaling $1.4 million.

Figure 37. Projected Demand for Pathways Infrastructure

Infrastructure	Level of Service		Demand Unit	Cost/Mile
Pathways	0.144	Miles	per 1,000 VMT	$660,000

Growth-Related Need for Pathways			
Year		Vehicle Miles of Travel	Total Miles
Base	2024	77,619	11.17
Year 1	2025	79,825	11.49
Year 2	2026	82,038	11.81
Year 3	2027	83,362	12.00
Year 4	2028	84,691	12.19
Year 5	2029	86,027	12.38
Year 6	2030	87,369	12.58
Year 7	2031	88,717	12.77
Year 8	2032	90,071	12.97
Year 9	2033	91,432	13.16
Year 10	2034	92,799	13.36
Ten-Year Increase		15,181	**2.19**
		Projected Expenditure	**$1,445,400**

Growth-Related Expenditures for Pathways	$1,445,400

PATHWAYS CAPITAL IMPROVEMENT PLAN

Listed in Figure 38 is the 10-year CIP for pathway expansion. The projects in the CIP include additional pathway miles to increase connectivity within the pathway system and improvements to existing pathways for safety and accessibility. Over the next ten years, the total cost of the plan is $4 million, $1.4 million is considered to be growth-related and anticipated to be fully funded by impact fees. The planned expansion meets the growth-related needs to continue providing the current level of service as noted in the previous section.

The projects identified by City staff are all growth-related, however the 10-year CIP exceeds the 10-year projected impact fee revenue. Specifically, the City plans to add 5.63 pathway miles over the next ten years while the projected need for the next ten years is 2.19 miles. To fund projects that go above and beyond the growth-related need, the City will have to raise other revenues or delay the projects for when impact fee revenues are available.

Figure 38. Pathways 10-Year Growth-Related CIP

10-Year Pathways CIP Projects	Estimated Year	Length (miles)	Total Cost	Growth Share	Growth Cost	Impact Fee Funding	Other Funding
Boyer Avenue Multi-use Pathway	2026	0.25	$300,000	100%	$300,000	$300,000	$0
Baldy Mountain, Western Connection Pathway	2027	0.28	$300,000	100%	$300,000	$300,000	$0
Great Northern Multi-use Pathway	2027	1.25	$500,000	100%	$500,000	$500,000	$0
WWTP Connectivity	2028	0.20	$132,000	100%	$132,000	$132,000	$0
Spruce and Chestnut Pathway Improvements	2029	0.50	$50,000	100%	$50,000	$50,000	$0
Woodland Multi-use Pathway	2030	0.40	$264,000	100%	$264,000	$163,400	$100,600
N Boyer Rd Multi-use Pathway	2030	0.20	$132,000	100%	$132,000	$0	$132,000
Superior Avenue Multi-use Pathway	2032	0.30	$750,000	100%	$750,000	$0	$750,000
Baldy Mountain Road Pathway	2034	0.25	$300,000	100%	$300,000	$0	$300,000
Sand Creek Connectivity	2035	2.00	$1,320,000	100%	$1,320,000	$0	$1,320,000
		5.63	**$4,048,000**		**$4,048,000**	**$1,445,400**	**$2,602,600**

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

PATHWAYS IMPACT FEE CREDIT ANALYSIS

Idaho Statute 67-8207 and 67-8209 details requirements that impact fee calculations should examine and account for funding of CIPs with non-impact fee revenue including:

> *The availability of other sources of funding system improvements including, but not limited to, user charges, general tax levies, intergovernmental transfers, and special taxation. The governmental entity shall develop a plan for alternative sources of revenue.*

The growth-related Pathways CIP totals $4 million. Currently, there is $173,364 in the City's Pathways Impact Fee Fund for future projects in the CIP. The fund balance accounts for 4.3 percent of the growth-related CIP. To ensure that future impact fees are only capturing the growth-related costs to the City's budget, the balance's percentage of the CIP is applied as a credit.

Figure 39. Pathways Existing Impact Fee Fund Balance Credit

Sandpoint	Pathways
Existing Impact Fee Fund Balance	$173,364
Growth-Related CIP	$4,048,000
Balance Share of CIP	**4.3%**

Besides the existing impact fee fund balance there are no other dedicated revenues for the growth-related Pathways CIP including previously issued bonds to fund infrastructure expansion. In this case, no other revenue credit is needed.

PATHWAYS INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 40 provides a summary of the input variables (described in the chapter sections above) used to calculate the net cost per VMT for pathways. The Pathways impact fee is the product of VMT per household by square footage of the dwelling unit and VMT per 1,000 square feet of nonresidential development.

The fees represent the highest supportable amount for each type of applicable land use and represent new growth's fair share of the cost for capital facilities. The City may adopt fees that are less than the amounts shown. However, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in levels of service.

Figure 40. Pathways Maximum Supportable Impact Fees

Fee Component	Cost per VMT
Citywide Benefiting Pathways	$95
Share of Fee Study	$2
Gross Total	$97
Credit for Fund Balance (4.3%)	($4)
Net Total	**$93**

Dwelling Size (square feet)	VMT per Household	Maximum Supportable Fee	Current Fee	Increase/ Decrease
Residential (per housing unit by square feet)				
Under 600	6.53	**$606**	$486	$120
600 to 1,000	8.42	**$782**	$486	$296
1,000 to 1,400	10.94	**$1,016**	$486	$530
1,400 to 1,800	12.72	**$1,181**	$451	$730
1,800 to 2,200	14.10	**$1,309**	$451	$858
2,200 to 2,600	15.24	**$1,415**	$675	$740
2,600 to 3,000	15.74	**$1,461**	$675	$786
3,000 or more	17.58	**$1,632**	$675	$957

Development Type	VMT per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Increase/ Decrease
Nonresidential (per 1,000 square feet)				
Retail	11.50	**$1,068**	$285	$783
Office	9.14	**$848**	$95	$753
Institutional	9.09	**$844**	$95	$749
Industrial	4.11	**$382**	$68	$314
Manufacturing	4.01	**$372**	$41	$331
Warehousing	1.44	**$134**	$27	$107
Mini-Warehouse	1.22	**$113**	$27	$86
Lodging (per room)	6.74	**$626**	-	$626

CASH FLOW PROJECTIONS FOR PATHWAYS MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the City of Sandpoint if the Pathways Development Impact Fee is implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter and the development projections discussed in Appendix B. Demographic Assumptions.

At the top of Figure 41 are the growth-related cost by infrastructure type over the next ten years to continue the existing level of service, totaling $1.4 million. The maximum supportable pathways impact fee is estimated to cover 95.7 percent of growth-related capital costs. The gap in funding is the result of the credit due to existing impact fee monies already collected. To be consistent with residential growth projections by housing type, the fee amounts shown for single family and multifamily are based on the average VMT for the housing types discussed in Appendix B. Demographic Assumptions. Under the incremental expansion approach fee revenue will match the growth-related need over the next ten years. In the case that growth is less than projected development, revenue collection will be lower but so will the growth-related need to expand infrastructure.

Figure 41. Projected Revenue for Pathways Maximum Supportable Impact Fee

Infrastructure Costs for Pathways Facilities

	Total Cost	Growth Cost
Pathway Surface	$1,445,400	$1,445,400
Share of Fee Study	$30,716	$30,716
Total Expenditures	**$1,476,116**	**$1,476,116**

Projected Development Impact Fee Revenue

Year		Single Family $1,233 per unit	Multifamily $595 per unit	Retail $1,068 per KSF	Office $848 per KSF	Industrial $382 per KSF	Institutional $844 per KSF
		Housing Units	Housing Units	KSF	KSF	KSF	KSF
Base	2024	3,136	1,550	713	707	931	833
1	2025	3,173	1,739	720	715	967	854
2	2026	3,211	1,928	727	723	1,005	876
3	2027	3,248	1,998	735	730	1,017	894
4	2028	3,285	2,068	742	738	1,029	913
5	2029	3,323	2,139	750	747	1,042	933
6	2030	3,360	2,209	758	755	1,054	953
7	2031	3,398	2,279	766	763	1,067	973
8	2032	3,435	2,349	773	771	1,080	993
9	2033	3,472	2,420	781	780	1,093	1,015
10	2034	3,510	2,490	789	788	1,106	1,036
Ten-Year Increase		374	940	77	81	176	204
Projected Revenue		$460,504	$558,859	$82,030	$68,998	$67,086	$171,786
						Projected Revenue =>	**$1,409,000**
						Total Expenditures =>	**$1,476,000**
						Non-Impact Fee Funding =>	**$67,000**

ROADS DEVELOPMENT IMPACT FEE ANALYSIS

The Roads Development Impact Fee is calculated using a plan-based approach. City staff have identified a list of road and intersection improvement projects that are planned to be constructed over the next ten years to accommodate growth. City staff has determined that all the projects included in the CIP have a future growth-related portion. However, some of the projects are also addressing a portion of demand from existing development. In lieu of a detailed traffic demand model that indicates the growth-share of each project, the 10-year increase in VMT is applied as the growth-share for the whole plan. This is considered a conservative approach since many of the intersection projects are adding more than the assumed growth-share of capacity to the network. However, without an updated traffic model, specific capacities are not available. The City plans to conduct a traffic modeling effort in the coming fiscal year. That effort will result in refined growth-shares for each project which the City will use to update its road impact fee. Furthermore, a case by case approach will be taken when funding the projects in the future. Specifically, during the planning and engineering stage of each project, City staff will determine its specific growth-share, ensuring impact fees are only funding growth-related capital costs.

ROADS FUNDING SOURCES

The City has studied various ways of providing the funding for roadway expansion and improvement. The sources of revenue for expansion and improvement projects are General Fund revenues, grants, future local option sales taxes, state highway user fee revenue, special district revenue, or impact fees. In comparing an equitable allocation to the costs borne in the past and to be borne in the future, in comparison to the benefits already received and yet to be received, the City has determined that impact fees are the most equitable way of financing the growth-related roads network.

Specified in Idaho Code 67-8209(2), local governments must consider historical, available, and alternative sources of funding for system improvements. Currently, there is an existing fund balance in the Roads Development Impact Fee Fund which has been earmarked towards the previous growth-related portion of intersection improvement projects in the capital improvement plan (CIP) for growth that occurred prior to this impact fee study update. As these funds are earmarked for a portion of the CIP which future impact fees cannot fund, a credit is not necessary to account for these revenue sources. Further details can be found below in this chapter. Evidence is given in this chapter that the remaining projected capital costs from new development will be entirely offset by the development impact fees. Thus, no general tax dollars are assumed to be used to fund growth-related capital costs, requiring no further revenue credits.

In accordance with Idaho Code 67-8207(iv)(2)(h), if any maintenance or repair is required, these costs will need to be funded by other sources, such as property taxes, because replacement and addressing existing deficiencies are not eligible to be funded with impact fees. The City Council retains discretion and authority to fund deficiencies through the City's annual CIP budget process, accumulate savings annually, or through the deferred maintenance budget annually appropriated to departments for these sorts of expenses.

EXISTING ROADS DEFICIENCY ANALYSIS

Idaho Code 67-8208 (1)(a) requires a capital improvement plan to include:

> *A general description of all existing public facilities and their existing deficiencies within the service area or areas of the governmental entity and a reasonable estimate of all costs and a plan to develop the funding resources related to curing the existing deficiencies including, but not limited to, the upgrading, updating, improving, expanding or replacing of such facilities to meet existing needs and usage;*

In the following chapter the growth-related CIP for road infrastructure is examined and the resulting impact fee is calculated to fund that portion of the CIP. While the non-growth-related share of the CIP is addressing the current deficiency in the network, thus, being funded through other revenue sources. As a result, after the ten-year CIP is completed existing and future residents and business will be funding the same level of service.

Furthermore, existing maintenance needs (such as potholes and overlay needs) are not impact fee eligible costs. The CIP included in this report only addresses capacity expanding infrastructure projects which have an impact fee funding component. The on-going roadway maintenance schedule is determined during the annual budget process.

ROADS DEMAND FACTORS BY LAND USE

Idaho Code 67-8208 (1)(d) requires capital improvement plans to have:

> *A definitive table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of system improvements and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, agricultural and industrial.*

The service unit for the Roads Development Impact Fee is daily vehicle miles of travel (VMT). VMT is similar to vehicle trip generation, but VMT includes the distance of the trip as well. Thus, quantifying demand on the transportation network in distance per day. To begin calculating VMT by land use, Figure 42 lists the vehicle trip rates the Institute for Transportation Engineers' land use code, daily vehicle trip end rate, and trip adjustment factor for each land use. Appendix B. Demographic Assumptions provides details regarding the vehicle trip factors.

Figure 42. Daily Vehicle Trip Factors

Land Use	ITE Codes	Daily Vehicle Trip Ends	Trip Adj. Factor	Daily Vehicle Trips
Residential (per housing unit)				
Single Family	210	8.52	60%	5.11
Multifamily	220	4.11	60%	2.47
Nonresidential (per 1,000 square feet)				
Retail	820	37.01	28%	10.36
Office	710	10.84	50%	5.42
Industrial	110	4.87	50%	2.44
Institutional	610	10.77	50%	5.39

Source: *Trip Generation* , Institute of Transportation Engineers, 11th Edition (2021); National Household Travel Survey, 2022

Average Capacity per Lane Mile

Currently, there are 38 lane miles of minor arterial and collector roads maintained by the City of Sandpoint. Shown in Figure 43, the lane capacity trips per day for medium usage by roadway type from the Bureau of Planning and Economic Development are compared to the lane miles by type in Sandpoint to reach the total daily vehicle trip capacity of 84,000. This is then divided by the total lane miles to find the average capacity per lane mile (84,000 daily vehicle trip capacity / 38 lane miles = 2,211 average capacity per lane mile).

Figure 43. Average Capacity per Lane Mile

Road Classification	Length (miles)	Lane Capacity (trips/day)	Total Capacity
Minor Arterial	18	3,000	54,000
Collector	20	1,500	30,000
Total	**38**		**84,000**

Total Capacity	84,000
Total Lane Miles	38
Ave. Capacity per Lane Mile	**2,211**

Average Vehicle Trip Length

Shown in Figure 44, the total daily vehicle trip capacity of 84,000 vehicle trips for the minor arterial and collector lane miles are compared to the base year vehicle trips to calculate the average vehicle trip length in Sandpoint. As a result, the average vehicle trip length is 2.22 miles (84,000 daily vehicle trip capacity / 37,820 base year daily vehicle trips = 2.22 average vehicle trip length).

Figure 44. Average Vehicle Trip Length

Road Classification	Length (miles)	Ave Capacity (trips/day)	Total Capacity
Minor Arterial & Collector	38	2,211	84,000
Total	**38**		**84,000**

Total Capacity	84,000
Base Year Vehicle Trips	37,820
Average Trip Length	**2.22**

Trip Length Weighting Factor by Type of Land Use

The Roads development impact fee methodology includes a percentage adjustment, or weighting factor, to account for trip length variation by type of land use. As documented in the 2022 National Household Travel Survey, vehicle trips from residential development are approximately 117 percent of the average trip length. The residential trip length adjustment factor includes data on home-base work trips, social, and recreational purposes. Conversely, shopping trips associated with commercial development are roughly 50 percent of the average trip length while other nonresidential development typically accounts for trips that are 76 percent of the average for all trips.

Figure 45. Vehicle Trip Length by Trip Purpose

Trip Purpose	Trip Length Adj.
Residential Trip	117%
Commercial Trip	50%
Other Nonres Trip	76%

Source: National Household Travel Survey, 2022

Figure 46 summarizes all the factors above and calculates the VMT by land use by multiplying them together. For example, a dwelling unit between 1,400 and 1,800 square feet generates 12.72 VMT per day (8.16 vehicle trip ends x 0.60 trip end adjustment x 2.22 miles per trip x 1.17 trip length adjustment = 12.72 VMT per unit). These factors are used later in this chapter to project the growth-related demand for roadway expansion.

Figure 46. Summary of Roads Service Units

Dwelling Size (square feet)	Ave. Daily Veh. Trip Ends [1]	Trip Rate Adj. [2]	Ave. Trip Length (miles) [3]	Trip Length Adj. [2]	Vehicle Miles of Travel (VMT)
Residential (per housing unit by square feet)					
Under 600	4.19	60%	2.22	117%	**6.53**
600 to 1,000	5.40	60%	2.22	117%	**8.42**
1,000 to 1,400	7.02	60%	2.22	117%	**10.94**
1,400 to 1,800	8.16	60%	2.22	117%	**12.72**
1,800 to 2,200	9.05	60%	2.22	117%	**14.10**
2,200 to 2,600	9.78	60%	2.22	117%	**15.24**
2,600 to 3,000	10.10	60%	2.22	117%	**15.74**
3,000 or more	11.28	60%	2.22	117%	**17.58**

Development Type	Ave. Daily Veh. Trip Ends [1]	Trip Rate Adj. [2]	Ave. Trip Length (miles) [3]	Trip Length Adj. [2]	Vehicle Miles of Travel (VMT)
Nonresidential (per 1,000 square feet)					
Retail	37.01	28%	2.22	50%	**11.50**
Office	10.84	50%	2.22	76%	**9.14**
Institutional	10.77	50%	2.22	76%	**9.09**
Industrial	4.87	50%	2.22	76%	**4.11**
Manufacturing	4.75	50%	2.22	76%	**4.01**
Warehousing	1.71	50%	2.22	76%	**1.44**
Mini-Warehouse	1.45	50%	2.22	76%	**1.22**
Lodging (per room)	7.99	50%	2.22	76%	**6.74**

[1] Residential vehicle trips ends are calculated with U.S. Census PUMS data and construction data.
Nonresidential vehicle trips ends are from *Trip Generation* , Institute of Transportation Engineers (2021)
[2] Source: National Household Travel Survey, 2022
[3] TischlerBise analysis

PROJECTED TRAVEL DEMAND

Idaho Code 67-8208(1)(f-h) requires a capital improvement plan to include:

- *A description of all system improvements and their costs necessitated by and attributable to new development in the service area based on the approved land use assumptions, to provide a level of service not to exceed the level of service adopted in the development impact fee ordinance;*
- *The total number of service units necessitated by and attributable to new development within the service area based on the approved land use assumptions and calculated in accordance with generally accepted engineering or planning criteria;*
- *The projected demand for system improvements required by new service units projected over a reasonable period of time not to exceed twenty (20) years;*

The projected increase in VMT is a function of the 10-year development projection (see Appendix B. Demographic Assumptions) and the existing infrastructure standards discussed above. As shown in Figure 47, new development increases vehicle miles of travel on minor arterial and collector roads from 77,619 in 2024 to 92,799 in 2034, a 19.6 percent increase. The growth-related intersection improvement projects identified by the City will alleviate the additional demand put onto the Sandpoint roadway network by this increase in VMT as well as benefit both existing and future residents and businesses of Sandpoint.

Figure 47. Roadway Expansion Demand Model

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Single Family Units	3,136	3,173	3,211	3,248	3,285	3,323	3,360	3,398	3,435	3,472	3,510	374
Multifamily Units	1,550	1,739	1,928	1,998	2,068	2,139	2,209	2,279	2,349	2,420	2,490	940
Retail KSF	713	720	727	735	742	750	758	766	773	781	789	77
Office KSF	707	715	723	730	738	747	755	763	771	780	788	81
Industrial KSF	931	967	1,005	1,017	1,029	1,042	1,054	1,067	1,080	1,093	1,106	176
Institutional KSF	833	854	876	894	913	933	953	973	993	1,015	1,036	204
Single Family Units Trips	16,031	16,222	16,413	16,604	16,795	16,986	17,177	17,368	17,559	17,750	17,941	1,910
Multfamily Units Trips	3,822	4,288	4,754	4,928	5,101	5,274	5,447	5,620	5,794	5,967	6,140	2,318
Residential Subtotal	*19,854*	*20,511*	*21,168*	*21,532*	*21,896*	*22,260*	*22,625*	*22,989*	*23,353*	*23,717*	*24,081*	*4,228*
Retail Trips	7,385	7,461	7,538	7,615	7,694	7,773	7,853	7,934	8,015	8,098	8,181	796
Office Trips	3,832	3,874	3,916	3,959	4,003	4,046	4,091	4,136	4,181	4,227	4,273	441
Industrial Trips	2,266	2,356	2,446	2,476	2,506	2,537	2,567	2,599	2,630	2,662	2,694	428
Institutional Trips	4,484	4,598	4,715	4,815	4,918	5,022	5,129	5,238	5,350	5,464	5,580	1,096
Nonresidential Subtotal	*17,967*	*18,289*	*18,615*	*18,866*	*19,120*	*19,378*	*19,640*	*19,906*	*20,176*	*20,450*	*20,728*	*2,762*
Total Vehicle Trips	37,820	38,799	39,783	40,398	41,016	41,638	42,265	42,895	43,529	44,167	44,810	6,989
Sandpoint Roads VMT	**77,619**	**79,825**	**82,038**	**83,362**	**84,691**	**86,027**	**87,369**	**88,717**	**90,071**	**91,432**	**92,799**	**15,181**

ROADS CAPITAL IMPROVEMENT PLAN

Listed in Figure 48 is the 10-year CIP for Sandpoint road and intersection expansion. The CIP projects are from the Sandpoint Multimodal Transportation Master Plan which estimated the cost of projects in 2018 dollars. These projects have had their costs adjusted by the Construction Cost Index (CCI) for Seattle between 2018 and 2025 which is the index used by the existing City ordinance for annual adjustments of the impact fees.

City staff has determined that all the projects included in the CIP have a future growth-related portion. However, some of the projects are also addressing a portion of demand from existing development. In lieu of a detailed traffic demand model that indicates the growth-share of each project, the 10-year increase in VMT (19.6 percent) is applied as the growth-share for the whole plan. This is considered a conservative approach since many of the intersection projects are adding more than 20 percent of capacity to the network, however, without an updated traffic model, specific capacities are not available. The City plans to conduct a traffic modeling effort in the coming fiscal year. That effort will result in refined growth-shares for each project which the City will use to update its road impact fee. Furthermore, a case by case approach will be taken when funding the projects in the future. Specifically, during the planning and engineering stage of each project, City staff will determine its specific growth-share, ensuring impact fees are only funding growth-related capital costs.

In total, the CIP has an estimated cost of $25.7 million. Based on the growth-share analysis, $5 million (19.6 percent) is projected to be funded by impact fees. The funding gap is the result of the non-growth-related share of the plan that will be funded by other revenues such as federal and state grants, General Fund revenue, future local option sales tax, state highway user fee revenue, or special district revenue.

Figure 48. Roads 10-Year Capital Improvement Plan

10-Year Roads CIP Projects	Recommended Improvement	Estimated Year	Total Cost [1]
Pine St & Division Ave	Signalization or roundabout	2026	$1,119,214
Ontario St & US-2	Realignment	2027	$596,914
1st Ave & Bridge St	Roundabout or signalization	2028	$1,119,214
Division Ave Corridor	Traffic Mitigation	2029	$14,922,851
Cedar St & N 5th Ave	Optimize signal timing or add turn lanes	2030	$74,614
US-2 & Boyer Ave	Add protected turn phases or adjust phasing	2030	$74,614
Division Ave & Baldy Mountain Rd	Signal or turn lanes	2031	$1,492,285
Baldy Mountain Rd & Boyer Ave	Signal or turn lanes	2031	$1,492,285
1st Ave & Superior St	Improvement tied to downtown access enhancements	2032	$1,492,285
Olive Ave & Michigan St	Reconfiguration	2032	$74,614
Division Ave & US-2	Traffic and multimodal upgrades	2033	$298,457
Ella Ave & US-2	Concept plan includes realignment or reconfiguration	2035	$2,984,570
		Total	**$25,741,918**

[1] Projects are from the Sandpoint Multimodal Transportation Master Plan; costs have been adjusted from 2018 dollars to 2025 dollars using the Construction Cost Index for Seattle

Total Roads CIP Cost	$25,741,918
10-Year Growth Increase in VMT	19.6%
10-Year Growth Share of CIP Cost	**$5,034,602**

Road CIP Revenue Sources	
10-Year Impact Fee Revenue Proj.	$5,034,602
10-Year Other Revenues	$20,707,316
10-Year Total Roads CIP Cost	$25,741,918

Other funding of projects ($20.7 million) includes existing impact fee balance, state & federal grants, URA, and general tax sources

ROADS NETWORK COST ANALYSIS

Shown in Figure 49 there is a growth-related capital cost of $5 million in the 10-year CIP. This is divided by the 10-year growth in VMT to calculate the capital cost per VMT of $332 ($5,034,602 growth-related capital cost / 15,181 10-year increase in VMT = $332 capital cost per VMT, rounded).

Figure 49. Summary of Capital Cost to Improve Intersections

Total Roads CIP Cost	$25,741,918
10-Year Growth Increase in VMT	19.6%
10-Year Growth Share of CIP Cost	**$5,034,602**

10-Year Growth Share of CIP Cost	$5,034,602
10-Year VMT Increase	15,181
Capital Cost per VMT	**$332**

SHARE OF THE DEVELOPMENT IMPACT FEE STUDY

Under the Idaho enabling legislation, Sandpoint is able to recover the cost of the study through the collection of future fees. The Roads portion of the study is $15,358. An impact fee study must be

completed every five years, so the attributed cost is compared to the five-year projected increase in VMT. As a result, the cost per VMT is $2.

Figure 50. Roads Share of Development Impact Fee Study

Share of Study Cost	Five-Year VMT Increase	Capital Cost per VMT
$15,358	8,408	$2

ROADS IMPACT FEE CREDIT ANALYSIS

Idaho Statute 67-8207 and 67-8209 details requirements that impact fee calculations should examine and account for funding of CIPs with non-impact fee revenue including:

> *The availability of other sources of funding system improvements including, but not limited to, user charges, general tax levies, intergovernmental transfers, and special taxation. The governmental entity shall develop a plan for alternative sources of revenue.*

There is an existing fund balance in the Roads Development Impact Fee Fund ($1,297,576). These funds already collected will be used for growth-related needs from previous growth prior to the impact fee study update while the impact fee dollars collected in the future will be used for growth-related needs from future growth. As these funds are earmarked for projects already, a credit is not necessary to account for this funding.

Besides the previously mentioned revenues there are no other dedicated revenues for the growth-related Roads CIP including previously issued bonds to fund infrastructure expansion. In this case, no other revenue credit is needed.

ROADS INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 51 provides a summary of the input variables used to calculate the net cost per VMT for transportation capital infrastructure. The Roads impact fee is the product VMT per dwelling unit by square footage and nonresidential development per 1,000 square feet. For example, the fee for a 2,100 square foot dwelling unit is $4,709 (14.10 VMT per unit x $334 per VMT = $4,709 per unit, rounded).

The fees represent the highest supportable amount for each type of applicable land use and represent new growth's fair share of the cost for capital facilities. The City may adopt fees that are less than the amounts shown. However, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in levels of service.

Figure 51. Roads Input Variables and Maximum Supportable Impact Fees

Fee Component	Cost per VMT
Roadway Improvements	$332
Share of Fee Study	$2
Gross Total	**$334**
Net Total	**$334**

Residential

Dwelling Size (square feet)	VMT per Household	Maximum Supportable Fee	Current Fee	Change
Residential (per housing unit by square feet)				
Under 600	6.53	**$2,181**	$1,505	$676
600 to 1,000	8.42	**$2,812**	$1,505	$1,307
1,000 to 1,400	10.94	**$3,654**	$1,505	$2,149
1,400 to 1,800	12.72	**$4,248**	$1,645	$2,603
1,800 to 2,200	14.10	**$4,709**	$1,645	$3,064
2,200 to 2,600	15.24	**$5,090**	$2,212	$2,878
2,600 to 3,000	15.74	**$5,257**	$2,212	$3,045
3,000 or more	17.58	**$5,872**	$2,212	$3,660

Nonresidential

Development Type	VMT per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Change
Nonresidential (per 1,000 square feet)				
Retail	11.50	**$3,841**	$3,738	$103
Office	9.14	**$3,053**	$1,386	$1,667
Institutional	9.09	**$3,036**	$1,386	$1,650
Industrial	4.11	**$1,373**	$870	$503
Manufacturing	4.01	**$1,339**	$476	$863
Warehousing	1.44	**$481**	$449	$32
Mini-Warehouse	1.22	**$407**	$313	$94
Lodging (per room)	6.74	**$2,251**	-	$2,251

CASH FLOW PROJECTIONS FOR ROADS MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the City of Sandpoint if the Roads Development Impact Fee is implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter and the development projections discussed in Appendix B. Demographic Assumptions.

At the top of Figure 52 are the growth-related cost over the next ten years, totaling $5 million. Shown at the bottom of the figure, the maximum supportable impact fee is estimated to cover 100 percent of growth-related capital costs. The gap in funding is the result of the impact fees only collecting the growth-related portion of the CIP. The City will need other revenues to fund the non-growth-related portion of the CIP. To be consistent with residential growth projections by housing type, the fee amounts shown for single family and multifamily are based on the average VMT by housing type discussed in Appendix B. Demographic Assumptions.

Figure 52. Cash Flow Summary for Roads Development Impact Fees

Infrastructure Costs for Road Facilities

	Total Cost	Growth Cost
Roadway Improvements	$25,741,918	$5,034,602
Share of Fee Study	$30,716	$30,716
Total Expenditures	**$25,772,634**	**$5,065,318**

Projected Development Impact Fee Revenue

Year		Single Family $4,435 per unit	Multifamily $2,139 per unit	Retail $3,841 per KSF	Office $3,053 per KSF	Industrial $1,373 per KSF	Institutional $3,036 per KSF
		Housing Units	Housing Units	KSF	KSF	KSF	KSF
Base	2024	3,136	1,550	713	707	931	833
1	2025	3,173	1,739	720	715	967	854
2	2026	3,211	1,928	727	723	1,005	876
3	2027	3,248	1,998	735	730	1,017	894
4	2028	3,285	2,068	742	738	1,029	913
5	2029	3,323	2,139	750	747	1,042	933
6	2030	3,360	2,209	758	755	1,054	953
7	2031	3,398	2,279	766	763	1,067	973
8	2032	3,435	2,349	773	771	1,080	993
9	2033	3,472	2,420	781	780	1,093	1,015
10	2034	3,510	2,490	789	788	1,106	1,036
Ten-Year Increase		374	940	77	81	176	204
Projected Revenue		$1,656,899	$2,010,783	$295,144	$248,276	$241,423	$618,076

Projected Revenue	**$5,071,000**
Projected Expenditures	**$25,773,000**
Non-Impact Fee Funding	**$20,702,000**

POLICE DEVELOPMENT IMPACT FEES

The Police Development Impact Fee is based on the cost per service unit method specified in Idaho Code 67-8204(16), also referred to as the incremental expansion method elsewhere in this report. The Police infrastructure components included in the impact fee analysis are:

- Police facilities
- Police equipment
- Share of the development impact fee

POLICE FUNDING SOURCES

The City has studied various ways of providing the funding for police facilities. The sources of revenue for Police are General Fund revenues, grants, or impact fees. In comparing an equitable allocation to the costs borne in the past and to be borne in the future, in comparison to the benefits already received and yet to be received, the City has determined that impact fees are the most equitable way of financing the growth-related police facilities.

Specified in Idaho Code 67-8209(2), local governments must consider historical, available, and alternative sources of funding for system improvements. Currently, there is an existing fund balance in the Police Development Impact Fee Fund which will be used towards the capital improvement plan. To ensure that the impact fees are only capturing the cost burden to the City's budget, a credit is included to account for these revenue sources.

In accordance with Idaho Code 67-8207(iv)(2)(h), if any maintenance or repair is required, these costs will need to be funded by other sources, such as property taxes, because replacement and addressing existing deficiencies are not eligible to be funded with impact fees. The City Council retains discretion and authority to fund deficiencies through the City's annual CIP budget process, accumulate savings annually, or through the deferred maintenance budget annually appropriated to the Sandpoint Police Department for these sorts of expenses.

EXISTING POLICE FACILITY DEFICIENCY ANALYSIS

Idaho Code 67-8208 (1)(a) requires a capital improvement plan to include:

> *A general description of all existing public facilities and their existing deficiencies within the service area or areas of the governmental entity and a reasonable estimate of all costs and a plan to develop the funding resources related to curing the existing deficiencies including, but not limited to, the upgrading, updating, improving, expanding or replacing of such facilities to meet existing needs and usage;*

In the following chapter the current level of service for police infrastructure is examined. The resulting impact fee is calculated based on the levels of service the City of Sandpoint is providing to the existing

demand. As a result, there is no existing deficiency between the level of service being provided to current residents and the level of service standard that is being assessed in the impact fee. Thus, no other revenues are required to address facility deficiencies.

POLICE SERVICE UNITS BY LAND USE

Idaho Code 67-8208 (1)(d) requires capital improvement plans to have:

> *A definitive table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of system improvements and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, agricultural and industrial;*

The residential service units for the Police Development Impact Fee is the persons per household (PPHH) by the square footage of the dwelling unit. Figure 53 lists the PPHH factors for the size groupings included in the impact fee study. See Appendix B. Demographic Assumptions for details on PPHH estimates.

Figure 53. Police Residential Service Units

Dwelling Size (square feet)	Person per Household
Residential (per housing unit by square feet)	
Under 600	1.00
600 to 1,000	1.39
1,000 to 1,400	1.91
1,400 to 1,800	2.29
1,800 to 2,200	2.58
2,200 to 2,600	2.81
2,600 to 3,000	2.92
3,000 or more	3.30

To calculate nonresidential police impact fees, nonresidential vehicle trips are used as the service units. Trip generation rates are highest for commercial developments, such as shopping centers, and lowest for industrial/warehouse development. Office/institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for police services from nonresidential development and thus are the best demand indicators.

Other possible nonresidential demand indicators, such as employment or floor area, do not accurately reflect the demand for service. If employees per thousand square feet were used as the demand indicator, police development impact fees would be too high for office/institutional development. If floor area were used as the demand indicator, the development impact fees would be too high for industrial development.

Figure 54 lists the service units for nonresidential development types. See Appendix B. Demographic Assumptions for further discussion on trip rates and calculations.

Figure 54. Police Nonresidential Service Units

Development Type	Vehicle Trips per 1,000 Sq. Ft.
Nonresidential (per 1,000 square feet)	
Retail	10.36
Office	5.42
Institutional	5.39
Industrial	2.44
Manufacturing	2.38
Warehousing	0.86
Mini-Warehouse	0.73

COST ALLOCATION FOR POLICE INFRASTRUCTURE

Both residential and nonresidential developments increase the demand on police services and facilities. To calculate the proportional share between residential and nonresidential demand, a functional population approach is used. Shown in Figure 55 the functional population approach allocates the cost of the facilities to residential and nonresidential development based on the activity of residents and workers in the city through the 24 hours in a day.

Residents that do not work are assigned 20 hours per day to residential development and 4 hours per day to nonresidential development (annualized averages). Residents that work in Sandpoint are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents that work outside the city are assigned 14 hours to residential development, the remaining hours in the day are assumed to be spent outside of the city working. Inflow commuters are assigned 10 hours to nonresidential development. Based on the most recent functional population data (2021), residential development accounts for 62 percent of the functional population, while nonresidential development accounts for 38 percent.

Figure 55. Sandpoint Functional Population

City of Sandpoint (2021)				
Residential			*Demand*	*Person*
Population*	8,139		*Hours/Day*	*Hours*
Residents Not Working		4,270	20	85,400
Employed Residents		3,869		
Employed in Sandpoint		1,712	14	23,968
Employed outside Sandpoint		2,157	14	30,198
			Residential Subtotal	139,566
			Residential Share =>	**62%**
Nonresidential				
Non-working Residents		4,270	4	17,080
Jobs Located in Sandpoint		6,740		
Residents Employed in Sandpoint		5,028	10	50,280
Non-Resident Workers (inflow commuters)		1,712	10	17,120
			Nonresidential Subtotal	84,480
			Nonresidential Share =>	**38%**
			TOTAL	224,046

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

* Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates

POLICE LEVEL OF SERVICE AND COST ANALYSIS

Idaho Code 67-8208(1)(c) requires a capital improvement plan to include:

> *An analysis of the total capacity, the level of current usage, and commitments for usage of capacity of existing capital improvements, which shall be prepared by a qualified professional planner or by a qualified engineer licensed to perform engineering services in this state.*

The following section details the level of service calculations and capital cost per demand unit for each infrastructure category.

POLICE STATION

As shown in Figure 56, the police station has 5,600 square feet of space. The station space is allocated to residential and nonresidential demand based on the functional population analysis. As a result, 3,472 square feet are allocated to residential demand and 2,128 square feet are allocated to nonresidential demand.

The current level of service is found by dividing the allocated station space by the 2024 residential and nonresidential service units (population and nonresidential vehicle trips). Specifically, 304 square feet per 1,000 persons and 118 square feet per 1,000 nonresidential vehicle trips.

Additionally, to construct new police facility space the City expects a cost of $290 per square foot based on the International Code Council (ICC) estimate for a standard metal building. To find the capital cost per service unit, the level of service standards are applied to the cost per square foot. For example, the residential cost per person is $88 (304 square feet per 1,000 persons x $290 per square foot = $88 per person, rounded).

Figure 56. Police Station Level of Service & Cost Analysis

Police Facilities	Square Feet	Replacement Cost
Police Station	5,600	$1,624,000
Total	**5,600**	**$1,624,000**

Level-of-Service Standards	Residential	Nonres
Proportionate Share	62%	38%
Share of Square Feet	3,472	2,128
2024 Peak Population/Nonres. Vehicle Trips	11,413	17,967
Square Feet per 1,000 Persons/Vehicle Trips	**304**	**118**

Cost Analysis	Residential	Nonres
Square Feet per 1,000 Persons/Vehicle Trips	304	118
Average Cost per Square Foot [1]	$290	$290
Capital Cost per Person/Vehicle Trip	**$88**	**$34**

Source: Sandpoint Police Department
[1] Estimated cost per square foot for a metal building per ICC

POLICE EQUIPMENT

As shown in Figure 57, there are 209 units of equipment with a 10-year useful life at the Sandpoint Police Department. The equipment units are allocated to residential and nonresidential demand based on the functional population analysis. As a result, 129.6 units are allocated to residential demand and 79.4 units are allocated to nonresidential demand.

The current level of service is found by dividing the allocated units by the 2024 residential and nonresidential service units (population and nonresidential vehicle trips). Specifically, 11.4 units per 1,000 persons and 4.4 units per 1,000 nonresidential vehicle trips.

Additionally, there is an average cost of $3,167 per unit. To find the capital cost per person and per nonresidential vehicle trip, the level of service standards are applied to the cost per unit. For example, the residential cost per person is $36 (14.4 units per 1,000 persons x $3,167 per unit = $36 per person, rounded).

Figure 57. Police Equipment Level of Service & Cost Allocation

Equipment Type	Units	Current Cost per Unit	Total Replacement Cost
Camera System	27	$5,000	$135,000
Firearms & Non-lethal	54	$1,500	$81,000
Radar Units	27	$2,500	$67,500
Radios	27	$2,685	$72,495
Patrol Vehicle Computers	27	$3,000	$81,000
Patrol Vehicle Cages	20	$4,500	$90,000
Watchguard System	27	$5,000	$135,000
Total	**209**		**$661,995**

Level-of-Service Standards	Residential	Nonres
Proportionate Share	62%	38%
Share of Equipment	129.6	79.4
2024 Peak Population/Nonres. Vehicle Trips	11,413	17,967
Units per 1,000 Persons/Vehicle Trips	**11.4**	**4.4**

Cost Analysis	Residential	Nonres
Units per 1,000 Persons/Vehicle Trips	11.4	4.4
Average Cost per Unit	$3,167	$3,167
Capital Cost per Person/Vehicle Trip	**$36**	**$14**

Source: Sandpoint Police Department

SHARE OF THE DEVELOPMENT IMPACT FEE STUDY

Under the Idaho enabling legislation, Sandpoint is able to recover the cost of the study through the collection of future fees. The total cost of the study has been evenly attributed to the five infrastructure categories, resulting in the police share being $15,358. An impact fee study must be completed every five years, so the attributed cost is compared to the five-year projected increase in population and nonresidential vehicle trips. As a result, the cost per person is $5 and the cost per vehicle trip is $2.

Figure 58. Police Share of the Development Impact Fee Study

Share of Study Cost	Residential Share	Nonresidential Share
$15,358	62%	38%

Residential Cost	Five-Year Population Increase	Capital Cost per Person
$9,522	2,092	$5

Nonresidential Cost	Five-Year Veh. Trip Increase	Capital Cost per Trip
$5,836	3,818	$2

POLICE CAPITAL IMPROVEMENT NEEDS TO SERVE GROWTH

Idaho Code 67-8208(1)(f-h) requires a capital improvement plan to include:

- *A description of all system improvements and their costs necessitated by and attributable to new development in the service area based on the approved land use assumptions, to provide a level of service not to exceed the level of service adopted in the development impact fee ordinance;*
- *The total number of service units necessitated by and attributable to new development within the service area based on the approved land use assumptions and calculated in accordance with generally accepted engineering or planning criteria;*
- *The projected demand for system improvements required by new service units projected over a reasonable period of time not to exceed twenty (20) years;*

Needs due to future growth were calculated using the levels of service and cost factors for the infrastructure components. Growth-related needs are a projection of the amount of infrastructure and estimated costs.

POLICE STATION

The current levels of service are combined with the population and vehicle trip projections to illustrate the need for new police station space. Shown in Figure 59, based on a projected development over the next 10 years, police station space will have to expand by 1,350 square feet to continue the current level of service. As a result, the growth-related costs for police stations are $391,500 (1,350 square feet x $290 per square foot = $391,500).

Figure 59. Projected Demand for Police Station Space

Infrastructure	Level of Service				Cost/Unit
Police Stations	Residential	304	Square Feet	per 1,000 persons	$290
	Nonresidential	118		per 1,000 veh. trips	

Growth-Related Need for Police Stations						
Year		Population	Nonres. Vehicle	Residential Square Feet	Nonresidential Square Feet	Total Square Feet
Base	2024	11,413	17,967	3,469	2,120	5,589
Year 1	2025	12,147	18,289	3,692	2,158	5,850
Year 2	2026	12,737	18,615	3,872	2,196	6,068
Year 3	2027	12,993	18,866	3,949	2,226	6,175
Year 4	2028	13,249	19,120	4,027	2,256	6,283
Year 5	2029	13,505	19,378	4,105	2,286	6,391
Year 6	2030	13,761	19,640	4,183	2,317	6,500
Year 7	2031	14,017	19,906	4,261	2,348	6,609
Year 8	2032	14,273	20,176	4,338	2,380	6,718
Year 9	2033	14,529	20,450	4,416	2,413	6,829
Year 10	2034	14,785	20,728	4,494	2,445	6,939
Ten-Year Increase		3,372	2,762	1,025	325	1,350
		Projected Expenditure		**$297,250**	**$94,250**	**$391,500**

Growth-Related Expenditures for Police Stations	$391,500

POLICE EQUIPMENT

Shown in Figure 60, based on a projected development over the next 10 years, the police equipment inventory will have to expand by 50.5 units to continue the current level of service. As a result, the growth-related costs for equipment purchases are $159,934 (50.5 units x $3,167 per unit = $159,934).

Figure 60. Projected Demand for Police Equipment

Infrastructure	Level of Service				Cost/Unit
Equipment	Residential	11.35	Units	per 1,000 persons	$3,167
	Nonresidential	4.42		per 1,000 veh. trips	

Growth-Related Need for Equipment						
Year		Population	Nonres. Vehicle	Residential Units	Nonresidential Units	Total Units
Base	2024	11,413	17,967	129.5	79.4	208.9
Year 1	2025	12,147	18,289	137.8	80.8	218.6
Year 2	2026	12,737	18,615	144.5	82.2	226.7
Year 3	2027	12,993	18,866	147.4	83.3	230.7
Year 4	2028	13,249	19,120	150.3	84.5	234.8
Year 5	2029	13,505	19,378	153.2	85.6	238.8
Year 6	2030	13,761	19,640	156.1	86.8	242.9
Year 7	2031	14,017	19,906	159.0	87.9	246.9
Year 8	2032	14,273	20,176	161.9	89.1	251.0
Year 9	2033	14,529	20,450	164.9	90.3	255.2
Year 10	2034	14,785	20,728	167.8	91.6	259.4
Ten-Year Increase		3,372	2,762	38.3	12.2	50.5
		Projected Expenditure		**$121,296**	**$38,637**	**$159,934**

Growth-Related Expenditures for Equipment	$159,934

POLICE CAPITAL IMPROVEMENT PLAN

Listed in Figure 61 is the 10-year CIP for the Sandpoint Police Department which includes a need for additional evidence storage and impact fee eligible equipment for new patrol officers. Over the next ten years, the total cost of the plan is $1.2 million, $551,434 is considered to be growth-related and anticipated to be fully funded by impact fees. The growth-related portion of a project is determined based on the projected 10-year need from growth.

The planned expansion meets the growth-related needs to continue providing the current level of service as noted in the previous section. However, the 10-year CIP exceeds the 10-year projected impact fee revenue. Specifically, the City plans to build 3,500 square feet of additional police station space over the next ten years while the projected need for the next ten years is 1,350 square feet. To fund projects that go above and beyond the growth-related need, the City will have to raise other revenues or delay the projects for when impact fee revenues are available.

Figure 61. Police 10-Year Growth-Related CIP

10-Year Police CIP Projects	Estimated Year	Total Cost	Impact Fee Funding	Other Funding	Total Square Feet	10-Year Growth Square Feet	Growth Units
Facilities							
Evidence Storage Facility	2026	$1,015,000	$391,500	$623,500	3,500	1,350	-
Equipment							
Equipment for Patrol Officers	2025-2035	$159,934	$159,934	$0	-	-	51
Total		**$1,174,934**	**$551,434**	**$623,500**	**3,500**	**1,350**	**51**

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

POLICE IMPACT FEE CREDIT ANALYSIS

Idaho Statute 67-8207 and 67-8209 details requirements that impact fee calculations should examine and account for funding of CIPs with non-impact fee revenue including:

> *The availability of other sources of funding system improvements including, but not limited to, user charges, general tax levies, intergovernmental transfers, and special taxation. The governmental entity shall develop a plan for alternative sources of revenue.*

The growth-related Police CIP totals $551,434. Currently, there is $87,370 in the City's Police Impact Fee Fund for future projects in the CIP. The fund balance accounts for 15.8 percent of the growth-related CIP. To ensure that future impact fees are only capturing the growth-related costs to the City's budget, the balance's percentage of the CIP is applied as a credit.

Figure 62. Police Existing Impact Fee Fund Balance Credit

Sandpoint	Police
Existing Impact Fee Fund Balance	$87,370
Growth-Related CIP	$551,434
Balance Share of CIP	**15.8%**

Besides the existing impact fee fund balance there are no other dedicated revenues for the growth-related Police CIP including previously issued bonds to fund infrastructure expansion. In this case, no other revenue credit is needed.

POLICE INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 63 provides a summary of the input variables (described in the chapter sections above) used to calculate the net cost per person and vehicle trip. The residential Police Development Impact Fees are the product of persons per household by square footage of the dwelling unit multiplied by the total net capital cost per person. The nonresidential fees are the product of trips per 1,000 square feet multiplied by the net capital cost per nonresidential vehicle trip.

The fees represent the highest supportable amount for each type of applicable land use and represents new growth's fair share of the cost for capital facilities. The City may adopt fees that are less than the amounts shown. However, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in levels of service.

Figure 63. Police Input Variables and Maximum Supportable Impact Fees

Fee Component	Cost per Person	Cost per Vehicle
Police Stations	$88	$34
Police Equipment	$36	$14
Share of Fee Study	$5	$2
Gross Total	$129	$50
Credit for Fund Balance (15.8%)	**($20)**	**($8)**
Net Total	**$109**	**$42**

Residential

Dwelling Size (square feet)	Persons per Household	Maximum Supportable Fee	Current Fee	Change
Residential (per housing unit by square feet)				
Under 600	1.00	**$109**	$290	($181)
600 to 1,000	1.39	**$151**	$290	($139)
1,000 to 1,400	1.91	**$207**	$290	($83)
1,400 to 1,800	2.29	**$249**	$269	($20)
1,800 to 2,200	2.58	**$280**	$269	$11
2,200 to 2,600	2.81	**$305**	$403	($98)
2,600 to 3,000	2.92	**$317**	$403	($86)
3,000 or more	3.30	**$358**	$403	($45)

Nonresidential

Development Type	Vehicle Trips per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Change
Nonresidential (per 1,000 square feet)				
Retail	10.36	**$436**	$177	$259
Office	5.42	**$228**	$54	$174
Institutional	5.39	**$227**	$54	$173
Industrial	2.44	**$103**	$41	$62
Manufacturing	2.38	**$100**	$14	$86
Warehousing	0.86	**$36**	$14	$22
Mini-Warehouse	0.73	**$31**	$14	$17

Lodging

Development Type	Peak Seasonal Visitors	Maximum Supportable Fee
Lodging (per room)	1.90	**$206**

Note: At peak season, there is assumed to be an average of two persons per room and a citywide occupancy rate of 95 percent.

CASH FLOW PROJECTIONS FOR POLICE MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to Sandpoint if the Police Development Impact Fee is implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter and the development projections discussed in Appendix B. Demographic Assumptions.

At the top of Figure 64 are the growth-related costs by infrastructure type over the next ten years, totaling $582,150. Shown at the bottom of the figure, the maximum supportable impact fee is estimated to generate $482,000, 83 percent of growth-related capital costs. The gap in funding is the result of the credits due to existing impact fee monies already collected and rounding. To be consistent with residential growth projections by housing type, the fee amounts shown for single family and multifamily are based on the average PPHH for the housing types discussed in Appendix B. Demographic Assumptions. Under the incremental expansion approach fee revenue will match the growth-related needs over the next ten years. In the case that growth is less than projected development, revenue collection will be lower but so will the growth-related need to expand infrastructure.

Figure 64. Cash Flow Summary for Police Impact Fees

Infrastructure Costs for Police Facilities

	Total Cost	Growth Cost
Police Stations	$391,500	$391,500
Police Equipment	$159,934	$159,934
Share of Fee Study	$30,716	$30,716
Total Expenditures	**$582,150**	**$582,150**

Projected Development Impact Fee Revenue

		Single Family $268 per unit	Multifamily $231 per unit	Retail $436 per KSF	Office $228 per KSF	Industrial $103 per KSF	Institutional $227 per KSF	Lodging $206 per room
Year		Housing Units	Housing Units	KSF	KSF	KSF	KSF	Rooms
Base	2024	3,136	1,550	713	707	931	833	192
1	2025	3,173	1,739	720	715	967	854	318
2	2026	3,211	1,928	727	723	1,005	876	368
3	2027	3,248	1,998	735	730	1,017	1,017	375
4	2028	3,285	2,068	742	738	1,029	1,029	383
5	2029	3,323	2,139	750	747	1,042	1,042	390
6	2030	3,360	2,209	758	755	1,054	1,054	397
7	2031	3,398	2,279	766	763	1,067	1,067	405
8	2032	3,435	2,349	773	771	1,080	1,080	412
9	2033	3,472	2,420	781	780	1,093	1,015	420
10	2034	3,510	2,490	789	788	1,106	1,036	427
Ten-Year Increase		374	940	77	81	176	204	235
Projected Revenue		$100,235	$217,454	$33,502	$18,541	$18,111	$46,213	$48,419

Projected Revenue	**$482,000**
Projected Expenditures	**$582,000**
Non-Impact Fee Funding	**$100,000**

FIRE DEVELOPMENT IMPACT FEES

The Fire Development Impact Fee is based on the cost per service unit method specified in Idaho Code 67-8204(16), also referred to as the incremental expansion method elsewhere in this report. The Fire infrastructure components included in the impact fee analysis are:

- Fire stations
- Fire equipment
- Share of the development impact fee

FIRE FUNDING SOURCES

The City has studied various ways of providing the funding for fire facilities. The sources of revenue for Fire are General Fund revenues, grants, or impact fees. In comparing an equitable allocation to the costs borne in the past and to be borne in the future, in comparison to the benefits already received and yet to be received, the City has determined that impact fees are the most equitable way of financing the growth-related Fire facilities.

Specified in Idaho Code 67-8209(2), local governments must consider historical, available, and alternative sources of funding for system improvements. Currently, there is an existing fund balance in the Fire Development Impact Fee Fund which will be used towards the capital improvement plan. To ensure that the impact fees are only capturing the cost burden to the City's budget, a credit is included to account for these revenue sources. Further details can be found below in this chapter. Evidence is given in this chapter that the projected capital costs from new development will be entirely offset by the development impact fees. Thus, no general tax dollars are assumed to be used to fund growth-related capital costs, requiring no further revenue credits.

In accordance with Idaho Code 67-8207(iv)(2)(h), if any maintenance or repair is required, these costs will need to be funded by other sources, such as property taxes, because replacement and addressing existing deficiencies are not eligible to be funded with impact fees. The City Council retains discretion and authority to fund deficiencies through the City's annual CIP budget process, accumulate savings annually, or through the deferred maintenance budget annually appropriated to the Fire Department for these sorts of expenses.

EXISTING FIRE FACILITY DEFICIENCY ANALYSIS

Idaho Code 67-8208 (1)(a) requires a capital improvement plan to include:

> *A general description of all existing public facilities and their existing deficiencies within the service area or areas of the governmental entity and a reasonable estimate of all costs and a plan to develop the funding resources related to curing the existing deficiencies including, but not limited to, the upgrading, updating, improving, expanding or replacing of such facilities to meet existing needs and usage;*

In the following chapter the current level of service for fire infrastructure is examined. The resulting impact fee is calculated based on the levels of service the City of Sandpoint is providing to the existing demand. As a result, there is no existing deficiency between the level of service being provided to current residents and the level of service standard that is being assessed in the impact fee. Thus, no other revenues are required to address facility deficiencies.

FIRE SERVICE UNITS BY LAND USE

Idaho Code 67-8208 (1)(d) requires capital improvement plans to have:

> *A definitive table establishing the specific level or quantity of use, consumption, generation or discharge of a service unit for each category of system improvements and an equivalency or conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, agricultural and industrial;*

The residential service units for the Fire Development Impact Fee is the persons per household (PPHH) by the square footage of the dwelling unit. Figure 65 lists the PPHH factors for the size groupings included in the impact fee study. See Appendix B. Demographic Assumptions for details on PPHH estimates.

Figure 65. Fire Residential Service Units

Dwelling Size (square feet)	Person per Household
Residential (per housing unit by square feet)	
Under 600	1.00
600 to 1,000	1.39
1,000 to 1,400	1.91
1,400 to 1,800	2.29
1,800 to 2,200	2.58
2,200 to 2,600	2.81
2,600 to 3,000	2.92
3,000 or more	3.30

To calculate nonresidential fire impact fees, nonresidential vehicle trips are used as the service units. Trip generation rates are highest for commercial developments, such as shopping centers, and lowest for industrial/warehouse development. Office/institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for fire services from nonresidential development and thus are the best demand indicators.

Other possible nonresidential demand indicators, such as employment or floor area, do not accurately reflect the demand for service. If employees per thousand square feet were used as the demand indicator, fire development impact fees would be too high for office/institutional development. If floor area were used as the demand indicator, the development impact fees would be too high for industrial development.

Figure 66 lists the service units for nonresidential development types. See Appendix B. Demographic Assumptions for further discussion on trip rates and calculations.

Figure 66. Fire Nonresidential Service Units

Development Type	Vehicle Trips per 1,000 Sq. Ft.
Nonresidential (per 1,000 square feet)	
Retail	10.36
Office	5.42
Institutional	5.39
Industrial	2.44
Manufacturing	2.38
Warehousing	0.86
Mini-Warehouse	0.73

COST ALLOCATION FOR FIRE INFRASTRUCTURE

Both residential and nonresidential developments increase the demand on fire services and facilities. To calculate the proportional share between residential and nonresidential demand on fire service and facilities, a functional population approach is used. Shown in Figure 67 the functional population approach allocates the cost of the facilities to residential and nonresidential development based on the activity of residents and workers in the city through the 24 hours in a day.

Residents that do not work are assigned 20 hours per day to residential development and 4 hours per day to nonresidential development (annualized averages). Residents that work in Sandpoint are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents that work outside the city are assigned 14 hours to residential development, the remaining hours in the day are assumed to be spent outside of the city working. Inflow commuters are assigned 10 hours to nonresidential development. Based on the most recent functional population data (2021), residential development accounts for 62 percent of the functional population, while nonresidential development accounts for 38 percent.

Figure 67. Sandpoint Functional Population

City of Sandpoint (2021)				
Residential			*Demand*	*Person*
Population*	8,139		*Hours/Day*	*Hours*
Residents Not Working		4,270	20	85,400
Employed Residents		3,869		
Employed in Sandpoint		1,712	14	23,968
Employed outside Sandpoint		2,157	14	30,198
			Residential Subtotal	139,566
			Residential Share =>	**62%**
Nonresidential				
Non-working Residents		4,270	4	17,080
Jobs Located in Sandpoint		6,740		
Residents Employed in Sandpoint		5,028	10	50,280
Non-Resident Workers (inflow commuters)		1,712	10	17,120
			Nonresidential Subtotal	84,480
			Nonresidential Share =>	**38%**
			TOTAL	224,046

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.
* Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates

FIRE LEVEL OF SERVICE AND COST ANALYSIS

Idaho Code 67-8208(1)(c) requires a capital improvement plan to include:

> *An analysis of the total capacity, the level of current usage, and commitments for usage of capacity of existing capital improvements, which shall be prepared by a qualified professional planner or by a qualified engineer licensed to perform engineering services in this state.*

The following section details the level of service calculations and capital cost per person for each infrastructure category.

FIRE STATIONS

Listed in Figure 68, the Sandpoint Fire Department occupies 8,946 square feet of station space. The station space is allocated to residential and nonresidential demand based on the functional population analysis. As a result, 5,547 square feet are allocated to residential demand and 3,399 square feet are allocated to nonresidential demand.

The current level of service is found by dividing the allocated station space by the 2024 residential and nonresidential service units (population and nonresidential vehicle trips). Specifically, 486 square feet per 1,000 persons and 189 square feet per 1,000 nonresidential vehicle trips.

Additionally, to construct new fire station space the City expects a cost of $400 per square foot. To find the capital cost per person and per nonresidential vehicle trip, the level of service standards are applied to the cost per square foot. For example, the residential cost per person is $194 (486 square feet per 1,000 persons x $400 per square foot = $194 per person, rounded).

Figure 68. Fire Station Level of Service & Cost Analysis

Fire Facilities	Square Feet
Admin Space & Living Quarters	4,032
Apparatus Bay	4,914
Total	**8,946**

Level-of-Service Standards	Residential	Nonres
Proportionate Share	62%	38%
Share of Square Feet	5,547	3,399
2024 Peak Population/Nonres. Vehicle Trips	11,413	17,967
Square Feet per 1,000 Persons/Vehicle Trips	**486**	**189**

Cost Analysis	Residential	Nonres
Square Feet per 1,000 Persons/Vehicle Trips	486	189
Average Cost per Square Foot [1]	$400	$400
Capital Cost per Person/Vehicle Trip	**$194**	**$76**

Source: Sandpoint Fire Department
[1] Anticipated fire station construction cost

FIRE EQUIPMENT

As shown in Figure 69, there are 60 units of equipment with a 10-year useful life at the Sandpoint Fire Department. The equipment units are allocated to residential and nonresidential demand based on the functional population analysis. As a result, 37.2 units are allocated to residential demand and 22.8 units are allocated to nonresidential demand.

The current level of service is found by dividing the allocated units by the 2024 residential and nonresidential service units (population and nonresidential vehicle trips). Specifically, 3.3 units per 1,000 persons and 1.3 units per 1,000 nonresidential vehicle trips.

Additionally, there is an average cost of $7,483 per unit. To find the capital cost per person and per nonresidential vehicle trip, the level of service standards are applied to the cost per unit. For example, the residential cost per person is $24 (3.3 units per 1,000 persons x $7,483 per unit = $24 per person, rounded).

Figure 69. Fire Equipment Level of Service & Cost Analysis

Equipment Type	Units	Current Cost per Unit	Total Replacement Cost
SCBAs	20	$10,000	$200,000
Rescue Tool Set	1	$40,000	$40,000
Turnout Gear	20	$5,000	$100,000
Base Radios	7	$7,000	$49,000
Mobile Radios	12	$5,000	$60,000
Total	**60**		**$449,000**

Level-of-Service Standards	Residential	Nonres
Proportionate Share	62%	38%
Share of Equipment	37.2	22.8
2024 Peak Population/Nonres. Vehicle Trips	11,413	17,967
Units per 1,000 Persons/Vehicle Trips	**3.3**	**1.3**

Cost Analysis	Residential	Nonres
Units per 1,000 Persons/Vehicle Trips	3.3	1.3
Average Cost per Unit	$7,483	$7,483
Capital Cost per Person/Vehicle Trip	**$24**	**$10**

Source: Sandpoint Fire Department

Share of the Development Impact Fee Study

Under the Idaho enabling legislation, Sandpoint is able to recover the cost of the study through the collection of future fees. The total cost of the study has been evenly attributed to the five infrastructure categories, resulting in the fire share being $15,358. An impact fee study must be completed every five years, so the attributed cost is compared to the five-year projected increase in population and nonresidential vehicle trips. As a result, the cost per person is $5 and the cost per vehicle trip is $2.

Figure 70. Fire Share of the Development Impact Fee Study

Share of Study Cost	Residential Share	Nonresidential Share
$15,358	62%	38%

Residential Cost	Five-Year Population Increase	Capital Cost per Person
$9,522	2,092	**$5**

Nonresidential Cost	Five-Year Veh. Trip Increase	Capital Cost per Trip
$5,836	3,818	**$2**

FIRE CAPITAL IMPROVEMENTS NEEDED TO SERVE GROWTH

Idaho Code 67-8208(1)(f-h) requires a capital improvement plan to include:

- *A description of all system improvements and their costs necessitated by and attributable to new development in the service area based on the approved land use assumptions, to provide a level of service not to exceed the level of service adopted in the development impact fee ordinance;*
- *The total number of service units necessitated by and attributable to new development within the service area based on the approved land use assumptions and calculated in accordance with generally accepted engineering or planning criteria;*
- *The projected demand for system improvements required by new service units projected over a reasonable period of time not to exceed twenty (20) years;*

Needs due to future growth were calculated using the levels of service and cost factors for the infrastructure components. Growth-related needs are a projection of the amount of infrastructure and estimated costs over the next ten years needed to maintain levels of service.

FIRE FACILITIES

The current levels of service are combined with the population and vehicle trip projections to illustrate the need for new fire facility space. Shown in Figure 71, over the next ten years there is a need for 2,161 square feet of facility space. The current cost per square foot is multiplied by the need to find the projected capital need from growth ($864,400).

Figure 71. Projected Demand for Fire Infrastructure

Infrastructure	Level of Service				Cost/Unit
Fire Facilities	Residential	486	Square Feet	per 1,000 persons	$400
	Nonresidential	189		per 1,000 veh. trips	

Growth-Related Need for Fire Facilities						
Year		Population	Nonres. Vehicle Trips	Residential Square Feet	Nonresidential Square Feet	Total Square Feet
Base	2024	11,413	17,967	5,546	3,395	8,941
Year 1	2025	12,147	18,289	5,903	3,456	9,359
Year 2	2026	12,737	18,615	6,190	3,518	9,708
Year 3	2027	12,993	18,866	6,314	3,565	9,879
Year 4	2028	13,249	19,120	6,439	3,613	10,052
Year 5	2029	13,505	19,378	6,563	3,662	10,225
Year 6	2030	13,761	19,640	6,687	3,711	10,398
Year 7	2031	14,017	19,906	6,812	3,762	10,574
Year 8	2032	14,273	20,176	6,936	3,813	10,749
Year 9	2033	14,529	20,450	7,060	3,865	10,925
Year 10	2034	14,785	20,728	7,185	3,917	11,102
Ten-Year Increase		3,372	2,762	1,639	522	2,161
			Projected Expenditure	**$655,600**	**$208,800**	**$864,400**

Growth-Related Expenditures for Fire Facilities	$864,400

FIRE EQUIPMENT

The current levels of service are combined with the population and vehicle trip projections to illustrate the need for new fire equipment. Shown in Figure 72, based on projected development over the next 10 years, the fire equipment inventory will have to expand by 14.4 units to continue the current level of service. As a result, the growth-related costs for equipment purchases are $107,755 (14.4 units x $7,483 per unit = $107,755).

Figure 72. Projected Demand for Fire Equipment

Infrastructure	Level of Service				Cost/Unit
Equipment	Residential	3.3	Units	per 1,000 persons	$7,483
	Nonresidential	1.3		per 1,000 veh. trips	

Growth-Related Need for Equipment						
Year		Population	Nonres. Vehicle Trips	Residential Units	Nonresidential Units	Total Units
Base	2024	11,413	17,967	37.2	22.8	60.0
Year 1	2025	12,147	18,289	39.6	23.2	62.8
Year 2	2026	12,737	18,615	41.5	23.6	65.1
Year 3	2027	12,993	18,866	42.3	23.9	66.2
Year 4	2028	13,249	19,120	43.1	24.2	67.3
Year 5	2029	13,505	19,378	44.0	24.6	68.6
Year 6	2030	13,761	19,640	44.8	24.9	69.7
Year 7	2031	14,017	19,906	45.6	25.2	70.8
Year 8	2032	14,273	20,176	46.5	25.6	72.1
Year 9	2033	14,529	20,450	47.3	25.9	73.2
0	2034	14,785	20,728	48.1	26.3	74.4
Ten-Year Increase		3,372	2,762	10.9	3.5	14.4
			Projected Expenditure	**$81,565**	**$26,191**	**$107,755**

Growth-Related Expenditures for Equipment		$107,755

FIRE CAPITAL IMPROVEMENT PLAN

Listed in Figure 73 is the 10-year CIP for the Sandpoint Fire Department. At the moment, the facility priority is a training site, however, if the Sandpoint airport were to expand a second station may be necessary and become top priority. Additional equipment is needed as well for future firefighter hires. Over the next ten years, the total cost of the plan is $3.6 million, $907,555 is considered to be growth-related and anticipated to be fully funded by impact fees.

The Sandpoint Fire Department indicated that there is currently not a growth-related need for additional apparatus and thus those have been removed from the impact fee calculation. There are still planned replacements in the CIP for existing apparatus, however, one to one replacements are not impact fee eligible. The projects from the plan are consistent with growth-related needs to continue providing the current level of service. Furthermore, an ARRF unit would be directly tied to serve an expanded airport, not citywide growth. Thus, an ARRF unit would not be impact fee eligible.

Figure 73. Fire 10-Year Growth-Related CIP

10-Year Fire CIP Projects	Estimated Year	Total Cost	Impact Fee Funding	Other Funding	Total Square Feet	Growth Square Feet	Growth Units
Facilities							
Training Facility	2026	$800,000	$800,000	$0	2,000	2,000	-
New Station Contingent on Airport Expansion*	-	-	-	-	-	-	-
Apparatus & Vehicles							
ARRF Unit Contingent on Airport Expansion	-	$700,000	-	-	-	-	-
Replacement Engine	2026	$650,000	$0	$650,000	-	-	
Replacement Aerial Truck	2035	$1,000,000	$0	$1,000,000	-	-	-
Replacement Command Vehicle	2027	$45,000	$0	$45,000	-	-	-
Replacement Rescue Vehicle	2027	$65,000	$0	$65,000	-	-	-
Replacement Rescue Boat	2030	$250,000	$0	$250,000	-	-	-
Equipment							
Trail Rescue Trailer	2027	$40,000	$40,000	$0	-	-	1
New Fire Equipment	2025-2035	$100,272	$67,755	$32,517	-	-	13
	Total	**$3,650,272**	**$907,755**	**$2,042,517**	**2,000**	**2,000**	**14**

*Station is not currently planned but would be needed if Sandpoint Airport began accepting commerical flights, no estimated cost or square footage
Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

FIRE IMPACT FEE CREDIT ANALYSIS

Idaho Statute 67-8207 and 67-8209 details requirements that impact fee calculations should examine and account for funding of CIPs with non-impact fee revenue including:

> *The availability of other sources of funding system improvements including, but not limited to, user charges, general tax levies, intergovernmental transfers, and special taxation. The governmental entity shall develop a plan for alternative sources of revenue.*

The Fire growth-related CIP totals $907,755. Currently, there is $29,776 in the City's Fire Impact Fee Fund for future projects in the CIP. The fund balance accounts for 3.3 percent of the growth-related CIP. To ensure that future impact fees are only capturing the growth-related costs to the City's budget, the balance's percentage of the CIP is applied as a credit.

Figure 74. Fire Existing Impact Fee Fund Balance Credit

Sandpoint Fire	Fire
Existing Impact Fee Fund Balance	$29,776
Growth-Related CIP	$907,755
Balance Share of CIP	**3.3%**

Besides the existing impact fee fund balance there are no other dedicated revenues for the growth-related Fire CIP including previously issued bonds to fund infrastructure expansion. In this case, no other revenue credit is needed.

FIRE INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 75 provides a summary of the input variables (described in the chapter sections above) used to calculate the net cost per person and vehicle trip. The residential Fire Development Impact Fees are the product of persons per household by square footage of the dwelling unit multiplied by the total net capital cost per person. The nonresidential fees are the product of nonresidential vehicle trips per 1,000 square feet multiplied by the net capital cost per nonresidential vehicle trip. A decrease in the fee level at some square footages for residential demand is expected with the removal of fire apparatus from the level of service analysis and fee schedule.

The fees represent the highest supportable amount for each type of applicable land use and new growth's fair share of the cost for capital facilities. The City may adopt fees that are less than the amounts shown. However, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in levels of service.

Figure 75. Fire Input Variables and Maximum Supportable Impact Fees

Fee Component	Cost per Person	Cost per Vehicle Trip
Fire Stations	$194	$76
Fire Equipment	$24	$10
Share of Fee Study	$5	$2
Gross Total	$223	$88
Credit for Fund Balance (3.3%)	**($7)**	**($3)**
Net Total	**$216**	**$85**

Residential

Dwelling Size (square feet)	Persons per Household	Maximum Supportable Fee	Current Fee	Change
Residential (per housing unit by square feet)				
Under 600	1.00	**$216**	$498	($282)
600 to 1,000	1.39	**$300**	$498	($198)
1,000 to 1,400	1.91	**$412**	$498	($86)
1,400 to 1,800	2.29	**$494**	$462	$32
1,800 to 2,200	2.58	**$556**	$462	$94
2,200 to 2,600	2.81	**$606**	$691	($85)
2,600 to 3,000	2.92	**$630**	$691	($61)
3,000 or more	3.30	**$712**	$691	$21

Nonresidential

Development Type	Vehicle Trips per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Change
Nonresidential (per 1,000 square feet)				
Retail	10.36	**$882**	$856	$26
Office	5.42	**$461**	$285	$176
Institutional	5.39	**$458**	$285	$173
Industrial	2.44	**$207**	$177	$30
Manufacturing	2.38	**$203**	$95	$108
Warehousing	0.86	**$73**	$95	($22)
Mini-Warehouse	0.73	**$62**	$95	($33)

Lodging

Development Type	Peak Seasonal Visitors	Maximum Supportable Fee
Lodging (per room)	1.90	**$410**

Note: At peak season, there is assumed to be an average of two persons per room and a citywide occupancy rate of 95 percent.

CASH FLOW PROJECTIONS FOR FIRE MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the City of Sandpoint if the Fire Development Impact Fee is implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter and the development projections discussed in Appendix B. Demographic Assumptions.

At the top of Figure 76 are the growth-related cost by infrastructure type over the next ten years, totaling $1 million. Shown at the bottom of the figure, the maximum supportable impact fee is estimated to cover 96 percent of growth-related capital costs. The gap in funding is the result of the credit due to existing impact fee monies already collected and rounding. To be consistent with residential growth projections by housing type, the fee amounts shown for single family and multifamily are based on the average PPHH for the housing types discussed in Appendix B. Demographic Assumptions. Under the incremental expansion approach fee revenue will match the growth-related needs over the next ten years. In the case that growth is less than projected development, revenue collection will be lower but so will the growth-related need to expand infrastructure.

Figure 76. Cash Flow Summary for Fire Maximum Supportable Impact Fees

Infrastructure Costs for Fire Facilities

	Total Cost	Growth Cost
Fire Stations	$864,400	$864,400
Fire Equipment	$107,755	$107,755
Share of Fee Study	$30,716	$30,716
Total Expenditures	**$1,002,871**	**$1,002,871**

Projected Development Impact Fee Revenue

		Single Family $533 per unit	Multifamily $459 per unit	Retail $882 per KSF	Office $461 per KSF	Industrial $207 per KSF	Institutional $458 per KSF	Lodging $410 per room
Year		Housing Units	Housing Units	KSF	KSF	KSF	KSF	Rooms
Base	2024	3,136	1,550	713	707	931	833	192
1	2025	3,173	1,739	720	715	967	854	318
2	2026	3,211	1,928	727	723	1,005	876	368
3	2027	3,248	1,998	735	730	1,017	1,017	375
4	2028	3,285	2,068	742	738	1,029	1,029	383
5	2029	3,323	2,139	750	747	1,042	1,042	390
6	2030	3,360	2,209	758	755	1,054	1,054	397
7	2031	3,398	2,279	766	763	1,067	1,067	405
8	2032	3,435	2,349	773	771	1,080	1,080	412
9	2033	3,472	2,420	781	780	1,093	1,015	420
10	2034	3,510	2,490	789	788	1,106	1,036	427
Ten-Year Increase		374	940	77	81	176	204	235
Projected Revenue		$198,998	$431,716	$67,773	$37,489	$36,398	$93,241	$96,369

Projected Revenue	**$962,000**
Projected Expenditures	**$1,003,000**
Non-Impact Fee Funding	**$41,000**

PROPORTIONATE SHARE ANALYSIS

Development impact fees for the City of Sandpoint are based on reasonable and fair formulas or methods. The fees do not exceed a proportionate share of the costs incurred or to be incurred by the City in the provision of system improvements to serve new development. The City will fund non-growth-related improvements with non-development impact fee funds as it has in the past. Specified in the Idaho Development Impact Fee Act (Idaho Code 67-8207), several factors must be evaluated in the development impact fee study and are discussed below.

1) The development impact fees for the City of Sandpoint are based on new growth's share of the costs of previously built projects along with planned public facilities as provided by the City of Sandpoint. Projects are included in the City's capital improvements plan and will be included in annual capital budgets.
2) TischlerBise estimated development impact fee revenue based on the maximum supportable development impact fees for the one, citywide service area; results are shown in the cash flow analyses in this report. Development impact fee revenue will entirely fund growth-related improvements less funding from other sources (i.e., federal and state grants).
3) TischlerBise has evaluated the extent to which new development may contribute to the cost of public facilities.
4) The relative extent to which properties will make future contributions to the cost of existing public facilities has also been evaluated in regards to existing debt.
5) The City will evaluate the extent to which newly developed properties are entitled to a credit for system improvements that have been provided by property owners or developers. These "site-specific" credits will be available for system improvements identified in the annual capital budget and long-term Capital Improvement Plan. Administrative procedures for site-specific credits should be addressed in the development impact fee ordinance.
6) Extraordinary costs, if any, in servicing newly developed properties should be addressed through administrative procedures that allow independent studies to be submitted to the City. These procedures should be addressed in the development impact fee ordinance. One service area represented by the City of Sandpoint is appropriate for the fees herein.
7) The time-price differential inherent in fair comparisons of amounts paid at different times has been addressed. All costs in the development impact fee calculations are given in current dollars with no assumed inflation rate over time. Necessary cost adjustments can be made as part of the annual evaluation and update of development impact fees.

IMPLEMENTATION AND ADMINISTRATION

The Idaho Development Impact Fee Act (hereafter referred to as the Idaho Act) requires jurisdictions to form a Development Impact Fee Advisory Committee. The committee must have at least five members with a minimum of two members active in the business of real estate, building, or development. The committee acts in an advisory capacity and is tasked to do the following:

- Assist the governmental entity in adopting land use assumptions;
- Review the capital improvements plan, and proposed amendments, and file written comments;
- Monitor and evaluate implementation of the capital improvements plan;
- File periodic reports, at least annually, with respect to the capital improvements plan and report to the governmental entity any perceived inequities in implementing the plan or imposing the development impact fees; and
- Advise the governmental entity of the need to update or revise land use assumptions, the capital improvements plan, and development impact fees.

Per the above, the City formed a Development Impact Fee Advisory Committee (DIFAC). TischlerBise and City staff met with the DIFAC during the process and provided information on land use assumptions, level of service and cost assumptions, and draft development impact fee schedules. This report reflects comments and feedback received from the DIFAC.

The City must develop and adopt a capital improvement plan (CIP) that includes those improvements for which fees were developed. The Idaho Act defines a capital improvement as an "improvement with a useful life of ten years or more, by new construction or other action, which increases the service capacity of a public facility." Requirements for the CIP are outlined in Idaho Code 67-8208. Certain procedural requirements must be followed for adoption of the CIP and the development impact fee ordinance. Requirements are described in detail in Idaho Code 67-8206. The City has a CIP that meets the above requirements.

TischlerBise recommends that development impact fees be updated annually to reflect recent data. One approach is to adjust for inflation in construction costs by means of an index like the RSMeans or Engineering News Record (ENR). This index can be applied against the calculated development impact fee. If cost estimates change significantly the City should evaluate an adjustment to the CIP and development impact fees.

Idaho's enabling legislation requires an annual development impact fees report that accounts for fees collected and spent during the preceding year (Idaho Code 67-8210). Development impact fees must be deposited in interest-bearing accounts earmarked for the associated capital facilities as outlined in capital improvements plans. Also, fees must be spent within eight years of when they are collected (on a first in, first out basis) unless the local governmental entity identifies in writing (a) a reasonable cause why the

fees should be held longer than eight years; and (b) an anticipated date by which the fees will be expended but in no event greater than eleven years from the date they were collected.

Credits must be provided for in accordance with Idaho Code Section 67-8209 regarding site-specific credits or developer reimbursements for system improvements that have been included in the development impact fee calculations. Project improvements normally required as part of the development approval process are not eligible for credits against development impact fees. Specific policies and procedures related to site-specific credits or developer reimbursements for system improvements should be addressed in the ordinance that establishes the City's fees.

The general concept is that developers may be eligible for site-specific credits or reimbursements only if they provide system improvements that have been included in CIP and development impact fee calculations. If a developer constructs a system improvement that was included in the fee calculations, it is necessary to either reimburse the developer or provide a credit against the fees in the area that benefits from the system improvement. The latter option is more difficult to administer because it creates unique fees for specific geographic areas. Based on TischlerBise's experience, it is better for a reimbursement agreement to be established with the developer that constructs a system improvement. For example, if a developer elects to construct a system improvement, then a reimbursement agreement can be established to payback the developer from future development impact fee revenue. The reimbursement agreement should be based on the actual documented cost of the system improvement, if less than the amount shown in the CIP. However, the reimbursement should not exceed the CIP amount that has been used in the development impact fee calculations.

APPENDIX A. LAND USE DEFINITIONS

RESIDENTIAL DEVELOPMENT

As discussed below, residential development categories are based on data from the U.S. Census Bureau, American Community Survey.

Single Family Units:

- Single family detached is a one-unit structure detached from any other house, that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached as long as the building has open space on all four sides.
- Single family attached (townhouse) is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.
- Mobile home includes both occupied and vacant mobile homes, to which no permanent rooms have been added. Mobile homes used only for business purposes or for extra sleeping space and mobile homes for sale on a dealer's lot, at the factory, or in storage are not counted in the housing inventory.

Multifamily Units:

- 2+ units (duplexes and apartments) are units in structures containing two or more housing units, further categorized as units in structures with "2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments."
- Boat, RV, Van, etc. includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

NONRESIDENTIAL DEVELOPMENT CATEGORIES

Nonresidential development categories used throughout this study are based on land use classifications from the book *Trip Generation* (ITE, 2021).

Retail: Establishments primarily selling merchandise, eating/drinking places, and entertainment uses. By way of example, *Retail* includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters, and lodging (hotel/motel).

Office: Establishments providing management, administrative, professional, or business services. By way of example, *Office* includes banks, business offices, medical offices, and veterinarian clinics.

Industrial: Establishments primarily engaged in the production and transportation of goods. By way of example, *Industrial* includes mining companies, trucking companies, and construction companies and excludes manufacturing and warehousing.

Institutional: Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, daycare facilities, and health care facilities.

Manufacturing: A manufacturing facility is an area where the primary activity is the conversion of raw materials or parts into finished products. Size and type of activity may vary substantially from one facility to another. In addition to the actual production of goods, a manufacturing facility typically has an office and may provide space for warehouse, research, and associated functions.

Warehousing: A warehouse is primarily devoted to the storage of materials, but it may also include office and maintenance areas. By way of example, *Warehousing* includes high-cube transload and short-term storage warehouse, high-cube fulfillment center warehouse, high-cube parcel hub warehouse, and high-cube cold storage warehouse.

Self-storage: A mini-warehouse is a building in which a number of storage units or vaults are rented for the storage of goods. They are typically referred to as “self-storage” facilities. Each unit is physically separated from other units, and access is usually provided through an overhead door or other common access point.

APPENDIX B. DEMOGRAPHIC ASSUMPTIONS

Idaho Code 67-8208(1)(d) states that a capital improvement plan needs *a description of the land use assumptions by the government entity*. The following chapter details the land use assumptions for the City of Sandpoint. This chapter includes discussion and findings on:

- Household/housing unit size
- Residential Building Permits
- Current population and housing unit estimates
- Residential projections
- Current employment and nonresidential floor area estimates
- Nonresidential projections
- Functional population
- Vehicle trip generation and projections
- Residential demand factors by square footage of dwelling

Note: calculations throughout this technical memo are based on an analysis conducted using Excel software. Results are discussed in the memo using one-and two-digit places (in most cases), which represent rounded figures. However, the analysis itself uses figures carried to their ultimate decimal places; therefore, the sums and products generated in the analysis may not equal the sum or product if the reader replicates the calculation with the factors shown in the report (due to the rounding of figures shown, not in the analysis).

POPULATION AND HOUSING CHARACTERISTICS

Impact fees often use per capita standards and persons per housing unit or persons per household to derive proportionate share fee amounts. Housing types have varying household sizes and, consequently, a varying demand on City infrastructure and services. Thus, it is important to differentiate between housing types and size.

When persons per housing unit (PPHU) is used in the development impact fee calculations, infrastructure standards are derived using year-round population. In contrast, when persons per household (PPHH) is used in the development impact fee calculations, the fee methodology assumes all housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. Sandpoint and the surrounding area is home to a large number of second/vacation homes and hosts many visitors throughout the year. Thus, TischlerBise recommends that fees for residential development in Sandpoint be imposed according to persons per household.

Based on housing characteristics, TischlerBise recommends using two housing unit categories for the Impact Fee study: (1) Single Family and (2) Multifamily. Each housing type has different characteristics which results in a different demand on City facilities and services. Figure 77 shows the US Census American Community Survey 2022 5-Year Estimates data for Sandpoint. As a result, single family units have a

household size of 2.47 persons and multifamily units have a household size of 2.13 persons. Additionally, there is a housing mix of 70 percent single family and 30 percent multifamily.

The estimates in Figure 77 are for PPHH calculations. Base year population and housing units are estimated with another, more recent data source.

Figure 77. Persons per Household

Housing Type	Persons	Housing Units	Persons per Housing Unit	Households	Persons per Household	Housing Unit Mix	Vacancy Rate
Single Family [1]	6,363	2,834	2.25	2,574	**2.47**	70%	10.1%
Multifamily [2]	2,058	1,223	1.68	968	**2.13**	30%	26.3%
Total	8,421	4,057	2.08	3,542	**2.38**		14.5%

[1] Includes attached and detached single family homes and mobile homes
[2] Includes all other types
Source: U.S. Census Bureau, 2022 American Community Survey 5-Year Estimates

RESIDENTIAL CONSTRUCTION TREND

To illustrate residential development trends in the city, Figure 78 lists the past five years of new construction. Over that time, there has been a total of 538 housing units constructed in the city. Additionally, there has been some growth of ADUs (accessory dwelling units) in the city. These are smaller sized dwellings which are more similar to an apartment and other multifamily housing types. Also, based on the seasonal and tourism nature of the area, development of ADUs and tiny homes are included in the residential projections.

Overall, over the past five years of residential development there has been an average of 108 housing units constructed annually.

Figure 78. Annual New Construction Estimates by Housing Type

Development	2019	2020	2021	2022	2023	Total	5-Year Average
Total Units	80	67	191	95	105	538	**108**

Source: Sandpoint Planning Department

BASE YEAR HOUSING UNITS AND POPULATION

To calculate the base year (2024) housing stock, the total number of housing units found from the 2020 U.S. Census is combined with the new residential building permits trends from 2021 to 2023 based on conversations with City staff. Shown in Figure 79, there is an estimated 3,136 single family units and 1,550 multifamily units in Sandpoint (totaling 4,686 housing units).

Figure 79. Base Year Housing Units

Housing Type	2020 Census[1]	New Housing Units [2]	Base Year 2024
Single Family	3,000	136	3,136
Multifamily	1,295	255	1,550
Total	**4,295**		**4,686**

[1] Source: TischlerBise analysis of U.S Census Bureau 2020 Decennial Census
[2] Source: City of Sandpoint building permit data

Furthermore, the nature of the influx of seasonal population in Sandpoint necessitates three types of populations to be included in the impact fee study:

1) Permanent Residents
2) Seasonal Residents
3) Visitors

As mentioned, the city is a destination for vacationers and because of the presence of temporary residents and visitors, city services have been sized to accommodate the additional demand. The seasonal population includes residents who have second homes in the city and the seasonal labor influx during peak tourism months.

The seasonal population includes residents of second and vacation homes who don't reside in Sandpoint year-round. The estimated seasonal housing units are found by taking the permanent housing units and multiplying by the vacancy rate (3,136 x 10.1 percent = 317 single family seasonal housing units). The seasonal population is found by applying the PPHH factors to the seasonal housing. Shown in Figure 80 there is an estimated 724 seasonal housing units and an estimated seasonal population of 1,651 residents in the base year.

Figure 80. Seasonal Housing and Population

Housing Type	Base Year Total Units	Vacancy Rate	Seasonal Housing	PPHH	Seasonal Population
Single Family	3,136	10.1%	317	2.47	782
Multifamily	1,550	26.3%	408	2.13	868
Total	**4,686**		**724**		**1,651**

Source: TischlerBise analysis of U.S Census Bureau 2020 Decennial Census; U.S. Census Bureau, 2022 American Community Survey 5-Year Estimates vacancy rate factors; City of Sandpoint building permit data

The visitor population includes overnight visitors at lodging locations. From a survey done by TischlerBise, there are four lodging properties within city limits that total 192 rooms. Based on general lodging assumptions (two occupants and 95 percent occupied during peak season), a total of 365 overnight-visitors are estimated in the city shown in Figure 81.

Figure 81. Lodging Rooms and Peak Visitors

Property	Rooms
Cedar Street Hotel and Suites	68
Best Western Edgewater Resort	54
Dynamic by Hotel Inn	62
K2 Inn	8
Total	**192**

Total Lodging Rooms	192
Assumed Ave Occupancy	2
Assumed Occupancy Rate	95%
Total Overnight-Visitors	**365**

Source: TischlerBise survey of lodging property and general peak season lodging

The information above is summarized in Figure 82. Permanent housing population and seasonal housing population estimates are found by applying the PPHH factors for each housing type to base year housing estimates. As a result, there is a permanent population estimate of 9,397 residents and a seasonal population estimate of 1,651 residents. Combined with the overnight visitor population of 365, there is an estimated peak population of 11,413 in the city.

Figure 82. Base Year Housing and Population

City of Sandpoint	Base Year 2024
Permanent Hsg Population [1]	9,397
Seasonal Hsg Population [2]	1,651
Overnight-Visitors [3]	365
Total Peak Population	11,413
Housing Units [4]	
Single Family	3,136
Multifamily	1,550
Total Housing Units	4,686

[1] TischlerBise analysis of occupied housing units and PPHH factors
[2] TischlerBise analysis of vacant/seasonal housing units and PPHH factors
[3] TischlerBise survey of available lodging rooms
[4] Source: TischlerBise analysis of U.S. Census Bureau 2020 Decennial Census, and City of Sandpoint Planning Department

HOUSING UNIT AND POPULATION PROJECTIONS

To project residential growth, the past housing construction trends are assumed to continue through the next ten years. Thus, the five-year annual average totals are included in the projections to estimate housing growth in the city. Permanent and seasonal population growth is estimated based on housing development and PPHH by housing type. Overnight visitors are expected to grow at the same rate as the permanent and seasonal population. Planned developments based on conversations with City staff are included in the first two years of projections.

As a result, there are 1,314 new housing units projected in the city over the next ten years, 374 units single family and 940 units multifamily. Based on housing development, peak population is estimated to grow by 3,372 residents or 30 percent.

Figure 83. Residential Development Projections

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Permanent Hsg Pop [1]	9,397	9,777	10,156	10,350	10,543	10,736	10,929	11,122	11,316	11,509	11,702	**2,305**
Seasonal Hsg Pop [1]	1,651	1,766	1,881	1,930	1,979	2,027	2,076	2,125	2,173	2,222	2,271	**620**
Overnight-Visitors [2]	365	604	699	713	728	742	756	770	784	798	812	**447**
Total Peak Population	11,413	12,147	12,737	12,993	13,249	13,505	13,761	14,017	14,273	14,529	14,785	**3,372**
Percent Increase		*6.43%*	*4.86%*	*2.01%*	*1.97%*	*1.93%*	*1.90%*	*1.86%*	*1.83%*	*1.79%*	*1.76%*	**30%**
Housing Units [3]												
Single Family	3,136	3,173	3,211	3,248	3,285	3,323	3,360	3,398	3,435	3,472	3,510	**374**
Multifamily [4]	1,550	1,739	1,928	1,998	2,068	2,139	2,209	2,279	2,349	2,420	2,490	**940**
Total Housing Units	4,686	4,912	5,139	5,246	5,354	5,462	5,569	5,677	5,784	5,892	6,000	**1,314**

[1] Population projected based on housing growth and persons per household factors.
[2] Visitor growth is assumed to grow at the same rate as permanent and seasonal population
[3] Housing projections are based on building permit trends provided by the City of Sandpoint Planning Department
[4] Includes ADUs and tiny homes which are considered to be occupied during peak season

CURRENT EMPLOYMENT AND NONRESIDENTIAL FLOOR AREA

The impact fee study will include nonresidential development as well. Utilizing ESRI Business Analyst data, 2024 total employment in the city is estimated at 7,656 jobs. ESRI Business Analyst profile data is then used to breakdown the employment total into industry sectors. Listed in Figure 84, there are an estimated 1,513 retail jobs, 2,303 office jobs, 1,461 industrial jobs, and 2,379 institutional jobs located in the city.

To estimate the nonresidential floor area, employee density factors from the Institute of Transportation Engineers (ITE) *Trip Generation* Manual (2021) are applied to job estimated. Figure 85 lists the land use type and density factors that are included in the analysis. Overall, there is 3,182,951 square feet estimated in the city. Industrial development has the largest share while institutional has a significant share as well.

Figure 84. Base Year Employment and Nonresidential Floor Area

City of Sandpoint	Base Year Jobs [1]	Sq. Ft. per Job [2]	Floor Area (sq. ft.)	Percent of Total
Retail	1,513	471	712,623	22%
Office	2,303	307	707,021	22%
Industrial	1,461	637	930,657	29%
Institutional	2,379	350	832,650	26%
Total	**7,656**		**3,182,951**	**100%**

[1] ESRI Business Analyst; TischlerBise Analysis
[2] Source: *Trip Generation* , Institute of Transportation Engineers, 11th Edition (2021)

Figure 85. Institute of Transportation Engineers (ITE) Employment Density Factors

Employment Industry	ITE Code	Land Use	Demand Unit	Emp per Dmd Unit	Sq. Ft. per Emp
Retail	820	Shopping Center	1,000 Sq Ft	2.12	471
Office	710	General Office	1,000 Sq Ft	3.26	307
Industrial	110	Light Industrial	1,000 Sq Ft	1.57	637
Institutional	610	Hospital	1,000 Sq Ft	2.86	350

Source: *Trip Generation* , Institute of Transportation Engineers, 11th Edition (2021)

EMPLOYMENT AND NONRESIDENTIAL FLOOR AREA PROJECTIONS

Job and nonresidential floor area projections for the next ten years are provided in Figure 86. Job growth is projected using Idaho Department of Labor average annual growth rate by job type for the Idaho Northern Region. Over the next ten years there is a projected increase of 1,286 jobs, a 17 percent increase from the base year. Institutional and industrial developments account for the greatest share of the increase.

Job growth is converted into nonresidential floor area using the ITE square feet per employee averages shown in Figure 85. Over the next ten years, the nonresidential floor area is projected to increase by approximately 538,000 square feet.

Figure 86. Employment and Nonresidential Floor Area Projections

Industry	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Jobs [1]												
Retail	1,513	1,529	1,544	1,560	1,576	1,592	1,609	1,625	1,642	1,659	1,676	**163**
Office	2,303	2,328	2,354	2,379	2,406	2,432	2,458	2,485	2,513	2,540	2,568	**265**
Industrial	1,461	1,519	1,577	1,596	1,616	1,635	1,655	1,675	1,696	1,716	1,737	**276**
Institutional	2,379	2,440	2,502	2,555	2,609	2,665	2,721	2,779	2,839	2,899	2,961	**582**
Total	7,656	7,815	7,977	8,091	8,207	8,324	8,444	8,565	8,689	8,814	8,942	**1,286**
Nonresidential Floor Area (1,000 sq. ft.) [2]												
Retail	713	720	727	735	742	750	758	766	773	781	789	**77**
Office	707	715	723	730	738	747	755	763	771	780	788	**81**
Industrial	931	967	1,005	1,017	1,029	1,042	1,054	1,067	1,080	1,093	1,106	**176**
Institutional	833	854	876	894	913	933	953	973	993	1,015	1,036	**204**
Total	3,183	3,256	3,330	3,376	3,423	3,471	3,519	3,569	3,618	3,669	3,721	**538**

[1] Source: ESRI Business Analyst; Idaho Department of Labor; TischlerBise analysis
[2] Source: Institute of Transportation Engineers, *Trip Generation* , 2021

FUNCTIONAL POPULATION

Both residential and nonresidential developments increase the demand on City services and facilities. To calculate the proportional share between residential and nonresidential demand on service and facilities, a functional population approach is used. The functional population approach allocates the cost of the facilities to residential and nonresidential development based on the activity of residents and workers in the city through the 24 hours in a day.

Residents that do not work are assigned 20 hours per day to residential development and 4 hours per day to nonresidential development (annualized averages). Residents that work in Sandpoint are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents that work outside the city are assigned 14 hours to residential development, the remaining hours in the day are assumed to be spent outside of the city working. Inflow commuters are assigned 10 hours to nonresidential development. Based on the most recent functional population data (2021), residential development accounts for 62 percent of the functional population, while nonresidential development accounts for 38 percent.

Figure 87. Sandpoint Functional Population

City of Sandpoint (2021)				
Residential			*Demand*	*Person*
Population*	8,139		*Hours/Day*	*Hours*
Residents Not Working		4,270	20	85,400
Employed Residents		3,869		
Employed in Sandpoint		1,712	14	23,968
Employed outside Sandpoint		2,157	14	30,198
			Residential Subtotal	139,566
			Residential Share =>	**62%**
Nonresidential				
Non-working Residents		4,270	4	17,080
Jobs Located in Sandpoint		6,740		
Residents Employed in Sandpoint		5,028	10	50,280
Non-Resident Workers (inflow commuters)		1,712	10	17,120
			Nonresidential Subtotal	84,480
			Nonresidential Share =>	**38%**
			TOTAL	224,046

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.
* Source: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates

VEHICLE TRIP GENERATION

RESIDENTIAL VEHICLE TRIPS ADJUSTMENT FACTORS

A vehicle trip end is the out-bound or in-bound leg of a vehicle trip. As a result, so to not double count trips, a standard 50 percent adjustment is applied to trip ends to calculate a vehicle trip. For example, the out-bound trip from a person's home to work is attributed to the housing unit and the trip from work back home is attributed to the employer.

However, an additional adjustment is necessary to capture city residents' work bound trips that are outside of the city. The trip adjustment factor includes two components. According to the National Household Travel Survey, home-based work trips are typically 36 percent of out-bound trips (which are 50 percent of all trip ends). Also, utilizing the most recent data from the Census Bureau's web application "OnTheMap," 56 percent of Sandpoint workers travel outside the city for work. In combination, these factors account for 10 percent of additional production trips (0.36 x 0.50 x 0.56 = 0.010). Shown in Figure 88, the total adjustment factor for residential housing units includes attraction trips (50 percent of trip ends) plus the journey-to-work commuting adjustment (10 percent of production trips) for a total of 60 percent.

Figure 88. Residential Trip Adjustment Factor for Commuters

Trip Adjustment Factor for Commuters	
Employed Sandpoint Residents (2022)	3,869
Residents Working in Sandpoint (2022)	1,712
Residents Commuting Outside of Sandpoint for Work	2,157
Percent Commuting Out of Sandpoint	56%
Additional Production Trips	**10%**

Standard Trip Adjustment Factor	**50%**
Residential Trip Adjustment Factor	**60%**

Source: U.S. Census, OnTheMap Application, 2022

NONRESIDENTIAL VEHICLE TRIPS

Vehicle trip generation for nonresidential land uses are calculated by using ITE's average daily trip end rates and adjustment factors found in their recently published 11th edition of *Trip Generation*. To estimate the trip generation in the Sandpoint, the weekday trip end per 1,000 square feet factors listed in Figure 89 are used.

Figure 89. Institute of Transportation Engineers Nonresidential Factors

Employment Industry	ITE Code	Land Use	Demand Unit	Wkdy Trip Ends per Dmd Unit	Wkdy Trip Ends per Employee
Retail	820	Shopping Center	1,000 Sq Ft	37.01	17.42
Office	710	General Office	1,000 Sq Ft	10.84	3.33
Industrial	110	Light Industrial	1,000 Sq Ft	4.87	3.10
Institutional	610	Hospital	1,000 Sq Ft	10.77	3.77

Source: *Trip Generation* , Institute of Transportation Engineers, 11th Edition (2021)

For nonresidential land uses, the standard 50 percent adjustment is applied to office, industrial, and institutional. A lower vehicle trip adjustment factor is used for retail because this type of development attracts vehicles as they pass-by on arterial and collector roads. For example, when someone stops at a convenience store on their way home from work, the convenience store is not their primary destination.

In Figure 90, the Institute for Transportation Engineers' land use code, daily vehicle trip end rate, and trip adjustment factor is listed for each land use.

Figure 90. Daily Vehicle Trip Factors

Land Use	ITE Codes	Daily Vehicle Trip Ends	Trip Adj. Factor	Daily Vehicle Trips
Residential (per housing unit)				
Single Family	210	8.52	60%	5.11
Multifamily	220	4.11	60%	2.47
Nonresidential (per 1,000 square feet)				
Retail	820	37.01	28%	10.36
Office	710	10.84	50%	5.42
Industrial	110	4.87	50%	2.44
Institutional	610	10.77	50%	5.39

Source: *Trip Generation* , Institute of Transportation Engineers, 11th Edition (2021); National Household Travel Survey, 2022

VEHICLE TRIP PROJECTIONS

The base year vehicle trip totals and vehicle trip projections are calculated by combining the vehicle trip end factors, the trip adjustment factors, and the residential and nonresidential assumptions for housing stock and floor area. Citywide, residential land uses account for 19,854 vehicle trips and nonresidential land uses account for 17,967 vehicle trips in the base year (Figure 91).

Through 2034, it is projected that daily vehicle trips will increase by 6,990 trips with the majority of the growth being generated by multifamily (33 percent) and single family (27 percent) development.

Figure 91. Vehicle Trip Projections

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Residential Trips												
Single Family	16,031	16,222	16,413	16,604	16,795	16,986	17,177	17,368	17,559	17,750	17,941	**1,910**
Multifamily	3,822	4,288	4,754	4,928	5,101	5,274	5,447	5,620	5,794	5,967	6,140	**2,318**
Subtotal	19,854	20,511	21,168	21,532	21,896	22,260	22,625	22,989	23,353	23,717	24,081	**4,228**
Nonresidential Trips												
Retail	7,385	7,461	7,538	7,615	7,694	7,773	7,853	7,934	8,015	8,098	8,181	**796**
Office	3,832	3,874	3,916	3,959	4,003	4,046	4,091	4,136	4,181	4,227	4,273	**441**
Industrial	2,266	2,356	2,446	2,476	2,506	2,537	2,567	2,599	2,630	2,662	2,694	**428**
Institutional	4,484	4,598	4,715	4,815	4,918	5,022	5,129	5,238	5,350	5,464	5,580	**1,096**
Subtotal	17,967	18,289	18,615	18,866	19,120	19,378	19,640	19,906	20,176	20,450	20,728	**2,762**
Vehicle Trips												
Grand Total	37,820	38,799	39,783	40,398	41,016	41,638	42,265	42,895	43,529	44,167	44,810	**6,990**

Source: Institute of Transportation Engineers, *Trip Generation* , 11th Edition (2021)

DEMAND FACTORS BY HOUSING UNIT SIZE

The following section details residential demand factors based on the square footage of the dwelling unit. This analysis will assist if the impact fee schedule assesses residential fees based on the size rather than type of housing type.

The U.S. Census Bureau provides a continuous monthly mailing of surveys, known as the American Community Survey (ACS), which has limitations due to sample-size constraints. For example, data on detached housing units are combined with attached single units (commonly known as townhouses). Part of the rationale for deriving fees by house size, as discussed further below, is to address this ACS data limitation. Because townhouses generally have fewer bedrooms and less living space than detached units, fees by house size ensure proportionality and facilitate construction of affordable units.

Impact fees must be proportionate to the demand for infrastructure. Because averages per household, for both persons and vehicle trip ends, have a strong, positive correlation to the number of bedrooms, TischlerBise recommends residential fee schedules that increase by unit size.

PERSONS PER HOUSEHOLD BY BEDROOM RANGE

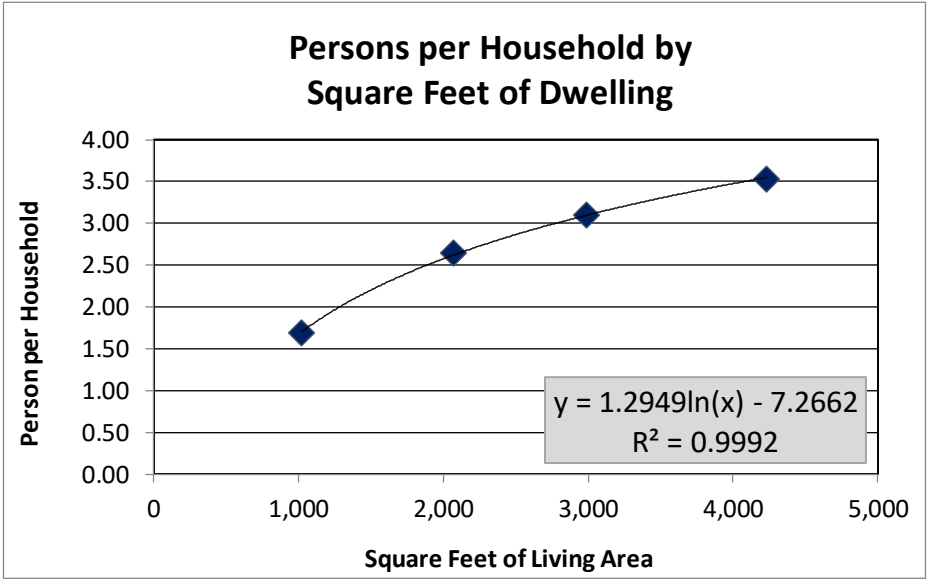
Demographic data by bedroom range can be found using U.S Census Bureau survey responses found in Public Use Microdata Samples (PUMS). PUMS information is available for areas of 100,000 or more persons in which the City of Sandpoint is included in Public Use Microdata Area (PUMA) 100. Shown in household. Figure 92 on the right are the PPHH factors for households within several categories of square foot ranges. On the left is the average square footage and PPHH of a dwelling unit with the listed number of bedrooms within the Census Mountain division.

As shown in the upper right corner of the table below, the smallest floor area range (1,000 square feet or less) has an estimated average of 1.31 persons per household. The largest floor area range (4,000 or more square feet) has an estimated average of 3.63 persons per household.

Figure 92. Persons per Household by Bedroom Range

Actual Averages per Dwelling Unit			Fitted-Curve Values	
Bedrooms	Square Feet	Persons	Sq Ft Range	Persons
0-2	1,021	1.69	Under 600	1.00
3	2,070	2.65	600 to 1,000	1.39
4	2,986	3.10	1,000 to 1,400	1.91
5+	4,235	3.53	1,400 to 1,800	2.29
			1,800 to 2,200	2.58
			2,200 to 2,600	2.81
			2,600 to 3,000	2.92
			3,000 or more	3.30

Average persons per household derived from 2022 ACS PUMS data (PUMA 100) that includes Sandpoint. Unit size for 0-2 bedroom is from the 2023 U.S. Census Bureau average for all multifamily units constructed in the Census West region. Unit size for all other bedrooms is from the 2023 U.S. Census Bureau average for single family units constructed in the Census Mountain division.



VEHICLE TRIPS BY BEDROOM RANGE

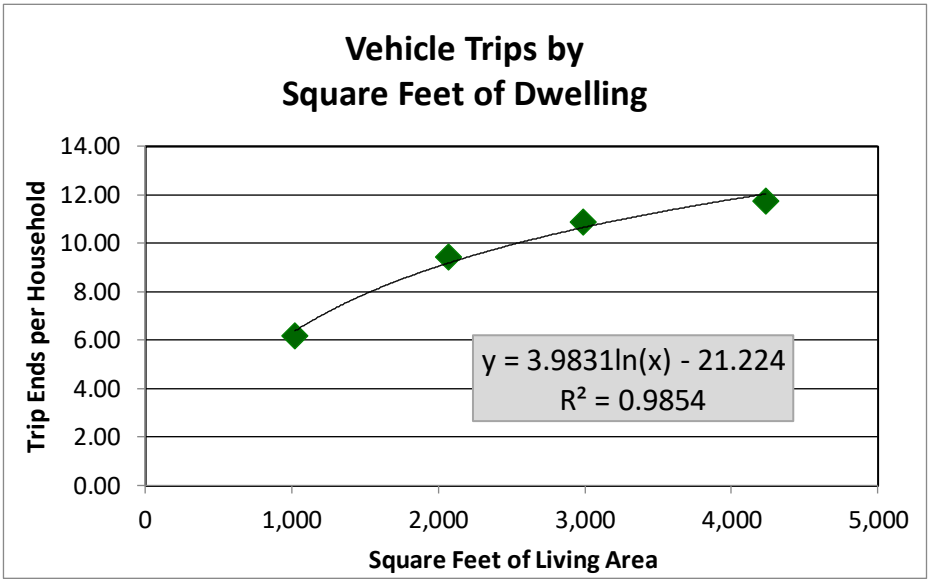
Vehicle data by bedroom range can be found using U.S Census Bureau survey responses found in Public Use Microdata Samples (PUMS). PUMS information is available for areas of 100,000 or more persons in which the City of Sandpoint is included in Public Use Microdata Area (PUMA) 100. Shown in Figure 93 on the right are the trip end factors for households within several categories of square foot ranges. On the left is the average square footage and trip ends of a housing unit with the listed number of bedrooms within the Census Mountain division.

As shown in the upper right corner of the table below, the smallest floor area range (1,000 square feet or less) has an estimated average of 5.14 vehicle trip ends per household. The largest floor area range (4,000 or more square feet) has an estimated average of 12.28 vehicle trip ends per household.

Figure 93. Vehicle Trips by Bedroom Range

Actual Averages per Dwelling Unit			Fitted-Curve Values	
Bedrooms	Square Feet	Trip Ends	Sq Ft Range	Trip Ends
0-2	1,021	6.18	Under 600	4.19
3	2,070	9.46	600 to 1,000	5.40
4	2,986	10.88	1,000 to 1,400	7.02
5+	4,235	11.73	1,400 to 1,800	8.16
			1,800 to 2,200	9.05
			2,200 to 2,600	9.78
			2,600 to 3,000	10.10
			3,000 or more	11.28

Vehicle trips by dwelling size are derived from 2022 ACS PUMS data (PUMA 100) that includes Sandpoint. Unit size for 0-2 bedroom is from the 2023 U.S. Census Bureau average for all multifamily units constructed in the Census West region. Unit size for all other bedrooms is from the 2023 U.S. Census Bureau average for single family units constructed in the Census Mountain division.



City of Sandpoint
Impact Fee Results

June 18, 2025

TischlerBise
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CONSULTING

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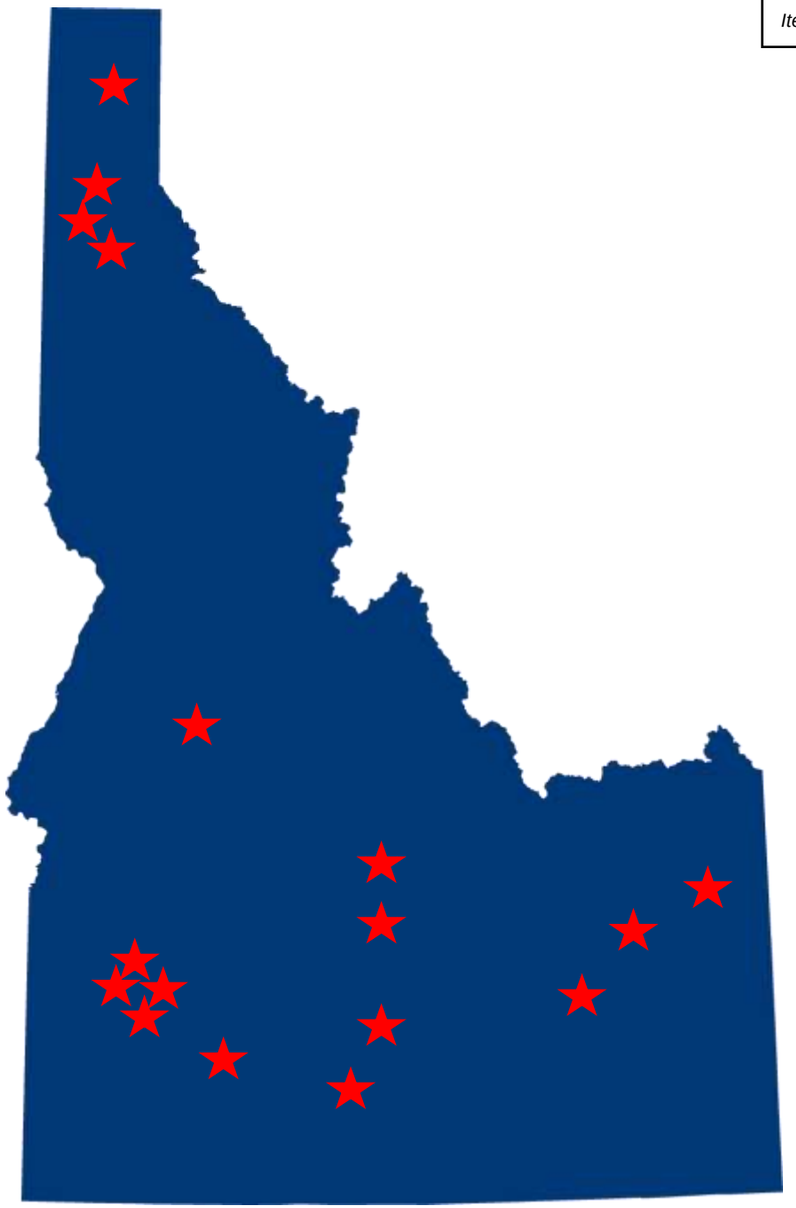
CONSULTING

TischlerBiseGalena Idaho Experience					
Ada County	Boise	Burley	Caldwell	Caldwell Hwy. District	Caldwell Rural Fire District
Canyon County	Canyon County EMS	Carey	Cascade	Cascade Fire District	Donnelly
Driggs	Eagle Fire District	Eastside Fire District	Eastside Hwy. District	Elmore County	Emmett
Filer Fire District	Gem County	Gem County Fire District	Hailey	Hayden	Homedale Fire District
Houser Fire District	Idaho Falls	Jerome County	Kellogg	Kootenai County	Kootenai County Fire District
Kuna	Kuna Fire District	Lakes Hwy. District	Marsing Fire District	McCall	McCall Fire District
Melba Fire District	Meridian	Meridian Rural Fire District	MicaKidd Fire District	Middleton	Middleton Fire District
Middleton Parks District	Mountain Home	Nampa	Nampa Fire District	North Ada Co. Fire District	Northern Lakes Fire District
Northside Fire District	Parma	Payette	Payette County	Post Falls	Post Falls Hwy. District
Rock Creek Fire District	Sandpoint	Shoshone County	Shoshone Fire District	Spirit Lake Fire District	St. Maries' Fire District
Star Fire District	Sun Valley	Teton County	Timberlake Fire District	Twin Falls	Valley County
Victor	West Pend	Whitney Fire District	Wilder Fire District	Worley Fire District	



Impact Fee Fundamentals

- One-time payment for growth-related infrastructure, usually collected at the time building permits are issued
- Not a tax, similar to a contractual arrangement to build infrastructure with fee revenue, with three requirements
  - Need (system improvements, not project-level improvements)
  - Benefit
    - Short range expenditures
    - Geographic service areas and/or benefit districts
  - Proportionate

Eligible Costs

- Facilities/improvements required to serve new development – Yes
- Excess capacity in existing facilities – Yes
- Improvements required to correct existing deficiencies – No
  - Unless there is a funding plan
- Maintenance and repairs – No
- Operating costs – No

❖ Park examples

- ❖ Net new playground – Yes
- ❖ Replacing rusty slide – No
- ❖ Replacing playground from 400 sqft to 1,000 sqft – 60% impact fees

Study Update

- Exploring changes to program

1. Changing residential fee schedule by square footage of dwelling unit
2. Expanding development types in nonresidential schedule
   - Hotel & institutional
3. Adding nonresidential to Parks & Rec fee schedule

- Cost increases since 2012, levels of service, future growth-related CIP

Maximum Supportable Fee Results

- Summary of study
- Fees can be adopted at or lower than maximum amounts

Development Type	Parks & Recreation	Pathways	Roads	Sandpoint Police	Sandpoint Fire	Maximum Supportable Fee	Current Fee	Change
Residential (per housing unit by square feet)								
Under 600	$2,216	$606	$2,181	$109	$216	**$5,328**	$5,441	($113)
600 to 1,000 - Avg MF	$3,080	$782	$2,812	$151	$300	**$7,125**	$5,441	$1,684
1,000 to 1,400	$4,232	$1,016	$3,654	$207	$412	**$9,521**	$5,441	$4,080
1,400 to 1,800 - Avg SF	$5,074	$1,181	$4,248	$249	$494	**$11,246**	$5,292	$5,954
1,800 to 2,200	$5,717	$1,309	$4,709	$280	$556	**$12,571**	$5,292	$7,279
2,200 to 2,600	$6,227	$1,415	$5,090	$305	$606	**$13,643**	$7,673	$5,970
2,600 to 3,000	$6,471	$1,461	$5,257	$317	$630	**$14,136**	$7,673	$6,463
3,000 or more	$7,313	$1,632	$5,872	$358	$712	**$15,887**	$7,673	$8,214
Nonresidential (per 1,000 square feet)								
Retail	$219	$1,068	$3,841	$436	$882	**$6,446**	$4,879	$1,567
Office	$336	$848	$3,053	$228	$461	**$4,926**	$1,943	$2,983
Institutional	$295	$844	$3,036	$227	$458	**$4,860**	$1,820	$3,040
Industrial	$162	$382	$1,373	$103	$207	**$2,227**	$1,169	$1,058
Manufacturing	$195	$372	$1,339	$100	$203	**$2,209**	$653	$1,556
Warehousing	$35	$134	$481	$36	$73	**$759**	$585	$174
Mini-Warehouse	$30	$113	$407	$31	$62	**$643**	$449	$194
Lodging (per room)	$4,210	$626	$2,251	$206	$410	**$7,703**	-	$7,703

Sandpoint Impact Fee Results

- Growth
- Parks & Recreation
- Pathways
- Roads
- Police
- Fire

Sandpoint Impact Fee Results

- Growth
- Parks & Recreation
- Pathways
- Roads
- Police
- Fire

Parks & Recreation

- Incremental Expansion
  - Current level of service based on parks inventory and current demand
  - Ensures that today's level of service is provided to future residents
    - Conservative approach, however, it allows for more flexibility in expenditures while not over charging development
- Residential, **nonresidential** & lodging development
  - 97% vs 3%
- Park land, park improvements, recreation centers, and share of impact fee study

Parks & Recreation

- Park Acres Current LOS & Cost Analysis – Example
  - Park improvement and recreation center square footage LOS included in full report

Parks	Acres
Cedars Park	2.60
City Beach (75%)*	16.58
Creekside Trail	3.60
Farmin Park	1.70
Hickory St Park	2.30
Humbird Mill Park	3.40
Jeff Jones Square	0.30
Lakeview Park	12.00
Mickinnick Trail Head	0.5
Old Ninth Center Field	1.50
Pine St Park	1.80
Sand Creek Park	1.20
Shooting Range	4.4
Third Ave Pier	0.30
War Memorial Field	4.60
Sports Complex	31.90
Total	**88.68**

Level-of-Service Standards	Residential	Nonresidential
Proportionate Share	97%	3%
Share of Acres	86.01	2.66
2024 Peak Population/Jobs	11,413	7,656
Acres per 1,000 Persons/Jobs	**7.54**	**0.35**

Cost Analysis	Acres	Acres
Acres per 1,000 Persons/Jobs	7.54	0.35
Average Cost per Acre	$100,000	$100,000
Capital Cost per Person/Job	**$754**	**$35**

Source: City of Sandpoint

[1] Park acre costs are based on average cost to purchase a park acre per city staff

*City Beach Park attracts both Sandpoint residents and day visitors from outside of the city. Conservatively, demand during the summer peak months (3) are excluded from the level of service to account for the visitor demand.

Parks & Recreation

- Parks & Recreation Capital Improvement Plan
- Note that most projects are not 100% impact fee/growth-related
- Other sources of funding needed

10-Year Parks CIP Projects	Estimated Year	Total Cost	Growth Percentage	Growth Cost
Sports Complex Parks (Travers/Centennial/Great Northern)				
Travers Park Picnic Shelter	2025	$30,000	25%	$7,500
Multisport Recreation Enhancements at JER	2033	$1,800,000	50%	$900,000
Travers Skatepark Shade Structure	2026	$30,000	50%	$15,000
Travers Skatepark Ammenities	2026	$10,000	50%	$5,000
Sports Complex Improvements	2026	$10,000	50%	$5,000
Outdoor Tennis Court Improvements	2026	$200,000	50%	$100,000
Pump Track/Bike Park at Travers Park	2029	$500,000	100%	$500,000
Centennial Park: Upgrades and Bridge Replacement	2030	$150,000	50%	$75,000
Sports Complex Master Plan Improvements	2035	$6,075,000	50%	$3,037,500
Expansion Phase 3 of Skatepark	2033	$1,100,000	100%	$1,100,000
City Beach Park & Downtown Waterfront				
City Beach Parking Improvements	2026	$1,200,000	25%	$300,000
City Beach Boat Launch Upgrades	2027	$120,000	50%	$60,000
City Beach Dock Expansion	2028	$600,000	50%	$300,000
City Beach RV Campground Renovations	2026	$1,000,000	50%	$500,000
Existing Playground Replacement & Upgrade	2033	$2,500,000	50%	$1,250,000
Ponderay Bay Trailhead Plaza at City Beach	2029	$100,000	50%	$50,000
Ponderay Bay Trail Parking Lot & ADA Access	2032	$400,000	50%	$200,000
Land purchase 1 acres at Farmin Landing	2035	$800,000	100%	$800,000
Waterfront Access Parks				
Sand Creek Non-Motorized Boat Launch	2029	$300,000	50%	$150,000
Memorial Field Waterfront Access Improvements	2035	$1,275,000	50%	$637,500
3rd Street Pier Park Improvements	2032	$175,000	50%	$87,500
Neighborhood Parks				
Cedars Park Improvements (Maggie Ln)	2032	$130,000	100%	$130,000
Lakeview Park Site plan and Park Improvements Project	2034	$800,000	50%	$400,000
Hickory Park Improvements	2030	$350,000	50%	$175,000
All Parks Improvements				
Develop Dog Park Facilities	2026	$150,000	50%	$75,000
Outdoor Basketball Court Improvements	2030	$185,000	0%	$0
City-Wide Park Signage & Wayfinding	2031	$185,000	50%	$92,500
Land purchase 36.2 acres for Community Park	2035	$2,000,000	100%	$2,000,000
Land purchase 2.5 acres for Linear Union Pacific Park	2035	$700,000	50%	$350,000
Facilities				
New Parks Maintenance & Operations Office	2035	$600,000	0%	$0
Recreation Admin. Office Relocation	2026	$10,000	0%	$0
		$23,485,000		**$13,302,500**

Parks & Recreation

- Maximum Supportable Impact Fee

Fee Component	Cost per Person	Cost per Job
Park Acres	$754	$35
Park Improvements	$1,075	$50
Recreation Centers	$570	$26
Share of Fee Study	$7	$1
Gross Total	$2,406	$112
Credit for Fund Balance (7.9%)	**($190)**	**($9)**
Net Total	**$2,216**	**$103**

Residential

Dwelling Size (square feet)	Persons per Household	Maximum Supportable Fee	Current Fee	Increase/ Decrease
Residential (per housing unit by square feet)				
Under 600	1.00	**$2,216**	$2,662	($446)
600 to 1,000	1.39	**$3,080**	$2,662	$418
1,000 to 1,400	1.91	**$4,232**	$2,662	$1,570
1,400 to 1,800	2.29	**$5,074**	$2,465	$2,609
1,800 to 2,200	2.58	**$5,717**	$2,465	$3,252
2,200 to 2,600	2.81	**$6,227**	$3,692	$2,535
2,600 to 3,000	2.92	**$6,471**	$3,692	$2,779
3,000 or more	3.30	**$7,313**	$3,692	$3,621

Note: In current fee schedule multifamily homes have a higher fee than 0-3 bedroom single family homes; fee by sq ft range addresses this difference

Nonresidential

Development Type	Jobs per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Increase/ Decrease
Nonresidential (per 1,000 square feet)				
Retail	2.12	**$219**	$0	$219
Office	3.26	**$336**	$0	$336
Institutional	2.86	**$295**	$0	$295
Industrial	1.57	**$162**	$0	$162
Manufacturing	1.89	**$195**	$0	$195
Warehousing	0.34	**$35**	$0	$35
Mini-Warehouse	0.29	**$30**	$0	$30

Lodging

Development Type	Peak Seasonal	Maximum Supportable Fee
Lodging (per room)	1.90	**$4,210**

Note: At peak season, there is assumed to be an average of two persons per room and a citywide occupancy rate of 95 percent.

Sandpoint Impact Fee Results

- Growth
- Parks & Recreation
- Pathways
- Roads
- Police
- Fire

Pathways

- Incremental expansion approach
  - Current LOS = 0.144 miles per 1,000 VMT
  - Pathways are considered to be primarily a transportation facility
- Pathways Capital Improvement Plan

10-Year Pathways CIP Projects	Estimated Year	Length (miles)	Total Cost	Growth Share	Growth Cost	Impact Fee Funding	Other Funding
Boyer Avenue Multi-use Pathway	2026	0.25	$300,000	100%	$300,000	$300,000	$0
Baldy Mountain, Western Connection Pathway	2027	0.28	$300,000	100%	$300,000	$300,000	$0
Great Northern Multi-use Pathway	2027	1.25	$500,000	100%	$500,000	$500,000	$0
WWTP Connectivity	2028	0.20	$132,000	100%	$132,000	$132,000	$0
Spruce and Chestnut Pathway Improvements	2029	0.50	$50,000	100%	$50,000	$50,000	$0
Woodland Multi-use Pathway	2030	0.40	$264,000	100%	$264,000	$163,400	$100,600
N Boyer Rd Multi-use Pathway	2030	0.20	$132,000	100%	$132,000	$0	$132,000
Superior Avenue Multi-use Pathway	2032	0.30	$750,000	100%	$750,000	$0	$750,000
Baldy Mountain Road Pathway	2034	0.25	$300,000	100%	$300,000	$0	$300,000
Sand Creek Connectivity	2035	2.00	$1,320,000	100%	$1,320,000	$0	$1,320,000
		5.63	**$4,048,000**		**$4,048,000**	**$1,445,400**	**$2,602,600**

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

Pathways

- Maximum Supportable Impact Fee

Fee Component	Cost per VMT
Citywide Benefiting Pathways	$95
Share of Fee Study	$2
Gross Total	$97
Credit for Fund Balance (4.3%)	($4)
Net Total	**$93**

Dwelling Size (square feet)	VMT per Household	Maximum Supportable Fee	Current Fee	Increase/ Decrease
Residential (per housing unit by square feet)				
Under 600	6.53	**$606**	$486	$120
600 to 1,000	8.42	**$782**	$486	$296
1,000 to 1,400	10.94	**$1,016**	$486	$530
1,400 to 1,800	12.72	**$1,181**	$451	$730
1,800 to 2,200	14.10	**$1,309**	$451	$858
2,200 to 2,600	15.24	**$1,415**	$675	$740
2,600 to 3,000	15.74	**$1,461**	$675	$786
3,000 or more	17.58	**$1,632**	$675	$957

Note: In current fee schedule multifamily homes have a higher fee than 0-3 bedroom single family homes; fee by sq ft range addresses this difference

Development Type	VMT per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Increase/ Decrease
Nonresidential (per 1,000 square feet)				
Retail	11.50	**$1,068**	$285	$783
Office	9.14	**$848**	$95	$753
Institutional	9.09	**$844**	$95	$749
Industrial	4.11	**$382**	$68	$314
Manufacturing	4.01	**$372**	$41	$331
Warehousing	1.44	**$134**	$27	$107
Mini-Warehouse	1.22	**$113**	$27	$86
Lodging (per room)	6.74	**$626**	-	$626

Sandpoint Impact Fee Results

- Growth
- Parks & Recreation
- Pathways
- Roads
- Police
- Fire

Roads

- Plan-Based Methodology
  - Committed plan to address growth compared to projected growth
  - Impact fee revenue will offset growth share of plan (20%)
  - City will need to commit to funding the non-growth share with other revenue (80%)
- Fee is attributed to residential & nonresidential development based on VMT
- Funding growth-related roadway and intersection infrastructure in CIP

Roads

- Roads Capital Improvement Plan

10-Year Roads CIP Projects	Recommended Improvement	Estimated Year	Total Cost [1]
Pine St & Division Ave	Signalization or roundabout	2026	$1,119,214
Ontario St & US-2	Realignment	2027	$596,914
1st Ave & Bridge St	Roundabout or signalization	2028	$1,119,214
Division Ave Corridor	Traffic Mitigation	2029	$14,922,851
Cedar St & N 5th Ave	Optimize signal timing or add turn lanes	2030	$74,614
US-2 & Boyer Ave	Add protected turn phases or adjust phasing	2030	$74,614
Division Ave & Baldy Mountain Rd	Signal or turn lanes	2031	$1,492,285
Baldy Mountain Rd & Boyer Ave	Signal or turn lanes	2031	$1,492,285
1st Ave & Superior St	Improvement tied to downtown access enhancements	2032	$1,492,285
Olive Ave & Michigan St	Reconfiguration	2032	$74,614
Division Ave & US-2	Traffic and multimodal upgrades	2033	$298,457
Ella Ave & US-2	Concept plan includes realignment or reconfiguration	2035	$2,984,570
		Total	**$25,741,918**

[1] Projects are from the Sandpoint Multimodal Transportation Master Plan; costs have been adjusted from 2018 dollars to 2025 dollars using the Construction Cost Index for Seattle

Total Roads CIP Cost	$25,741,918
10-Year Growth Increase in VMT	19.6%
10-Year Growth Share of CIP Cost	**$5,034,602**

Road CIP Revenue Sources	
10-Year Impact Fee Revenue Proj.	$5,034,602
10-Year Other Revenues	$20,707,316
10-Year Total Roads CIP Cost	$25,741,918

Other funding of projects ($20.7 million) includes existing impact fee balance, state & federal grants, URA, and general tax sources

Roads

- Maximum Supportable Impact Fee

Fee Component	Cost per VMT
Roadway Improvements	$332
Share of Fee Study	$2
Gross Total	**$334**
Net Total	**$334**

Residential

Dwelling Size (square feet)	VMT per Household	Maximum Supportable Fee	Current Fee	Change
Residential (per housing unit by square feet)				
Under 600	6.53	**$2,181**	$1,505	$676
600 to 1,000	8.42	**$2,812**	$1,505	$1,307
1,000 to 1,400	10.94	**$3,654**	$1,505	$2,149
1,400 to 1,800	12.72	**$4,248**	$1,645	$2,603
1,800 to 2,200	14.10	**$4,709**	$1,645	$3,064
2,200 to 2,600	15.24	**$5,090**	$2,212	$2,878
2,600 to 3,000	15.74	**$5,257**	$2,212	$3,045
3,000 or more	17.58	**$5,872**	$2,212	$3,660

Note: In current fee schedule multifamily homes have a higher fee than 0-3 bedroom single family homes; fee by sq ft range addresses this difference

Nonresidential

Development Type	VMT per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Change
Nonresidential (per 1,000 square feet)				
Retail	11.50	**$3,841**	$3,738	$103
Office	9.14	**$3,053**	$1,386	$1,667
Institutional	9.09	**$3,036**	$1,386	$1,650
Industrial	4.11	**$1,373**	$870	$503
Manufacturing	4.01	**$1,339**	$476	$863
Warehousing	1.44	**$481**	$449	$32
Mini-Warehouse	1.22	**$407**	$313	$94
Lodging (per room)	6.74	**$2,251**	-	$2,251

Sandpoint Impact Fee Results

- Growth
- Parks & Recreation
- Pathways
- Roads
- Police
- Fire

Police

- Incremental expansion approach
  - At current LOS only a portion of the facility expansion is projected to be funded by impact fees
  - Update removes vehicles from collection to be consistent with growth-related CIP
- Police Capital Improvement Plan

10-Year Police CIP Projects	Estimated Year	Total Cost	Impact Fee Funding	Other Funding	Total Square Feet	10-Year Growth Square Feet	Growth Units
Facilities							
Evidence Storage Facility	2026	$1,015,000	$391,500	$623,500	3,500	1,350	-
Equipment							
Equipment for Patrol Officers	2025-2035	$159,934	$159,934	$0	-	-	51
Total		**$1,174,934**	**$551,434**	**$623,500**	**3,500**	**1,350**	**51**

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

Police

- Maximum Supportable Impact Fee

Fee Component	Cost per Person	Cost per Vehicle Trip
Police Stations	$88	$34
Police Equipment	$36	$14
Share of Fee Study	$5	$2
Gross Total	$129	$50
Credit for Fund Balance (15.8%)	**($20)**	**($8)**
Net Total	**$109**	**$42**

Residential

Dwelling Size (square feet)	Persons per Household	Maximum Supportable Fee	Current Fee	Change
Residential (per housing unit by square feet)				
Under 600	1.00	**$109**	$290	($181)
600 to 1,000	1.39	**$151**	$290	($139)
1,000 to 1,400	1.91	**$207**	$290	($83)
1,400 to 1,800	2.29	**$249**	$269	($20)
1,800 to 2,200	2.58	**$280**	$269	$11
2,200 to 2,600	2.81	**$305**	$403	($98)
2,600 to 3,000	2.92	**$317**	$403	($86)
3,000 or more	3.30	**$358**	$403	($45)

Note: In current fee schedule multifamily homes have a higher fee than 0-3 bedroom single family homes; fee by sq ft range addresses this difference

Nonresidential

Development Type	Vehicle Trips per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Change
Nonresidential (per 1,000 square feet)				
Retail	10.36	**$436**	$177	$259
Office	5.42	**$228**	$54	$174
Institutional	5.39	**$227**	$54	$173
Industrial	2.44	**$103**	$41	$62
Manufacturing	2.38	**$100**	$14	$86
Warehousing	0.86	**$36**	$14	$22
Mini-Warehouse	0.73	**$31**	$14	$17

Lodging

Development Type	Peak Seasonal Visitors	Maximum Supportable Fee
Lodging (per room)	1.90	**$206**

Note: At peak season, there is assumed to be an average of two persons per room and a citywide occupancy rate of 95 percent.

Sandpoint Impact Fee Results

- Growth
- Parks & Recreation
- Pathways
- Roads
- Police
- Fire

Fire

- Incremental expansion approach
  - Update removed apparatus from fee collection to be consistent with growth-related CIP
- Fire Capital Improvement Plan

10-Year Fire CIP Projects	Estimated Year	Total Cost	Impact Fee Funding	Other Funding	Total Square Feet	Growth Square Feet	Growth Units
Facilities							
Training Facility	2026	$800,000	$800,000	$0	2,000	2,000	-
New Station Contingent on Airport Expansion*	-	-	-	-	-	-	-
Apparatus & Vehicles							
ARRF Unit Contingent on Airport Expansion	-	$700,000	-	-	-	-	-
Replacement Engine	2026	$650,000	$0	$650,000	-	-	
Replacement Aerial Truck	2035	$1,000,000	$0	$1,000,000	-	-	-
Replacement Command Vehicle	2027	$45,000	$0	$45,000	-	-	-
Replacement Rescue Vehicle	2027	$65,000	$0	$65,000	-	-	-
Replacement Rescue Boat	2030	$250,000	$0	$250,000	-	-	-
Equipment							
Trail Rescue Trailer	2027	$40,000	$40,000	$0	-	-	1
New Fire Equipment	2025-2035	$100,272	$67,755	$32,517	-	-	13
	Total	**$3,650,272**	**$907,755**	**$2,042,517**	**2,000**	**2,000**	**14**

*Station is not currently planned but would be needed if Sandpoint Airport began accepting commerical flights, no estimated cost or square footage

Note: Impact fee funding is based on maximum supportable fee amounts and projected growth.

Fire

- Maximum Supportable Impact Fee

Fee Component	Cost per Person	Cost per Vehicle Trip
Fire Stations	$194	$76
Fire Equipment	$24	$10
Share of Fee Study	$5	$2
Gross Total	$223	$88
Credit for Fund Balance (3.3%)	($7)	($3)
Net Total	**$216**	**$85**

Residential

Dwelling Size (square feet)	Persons per Household	Maximum Supportable Fee	Current Fee	Change
Residential (per housing unit by square feet)				
Under 600	1.00	**$216**	$498	($282)
600 to 1,000	1.39	**$300**	$498	($198)
1,000 to 1,400	1.91	**$412**	$498	($86)
1,400 to 1,800	2.29	**$494**	$462	$32
1,800 to 2,200	2.58	**$556**	$462	$94
2,200 to 2,600	2.81	**$606**	$691	($85)
2,600 to 3,000	2.92	**$630**	$691	($61)
3,000 or more	3.30	**$712**	$691	$21

Note: In current fee schedule multifamily homes have a higher fee than 0-3 bedroom single family homes; fee by sq ft range addresses this difference

Nonresidential

Development Type	Vehicle Trips per 1,000 Sq. Ft.	Maximum Supportable Fee	Current Fee	Change
Nonresidential (per 1,000 square feet)				
Retail	10.36	**$882**	$856	$26
Office	5.42	**$461**	$285	$176
Institutional	5.39	**$458**	$285	$173
Industrial	2.44	**$207**	$177	$30
Manufacturing	2.38	**$203**	$95	$108
Warehousing	0.86	**$73**	$95	($22)
Mini-Warehouse	0.73	**$62**	$95	($33)

Lodging

Development Type	Peak Seasonal Visitors	Maximum Supportable Fee
Lodging (per room)	1.90	**$410**

Note: At peak season, there is assumed to be an average of two persons per room and a citywide occupancy rate of 95 percent.

Summary

- Summary of total maximum supportable fees

Development Type	Parks & Recreation	Pathways	Roads	Sandpoint Police	Sandpoint Fire	Maximum Supportable Fee	Current Fee	Change
Residential (per housing unit by square feet)								
Under 600	$2,216	$606	$2,181	$109	$216	**$5,328**	$5,441	($113)
600 to 1,000 - Avg MF	$3,080	$782	$2,812	$151	$300	**$7,125**	$5,441	$1,684
1,000 to 1,400	$4,232	$1,016	$3,654	$207	$412	**$9,521**	$5,441	$4,080
1,400 to 1,800 - Avg SF	$5,074	$1,181	$4,248	$249	$494	**$11,246**	$5,292	$5,954
1,800 to 2,200	$5,717	$1,309	$4,709	$280	$556	**$12,571**	$5,292	$7,279
2,200 to 2,600	$6,227	$1,415	$5,090	$305	$606	**$13,643**	$7,673	$5,970
2,600 to 3,000	$6,471	$1,461	$5,257	$317	$630	**$14,136**	$7,673	$6,463
3,000 or more	$7,313	$1,632	$5,872	$358	$712	**$15,887**	$7,673	$8,214
Nonresidential (per 1,000 square feet)								
Retail	$219	$1,068	$3,841	$436	$882	**$6,446**	$4,879	$1,567
Office	$336	$848	$3,053	$228	$461	**$4,926**	$1,943	$2,983
Institutional	$295	$844	$3,036	$227	$458	**$4,860**	$1,820	$3,040
Industrial	$162	$382	$1,373	$103	$207	**$2,227**	$1,169	$1,058
Manufacturing	$195	$372	$1,339	$100	$203	**$2,209**	$653	$1,556
Warehousing	$35	$134	$481	$36	$73	**$759**	$585	$174
Mini-Warehouse	$30	$113	$407	$31	$62	**$643**	$449	$194
Lodging (per room)	$4,210	$626	$2,251	$206	$410	**$7,703**	-	$7,703

Community Fee Comparison

- Total impact fee comparison for residential per unit and retail per 1,000 sq ft

	1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*
		Draft Fees			**Current**				
Infrastructure Type	**Post Falls**	**Sandpoint**	**Hayden**	**Rathdrum**	**Sandpoint**	**Couer d'Alene**	**Northern Lakes Fire**	**Kootenai County Fire**	**Northside Fire**
Roads									
per single family residential unit	$3,247	$4,248	$2,672	$2,560	$1,645	$2,288	$0	$0	$0
per 1,000 retail sf	$6,490	$3,841	$9,980	$7,380	$3,738	$5,360	$0	$0	$0
Parks									
per single family residential unit	$6,591	$5,074	$2,505	$2,048	$2,465	$992	$0	$0	$0
Pathways									
per single family residential unit	$1,419	$1,181	$0	$0	$451	$0	$0	$0	$0
Fire/Fire District									
per single family residential unit	$1,273	$494	$1,481	$0	$462	$768	$1,302	$1,207	$785
per 1,000 retail sf	$630	$882	$780	$0	$856	$700	$650	$600	$390
Police									
per single family residential unit	$1,289	$249	$154	$1,173	$269	$400	$0	$0	$0
per 1,000 retail sf	$1,270	$436	$345	$21	$177	$370	$0	$0	$0
TOTAL									
per single family residential unit	$13,819	$11,246	$6,812	$5,781	$5,292	$4,448	$1,302	$1,207	$785
per 1,000 retail sf	$8,390	$5,159	$11,105	$7,401	$4,771	$6,430	$650	$600	$390

*Note: Rathdrum has Road impact fees that are assessed based on average daily traffic (ADT) which have been converted into a rough per unit and per KSF for comparison

Discussion

- Consideration:

1. DIFAC recommended 100% of maximum supportable amounts
2. Council can adopt lower than maximum
   - Adoption of a lower amount should be for all land uses
3. Phasing over a few years (ex. 75%, 90%, 100%)
4. Affordable housing exemptions

- Next Steps:
  - Incorporate City Council input into impact fee report
  - Public Hearing for ordinance change

Appendix

Residential Development Projections

- Housing projections based on building permit data
- Population projections based on housing growth and PPHH factors
- 3,372 new residents (30% increase)

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Permanent Hsg Pop [1]	9,397	9,777	10,156	10,350	10,543	10,736	10,929	11,122	11,316	11,509	11,702	**2,305**
Seasonal Hsg Pop [1]	1,651	1,766	1,881	1,930	1,979	2,027	2,076	2,125	2,173	2,222	2,271	**620**
Overnight-Visitors [2]	365	604	699	713	728	742	756	770	784	798	812	**447**
Total Peak Population	11,413	12,147	12,737	12,993	13,249	13,505	13,761	14,017	14,273	14,529	14,785	**3,372**
Percent Increase		*6.43%*	*4.86%*	*2.01%*	*1.97%*	*1.93%*	*1.90%*	*1.86%*	*1.83%*	*1.79%*	*1.76%*	**30%**
Housing Units [3]												
Single Family	3,136	3,173	3,211	3,248	3,285	3,323	3,360	3,398	3,435	3,472	3,510	**374**
Multifamily [4]	1,550	1,739	1,928	1,998	2,068	2,139	2,209	2,279	2,349	2,420	2,490	**940**
Total Housing Units	4,686	4,912	5,139	5,246	5,354	5,462	5,569	5,677	5,784	5,892	6,000	**1,314**

[1] Population projected based on housing growth and persons per household factors.

[2] Visitor growth is assumed to grow at the same rate as permanent and seasonal population, current hotel projects included in first two years of projections

[3] Housing projections are based on building permit trends provided by the City of Sandpoint Planning Department

[4] Includes ADUs and tiny homes which are considered to be occupied during peak season

Nonresidential Development Projections

- Employment projections based on IDOL Northern Region long term employment growth rate by industry type
- Nonresidential sq ft growth based on ITE sq ft per employee factors
- Projected 17% increase in jobs

Industry	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Jobs [1]												
Retail	1,513	1,529	1,544	1,560	1,576	1,592	1,609	1,625	1,642	1,659	1,676	**163**
Office	2,303	2,328	2,354	2,379	2,406	2,432	2,458	2,485	2,513	2,540	2,568	**265**
Industrial	1,461	1,519	1,577	1,596	1,616	1,635	1,655	1,675	1,696	1,716	1,737	**276**
Institutional	2,379	2,440	2,502	2,555	2,609	2,665	2,721	2,779	2,839	2,899	2,961	**582**
Total	7,656	7,815	7,977	8,091	8,207	8,324	8,444	8,565	8,689	8,814	8,942	**1,286**
Nonresidential Floor Area (1,000 sq. ft.) [2]												
Retail	713	720	727	735	742	750	758	766	773	781	789	**77**
Office	707	715	723	730	738	747	755	763	771	780	788	**81**
Industrial	931	967	1,005	1,017	1,029	1,042	1,054	1,067	1,080	1,093	1,106	**176**
Institutional	833	854	876	894	913	933	953	973	993	1,015	1,036	**204**
Total	3,183	3,256	3,330	3,376	3,423	3,471	3,519	3,569	3,618	3,669	3,721	**538**

[1] Source: ESRI Business Analyst; Idaho Department of Labor; TischlerBise analysis

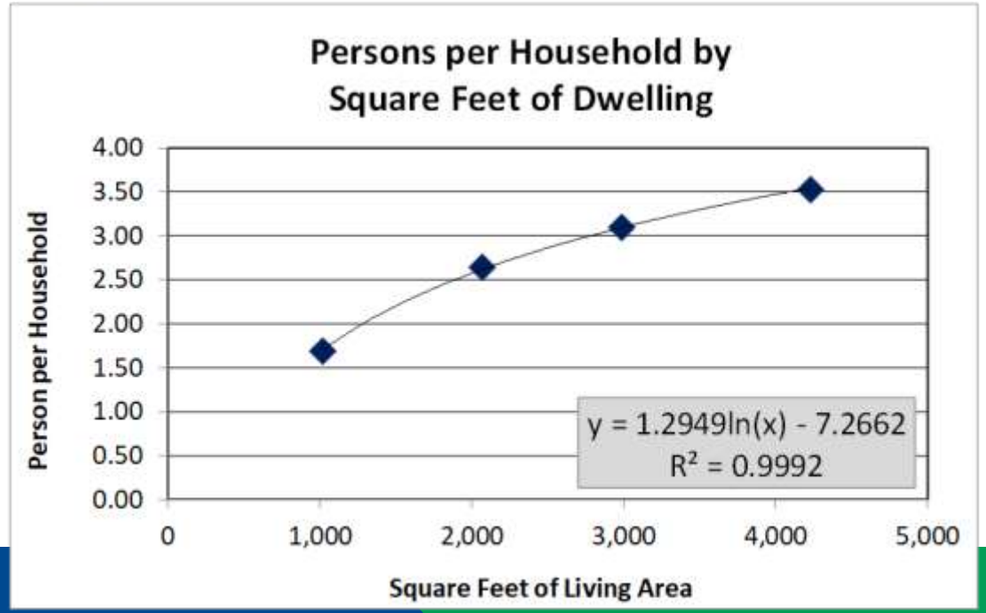
[2] Source: Institute of Transportation Engineers, *Trip Generation* , 2021

Persons by Household Size

- PPHH by sq ft in Sandpoint
- Fees by sq ft instead of bedrooms to close the “office/den” loophole

Actual Averages per Dwelling Unit			Fitted-Curve Values	
Bedrooms	Square Feet	Persons	Sq Ft Range	Persons
0-2	1,021	1.69	Under 600	1.00
3	2,070	2.65	600 to 1,000	1.39
4	2,986	3.10	1,000 to 1,400	1.91
5+	4,235	3.53	1,400 to 1,800	2.29
			1,800 to 2,200	2.58
			2,200 to 2,600	2.81
			2,600 to 3,000	2.92
			3,000 or more	3.30

Average persons per household derived from 2022 ACS PUMS data (PUMA 100) that includes Sandpoint. Unit size for 0-2 bedroom is from the 2023 U.S. Census Bureau average for all multifamily units constructed in the Census West region. Unit size for all other bedrooms is from the 2023 U.S. Census Bureau average for single family units constructed in the Census Mountain division.



Parks & Recreation

- Parks & Recreation Proportionate Share Analysis

Development Type	Service Units	Impact Hours per Year	Cumulative Impact Hours per Year	Proportionate Share
Residential	11,413 peak residents	8,760	99,977,880	**97%**
Nonresidential	1,712 inflow commuters [1]	2,000	3,424,000	**3%**
		Total	103,401,880	100%

[1] Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

Residential Impact: [24 hours per day] x [365 days per year]

Nonresidential Impact: [8 hours per day] x [5 days per week] x [50 weeks per year]

Pathways

- Pathway Current LOS & Cost Analysis

Citywide Benefiting Pathways	Length (miles)
Sandpoint to Dover Trail	1.82
Travers/Great Northern Path	4.11
Lakeview Park Trail	0.40
City Beach Trail (75%)*	0.38
Long Bridge Trail	0.25
Lincoln Ave	0.49
Pine Street	0.53
Division Street	0.30
Boyer Ave	0.62
N. Boyer to Popsicle Bridge	0.32
Larch & Boyer	1.97
Total	**11.19**

Level-of-Service Standards	**Miles**
Total Miles	11.19
2024 VMT	77,619
Miles per 1,000 VMT	**0.144**

Cost Analysis	**Miles**
Miles per 1,000 VMT	0.144
Average Cost per Mile	$660,000
Capital Cost per VMT	**$95**

Source: City of Sandpoint

*City Beach Park attracts both Sandpoint residents and day visitors from outside of the city. Conservatively, demand during the summer peak months (3) are excluded from the level of service to account for the visitor demand.

Road Capacity Analysis

- 10-year projected growth results in 15,181 VMT @ current LOS (19.6% increase)

City of Sandpoint	Base Year 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total Increase
Single Family Units	3,136	3,173	3,211	3,248	3,285	3,323	3,360	3,398	3,435	3,472	3,510	374
Multifamily Units	1,550	1,739	1,928	1,998	2,068	2,139	2,209	2,279	2,349	2,420	2,490	940
Retail KSF	713	720	727	735	742	750	758	766	773	781	789	77
Office KSF	707	715	723	730	738	747	755	763	771	780	788	81
Industrial KSF	931	967	1,005	1,017	1,029	1,042	1,054	1,067	1,080	1,093	1,106	176
Institutional KSF	833	854	876	894	913	933	953	973	993	1,015	1,036	204
Single Family Units Trips	16,031	16,222	16,413	16,604	16,795	16,986	17,177	17,368	17,559	17,750	17,941	1,910
Multfamily Units Trips	3,822	4,288	4,754	4,928	5,101	5,274	5,447	5,620	5,794	5,967	6,140	2,318
Residential Subtotal	*19,854*	*20,511*	*21,168*	*21,532*	*21,896*	*22,260*	*22,625*	*22,989*	*23,353*	*23,717*	*24,081*	*4,228*
Retail Trips	7,385	7,461	7,538	7,615	7,694	7,773	7,853	7,934	8,015	8,098	8,181	796
Office Trips	3,832	3,874	3,916	3,959	4,003	4,046	4,091	4,136	4,181	4,227	4,273	441
Industrial Trips	2,266	2,356	2,446	2,476	2,506	2,537	2,567	2,599	2,630	2,662	2,694	428
Institutional Trips	4,484	4,598	4,715	4,815	4,918	5,022	5,129	5,238	5,350	5,464	5,580	1,096
Nonresidential Subtotal	*17,967*	*18,289*	*18,615*	*18,866*	*19,120*	*19,378*	*19,640*	*19,906*	*20,176*	*20,450*	*20,728*	*2,762*
Total Vehicle Trips	37,820	38,799	39,783	40,398	41,016	41,638	42,265	42,895	43,529	44,167	44,810	6,989
Sandpoint Roads VMT	**77,619**	**79,825**	**82,038**	**83,362**	**84,691**	**86,027**	**87,369**	**88,717**	**90,071**	**91,432**	**92,799**	**15,181**

Police

- Police Station LOS & Cost Analysis

Police Facilities	Square Feet	Replacement Cost
Police Station	5,600	$1,624,000
Total	**5,600**	**$1,624,000**

Level-of-Service Standards	Residential	Nonres
Proportionate Share	62%	38%
Share of Square Feet	3,472	2,128
2024 Peak Population/Nonres. Vehicle Trips	11,413	17,967
Square Feet per 1,000 Persons/Vehicle Trips	**304**	**118**

Cost Analysis	Residential	Nonres
Square Feet per 1,000 Persons/Vehicle Trips	304	118
Average Cost per Square Foot	$290	$290
Capital Cost per Person/Vehicle Trip	**$88**	**$34**

Source: Sandpoint Police Department

Police

- Police Equipment LOS & Cost Analysis

Equipment Type	Units	Current Cost per Unit	Total Replacement Cost
Camera System	27	$5,000	$135,000
Firearms & Non-lethal	54	$1,500	$81,000
Radar Units	27	$2,500	$67,500
Radios	27	$2,685	$72,495
Patrol Vehicle Computers	27	$3,000	$81,000
Patrol Vehicle Cages	20	$4,500	$90,000
Watchguard System	27	$5,000	$135,000
Total	**209**		**$661,995**

Level-of-Service Standards	Residential	Nonres
Proportionate Share	62%	38%
Share of Equipment	129.6	79.4
2024 Peak Population/Nonres. Vehicle Trips	11,413	17,967
Units per 1,000 Persons/Vehicle Trips	**11.4**	**4.4**

Cost Analysis	Residential	Nonres
Units per 1,000 Persons/Vehicle Trips	11.4	4.4
Average Cost per Unit	$3,167	$3,167
Capital Cost per Person/Vehicle Trip	**$36**	**$14**

Source: Sandpoint Police Department

Fire

- Fire Station LOS & Cost Analysis

Fire Stations	Square Feet
Admin Space & Living Quarters	4,032
Apparatus Bay	4,914
Total	**8,946**

Level-of-Service Standards	Residential	Nonres
Proportionate Share	62%	38%
Share of Square Feet	5,547	3,399
2024 Peak Population/Nonres. Vehicle Trips	11,413	17,967
Square Feet per 1,000 Persons/Vehicle Trips	**486**	**189**

Cost Analysis	Residential	Nonres
Square Feet per 1,000 Persons/Vehicle Trips	486	189
Average Cost per Square Foot [1]	$400	$400
Capital Cost per Person/Vehicle Trip	**$194**	**$76**

Source: Sandpoint Fire Department

[1] Anticipated fire station construction cost

Fire

- Fire Equipment LOS & Cost Analysis

Equipment Type*	Units	Current Cost per Unit	Total Replacement Cost
SCBAs	20	$10,000	$200,000
Rescue Tool Set	1	$40,000	$40,000
Turnout Gear	20	$5,000	$100,000
Base Radios	7	$7,000	$49,000
Mobile Radios	12	$5,000	$60,000
Total	**60**		**$449,000**

Level-of-Service Standards	**Residential**	**Nonres**
Proportionate Share	62%	38%
Share of Equipment	37.2	22.8
2024 Peak Population/Nonres. Vehicle Trips	11,413	17,967
Units per 1,000 Persons/Vehicle Trips	**3.3**	**1.3**

Cost Analysis	**Residential**	**Nonres**
Units per 1,000 Persons/Vehicle Trips	3.3	1.3
Average Cost per Unit	$7,483	$7,483
Capital Cost per Person/Vehicle Trip	**$24**	**$10**

Source: Sandpoint Fire Department

*10-year useful life or longer

TODAY'S DATE: 06-11-2025

MEETING DATE: 06-18-2025

TO: MAYOR AND CITY COUNCIL

FROM: Jason Welker – Community Planning and Development Director

SUBJECT: Recommendations for the Art on Loan Silver Box Program, Summer 2025 – Summer 2026

DESCRIPTION/BACKGROUND:

On April 11, 2025, the Art on Loan-Silver Box Program Summer 2025 – Summer 2026 Phase (RFP 25-5300-1) call for art was released. The call was circulated through the City of Sandpoint's social media networks and the community's art circuit, closing on May 16, 2025, with five (5) eligible submissions received. On June 10, 2025, all five (5) submissions were presented to the Arts, Culture and Historic Preservation Commission, evaluated and scored. At that meeting, the Commission agreed to recommend the following art pieces at the following locations:

Sculpture: Kingfishers by artist Anna Lee Harris, location corner of Oak and Fifth
Sculpture: Icosahedron by artist Kirk Seese, location corner of Church and Fourth
Sculpture: Skyward Grace by artist Denny Henson, location corner of Oak and Fourth

STAFF RECOMMENDATION:

Staff recommends City Council approve the artworks and locations recommended by the Commission for the new one-year cycle of the Art on Loan Silver Box Summer 2025 – Summer 2026 Phase and authorize the Mayor or his designee to enter into agreements with the selected artists.

ACTION:

Motion to approve the Resolution Accepting the Recommendation of Selected Art for the 2025 –2026 Silver Box Public Art on Loan Program and Approval to Enter Into Artist Agreements.

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

Yes, this item has been budgeted, with reimbursement through SURA. $1,000 to each artist, plus the costs of plaques.

ATTACHMENTS:

1. Proposed Resolution
2. Art of Loan Silver Box Program's Summer 2025 – Summer 2026 Phase Applicants Presentation

No: 25-_____
Date: June 25, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ACCEPTING THE RECOMMENDATION OF SELECTED ART FOR THE 2025 – 2026 SILVER BOX PUBLIC ART ON LOAN PROGRAM AND APPROVAL TO ENTER INTO ARTIST AGREEMENTS

WHEREAS: The City of Sandpoint Silver Box Public Art on Loan Program involves a rotating exhibition of artwork by chosen artists, where their artworks are showcased for approximately six months atop “silver boxes” at three downtown locations;

WHEREAS: The art program serves to enhance artists' capabilities by increasing their visibility and offering financial backing through stipends and potential art sales, all of which are in line with the objectives set forth in the adopted Arts, Culture, and Historic Preservation Plan;

WHEREAS: In response to the Summer 2025 – Summer 2026 Silver Box call for art from local artists, the City received five (5) eligible submissions meeting the program criteria, which the Arts, Culture, and Historic Preservation (ACHP) Commission has recommended for display:

- *Kingfishers by artist Anna Lee Harris, location corner of Oak and Fifth*
- *Icosahedron by artist Kirk Seese, location corner of Church and Fourth*
- *Skyward Grace by artist Denny Henson, location corner of Oak and Fourth*

WHEREAS: Each artist’s agreement provides for a $1,000 honorarium to the artist to cover transportation and installation costs for the art works;

WHEREAS: Additional expenses include cost for the call and the creation of plaques for mounting on the boxes; and

WHEREAS: Should any of the works be sold during the period of display, the City will receive a 10% commission on the sale.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby accepts the recommendation of the ACHP Commission for the pieces listed above.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized, on behalf of the City, to execute a Public Loan Art Agreement with each of the artists listed above.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

June 11, 2025

RE: Silver Box Project Art on Loan
NOTICE OF INTENT TO AWARD

EMAIL TO: Distribution below

On behalf of the City of Sandpoint, I wish to thank you for your time and effort in submitting artwork to the Artist Call for the Silver Box Project Art of Loan.

The City of Sandpoint City Council will consider approval of the artist agreements for the art pieces being recommended by the Arts, Culture and Historic Preservation (ACHP) Commission after evaluating and scoring all submissions at the regularly scheduled City Council Meeting on Wednesday, June 18, 2025 at 5:30 PM Pacific Time.

The following art pieces have met the criteria and are slated for recommendation:

A) *Icosahedron* by Kirk Seese
B) *Kingfishers* by Anna Lee Harris
C) *Skyward Grace* by Denny Henson

The transmittal of this letter constitutes only notice of the City of Sandpoint's intent to award and does not constitute notice to proceed or an agreement. No art can be installed until the agreement is fully executed by both parties. You are advised that installation prior to such actions is unauthorized and the City of Sandpoint will assume neither responsibility nor payment associated with such installation.

Sincerely,
Cheryl Hughes

Cheryl Hughes
Central Services Director

Silver Box Program Submittals:

Artists	**Email**
Anna Lee Harris	a.leeharris@yahoo.com
Denny Henson	dennyhenson86@gmal.com
Kirk Seese	kirk@alienartifactstudios.com

AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 12th, 2025

MEETING DATE: June 18th, 2025

TO: Mayor Grimm, members of the Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Presentation and Discussion re: James E. Russell Sports Center Financial Performance and Future Operations

DESCRIPTION/BACKGROUND:

The purpose of this agenda item is to present a summary of recent community feedback related to the James E. Russell Sports Center and to seek Council direction on a preferred operational model for the facility going forward.

At the May 28th special City Council workshop held at the JER Sports Center, staff presented a six-month financial report and four options for future operations. The presentation, titled "JER Reflections and Path Forward," outlined operational challenges, cost recovery comparisons, and potential enhancements. The workshop was attended by approximately 100 members of the public, many of whom participated in an on-site survey. The survey results and public input were supplemented by additional comments and discussion at the June 11th Parks and Recreation Commission meeting.

These community engagement activities provided valuable insights from user groups, citizens, and commission members regarding expectations and ideas for improving the JER's financial performance and community benefit.

COMMUNITY INPUT SUMMARY:

May 28th Special Council Workshop at JER Sports Center:

The May 28th Special Council workshop included extensive council dialogue and public comment. Key takeaways included:

- Council members generally acknowledged the facility's strong early cost recovery (54%) but noted low member retention and limited program offerings as primary concerns.
- Public comments revealed divided sentiment, with racquet sport enthusiasts urging patience and incremental improvements, while many field and court sport advocates expressed strong support for a multi-sport adaptation.
- The majority of speakers emphasized the importance of maximizing community access and program variety, especially for youth and underrepresented groups.

Meeting Attendee Survey:
Of the 100 or so attendees at the May 28th meeting, 73 completed the online survey. Results indicated that:

- **36 favored Option 2: Multi-Sport Adaptation**, citing the need for indoor space for basketball, volleyball, and turf-based sports during the winter.
- **24 favored Option 1: Stay the Course**, arguing that the new facility supervisor should be given a chance to implement his vision, that the original intent of the gift was for a tennis and pickleball facility, NOT a multi-sport facility, many also noting that given only limited marketing and programming has taken place to date, the City should stay has not given the facility time to establish demand from the primary user groups.
- **13 favored Option 3: Third-party Operator**, sharing sentiments like "let the experts run the facility," a shared skepticism of multi-use efficiency, and advocating for volunteerism and sponsorships to help improve the facilities cost recovery ratio.

Overall, the split between respondents who favor a multi-sport adaptation of the sports center and those who favor preserving the facility for the primary user groups of tennis and pickleball was **50/50**.

Below is a list of diverse perspectives shared in the survey comment section reflecting both sides of the debate – those in favor of a multi-sport adaptation (Option 2) and those advocating to preserve the facility for tennis and pickleball (Options 1 and 3).

Support for Multi-Sport Adaptation (Option 2)

- *"This shows a true investment in the youth sports in our community."*
- *"Gym space is nearly impossible in this town during basketball season."*
- *"By converting JER to multi-use you are opening up significant revenue streams and engaging the larger community in JER's success."*
- *"You are creating a space for locals who live and recreate in Sandpoint year-round. You are engaging the youth and their tax-paying parents."*
- *"This will be a huge boost to spring sports that do not have access to adequate indoor practice space."*

Support for Tennis and Pickleball Focus (Options 1 and 3)

- *"Give the tennis/pickleball community a chance with programming options, clinic options, social options that the CITY SUPPORTS AND PROMOTES!!!!"*
- *"Let the new rec facilities manager run the JER as it was envisioned with dynamic programming that takes full advantage of this world class racquet and paddle facility."*
- *"The donation was specifically made for racquet sports. Adding sports courts or turf will not maximize the usage—it's a trade-off from one member group to another."*
- *"Consider the original gift from the Russell family. In under four months you mismanaged JER with no programming to grow the sports. Let the USTA make the effort for a few years."*
- *"All sports need indoor winter amenities, but this facility was designed for racquet sports. Other groups should seek their own donors."*

June 11TH Parks and Recreation Commission Meeting:

The June 11th meeting of the Sandpoint Parks and Recreation Commission was the first convening of the group since the May 28th City Council workshop on JER. The meeting also served as an opportunity to introduce new commissioners, many of whom bring substantial professional and personal experience in youth sports, recreation programming, and facility management. This diverse expertise shaped the discussion that followed regarding JER's future operations.

Recreation Facilities Supervisor Ryan Wells, now in his second week on the job, was introduced and provided a candid update on the state of operations at JER. He emphasized that the facility was still in a "soft opening" phase and undergoing final construction punch-list work. Ryan also shared plans for

improving member engagement, expanding programs, and potentially launching a volunteer staffing model to extend hours without increasing costs.

Commissioners welcomed Wells' energy and vision, with several expressing enthusiasm for the direction he hopes to take the facility. There was strong consensus that the JER has not yet reached its full potential and that staffing stability, community partnerships, and deliberate programming will be critical to turning it into a true community hub.

While no formal recommendation was made, commissioners asked staff to convey to City Council the general sentiment expressed in the discussion:

- There was broad support for **expanding the use of the facility beyond just tennis and pickleball,** in a way that engages more youth and team sports participants. Several commissioners noted the acute **shortage of indoor gym space for youth basketball, volleyball, and off-season field sport practices**.
- Commissioners emphasized the need to **balance community-wide access with the donor's intent**. Some saw value in **integrating limited multi-use opportunities while preserving core racquet sport functionality** and prioritizing member retention.
- Many agreed that regardless of the direction chosen, **investments in programming, staffing, and marketing would be necessary** to ensure any operational model succeeds.
- One recurring theme was **the need for clear communication to the public**—especially around the evolving purpose and role of JER, and what the City is doing to **ensure the facility serves the greatest number of residents**.

Commissioners appreciated the complexity of the decision before Council and affirmed their willingness to support any implementation strategy that is clearly communicated, equity-focused, and financially sustainable. Staff was asked to relay these perspectives to Council to inform deliberation and any action taken at the June 18th meeting.

Operational Options Reviewed

1. **Option 1: Stay the Course** – Maintain current in-house operations under new leadership and enhance member services and retention.
2. **Option 2: Multi-Sport Adaptation** – Convert some courts for basketball, volleyball, and/or turf field use. Options council could pursue include:
    - Multi-sport court with basketball and volleyball equipment. Could also include batting cages with turf strips for baseball/softball use. Cost: $150,000 - $160,000
    - Portable turf field for one tennis court: Cost: $130,000 - $150,000.
    - Coversports special event floor covering for two or three courts: Cost - $28,000 – $42,000.
3. **Option 3: Third-Party Operator** – Lease to a partner such as USTA Pacific Northwest to manage and program the facility. No formal proposal has been submitted by USTA PNW as of the writing of this staff report.
4. **Option 4: Minimal Operations** – Reduce hours and staff to limit expenses, likely reducing community benefit and revenue.

Financial Update

The attached financial report for the first six months of operations confirms:

- **Total revenues:** $72,090
- **Total operating expenses:** $138,837
- **Year-to-date cost recovery:** 54%

- **Estimated year-end shortfall:** ~$101,000

Notably, these figures do not reflect potential gains from improved management, which began June 2nd with the hiring of Recreation Facilities Supervisor Ryan Wells. Wells has already initiated efforts to increase memberships, expand programming, and evaluate volunteer staffing models to extend hours at minimal cost.

STAFF RECOMMENDATION:

Staff requests that Council provide direction on which of the four operational options outlined above should be implemented. Council's input will guide program development, facility improvements, and staffing strategies in the months ahead.

We also remind Council that the current performance of the facility is based on an initial soft opening phase and transitional management structure. With new leadership in place, outcomes in the second half of 2025 may differ significantly from the first six months.

ACTION:

Please provide staff with direction to:

- Adopt one of the four operating models, or
- Request revisions and return for further Council review.

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

ATTACHMENTS:

1. JER Reflections and Path Forward PowerPoint presentation
2. Public meeting survey results
3. Financial Report: December 2024 – May 2025

Addendum to staff report following 6.17 phone conversation with Pat Dreves of the USTA PNW re: programming partnership at JER Spors Center

On Tuesday, June 17th, Ryan Wells and I held a conversation with Pat Dreves of USTA PNW. That organization proposes managing all tennis programming at JER. The City would continue to manage day-to-day member use, private court reservations, school district use, community room use, and partnerships with local user groups like PPC and STA, as well as all pickleball programming (leagues, classes, and clinics).

USTA PNW's catalogue includes clinics, classes, and programs for players of all ages, as well as tennis leagues and tournaments. The proposal offered to the City involves a revenue split of either 80/20, with 80% of all program revenue going to USTA PNW if they manage program registration, or 70/30 with the City retaining 30% of revenues if the City handles program registration.

The benefits to the City of the proposal include obvious advantage of having a proven catalogue of tennis programs brought to JER without having to build it from the ground up. USTA will recruit, hire, and train all pros in their operations model. The City keeps all membership revenue, with USTA PNW offering discounts for their programs to JER members, with the mutually beneficial outcome of driving prospective players towards joining the facility.

The potential downside is that as USTA PNW programs roll out, court space that may have been occupied by paying JER members will instead be occupied by users paying the USTA PNW program fees instead (only 20-30% of which go back to the City). However, if the City's goal is to generally increase use of the facility, then any programs, leagues, or tournaments USTA PNW can bring will advance that goal.

One option to protect the City from any potential downside risk is to establish a minimum fee for a USTA PNW-run program equal to the hourly court use fee charged to LPOSD or local non-profits. For example, if a USTA PNW-run program brings in less than $20 per hour for the City, the City will charge that $20 as the base rate (as that is equal to the hourly court rental rate charged to local non-profits). Whether or not USTA PNW will be amenable to this arrangement will need to be worked if Council chooses to move forward with this option.

If Council decides to keep the facility as a tennis and pickleball-only facility at this time, I would recommend that council directs staff to pursue a contract with USTA PNW to enable that organization to bring their catalogue of tennis programs to JER so as to open up new opportunities for youth, junior, and adult community members to engage with the sport in the months ahead. While the revenue share model alone is unlikely to close the financial gap JER is experiencing, the increased use enabled by over a dozen new programs offered by USTA PNW will drive membership and, over time, private court use, which will further increase facility revenue and help close the fiscal gap at JER.

Planning the Future of the JER Sports Center

Six-month operations review and the path ahead

Prepared for City Council

May 28, 2025

The gift of James E. Russell's Family

After careful appraisal with financial advisors to ensure that Ginny's needs are fully met, the Russells decided they could commit the full $7.5 million to create something the city completely lacks at present: ***a four-season facility for court sports that can include tennis, pickleball, basketball, volleyball, and potentially even lacrosse or others****.*

It will be a place where ***James Russell himself would no doubt have spent a lot of time****. He was born here in 1933, one of six children of Alex and Mae Russell.* ***He played basketball and football at Sandpoint High*** *— the latter sport with future NFL Hall of Famer Jerry Kramer — and was an avid hunter and fisherman.*

From "A History Making Gift to Sandpoint" by Chris Bessler, Sandpoint Magazine, summer 2022 edition

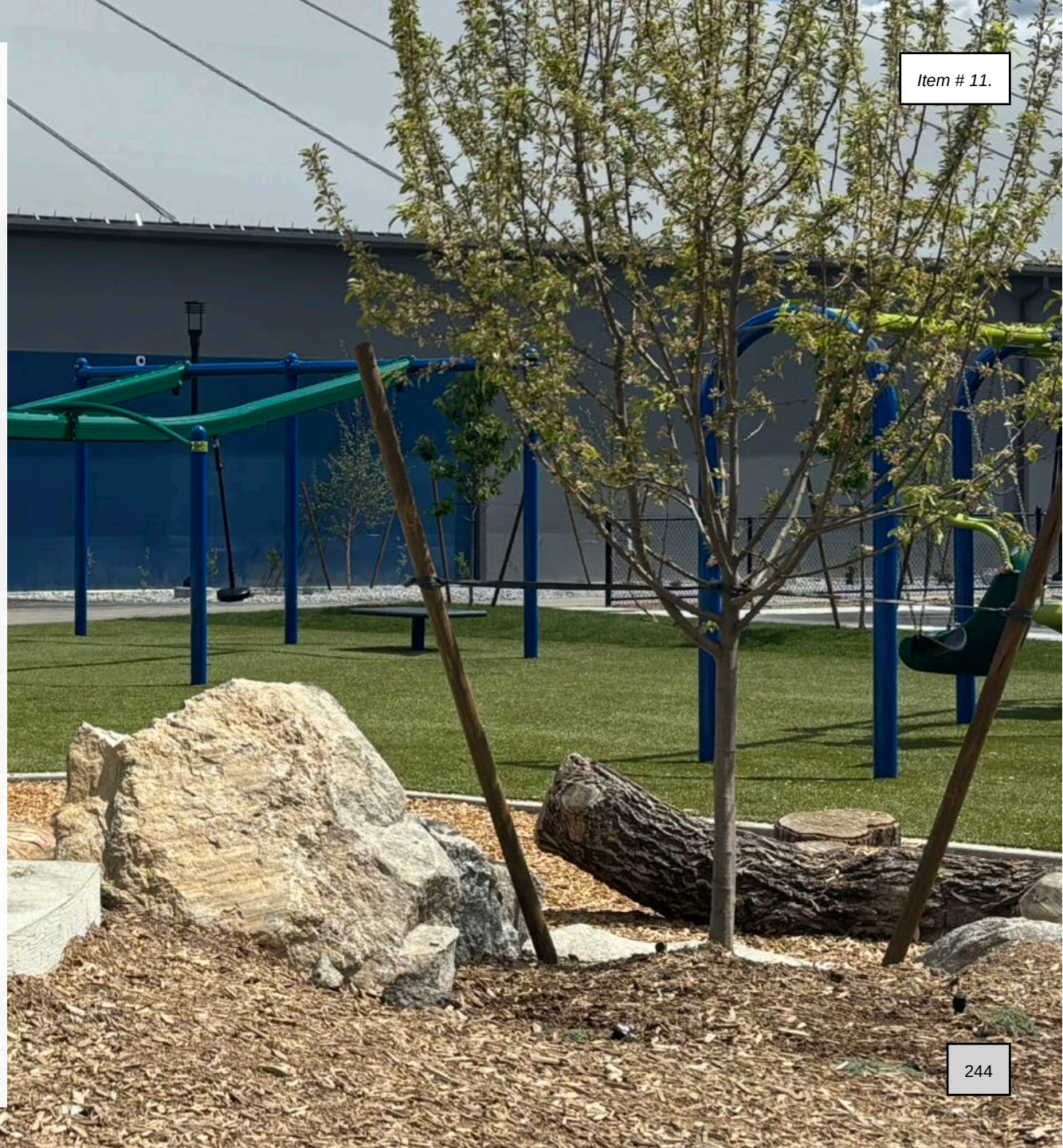
Welcome and Workshop Purpose

- Reflect on first six months of operation
- Share operational challenges and successes
- Present future operating options
- Gather input from City Council and community

Before we begin

3-minutes "ice-breaker"

- Find someone in the room **who you do not know**.
- Briefly introduce yourselves.
- Two questions to discuss:
  1) Why are you here tonight?
  2) Why do you care about the James E. Russell Sports Center?

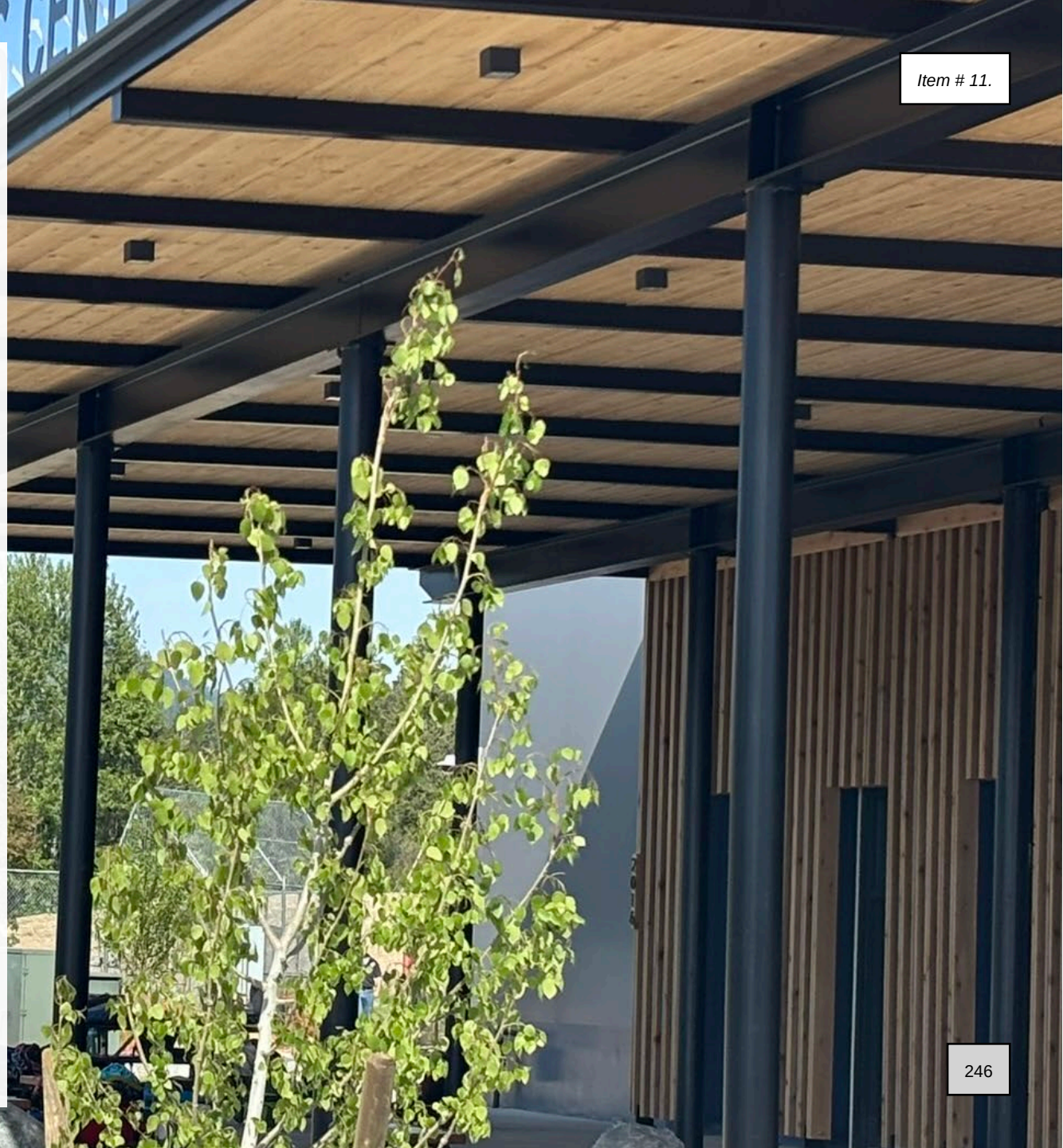


Expenses in first 6 months

- Facility opened on December 16th, 2024
- Initial staffing:
  - 1 FTE Sports Facility Supervisor, 20% CPD Department Head, 10% Recreation Superintendent = **130% FTE salary + benefits**
  - 4-6 part-time "Facility Services Representatives" (front desk staff x4, <20 hour per week): $14/hr, 80 hrs/week
- Total staffing costs (including benefits) fiscal YTD = **$94,968**
- Other operating costs YTD:
  - Electricity ($17,917), Software ($8,588), Internet, ($2,638), Supplies ($3,450), Credit card service ($1,041), etc…
- Total operating cost fiscal YTD = **$138,837**

Revenues in first 6 months

- 51 annual members (paid for year in advance)
  - = **$21,700 annual member revenue**
- 50 monthly members in May
  - = **$2,110 member revenue in May**
- 137 expired memberships, **238 paying members all-time**
- $40-$45 monthly membership fee, $2-$5 daily play fee
- Other revenues include LPOSD, SSA, PPC, Sandpoint Lacrosse court rentals, some non-member drop-in play, private instructor court rentals.
- Total revenues fiscal YTD = **$72,090**



Low member retention

Low member retention rate means lost revenue.

If 80% of the 137 expired members were to keep membership active, JER would earn an additional **$4,658** per month in membership revenue.

Challenge ahead: Increase member retention using financial incentives and by improving quality of member experience at JER

The Challenge

Expected costs in Year 1: **$222,858.23**

Expected revenues in Year 1: **$120,920.72**

Shortfall = **$101,937.51**

54% Cost Recovery Ratio

Cost Recovery in Municipal Recreation Facilities

According to the **2024 National Recreation and Park Association's Agency Performance Review**, the median cost recovery rate—defined as the percentage of operating expenditures covered by non-tax revenues such as user fees and memberships—is **25.2%** across all agencies. This rate varies with the size of the population served: (Source)

- Agencies serving populations **under 20,000** have a median cost recovery rate of **29.5%**.
- Agencies serving populations **over 250,000** have a median cost recovery rate of **17.9%**. (Source)

These figures indicate that most municipal recreation facilities operate with **significant subsidies** from public funds.

- User fees and memberships typically cover only a portion of the total operating expenses.
- The expectation for full cost recovery is uncommon, especially for facilities like public pools and community centers that provide **broad public benefits**.

Cost Recovery, continued

Indoor sports courts and recreation centers:

- Often fare better, with cost recovery sometimes in the **50–80% range**, especially if they host events, tournaments, or have high drop-in volume.
- Some larger or well-managed centers with **diverse revenue streams** (rentals, concessions, sponsorships) can break even or generate surplus—but this is not the norm.

Indoor tennis facilities or field houses:

- Cost recovery is highly variable. In wealthier or sports-centric communities, they **may approach break-even** with strong membership models, programming, and event rentals.
- But these often rely on capital support from grants, impact fees, or bonds, and **ongoing operations are subsidized** at least partially.

Cost Recovery, continued

Question	Typical Answer
Do municipal rec centers usually turn a profit?	**No**
Are they usually subsidized by tax dollars?	**Yes**
Are they expected to break even?	**Rarely**, unless community has explicitly adopted a cost-neutral policy
Do memberships and user fees cover all costs?	**Uncommon**, but can contribute significantly
What's typical cost recovery?	**27–40% overall**; higher for some court-based facilities, lower for pools

Cost Recovery in Sandpoint Rec Facilities

Recreation Facility	23-24 Expenses	23-24 Revenues	Cost recovery %
Memorial Field & Grandstands	$146,568 (GF)	$95,643 (CIP)	**67.3%**
Sports Complex (Travers, GN, Centennial fields)	$140,369 (GF)	$28,683 (CIP)	**20.4%**
Community Hall	$32,815 (GF)	$6,134 (GF)	**18.7%**
Shooting range	$9,676 (Rec)	$9,390 (Rec)	**97%**
Combined	$329,428	$139,850	**42.5%**
Average Cost Recovery Ratio: 43.4%			

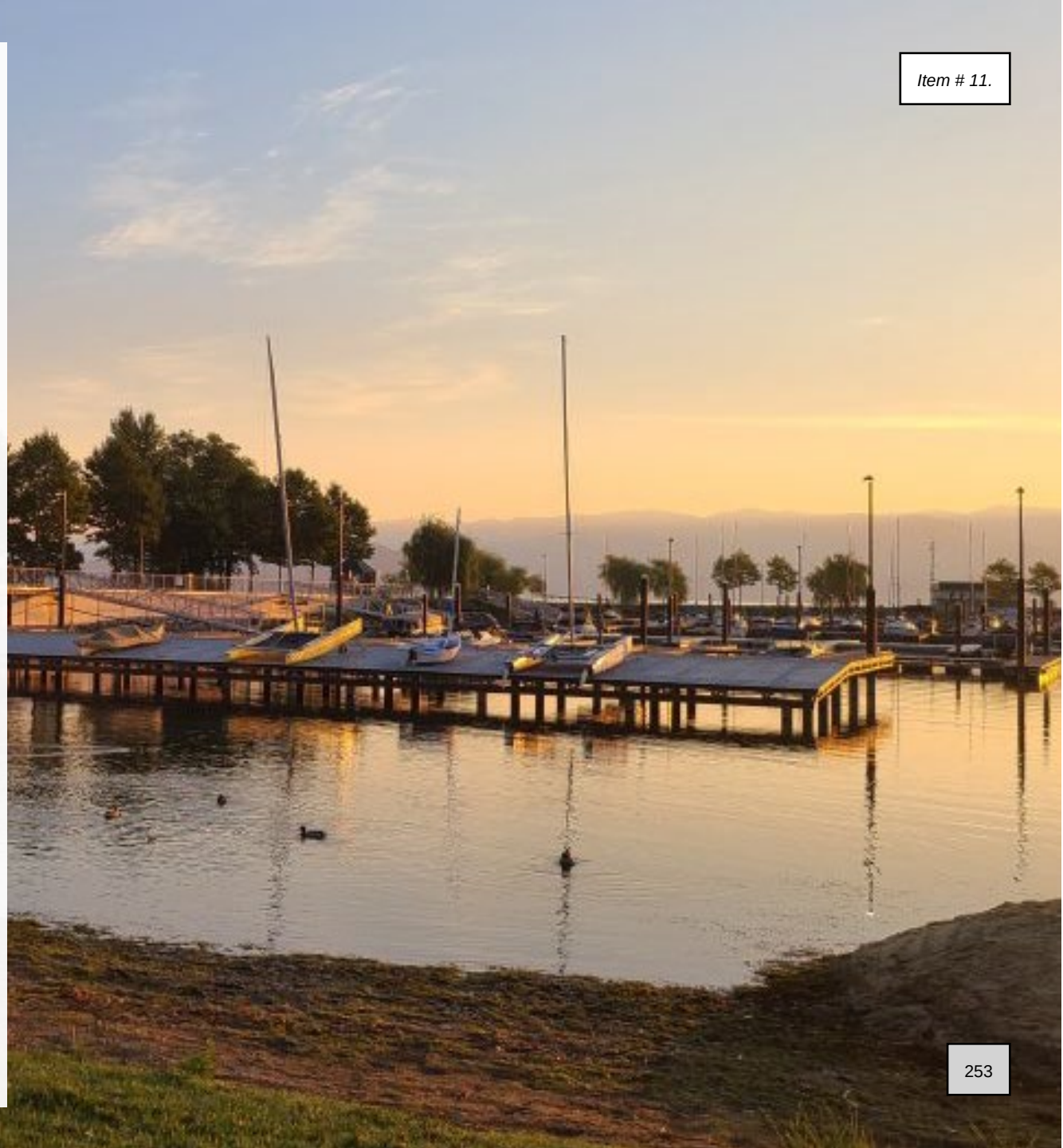
On average, Sandpoint's recreation facilities recover only **43.4%** of their costs through user fees / revenues.

JER is at 54% YTD

Outliers in Sandpoint's Rec Facilities

Recreation Facility	23-24 Expenses	23-24 Revenues	Cost recovery %
Moorage (City Beach/Windbag marinas)	$7,355	$251,956	**3,425%**
RV Park	$25,478	$94,210	**380%**

Currently 100% of revenues from RV Park & Moorage go into Parks CIP fund, NOT Recreation. These two amenities fund *nearly all* the City's Parks capital improvement projects



What does failure to recover costs mean?

When revenues fall short of costs at JER, the difference is filled with…

RECREATION FUND REVENUES

What is the Recreation Fund? 4.55% of property taxes (~$231,000 this year) in Sandpoint go into a dedicated fund to support recreation facilities and programs

Programs traditionally supported through the recreation fund include: *Youth and adult sports, shooting range, lifeguards, enrichment classes, community garden, contra dance, watershed trail maintenance*

*Takeaway: JER deficits will **NOT impact** City's ability to provide essential city services or infrastructure, but **WILL impact** City's ability to fund and support other recreation programs and facilities*

How to increase cost recovery ratio

To improve its cost recovery ratio and reduce its impact on the Recreation Fund, JER must increase revenues and/or decrease its costs.

- Revenue-generating ideas:
  a) **Diversify facility's use** -> more user groups and income sources
  b) **Change membership fee structure** -> either decrease fees to increase membership and use or increase fees to earn more from fewer users
  c) **Increase membership retention and uptake by offering more programs** -> clinics, camps, leagues, classes, etc. (also comes with additional labor costs)
  d) **Some combination of the above**
- Cost-reducing ideas:
  a) **Reduce opening hours** -> reduces cost of part-time staff, minimal reduction in utility costs
  b) **Reduce full-time and/or part-time staff** -> part-time only during limited hours

Operating Options for Council to Consider

Option 1: Stay the course

Option 2: Multi-sport Adaptation

Option 3: Third Party Operator

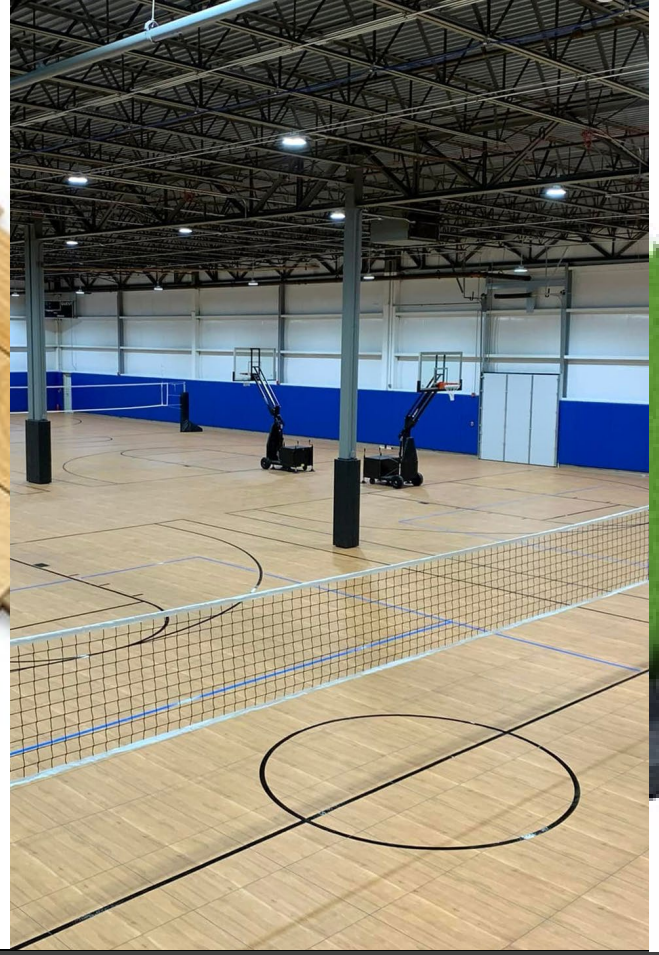
Option 4: Minimal Operations

Option 1: Stay the Course

- Maintain current **in-house operations** under new Recreation Facilities Supervisor
- Keep JER as a **two-sport facility** and work to grow primary user groups and improve member retention
- Prioritize **expanded programming** with local pros and instructors
- Host **regional leagues** and tournaments
- **Target growth** in daily play, private rentals of courts and community room

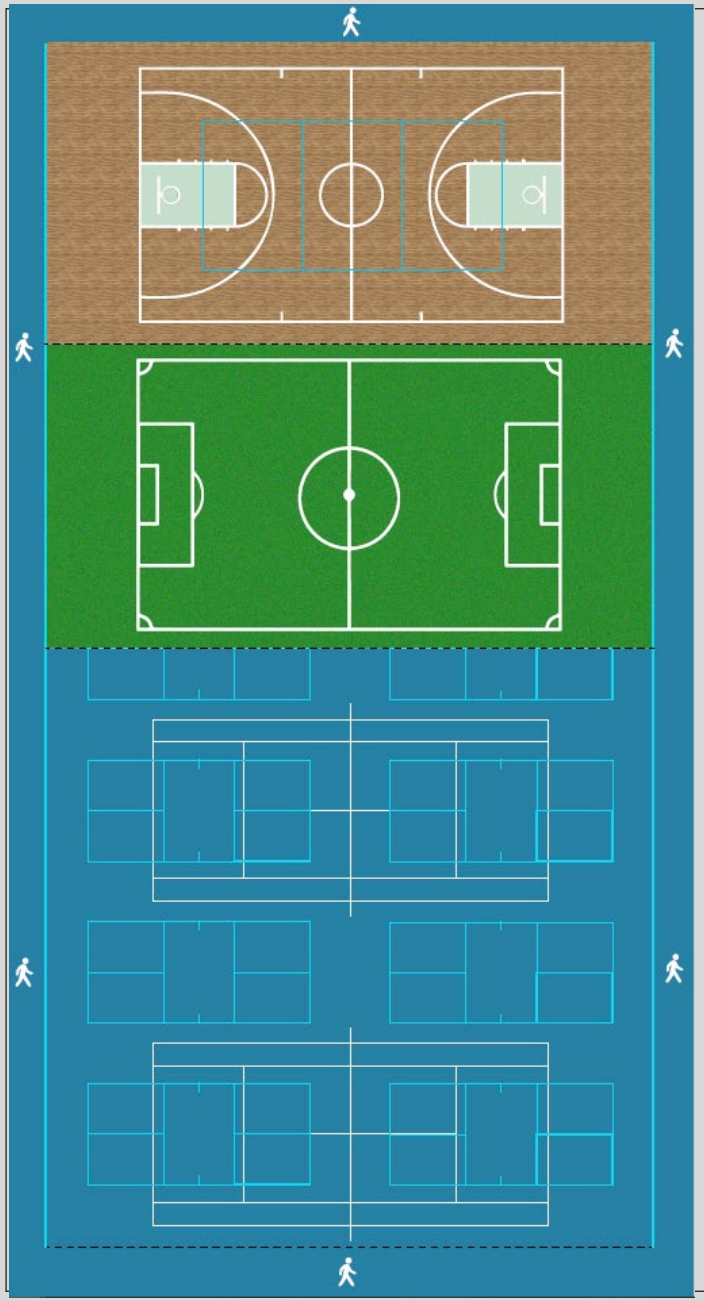
Option 2: Multi-sport Adaptation

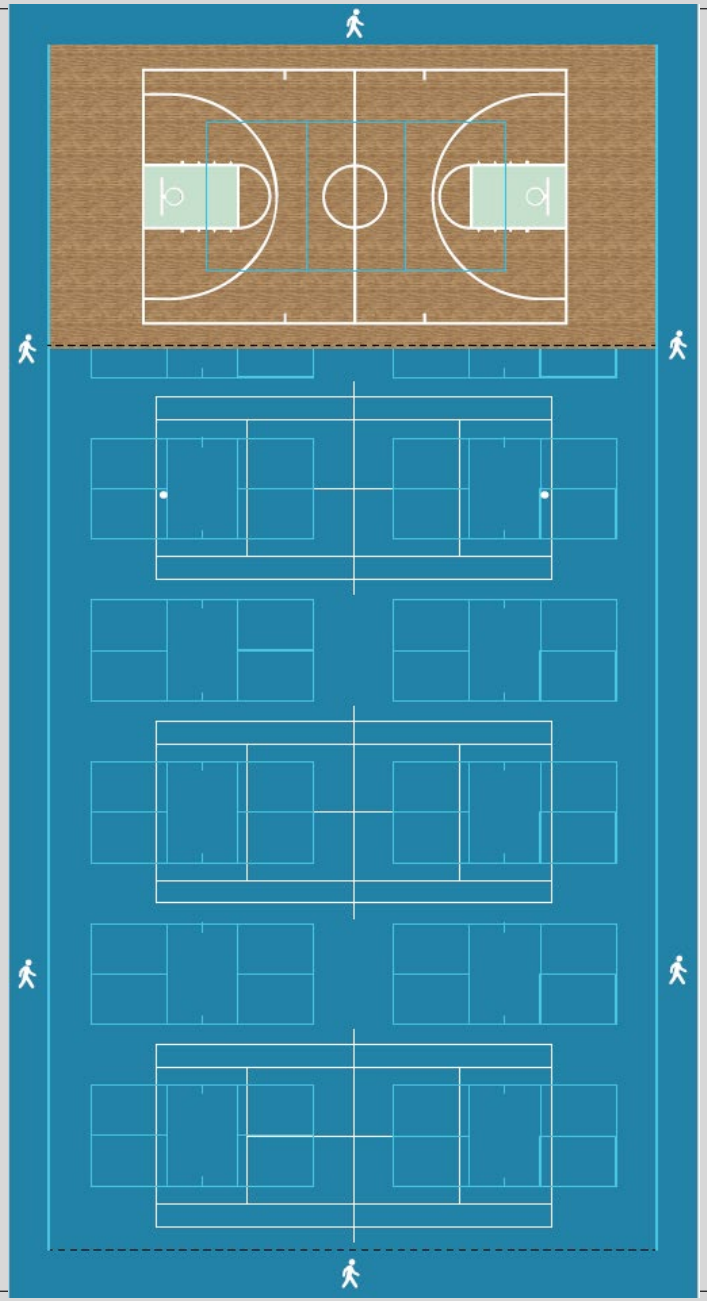
- Install a semi-permanent basketball / volleyball court
- Addition of modular, temporary turf field for flexible field sport use
- Maintain three tennis courts and ten pickleball courts for primary user groups
- Enable access for hundreds of local youth and broader sporting community



OPTION 2

- Snap-together basketball/volleyball with portable hoops allowing for full-size high school regulation practice and play.
- Snap-together, lightweight turf field, can be assembled or stowed with a team of 4 in under 2-hours.





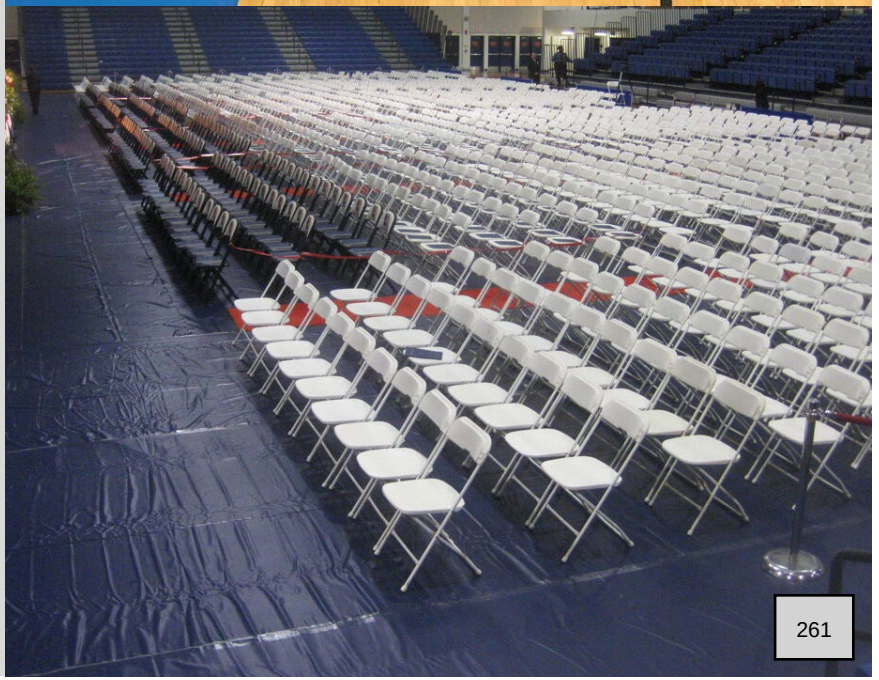
Option 2

- Court #4 converted to semi-permanent **multi-sport court**
- **Portable turf** allows for quick conversion of court #3 (<2 hours)
- "Standard" set-up at JER will be **three tennis courts / ten pickleball courts**, with multi-sport court available for member and non-member use, leagues, private rental, and community court time.
- Turf field only applied **"as-needed" for field sport practices**, adult leagues, private rental, etc.

Option 2 – Costs

Costs: Conversion of two courts for multi-sport use can be funded through Parks CIP funds or DIF dollars (eligible for expansion of access to parks and recreation facilities). An anonymous donor has offered to provide a **match for any investment made using City or private dollars**

- Snapcourt 60'x120' multi-sport surface: **$54,000**
- Portable hoops (x6): **$77,850**
- Portable volleyball system: **$12,646**
- Portable field turf 60'x120': **$130,000**
- Quick set up batting cages (x2): **$8,164**
- Coversports Gym Floor Cover 120'x120' (for special events on two courts): **$25,200**
- Miscellaneous costs: **$18,140**
  - **Total cost: ~$326,000 – 50% donor match**
  - **= $163,000 to City**
  - Funding from either Parks CIP or DIF funds



Option 2 –Revenues

Converting JER to multi-use will create new revenue generating possibilities. The draft fee schedule includes a base non-profit court use rate of **$20 per hour**.

Turf Field (4 days/week x 4 hours/day in winter, half the use in summer)**:**

- Winter (Nov–Mar): **$8,690**
- Summer (Apr–Oct, reduced use): **$4,562.25**
- Total Turf Field Revenue: **$13,252**

Basketball/Volleyball Court (5 days/week x 3 hours/day, year-round):

- Estimated Revenue: **$17,206**

Drop-in Use (Field + Court):

- 6 hours/week × 12 players × $3/player: $216/week
- Annual Revenue from Drop-In Use: **$11,262.24**

Special Event Rentals (Two courts, 12 events / year at $1,200 each): **$14,400**

Potential annual revenue from multi-use conversion

~$56,120

Assumes participation and use from 12+ local non-profit and school field and court sports groups and active coordination with City staff

CAVEAT: Revenues from tennis and pickleball use will decrease if no new programs/clinics/lessons/leagues are offered.

Option 2 – Other Considerations

Loss of tennis and pickleball revenues:

- With one or two fewer tennis courts and 4-8 fewer pickleball courts available, revenues from paddle and racquet sports will decline assuming no changes are made to how the facility is programmed for the primary user group.
- Ideally, any adaptation for multi-sport use at JER will **occur alongside additional programming** (camps, clinics, lessons, leagues, and tournaments) for tennis and pickleball.

Option 3 – Third-party operator

City partners with Third-party to either lease and run JER as a private facility or provide programming and pay court fees while City continues to provide front desk staff, pay utilities and other operation costs

Model: USTA PNW runs public/private tennis centers in Tacoma, Longview, and Vancouver, WA

USTA Pacific Northwest's mission is to promote the growth of the game by engaging children, adults and families across Alaska, Washington, Oregon and northern Idaho.

We believe tennis should be affordable and accessible to anyone who wants to pick up a racquet. By building, revitalizing and managing new and existing tennis facilities, we're able to provide our local communities with more health and wellness programs. Our facilities aren't just a bunch of tennis courts. They're community hubs…

Option 3 – Third-party operator

Adult programs offered by USTA PNW at other facilities include:

Tennis 101 & 201, Skills & Drills, Serve & Return, Women's Doubles Flight Challenge, Ball Machine, Men's and Women's Singles, Mixed Doubles, Cardio Class, Men's Doubles, Co-ed Doubles Strategy, Adaptive classes (Autism and wheelchair tennis)

Youth and Junior programs include:

Tots tennis, Red Ball, Orange Ball, Tennis Academy, Homeschool program, High school beginner tennis, Adaptive classes

Fees employed at other USTA clubs:

- Memberships fees: $89 - $129 per year
- Court fees: $12 - $17 per court member price, $22-$27 per court non-member price
- Members receive 20% discount on all programs, classes, & lessons and advanced court reservations

Option 4 – Minimal operations

Final option is to scale back operations and staffing to bare minimum:

- 8-9 hours / day
- 1 part-time front desk staff
- Open 5 days per week

Maximum savings through staff and open-hour reduction

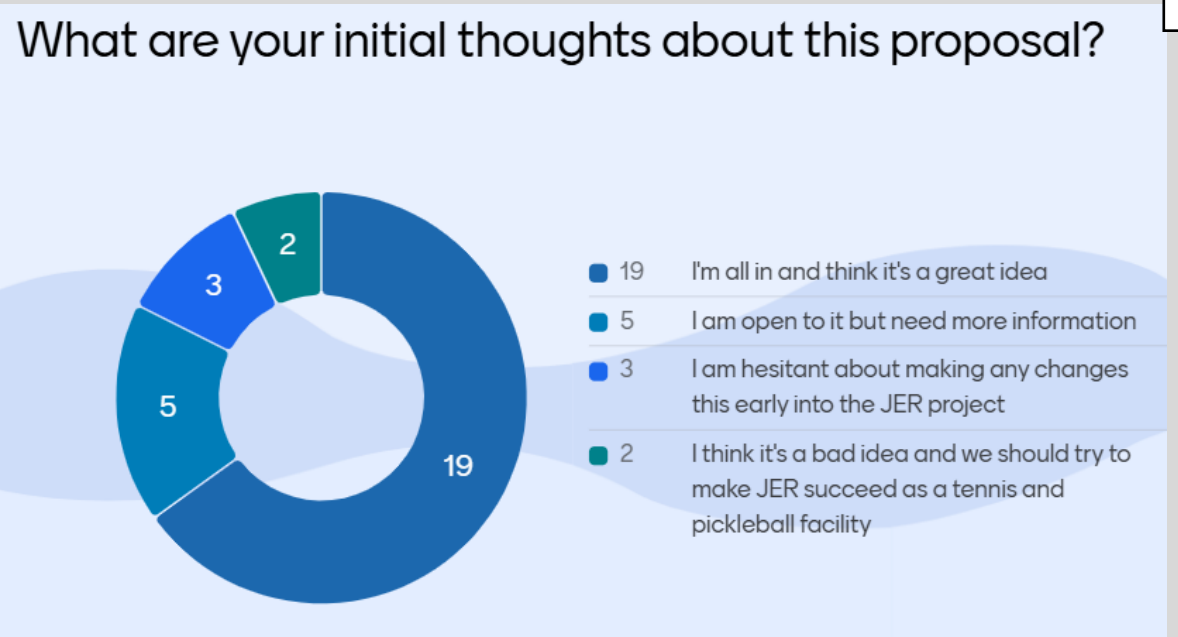
~$75,000

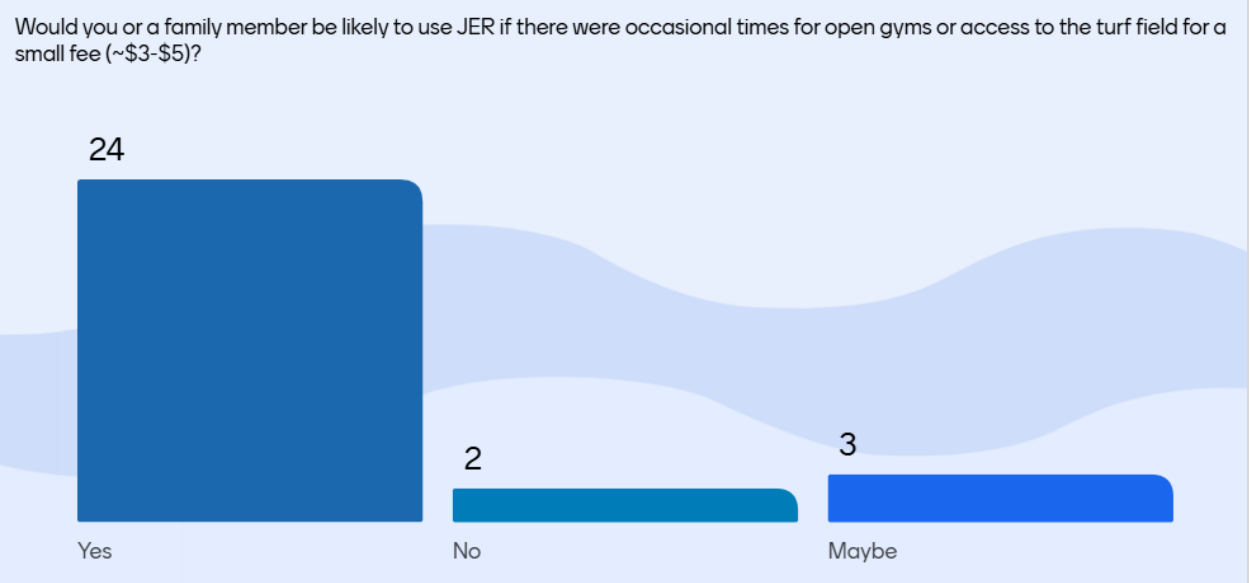
- Unless revenues simultaneously increase, JER will fall short of cost recovery
- Reducing hours and staff **will likely lead** to fewer members, less use, and less revenue -> ***losses will continue***

Community Feedback

In a recent survey of coaches, program directors, and board members of local sporting groups (baseball, softball, lacrosse, basketball, volleyball, football, tennis, soccer) strong support for Option 2 was expressed.

29 respondents contributed to the results here

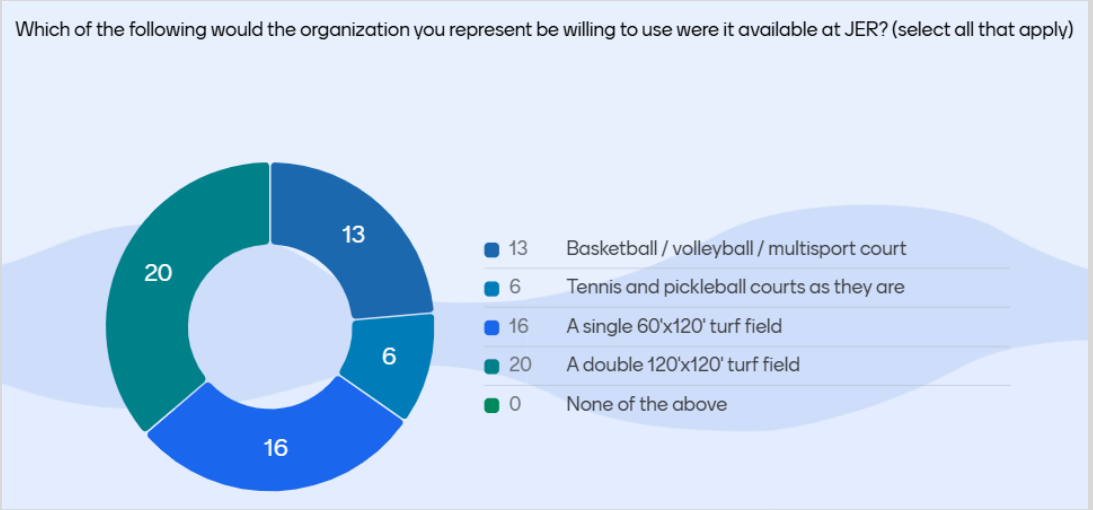


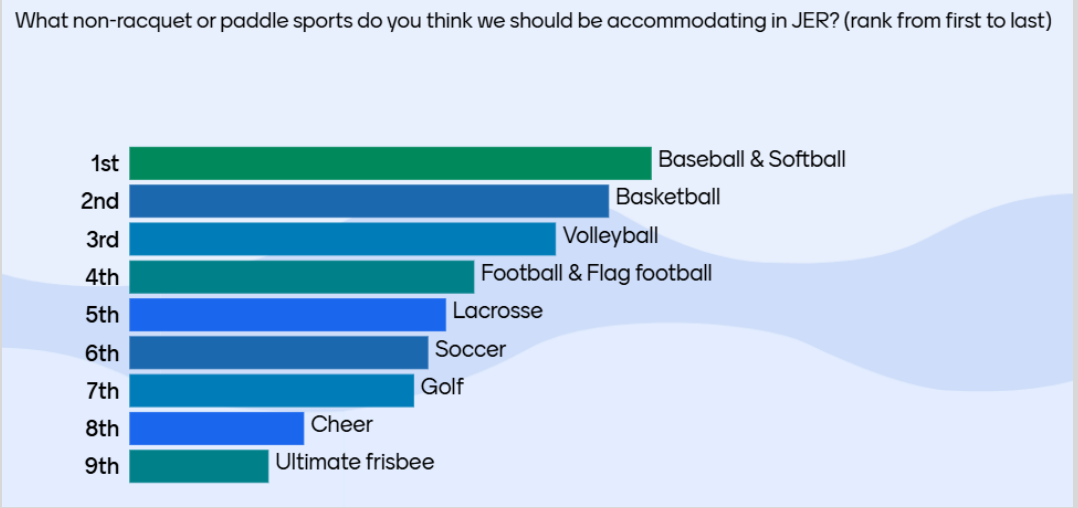


Community Feedback

Pros (as expressed by survey respondents)

- “This shows a true investment in the youth sports in our community.”
- “Gym space is nearly impossible in this town during basketball season.”
- “This will be a huge boost to spring sports that do not have access to adequate indoor practice space.”
- “You are creating a space for locals who live and recreate in Sandpoint year-round. You are engaging the youth and their tax paying parents.”
- “By converting JER to multi-use you are opening up significant revenue streams and engaging the larger community in JERs success.”
- “Additional revenue for the city - field rental fees & the more people actually feel a connection to the center, the better the center will do.”

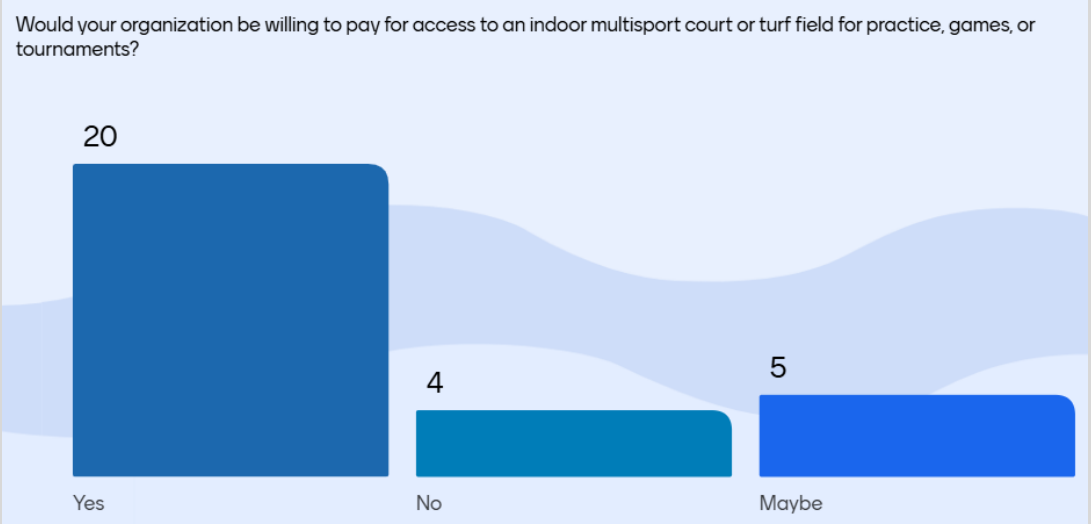


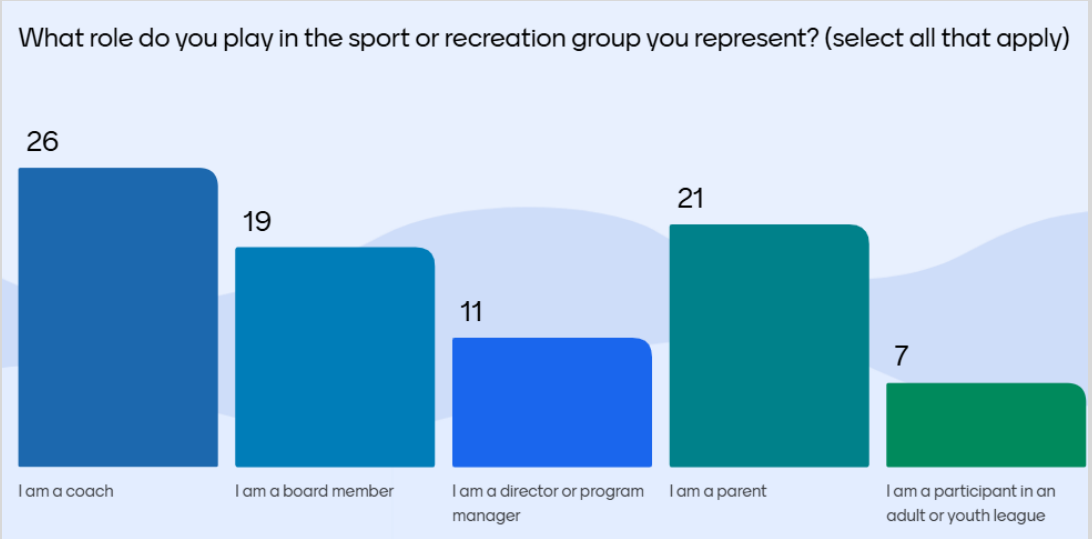


Community Feedback

Cons (as expressed by survey respondents)

- “Short-sighted. Loss of income. Keystone Cops image. Why create an amazing racquet sports facility & turn it into a mediocre field house?”
- “You are alienating the entire racquet sport community, destroying a world-class facility, and creating a mediocre field house for children.”
- “All of the various groups, teams and clubs would still be competing for a small amount of time to accommodate everyone's interests.”
- “You are trading one user group for another so there is no real gain. With turf and a basketball court the building will sit empty during the day while chasing away monthly and yearly racquet/paddle members.”
- “The sports you are talking about adding will all want access during the same time of year. ”
- “Membership money and spending more for changes seem like bad business.”





Other comments from survey

- “I love that we’re thinking about expanding and hitting a broader version of athletes in our town!!! We might as well use the beautiful facility for as many kids or organizations as we can.”
- “Manage JER as a racquet club. That's what it was designed for. The city should issue a municipal bond to fund day-to-day obligations.”
- “I would love for JER to be an opportunity to allow other programs space to grow. Without the ability to train our athletes, some of the lower density spring sports cannot bring in new kids.”
- “I believe the City will ultimately need to hire a private operator to manage this facility via a long-term concession agreement.”
- “Multisport would be much more inclusive of the whole Community. A smallish investment now would benefit everyone for years to come. The City would see much more use out of the facility than current.”
- “You could you lease the building to a racquet sport company. Run a bond to pay for expenses. Hire people that can create the programs needed to grow the racquet sports community.”
- “This facility has caused negative outcry from locals since the start. By engaging youth and adult organizations you are showing that JER is intended for ALL. Not only paddle sport players.”
- “This is going to be a battle with all the user groups. The biggest need in Sandpoint is indoor/turf field space in the winter months.”
- “To me, it would be properly managing an asset for it's greatest return. My money says you would see dang near maxed out reservations. Kudos for looking at the future and making change.”

Final Thoughts

It is **highly unlikely** that JER will fully fund its operations out of revenues, regardless of the operating model chosen by council. That said, at **55% cost recovery ratio**, JER is already on par with municipal sports facilities nationwide, and above average among facilities in Sandpoint.

The question is, how do we maximize the community benefit provided by the ***tax-subsidized* community facility?**

Do we:

- **Go "all-in" for the primary user groups for which the facility was designed?**
- **Adapt the facility to serve additional user groups?**

Either way, greater attention needs to be paid to providing **a high-quality user-experience** that makes people willing and eager to make JER their **home-base for indoor recreation** and sports. Whether that means making efforts to grow the tennis and pickleball communities over time or open the facility to other sporting groups now, the performance of JER as a community sports center is up to decisions made by City Council in the weeks ahead.

Next steps

- Hear from the public
- Council discussion
- No action needed tonight…
- Follow up conversations
- Looking for council direction by second meeting in June

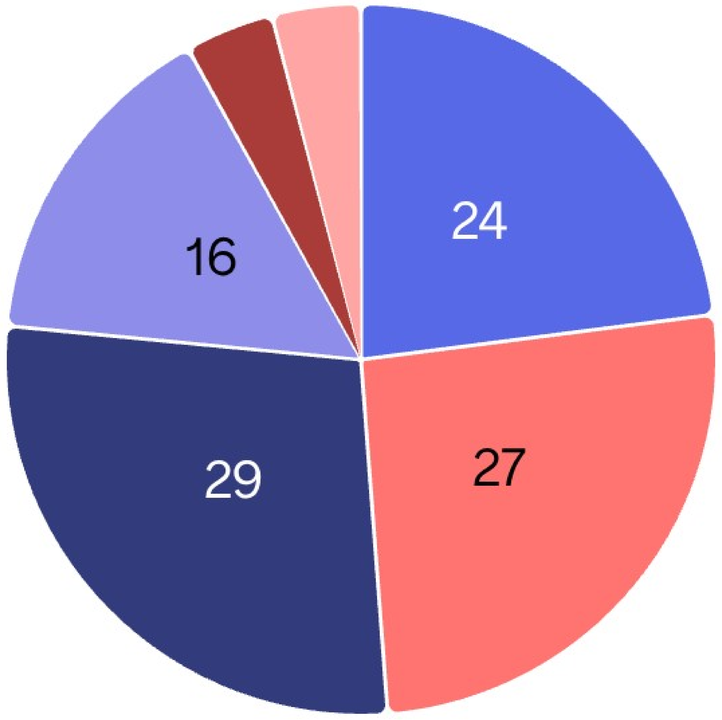
Participant Survey

https://www.menti.com/als1hwrquh5p

James E. Russell Sports Center YTD Operating Expenses and Revenues	FULL MONTHLY FIGURES				PARTIAL MONTH	FORECASTED FIGURES							
Description	ONTH ACTIVITY 2025 January	MONTH ACTIVITY 2025 February	MONTH ACTIVITY 2025 March	MONTH ACTIVITY 2025 April	MONTH ACTIVITY 2025 May	MONTH ACTIVITY 2025 June	MONTH ACTIVITY 2025 July	MONTH ACTIVITY 2025 August	MONTH ACTIVITY 2025 September	IONTH ACTIVITY 2025 October	IONTH ACTIVITY 2025 November	IONTH ACTIVITY 2025 December	
Revenues (membership fee, court fee, reservation, private rentals)	**10,992.81**	**10,410.58**	**11,744.00**	**8,260.33**	**9,513.00**	**10,000.00**	**10,000.00**	**10,000.00**	**10,000.00**	**10,000.00**	**10,000.00**	**10,000.00**	
TOTAL SALARY & WAGES	10,717.44	7,258.55	7,258.60	7,994.51	1,930.05	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
TEMPORARY WAGES	5,057.50	4,525.50	4,767.00	4,508.00	4,053.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	4,400.00	
TOTAL MEDICAL & DENTAL INSURANCE	2,034.14	1,944.72	1,564.32	1,794.67	141.98	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	
TOTAL FICA	1,153.20	847.84	866.27	902.82	456.78	565.00	565.00	565.00	565.00	565.00	565.00	565.00	
TOTAL PERSI	1,338.71	967.74	942.63	1,057.02	302.42	645.00	645.00	645.00	645.00	645.00	645.00	645.00	
TOTAL WORKER'S COMPENSATION	62.05	55.67	69.11	72.87	77.42	39.00	39.00	39.00	39.00	39.00	39.00	39.00	
TOTAL LIFE INSURANCE	41.27	44.51	24.22	25.47	5.20	20.00	20.00	20.00	20.00	20.00	20.00	20.00	
TOTAL LONG TERM DISABILITY	53.72	59.40	31.64	33.64	7.00	27.00	27.00	27.00	27.00	27.00	27.00	27.00	
INTERNET - FIBER/T1	869.00	0.00	0.00	1,185.00	395.00	395.00	395.00	395.00	395.00	395.00	395.00	395.00	
ADVERTISING	0.00	0.00	200.00	0.00	0.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	
OFFICE SUPPLIES/EQUIPMENT	198.01	0.00	216.37	92.41	653.37	200.00	200.00	200.00	200.00	200.00	200.00	200.00	
OPERATIONAL SUPPLIES/EQUIPMENT	1,078.24	1,747.27	(191.33)	579.40	59.16	200.00	200.00	200.00	200.00	200.00	200.00	200.00	
FACILITY SUPPLIES	71.27	0.00	749.45	0.00	208.06	25.00	25.00	25.00	25.00	25.00	25.00	25.00	
CLEANING SUPPLIES	0.00	13.28	0.00	0.00	0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	
SOFTWARE/SAAS - REC 1/TEAMSIDELINE	0.00	1,285.89	1,531.70	298.69	199.12	533.00	533.00	533.00	533.00	533.00	533.00	533.00	
ELECTRICITY	4,008.07	3,729.51	3,559.61	2,710.87	2,066.57	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00	**TOTALS**
Total expenses	**24,972.21**	**22,758.32**	**22,800.91**	**21,255.37**	**10,555.13**	**17,217.47**	**17,216.47**	**17,216.47**	**17,216.47**	**17,216.47**	**17,216.47**	**17,216.47**	**222,858.23**
Total Revenue	**10,992.81**	**10,410.58**	**11,744.00**	**8,260.33**	**9,513.00**	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	**120,920.72**
Net revenues	(13,979.40)	(12,347.74)	(11,056.91)	(12,995.04)	(1,042.13)	(7,217.47)	(7,216.47)	(7,216.47)	(7,216.47)	(7,216.47)	(7,216.47)	(7,216.47)	**(101,937.51)**
Cost recovery %	44%	46%	52%	39%	90%	**58%**	**58%**	**58%**	**58%**	**58%**	**58%**	**58%**	**54%**

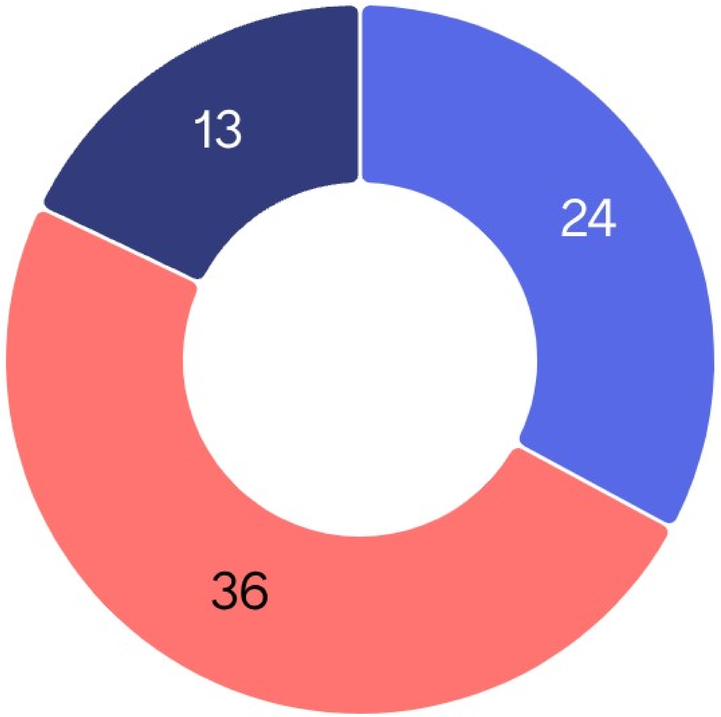
Cost recovery ratio	**50%**	Cost recovery ratio expected to improve due to resturcturing of Rec Division staffing and resulting reduction in burden on JER for full-time salaries and benefits. $10,000 average monthly revenue assumed based on average YTD + expanded programs under new facility supervisor.

Which sporting groups do you identify with? (choose all that apply)



24	Tennis
27	Pickleball
29	Field sports (soccer, lacrosse, baseball, softball, football, etc.)
16	Basketball, Volleyball, or other court sports
4	Other
4	No sports, interested community member

Of the four options presented tonight, which do you prefer?



24	Stay the course
36	Multi-sport adaptation
13	Third-party operator
0	Minimal operations

Mentimeter

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

True intentions of the donor - multi sport facility

The facility was designed for raquet sports. Other sports can find a generous donation to fund their facilities.

Jim and Ginny's desire was it was to be for racquet sports.

I would like to see a similar setup to the MAC floor at the University of Idaho which allows for all sports to be played on the same surface.

Stay the course with the new manager Ryan and evaluate every 6 months

The field usage you discussed for the outdoor parks are only used seasonally. I'f those were available all year, those numbers would be much higher.

The presentation said it quite clear. The majority of this is funded by the rec department funds from tax payers. If the majority want multi sport then it should convert to the demand.

if you do not have multi sport adaptation it is going to continue to lose money and draw negativity from the remainder of the community

4 63

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

Our youth needs a better indoor facility for baseball and basketball.

Our youth is Sandpoints greatest asset. The multi sport option is an investment in them!!

All kids deserve a space to play that include more than one type of sport

No business becomes profitable in their first or even second year in operation why not stay the course and allow morepaddle sport players to join. Jason Welker Miss spoke when he said that the inten

Increase recreation fund % to help cover the cost of JER

That this was designed for raquet sports. Cost considerations should have been researched prior to accepting this donation.

I believe there is a lot of potential to reduce labor costs and increase membership

Adding sports courts or turf will not maximize the usage. It's only a trade off for one member group to another.

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

I haven't heard anything regarding the family and that their donation was to fund a racket sports complex. Additionally, a multi sport facility will not meet the needs of all sports so you pick favs.

Give it time to work itself out. Have the director organize a few tennis and pickleball tournaments to bring in more revenue. Honor the Giftor's wishes!

Give the tennis/pickleball community a chance with programming options, clinic options, social options that the CITY SUPPORTS AND PROMOTES!!!! There has been literally NO promotion or marketing.

That they need to give the facility up to 2 years in order to fully develop membership for piccabal and Tennis

This facility was donated because of the sport of tennis PERIOD! Other sports can find a donor for their facilities. If you're worried about cost LET SPONSORS COME IN. You mentioned a matching donor

Give Ryan Wells a chance to develop membership

This building has NEVER been run correctly since day 1. There is huge potential and if it is allowed to be run correctly.

Give the new rec facilities manager a chance to run the JER as it was envisioned with dynamic programming that takes full advantage of this world class racquet and paddle facility.

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

No facility's future should be based on it's performance in the first 6 months

Tournaments to add more revenue

Hirong ryan wells will hopefully be able to present ways to increase revenue and more engagement from locals as well as transit folks visiting Sandpoint. It is a racquet sports complex, keep as such.

Each school in this district has both basketball and volleyball. A 10 mph lacrosse ball will damage walls, netted curtains, etc. More programs, lesson, engaging youth needed.

Give Ryan a chance

The James E Russell center was donated as a gift in memoriam for the court sports tennis and pickleball. All sports need indoor winter amenities, regardless of which is chosen one will felt left out.

The funds for JER, the facility itself was earmarked for tennis and pickleball. As the gift recipient, the city of Sandpoint SHOULD have either accepted the gift knowing it would run a deficit.

Matching donor but will not allow sponsors? I'll personally find $100K in sponsorship through various local businesses

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

The current fee structure is not working. The membership retention is low because members do not see value for the money spent. Members should get priority reservations and not pay additional fees.

With the new Rec Manager let's give it 6 months and focus on programming

1. Shouldn't the intent of the Russell family gift be honored? 2. It is very shortsighted to change course only 6 months into the management of the facility.

Our beautiful gifted facility has only been open 6 months and you want it changed. USTA has stated 3 years to see great change and you want to do it now. Going against the wishes of the Russell famil

Implement a structured volunteer network to run events. For example, I lead a large religious org that could provide many youth and adults who are already involved in the community who could help.

The purpose of the gift. The long term for the community. Think of money generating possibilities. Tournaments etc

Give the new rec facilities manager a chance to implement a plan. We haven't given this facility a true opportunity to shine.

Put the time and resources to expand clinics and use of the facility. lowering the cost or changing the fee structure to be more desirable for seniors and families. The cost has been prohibitive

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

Work to improve interest in Russell. leagues lessons turnaments clinics let tourists, visittos be more aware of this fantastic facility better managent

I would say keeping kids and youth sports at the forefront in whatever decisions the city makes. Cast a wider net to keep this facility more inclusive to all user groups.

Programming, programming, programming!!

We should invest in the community for which the building was designed. Changing course is not a good answer. Build the current program for the future.

Opening up this facility to be more things to more people will cement its status as a true community resource. Kudos to staff for recognizing this opportunity and engaging the public on this decision.

Fully automate access control, lights, and HVAC,, utilizing facial recognition CAMERAS... . Any floors turf etc should roll up towards the ceilings but still look good.. Must be easy!!!

LPOSD is considering how much we can offer financially to support more sports at the JER building including tennis. That number will be determined as we understand what our multisport options are.

The Russell family donated the money to be used as a tennis and pickleball facility only. The city could have declined the gift knowing it was too much of a financial responsibility for the city to be

Mentimeter

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

Think about the unused time of this facility when the "future" user groups are in school. Seems like these youth groups would all be vying for the same time and leaving the daytime open.

Programming programming programming

Consider the original gift from the Russell family for a racquet center. In under four months you mismanaged JER with no programming to grow the sports. All these user groups will covet the same time.

There are only 100 current members. Annual members are unlikely to renew based on current membership retention rates. The loss of lifeguards at city beach is unacceptable to me

3. You need the give the facility at least a year before making changes. 4. The current fees are very & almost too reasonable. Charge the racket sports the same amount of daily fees.

The city should prioritize brining back lifeguards at city beach over this facility.

See the previous response... ask that the city council do its due diligence in supporting modifications within the current tennis/pickleball use to increase revenue

The donation was specifically made for "racket " sports. Have you explored the options of the senior citizens regarding Silver Sneakers and similar programs.

4 63

Mentimeter

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

Youth sports creates safer communities adult sports creates healthy seniors...

It is early in the process memberships will go up in the next year. If you make it a multi sport complex you will start loseing tennis and pickleball memberships. Bring in programs tournaments to help

Concentrated professional local marketing., thru media and advertised programs. Charge a flat monthly fee and a reduced fee for all youth.

We have a large youth pop. of this community that plays baseball and softball and have extremely limited space for them. We have 2 batting cages to serve almost 400 kids, and 0 space during winter.

This was given to the city for raquet sports. Give your new management hire time to see if revenue and player retention can help.

Jeremy Grimm should resign or be recalled over the removal of the lifeguards from city beach

As a Sandpoint native of 40+ years, a multi sport facility for youth athletics is long overdue. This is a good opportunity to support all sports in a shared facility.

I think that you are moving to fast to change the facility when it only has been open for 6 months lot of repairs to courts by making multiple use. You didn't change other areas this quick.

4 63

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

Jason Welker has shown that he is incompetent of managing this facility.

Would multiple users pay as high a fee as tennis and pb players.

Remember the reason for the gift. Think long term. Tournaments etc. what about facilitators. Volunteers. It worked at the fairgrounds

Survey results presented by Mr Walker were dramatically biased in that less than 10% of those surveyed were part of pickleball and tennis community. The USTA is the best option

We need more space for our youth to play during the winter, especially for baseball and softball. It be great if it's more inclusive of the whole community, especially the kids.

5. Offer court sponsorships to the business community per month or year, per court. A simple way to increase revenues. 6. Remember adding sports will drive away current sports - not a good trade

The donations entire purpose was to support the tennis community. I think to turn it into something it was not intended for is not right. Adding more sports will change the environment.

The JER space was intended to be a multi sport facility, as expressed from the original donor. Opening it to the multii sport community would guarantee much more use of the facility/increase funding.

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

The USTA will provide the best option both for facility management as well as increasing community participation.

I wish there were different use costs depending on if you are a city resident. As a city resident I am paying for this facility with my tax dollars. County residents are not.

7. Do you really want to spend more money to set up sports that will request the same blocks of time, leading to a loss of revenues.

The JER has offered nothing other than a space to play. Before you vary from the original intent of the Russell family it seems fair to offer a better experience. Perhaps unburden the JER of Welke

Give it another six months before making judgements. Center has not been promoted very well. Ask for volunteers to help.

Give it time. Five months is not enough time to change the usage especially when no programs have been offered to grow the sports it was designed for. Let the USTA make the effort for a few years.

8. Have you considered going to the racket sport community and ask for volunteers in two hour blocks to man the desk, clean the facility etc?

Give it more time! Give your new rec person the opportunity to market it and make it better. You are caving to pressure.

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

The building will sit empty until 4pm waiting for these club sports and then they will all want the same usage hours. Tennis and pickleball people will drift away and memberships will fall off.

The percentage of Bonner County's youth that play racquet sports is a small percentage compared to the percentage that play "multi sports." A multi sport facility is an investment in our future.

I believe the turf user groups will only really want to utilize indoor space when the outdoor fields close. So you're looking at Nov-Mar. If usage drops or memberships in those months, it would help

Specializing into single sports in a space that big seems very difficult.

Closed in child area.

This area is in much need of more fields. Being able to use this for multiple sports will benefit the community and development of our youth sports in the area.

Our community is in need of more sports fields for our growing youth. We need more city areas for our youth sports.

We are in desperate need for kids local sports to have a place to practice and or play! We do not have enough facilities in the winter for the local travel baseball and softball teams that practice.

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

Give the new guy a chance to prove his worth.

I like the idea of staying the course and giving it time. I would suggest that the director should organize tennis and pickleball tournaments to help cover costs and also to honor the donors wishes

Give the new guy a chance to prove his worth.

We are in desperate need of more sports fields in our community for our youth development. There is a constant struggle to find fields. Using this for multi sports will allow for more youth sports.

Its a big building for a few select user groups.

More for the kids not the snowbirds

Community involvement

Community involvement

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

It's really frustrating because there is nowhere for my to practice a lot of different sports especially during the winter even though I see the tennis courts are not often used, thebuildings ugly too

The majority of the community does not play pickleball or tennis and do not have anywhere to play sports and we are paying taxes and still don't have any place to play sports which is extremely unfair

It's already operating at a loss. Obviously a change needs to occur. There are thousands of youth that could be a new revenue source for the facility.

Thank you for your efforts to build facilities and programs that better residents' quality of life. They do not go unnoticed or unappreciated!

Consider other sports to be played/practice in there.

Indoor facility for multiple sorts makes the most sense for the community

I think you should take into consideration that Sandpoint is an all sports community and need to give everyone equal opportunity's for facilities and to grow our skills with the sport we play

Field sport athletes (youth) need a facility to practice in during the cold, and mud seasons. These facilities are lacking in our area

What would you like City Council to take into consideration as they determine the future operating plan of the JER Sports Center?

The city/city council doesn't listen to its citizens which is exactly why you're in this mess. We all knew this would happen.

The entire community. Not just the select few of 1-2 sports. We are short on facilities as is and if we could add another it would relieve some pressure on the school district and guarantee booking

The whole community. That place could easily be booked making revenue if it was for more than 1-2 sports.

It was donated for racket sports. Please don't disrespect the donation by making it more "inclusive". Priorities for play after 5 pm for adults that work. Don't change the schedule weekly!!!

AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 10th, 2025

MEETING DATE: June 18th, 2025

TO: Mayor Grimm, Members of the Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Downtown Parking Management Plan – presentation and adoption

DESCRIPTION/BACKGROUND:

In July 2024, the City of Sandpoint adopted an updated 20-year Comprehensive Plan that outlines a vision for a vibrant, connected, and sustainable downtown. While the plan does not prescribe specific parking policies, it includes several guiding principles and implementation strategies that support the development of a parking management plan. These include:

- A commitment to sustainable transportation and mobility, with policies that promote walkability, bikeability, and the efficient use of land.
- A focus on fiscal responsibility and infrastructure stewardship, encouraging the City to manage existing resources strategically and equitably.
- Support for vibrant mixed-use neighborhoods downtown, which requires balancing growth with adequate access and parking solutions.

The Comprehensive Plan also acknowledges the need to evaluate existing exemptions and develop parking strategies that align with broader community values, particularly in relation to affordability, downtown business vitality, and multimodal access.

These priorities build upon the 2022 Downtown Parking Demand Study, which showed that although overall parking supply is sufficient, utilization is uneven, with certain downtown areas experiencing consistent congestion while others remain underused. The study recommended modernizing Sandpoint's parking approach through demand-based pricing, pass systems, and revised policies for new residential development.

In response to these findings and in alignment with the Comprehensive Plan's broader goals, staff initiated development of the Downtown Parking Management Plan in December 2024. Over the following six months, staff led a robust outreach process and iterative policy refinement effort to produce a plan that supports access, equity, and fiscal sustainability for downtown Sandpoint.

OUTREACH AND ENGAGEMENT EFFORTS

Staff undertook an extensive public engagement effort to ensure that business owners, residents, developers, and the broader public were informed and had opportunities to provide feedback throughout the planning process:

- Three presentations and discussions with the Planning & Zoning Commission (January, March, and April 2025), each including public comment, commissioner deliberations, and recommendations resulting in substantial changes to the plan.
- Two presentations to the Parks & Recreation Commission, focusing on recreational user impacts and marina parking implications.
- Presentations to the Sustainability Committee and the Pedestrian & Bicycle Advisory Committee, focusing on access, equity, and multimodal transportation connections.
- Multiple meetings with stakeholder groups in February and March 2025, including downtown business owners and the Greater Sandpoint Area Chamber of Commerce, both which included targeted, user-specific surveys.
- An online parking survey conducted in February–March 2025, with over 1,800 responses, gauging community satisfaction with the availability and condition of Sandpoint's public parking facilities, support for pass structures and paid hourly parking, and concerns over equity of access for city and non-city residents.

This extensive engagement ensured the final Parking Management Plan reflects a broad cross-section of community needs and interests, while aligning with City policy goals and fiscal realities.

PLAN OVERVIEW AND LONG-TERM IMPLICATIONS

The Downtown Parking Management Plan establishes a framework to ensure that Sandpoint's downtown parking infrastructure is financially sustainable, equitably managed, and aligned with the City's goals for a vibrant, accessible, and economically resilient downtown. The plan builds on technical findings from the 2022 Parking Demand Study and policy direction from the 2024 Comprehensive Plan to address both current inefficiencies and future pressures related to parking demand.

Core Objectives

- Improve turnover and utilization in high-demand parking areas;
- Increase equity by shifting the cost burden of parking infrastructure to users, particularly seasonal and non-resident users;
- Create a dedicated revenue stream to fund enforcement, maintenance, and future mobility improvements downtown;
- Support business vitality by improving parking availability for customers and visitors;
- Ensure that new development downtown contributes fairly to the parking system's long-term sustainability.

Key Components

1. Tiered Parking Pass Program: A range of annual pass options will be available to downtown employees, residents, marina slip occupants, Bonner County residents, and City residents. Prices are scaled to reflect level of usage, proximity to impacted zones, and equity considerations.
2. Paid Hourly Parking in Premium Zones: Hourly parking rates will be implemented in core downtown off-street and curbside areas, particularly in locations where turnover is critical. A portion of daily free hours will remain available for passholders.
3. Updated Off-Street Parking Requirements: Residential development within the current downtown parking exempt boundary will be subject to revised requirements or may opt to pay an in-lieu fee. This ensures downtown growth does not outpace parking availability or shift infrastructure costs to the public.
4. Use of Revenue and Enforcement: All administrative and enforcement costs will be paid from revenues generated by passes and hourly parking. In-lieu fees will be deposited into the City's Parking Improvement Fund for expansion and improvement of public parking infrastructure.

Remaining revenue will be allocated through the City's annual budget process and may support amenities and transportation access within the district where funds are generated.

Fiscal Impact

Implementation of the plan is projected to generate between $300,000 and $500,000 annually. This funding ensures the parking system is self-supporting and enables the City to:

- Cover all direct costs of administration and enforcement;
- Invest in signage, striping, and lot maintenance;
- Explore future investments in transit access, pedestrian and bicycle infrastructure, and downtown amenities.

Long-Term Management and Sustainability

By creating a flexible but clearly defined parking policy, the plan reduces dependence on general fund subsidies for parking and introduces mechanisms for adapting to seasonal demand, future growth, and shifts in downtown mobility patterns. It sets the foundation for data-informed adjustments and future policy evolution.

Ultimately, the Parking Management Plan helps Sandpoint proactively manage parking as a shared public asset—balancing access, equity, and fiscal sustainability while supporting the continued success of downtown as a commercial, recreational, and civic destination.

STAFF RECOMMENDATION:

The Downtown Parking Management Plan is the result of over six months of data analysis, stakeholder engagement, and public outreach. It provides a fair, flexible, and forward-looking strategy that addresses current parking challenges while preparing Sandpoint for future growth.

Staff recommends adoption of the plan as presented and stands ready to support Council in its implementation through future ordinance updates, technology procurement, and budgetary planning.

ACTION:

City Council is asked to consider the Downtown Parking Management Plan for adoption. Staff presents the following options for Council action at tonight's meeting:

1. Adopt the Plan as Presented: Approve the Downtown Parking Management Plan (June 2025) as proposed, allowing staff to proceed with implementation planning, ordinance updates, and budget preparation in alignment with the adopted framework.
2. Reject the Plan: Decline to adopt the Parking Management Plan. This would maintain the current parking policies, including the downtown parking exempt zone and absence of paid parking, and may require the City to seek alternative funding sources for ongoing parking infrastructure needs.
3. Direct Staff to Revise the Plan: Provide feedback to staff on specific areas for revision or clarification and direct staff to bring a revised draft of the plan back to a future Council meeting for consideration and potential adoption.

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

ATTACHMENTS:

City of Sandpoint Downtown Parking Management Plan and Appendixes

No: 25-_____
Date: June 25, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ADOPTION OF PARKING MANAGEMENT PLAN

WHEREAS: In July 2024, the City of Sandpoint adopted an updated 20-year Comprehensive Plan that outlines a vision for a vibrant, connected, and sustainable downtown;

WHEREAS: While the Plan does not prescribe specific parking policies, it includes several guiding principles and implementation strategies that support the development of a parking management plan, including a commitment to sustainable transportation and mobility, with policies that promote walkability, bikeability, and the efficient use of land, a focus on fiscal responsibility and infrastructure stewardship, encouraging the City to manage existing resources strategically and equitably, and support for vibrant mixed-use neighborhoods downtown, which requires balancing growth with adequate access and parking solutions;

WHEREAS: The Comprehensive Plan also acknowledges the need to evaluate existing exemptions and develop parking strategies that align with broader community values, particularly in relation to affordability, downtown business vitality, and multimodal access;

WHEREAS: These priorities build upon the 2022 Downtown Parking Demand Study, which showed that, although overall parking supply is sufficient, utilization is uneven, with certain downtown areas experiencing consistent congestion while others remain underused, and recommended modernizing Sandpoint's parking approach through demand-based pricing, pass systems, and revised policies for new residential development;

WHEREAS: In response to these findings and in alignment with the Comprehensive Plan's broader goals, City staff initiated development of the Downtown Parking Management Plan in December 2024 and, over the following six months, led a robust outreach process and iterative policy refinement effort to produce a plan that supports access, equity, and fiscal sustainability for downtown Sandpoint;

WHEREAS: Components of the Parking Management Plan include: 1) a tiered parking pass program, with a range of annual pass options will be available to downtown employees, residents, marina slip occupants, Bonner County residents, and City residents and prices scaled to reflect level of usage, proximity to impacted zones, and equity considerations, 2) paid hourly parking in premium zones in core downtown off-street and curbside areas,

particularly in locations where turnover is critical, 3) updated off-street parking requirements, where residential development within the current downtown parking exempt boundary will be subject to revised requirements or may opt to pay an in-lieu fee, ensuring downtown growth does not outpace parking availability or shift infrastructure costs to the public, and 4) use of revenue and enforcement, where all administrative and enforcement costs will be paid from revenue generated by passes and hourly parking, with in-lieu fees deposited into the City's Parking Improvement Fund for expansion and improvement of public parking infrastructure;

WHEREAS: Implementation of the Plan is projected to generate between $300,000 and $500,000 annually, with this funding ensuring the parking system is self-supporting and enabling the City to cover all direct costs of administration and enforcement, invest in signage, striping, and lot maintenance, and explore future investments in transit access, pedestrian and bicycle infrastructure, and downtown amenities; and

WHEREAS: By creating a flexible but clearly defined parking policy, the Plan reduces dependence on general fund subsidies for parking and introduces mechanisms for adapting to seasonal demand, future growth, and shifts in downtown mobility patterns, setting the foundation for data-informed adjustments and future policy evolution and helping Sandpoint proactively manage parking as a shared public asset—balancing access, equity, and fiscal sustainability while supporting the continued success of downtown as a commercial, recreational, and civic destination.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Sandpoint Parking Management Plan is hereby approved, and City staff is permitted, under the Mayor's direction, to proceed with implementation planning, ordinance updates, and budget preparation in alignment with the adopted framework.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk

Downtown Parking Management Plan

City of Sandpoint — June 2025

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Appendix B: Parking Pass fee table

Appendix C: Revenue Estimates

Appendix D: Parking Satisfaction Survey responses and analysis

Appendix E: Calculation of residential in-lieu fee and fees as % of total development costs

City of Sandpoint Downtown Parking Management Plan

Introduction

Sandpoint's downtown parking management plan implements a system of parking passes and paid hourly parking at Sandpoint's public downtown parking lots and on certain blocks along which utilization of curbside parking currently exceeds effective capacity (defined as a peak occupancy rate of 85%). The free parking model currently employed has resulted in a utilization pattern under which some public parking facilities experience use levels far above their effective capacity and others far below. Sandpoint's downtown and City Beach parking lots and curbside parking stalls along parts of First Avenue and Cedar Street experience peak occupancy rates close to 100%, while street parking just a few blocks away from the commercial core sees occupancy rates of below 50%.

Street parking in much of downtown Sandpoint sees peak occupancy rates of less than 50%, indicating underutilization

This plan's primary objective is to promote a more efficient utilization of public parking facilities to improve the likelihood of users finding an available parking spot in the locations where they are most desired.

The policy's secondary objective is to provide a funding mechanism to support the ongoing maintenance and development of public off-street parking facilities and other amenities and infrastructure in the downtown core. A combination of affordable City taxpayer parking passes, Bonner County resident parking passes, downtown business and resident passes, and paid hourly parking for all non-passholders, combined with the reintroduction of off-street parking requirements and parking in-lieu fees for residential development downtown, will generate revenue that can be put towards maintaining and improving the City's public parking infrastructure.

Need and justification for a parking management plan

The policy is based on the findings of Sandpoint's 2022 Parking Demand Study, which included among its preliminary policies and strategies the proposal to "implement and manage a paid parking program" to "support a vibrant downtown core" and the 2024 Comprehensive Plan, which included among its goals and objectives:

- "Enhance access to businesses, shops, restaurants, and other destinations through parking management solutions" (Chapter 6, Goal 1, A);
- "Refurbish the existing (City) lot, add paid parking." (Chapter 9), and;

- "Ensure sufficient public parking to enable redevelopment of underutilized properties" (Chapter 9, Goal 5, J)

A paid parking policy will generate $500,000 of net revenue annually to maintain, enhance, and eventually expand downtown parking, much of that revenue coming from visitors and tourists whose use currently dominates Sandpoint's public parking facilities during peak demand periods, yet who pay nothing towards those facilities' maintenance or eventual replacement costs.

By monetizing parking, the City incentivizes efficient land use and encourages alternative modes of transportation, reducing the demand for expansive parking lots that consume valuable urban space. Unpriced parking, on the other hand, distorts urban development patterns, promotes car dependency, and increases housing and commercial costs.

Overview of Plan Components

This Parking Management Plan includes three primary components designed to address the challenges of downtown parking utilization, maintenance funding, and future growth:

1. **Parking Pass Program** – A tiered system of annual parking passes is offered to City residents, Bonner County residents, downtown business employees, downtown residents, and marina slip occupants. These passes provide limited or unlimited access to City-owned parking facilities and are priced to reflect usage levels and support infrastructure maintenance.
2. **Paid Hourly Parking** – Hourly rates will be implemented at select high-demand off-street and curbside parking locations in the downtown core. Dynamic pricing may be used to manage demand during peak periods, and revenues will be dedicated to maintaining and improving parking facilities.
3. **Off-Street Parking Requirements for Residential Development** – Residential projects within the downtown parking exempt zone will be subject to new off-street parking requirements based on square footage, or may opt to pay parking in-lieu fees. These funds will contribute to future public parking investments and help balance residential growth with infrastructure capacity.

Together, these components form a comprehensive strategy that balances parking availability, fiscal sustainability, and long-term downtown vitality.

City Beach parking lot, while seeing little use for most of the year, is at 100% occupancy during peak summer weekends.

Who Pays for Sandpoint's "Free" Parking?

Currently, under the "free-to-park" model, the burden of maintaining downtown Sandpoint's 505 off-street parking spaces and 1,097 curbside stalls falls on the City's General Fund, the Parks Fund (which relies on revenues generated by parks facility users), and occasional grants secured by City staff. This system places an additional burden on residents and parks users while allowing non-resident users to

benefit from these facilities without contributing to their upkeep. Maintaining Sandpoint's public parking lots currently costs City of Sandpoint residents around $85 per household per year, while non-residents, who make up the bulk of the users at City parking lots, pay nothing.

Transitioning to a paid parking model ensures that the non-resident users of Sandpoint's off-street parking facilities contribute their fair share for maintaining and replacing these essential public assets. This policy reflects the City's commitment to creating a fair, sustainable, and financially responsible system for managing its parking resources, ensuring that users contribute equitably to the long-term viability of Sandpoint's public amenities.

Capital costs of Sandpoint's off-street parking

The estimated annual maintenance and replacement cost of downtown Sandpoint's 505 off-street parking spaces is approximately $290,375, or $575 per parking space. Typical maintenance includes sweeping, crack sealing, striping, sealcoating, and occasional asphalt repairs, which costs around $400 per parking stall. The eventual 20-year replacement cost is estimated at $3,500 per stall (annualized to $175 per year) based on local construction costs from recent parking lot projects completed in Sandpoint including the City lot at Third and Church Streets and the Travers Park parking lot.

This policy has been developed to correlate to the anticipated maintenance costs the City already bears (or in most cases, defers) in its provision of off-street parking, NOT as a general revenue source to be allocated to capital projects unrelated to downtown parking and related amenities.

Though it was a pay lot for most of its history, in 2016 the City converted the lot at Third and Church street to free parking. In 2025 the City spent almost a half a million dollars to refurbish the lot at taxpayers expense.

Applicability

The paid parking policy applies year-round to the following City-owned parking lots and on-street parking facilities in the Commercial A district, including:

1. City lot at Third and Church Streets
2. Sand Creek (Farmin's Landing)
3. Bridge Street
4. City Beach / RV Campground
5. Dock Street (Windbag Marina)
6. Pend Oreille Bay Trail Lot
7. Curbside parking on the following downtown city blocks
    a) First Avenue from Pine Street to Cedar Street
    b) Cedar Street from First Avenue to Third Avenue

c) Main Street from First Avenue to Second Avenue

d) Church Street from First Avenue to Second Avenue

e) Second Avenue from Pine Street to Alder Street

The North ITD Lot and South ITD Lot across Fifth Avenue are excluded from this policy, as the City does not own these free public lots. The plan includes keeping the 110 spaces across the two ITD-owned parking lots free with

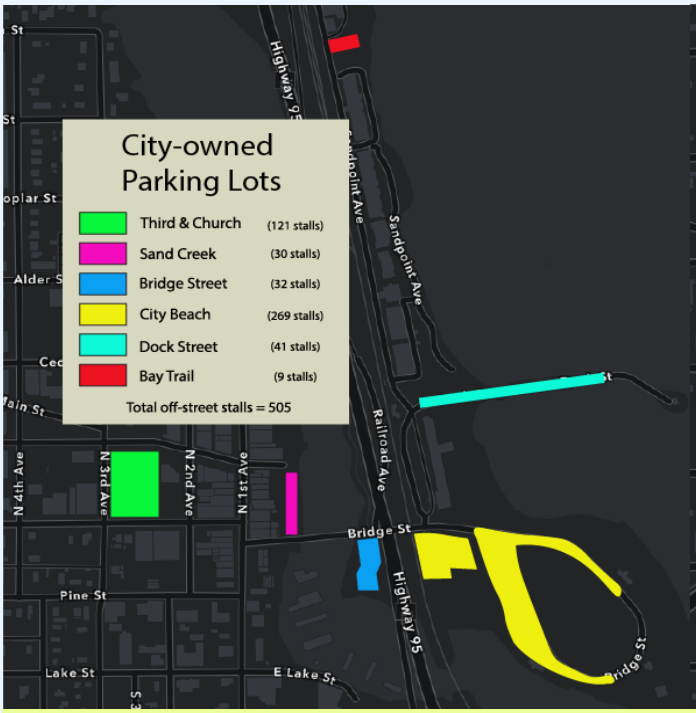


Figure 1: City-owned parking lots at which parking fees and passes are being proposed

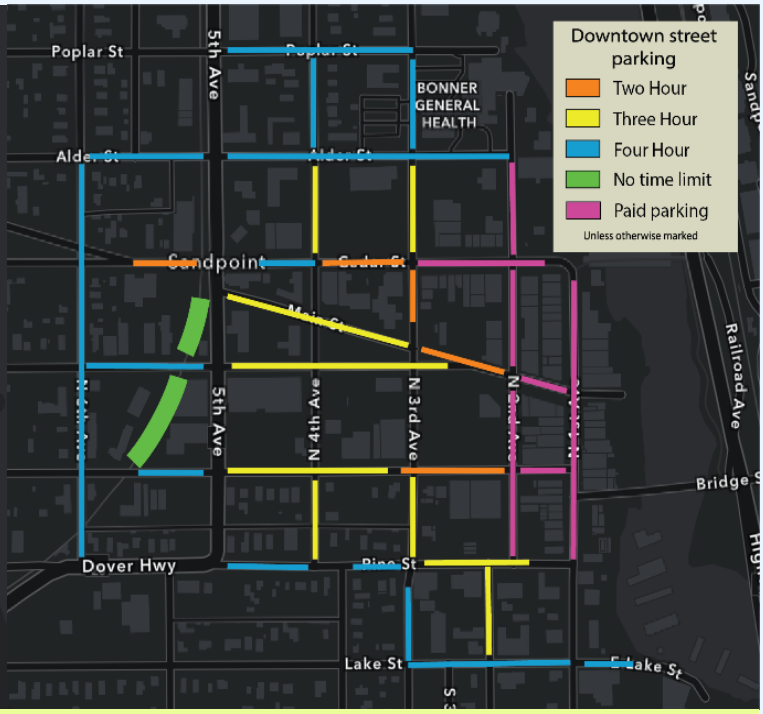


Figure 2: Curbside parking time limits and proposed paid parking zones

no time limits.

Parking Pass Program

The policy includes several parking pass options to provide flexible and affordable alternatives to standard hourly and daily parking rates. These passes include annual options for residents, non-residents, downtown business owners, downtown residents, and marina slip occupants, each tailored to meet the needs of frequent users while ensuring they contribute to the maintenance and replacement costs of Sandpoint's parking infrastructure.

Local resident parking passes

Parking passes available to Sandpoint and Bonner County residents are proposed to allow for limited free parking in City lots. For City of Sandpoint taxpayers, passes allow for up to three or six hours of free parking per visit (depending on the lot). Bonner County resident passes allow for two or three hours of free parking per visit. Beyond the free parking included with a pass, all users will pay the regular hourly rate.

Downtown business and resident passes

Downtown business and resident passes, offered exclusively to businesses and full-time residents who live in the Commercial A zoning district, enable employees and residents to park at all City-owned lots and in the 3 and 4-hour time restricted curbside stalls for a monthly fee. Rates for business and resident parking passes are benchmarked against existing private off-street parking passes in the downtown core and are priced competitively to reflect the central location of the City lot at Third and Church Streets.

Marina slip occupant passes

Seasonal lessees of slips at Sandpoint's public marinas (Windbag and City Beach) have the option to purchase passes that grant parking for up to 24 hours at Dock Street stalls and all-day parking at City Beach lot to access their slips, ensuring convenient parking while addressing the unique needs of this user group.

Boat Launch Fees

The City's two public boat launches (City Beach and Memorial Field) serve a high volume of seasonal and out-of-town boaters whose use imposes wear and operational demands on City infrastructure but who do not otherwise contribute through local taxes. The inclusion of boat launch fees ensures that users of these specialized waterfront facilities contribute to their maintenance and long-term sustainability.

Parking Passes and Boat Launch Fees

Pass Type	Cost	Eligibility	Benefits
City Taxpayer Pass	$15	City of Sandpoint residents	3 hours free parking at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 6 hours free parking at City Beach lot
Bonner County resident pass	$30	Bonner County residents residing outside City limits	2 hours free parking per visit at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 3 hours free parking at City Beach lot
Downtown Business (monthly)	$40	Commercial A district businesses	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Downtown Resident (monthly)	$80	Residents living in the Commercial A district	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Marina Slip Occupant Pass (annual)	$150	Windbag or City Beach slip occupants	Unlimited parking at Dock Street and City Beach lots
Boat Launch fee (Idaho State resident*)	$10/launch	Idaho state residents	City Beach and Memorial Field boat launches
Boat Launch fee (Out-of-state resident and commercial users**)	$15/launch	Out-of-state residents and commercial users	City Beach and Memorial Field boat launches
Boat launch season pass (Idaho State resident)	$50	Idaho state residents	City Beach and Memorial Field boat launches
Boat launch season pass (Out-of-state resident)	$100	Out-of-state residents	City Beach and Memorial Field boat launches

***Vehicles with boat trailers will be subject to passholder time limits and charged at twice the standard hourly rate for passenger vehicles.**

****Commercial operations using City Boat launches must pay on a per-launch basis (no season pass option)**

Clarification on Pass Use and Time Limits

Parking pass benefits—such as the two, three, or six hours of free parking per visit granted to passholders—apply once per day, per vehicle, and cannot be reset by moving between different City parking lots. For example, a Bonner County Resident Pass that allows three hours of free parking at the City Beach Lot cannot be used for an additional three free hours at the Bridge Street lot or the Sand Creek lot on the same day. This restriction is intended to prevent abuse of the system, ensure turnover in high-demand parking areas, and maintain the effectiveness of the parking management strategy. Vehicles exceeding the daily time limits associated with their pass type will be subject to standard hourly rates for additional time.

The Sand Creek lot (also known as Farmin's Landing), with 30 parking spaces, lacks effective stormwater treatment; paid parking can fund needed improvements

Enforcement

Effective enforcement is essential to the success of any paid parking program. While the specific methods and staffing levels required for enforcement will depend on the technology ultimately selected by the City for implementation—such as license plate recognition systems, mobile app integration, or traditional kiosks—it is the City's intent that all enforcement-related costs will be covered by the revenues generated through parking passes and hourly fees. This approach ensures that the parking management program is fiscally self-sustaining and does not place additional burden on the City's General Fund or taxpayers. Enforcement measures may include digital monitoring, timed patrols, and ticketing for non-compliance with posted limits and payment requirements.

Dock Street's 49 parking stalls fully occupied by 10am on summer days. Parking passes available only to marina slipholders will increase likelihood boaters will find parking near their slips

Paid Hourly Parking

Hourly parking fees will be introduced at the public parking lots and curbside spaces in the parts of downtown where demand is highest—specifically at the waterfront lots at City Beach, Sand Creek (Farmin's Landing), Bridge Street, and Dock Street, as well as select blocks on First Avenue, Cedar Street, and other busy downtown streets. These fees will apply to anyone who parks in these areas without a valid parking pass and are designed to keep parking turnover healthy and availability high, especially during the busiest times of year.

Rates may vary depending on the season, the day of the week, or the time of day, and could include options for hourly, daily, or even longer stays. All pricing will be set by the City Council as part of the annual budget process, with the goal of keeping occupancy at or below about 85% so that people are more likely to find a spot when they need one.

Parking Requirements and In-Lieu Fees for Residential Development within the Parking Exempt Zone

Parking meters lined Sandpoint's busiest commercial corridors until 1990, encouraging turnover of spaces, promoting convenient access to local businesses for customers

To support public parking infrastructure and ensure the long-term viability of downtown Sandpoint's parking system, this plan implements off-street parking requirements for new residential development within the downtown parking exempt zone. Developers will be required to either provide parking at a rate based on the square footage of residential development, or to pay a parking in-lieu fee, which will contribute toward the future construction of structured public parking facilities and other parking-related improvements.

Under current City code (Title 9, Chapter 5 "Off-street parking requirements"), no developments, residential or non-residential, within the downtown parking exempt zones, are required to provide off-street parking. This plan includes the implementation of an off-street parking requirement for residential development within this zone, with the option for developers to pay parking in-lieu fees to support the City's Parking Improvement Fund. An ordinance amending §9-5 "Off-street parking requirements" will be brought to City Council to enact the policy described in this plan.

Off-street parking requirements for Residential Development within Parking Exempt Area

Restoring off-street parking requirements and parking in-lieu fees downtown will assure sustainable funding for future parking facilities

The off-street parking required for residential development in what is currently the parking exempt zone will be for one off-street parking space per 1,000 square feet of residential development, up to 1,500 sf per dwelling unit. A maximum of 1.5 parking spaces will be required for units larger than 1,500 sf.

Example 1: A downtown condo development that includes ten units 1,200 square feet in size and six units 1,800 square feet in size shall be required to provide the following:

For the 1,200 square foot units:

$$10\ units \times 1{,}200\ sf = 12{,}000\ sf$$

$$12{,}000 \div 1{,}000 = \mathbf{12\ parking\ spaces\ required}$$

For the 1,800 square foot units:

$$6\ units\ \times 1.5\ spaces\ per\ unit\ = \mathbf{9\ parking\ spaces\ required}$$

Total parking required for the 16-unit development = **21 parking spaces**

Example 2: A downtown workforce housing development that includes twenty 500 square-foot apartments shall be required to provide the following:

$$20\ units\ \times 500\ sf\ = 10{,}000\ sf$$

$$10{,}000 \div 1{,}000 = \mathbf{10\ parking\ spaces\ required}$$

Off-street parking requirements lead to valuable commercial real estate developed as under-utilized blocks of asphalt

Why is less parking required for the smaller apartments? Tying parking requirements to square footage instead of number of units or bedrooms incentivizes developers to build smaller, more affordable housing units in downtown Sandpoint. Larger, more expensive residential development is required to either provide more parking per unit developed or pay more in in lieu fees. Keeping the parking requirement lower for smaller efficiency housing helps keep such housing affordable for local workers who may or may not require the parking that larger, higher end development provides.

In-Lieu Fees for Downtown Residential Development

Off-street parking requirements for residential development in the downtown parking exempt zone may be offset by paying parking in-lieu fees into the City's parking improvement fund. A parking 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, will be established.

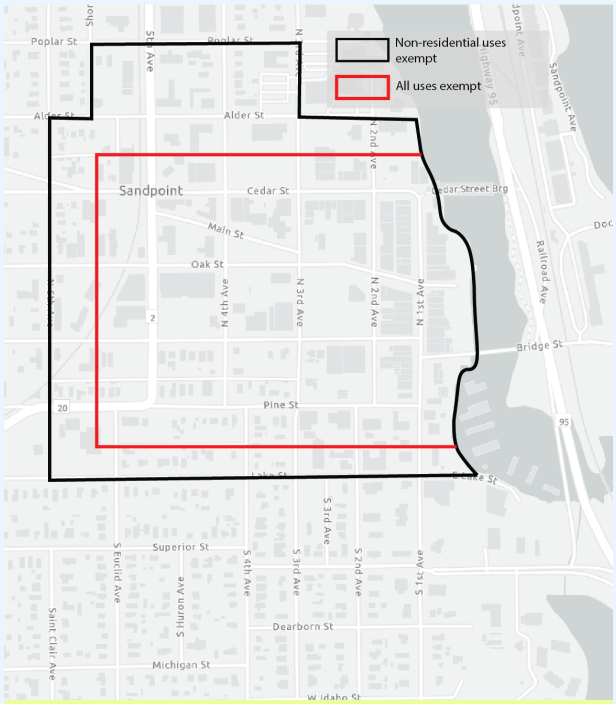
Staff are recommending a parking in-lieu fee of $25,000 per space be established at the time this policy is adopted. This fee was arrived at by comparing parking in-lieu fees in 30 cities across North America (data assembled for a parking in-lieu report prepared for the City of Boise in 2012). The $25,000 figure further reflects a fair share of the current cost of structured parking facilities in North America, which are estimated to cost in the range of $30,000 - $50,000 per parking stall in 2025 dollars.

The goal of the parking in-lieu fee program applied to residential development in Sandpoint's parking exempt zone is to either:

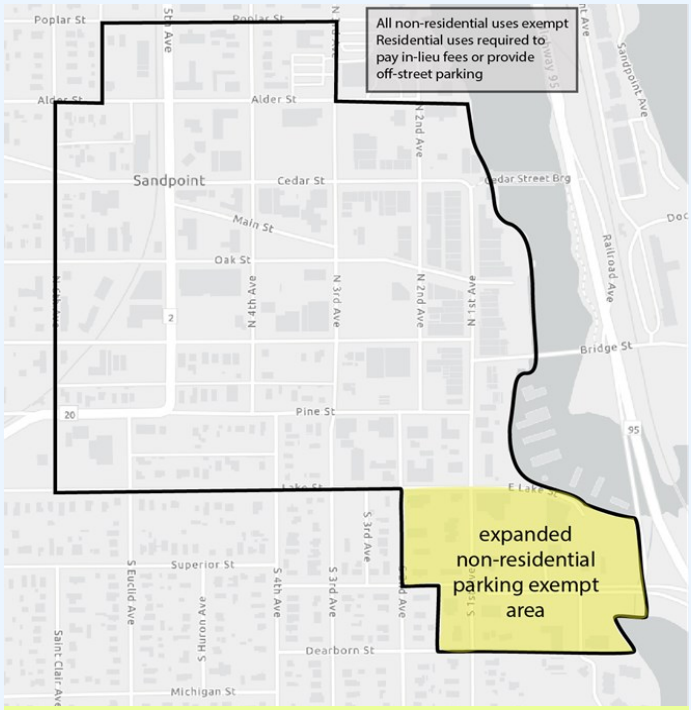
- Incentivize developers to provide adequate off-street parking to meet the demands for their residential developments, or
- Require developers to pay a fair share of the cost of a City-developed parking structure through in-lieu fees that reflect the true cost of providing off-street parking for their residential developments.

Revised Downtown Parking Exempt and Residential In-Lieu Zone

Exempted non-residential use and residential in-lieu area boundaries are described in Title 9, Chapter 5 of Sandpoint City Code. This plan expands the boundaries to the southeast to include commercially zoned properties along both sides of First Avenue and Superior Street.



Current parking exempt zones. All development within the red boundary and non-residential within the black boundary are exempt from off-street parking requirements



New non-residential parking exempt area. All development required to provide one stall per 1,000 sf of residential floor space. Non-residential development remains exempt from off-street parking requirements

Implications of Boundary Expansion

The proposed southeast expansion of the non-residential parking exempt area will newly include commercially zoned properties along both sides of First Avenue and Superior Street. This change carries two primary implications:

First, non-residential development within the expanded boundary—such as new or redeveloped retail, office, or service uses—will be exempt from off-street parking requirements, reducing development barriers and promoting walkable, mixed-use redevelopment in this centrally located part of downtown.

Second, new residential development within the expanded area will now be subject to the specific off-street parking requirements outlined in this plan, rather than those applicable to the rest of Sandpoint. Outside the exempt zone, residential parking requirements are based on the number of bedrooms and unit size, often resulting in 1.5 to 2 spaces per unit. Within the revised exempt boundary, by contrast, residential development must provide one off-street space per 1,000 square feet of floor area (up to 1,500 sf per unit), or pay in-lieu fees consistent with this policy. This approach is designed to incentivize smaller, more affordable housing types in the downtown core and to ensure that developers of larger residential projects contribute fairly to the City's long-term parking infrastructure.

Developer Communication and Support

The City recognizes that the introduction of off-street parking requirements and in-lieu fees for residential development within the previously exempt downtown zone represents a significant policy shift. To support a smooth transition, City staff will provide clear guidance, updated application materials, and one-on-one pre-application assistance to help developers understand and plan for the new requirements. By establishing a clear, consistent framework and offering flexible compliance options—either through on-site parking or in-lieu payments—the City aims to balance development feasibility with the long-term goal of sustaining a functional and equitable public parking system.

Use of Funds and Parking Benefit Best Practices

While this plan does not propose specific uses for general parking revenue, staff encourages Council to consider how other communities reinvest such funds to improve the neighborhoods where they are collected. Many cities designate downtown parking revenue as a form of parking benefit district funding, directing it toward projects that increase access, safety, and economic vitality in the area.

Best practices from comparable cities include allocating general parking revenue toward:

- Streetscape enhancements, including lighting, crosswalks, benches, and sidewalk improvements
- Public transportation support, such as expanded transit routes, bus shelters, or last-mile mobility solutions
- Pedestrian and bicycle infrastructure, including protected bike lanes, racks, and traffic calming
- Maintenance and technology upgrades for curbside parking (e.g., signage, digital pay kiosks, and real-time availability systems.
- Downtown beautification, wayfinding, and public space improvements that enhance the visitor experience and support downtown businesses

By keeping potential reinvestments close to where parking revenues are generated, many cities have found that paid parking becomes more publicly accepted, especially when the benefits are visible, tangible, and district-specific.

Importantly, all costs associated with implementing and administering the paid parking system, including technology, signage, maintenance, transaction fees, and enforcement, will be paid from this general parking revenue stream, not from the General Fund or other City revenue sources. This ensures that the program is fully self-sustaining and that those who use the public parking system are the ones funding its operations and oversight.

Basic maintenance of Sandpoint's public parking facilities has been underfunded for decades, resulting in deteriorated infrastructure. When repairs have been made, they have been at property taxpayers' expense

Ultimately, decisions about the use of general parking revenue will rest with City Council through the annual budget process. This plan simply outlines how strategic reinvestment, based on proven models in peer cities, can amplify the community benefits of a well-managed parking system

Summary

Under the current free parking system, access to Sandpoint's public parking lots and curbside parking is rationed through a "first come, first serve" model that has led to a situation where, during peak demand periods, 97% of off-street parking stalls are occupied. Meanwhile, downtown on-street parking is occupied at only 51% at summer peak hour. Sandpoint's parking problem is a utilization problem, not a *supply problem*. The total number of public parking spaces downtown is adequate to meet the total peak demand for parking, as there are 559 empty parking spaces at the peak summer hour. The problem is that of these vacant stalls, 545 are on-street stalls and only 14 are off-street. Implementing paid parking at the parking facilities currently occupied beyond their effective capacity will help resolve this inefficient utilization.

First Avenue in Sandpoint, Idaho *Photo: Will Hawkins*

Paid parking has been used to manage occupancy, promote turnover, and generate revenue for downtown infrastructure for most of Sandpoint's history as an automobile-dependent community. This plan restores some of the policies used throughout the 20th and early 21st century to improve availability of public parking and generate revenues to reinvest in the downtown district it serves.

By attaching a price to what is currently an un-priced amenity, demand is expected to shift from scarce off-street parking to relatively abundant street parking, and from currently over-utilized curbside stalls along First and Second Avenues and Cedar Street to underutilized stalls further from the commercial core.

Currently, Sandpoint generates no revenue from its off-street parking facilities. This leaves the City with a significant funding gap, as the estimated annual cost of maintaining and eventually replacing the 505 off-street stalls alone is approximately $290,375. In the absence of paid parking, this financial burden falls entirely on City taxpayers, allowing non-resident users of Sandpoint's parking facilities to benefit without contributing to their upkeep.

Overall, the transition to a paid parking model promotes equity and fiscal responsibility by aligning the costs of maintaining Sandpoint's parking facilities with their actual usage, turning Sandpoint's five downtown off-street parking facilities from a liability into an asset, whose value for future generations is secured through a sustainable funding mechanism.

Furthermore, the reintroduction of parking requirements and parking in-lieu fees for residential development downtown will relieve the City's public parking infrastructure from bearing the increased burden of residential demand for parking and require developers to contribute a fair share towards providing parking directly or supporting the City's eventual investment in a public parking structure through parking in lieu payments.

Paid parking in Sandpoint creates a fairer, more sustainable system by improving access for residents, funding critical infrastructure through user fees, and ensuring that visitors who benefit from our downtown also help support its upkeep.

Finally, the proposed paid parking policy directly supports several goals and objectives of the 2024 Comprehensive Plan, particularly in the areas of Multimodal Transportation, Community Character and Design, and Jobs & Economic Development. By managing parking demand through pricing, the policy aligns with the Plan's focus on enhancing access to businesses and reducing congestion in high-demand areas (Chapter 6, Multimodal Transportation). It fosters efficient land use, preserving Sandpoint's vibrant downtown while reducing the need for expansive parking infrastructure that detracts from the city's character (Chapter 3, Community Character and Design).

The revenue generated supports infrastructure maintenance and economic growth by ensuring a steady funding stream for public facilities, thereby promoting fiscal sustainability and investment in Sandpoint's downtown economy (Chapter 9, Jobs & Economic Development). This integrated approach reflects the Plan's vision of creating a dynamic, accessible, and economically resilient community.

APPENDIX A:

2022 Downtown Parking Study

KITTELSON & ASSOCIATES
851 SW 6th Avenue, Suite 600
Portland, OR 97204
P 503.228.5230

City of Sandpoint Parking Study

Introduction

The City of Sandpoint (City) recognizes that parking is a growing challenge in the downtown and waterfront areas, particularly during the summer months. In 2016, the City implemented an updated downtown parking management plan based on resident downtown business, and property owner input. Phase 1 of the plan designated three 24-hour free parking lots, including the ITD Parking Lot, Downtown City Parking Lot, and Sand Creek Parking Lot geared toward moving business owner and employee parking off the street and into the lots to free up on-street parking to more transient users who are frequenting businesses and restaurants.

Phase 2 of the plan included adding 15-minute loading zones and extending many of the 2-hour zones to 3-hour and 4-hour zones and allowing permits. In 2017, the City reverted some of its downtown streets from one-way to two-way traffic and reconfigured parallel parking to angled parking which added additional parking spaces. In 2019, the City provided public access to the parking area near Marcia's Snack Shack which added additional parking spaces at City Beach.

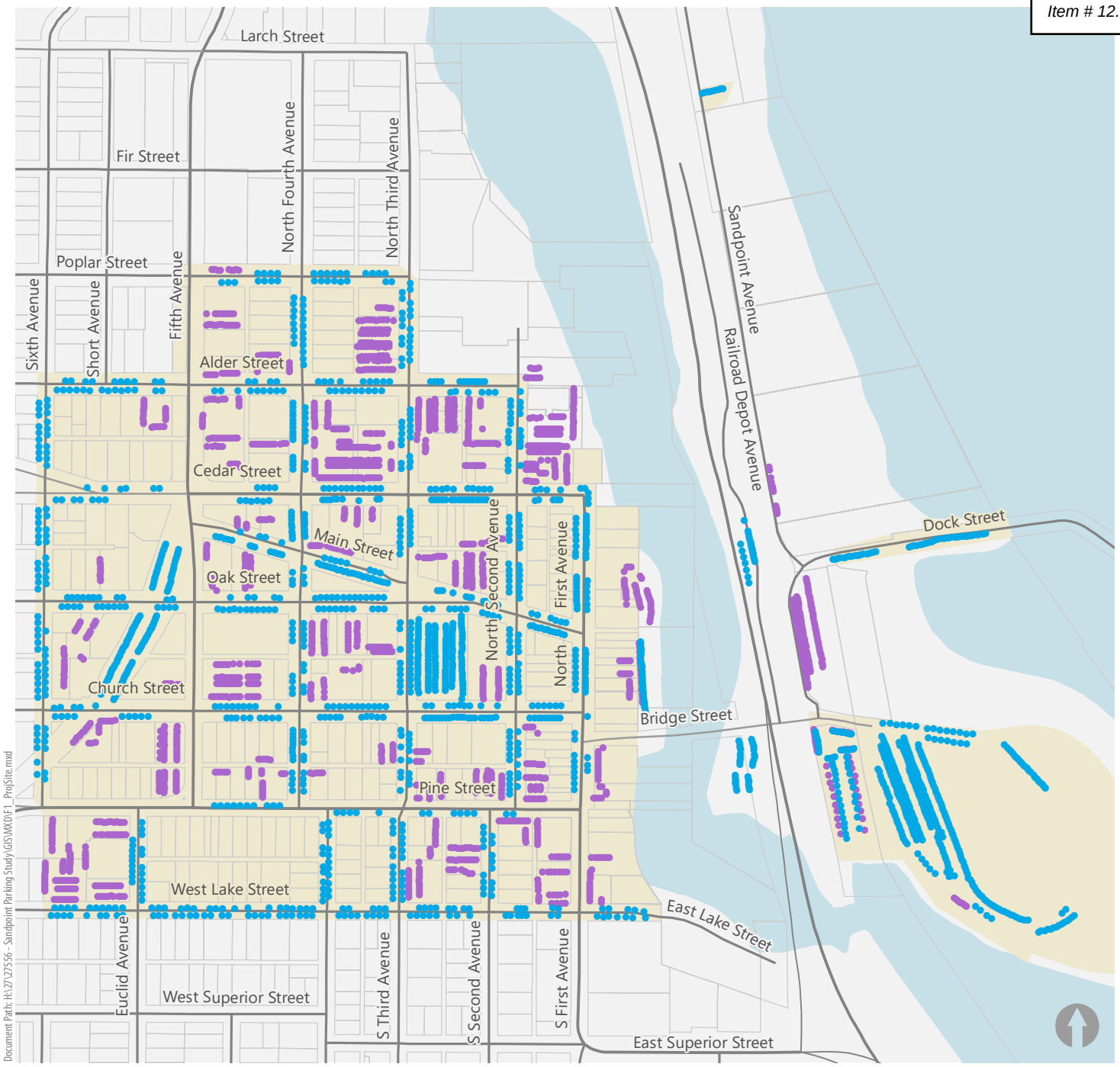
Since this time, the City has continued to experience parking challenges, particularly during the summer peak recreation and tourist season, and is looking for solutions to better utilize existing parking facilities and inform the potential development of a centralized parking garage, especially in light of new development that will displace several key parking areas.

This memorandum summarizes the results of a parking study conducted on behalf of the City to evaluate peak summer on-street and public off-street parking conditions in downtown Sandpoint and the waterfront area. The purpose of the study is to document the parking supply and demand. It also identifies high-level policies and strategies that could be considered to improve parking conditions in the future. As part of a Phase 2 Parking Management Plan, the preliminary policies and strategies will be tailored to community goals and the unique challenges the City of Sandpoint faces.

Parking Study

Study Area

The parking study includes an inventory and evaluation of on- and off-street parking conditions in downtown Sandpoint and the waterfront area adjacent to Lake Pend Oreille and Sand Creek. As shown in the map below, the study area is bounded by Poplar Street to the north, West Lake Street to the south, Sixth Avenue to the west, and Lake Pend Oreille to the east. Land uses to the north, west, and south primarily consists of commercial, single family residential, and multifamily residential, while land uses to the east consists of commercial and recreational. Zoning within the study area consists of Commercial A (CA), Commercial C (CC), Residential Multifamily (RM), Residential Single Family (RS), and Mixed Use Residential (MUR), which is generally consistent with the mix of land uses.



- City Owned Parking
- Private Parking

Figure 1

Study Area

Access Opportunities

The study area is located within and adjacent to a downtown urban environment with several multimodal access opportunities, including:

- **Pedestrian** – Pedestrian facilities include sidewalks on both sides of most streets and marked crosswalks at most major intersections, as well other pedestrian amenities typical of a downtown environment.
- **Bicycle** – Bicycle facilities include advisory bike lanes on Oak Street and shared lane pavement markings (or sharrows) on 3rd Street. There is also a shared-use path on the west side of 5th Street (Sandpoint-Dover Community Trail), along Bridge Street connecting downtown with City Beach, and along Sand Creek connecting Sandpoint with Ponderay. However, traffic volumes and travel speeds along many streets are sufficient to allow bicyclists to share the road with motorists.
- **Public Transit** – Selkirk Pend Oreille Transit (SPOT) green and blue line routes currently provide free transit service along Main Street, Church Street, and Third Avenue. Service is provided Monday through Sunday from 4:00 AM to 2:00 AM on 1-hour headways.
- **Motor Vehicle** – On-street parking is allowed on both sides of most streets. There are also several public and private off-street parking facilities that accommodate motor vehicles including limited RV and trucks/boat trailer parking.

Study Methodology

Data Collection

Parking supply and demand data was collected on a typical midweek day and a typical weekend day in July 2022. The data includes the total number of on- and off-street parking stalls and the total number of vehicles parked over the two-day period. The following provides of the data collection effort.

Parking Supply

The parking supply data is based on drone aerial imagery collected in May 2022 and field data collected in July 2022. The data includes the total number of on- and off-street parking stalls by location and type. For this study the stalls are separated into general use and specialty use stalls. The general use stalls consist of no-limit, time-restricted, permit, and other stalls available to most potential users while the specialty use stalls consist of Americans with Disability Act (ADA), loading, electric vehicle, and other stalls for special users. The general use stalls represent most stalls in the study area.

Parking Demand

The parking demand data includes the total number of vehicles parked between 7:00 AM and 8:00 PM in 1-hour intervals on each day of the study. The data includes partial license plate or other unique identifiers for all vehicles parked. The parking demand data is summarized by stall location and type and described in terms of occupancy, duration of stay, and turnover.

Occupancy

Occupancy refers to the total number of occupied stalls and is often shown as a percentage. Where time restricted and other stall types exist, additional information on the occupancy of the stalls is provided. A parking system is generally considered to be full or at its *effective capacity* when occupancy reaches or exceeds 85% in the peak hour. When more than 85% of stalls are occupied, patrons or other users may be discouraged from visiting local land uses or may add to area congestion by circling the area in search of available spaces.

Duration of Stay

Duration of stay refers to the average length of time a vehicle remains in a stall. For this study, duration of stay is sampled in one-hour increments. Duration of stay information can be useful in determining the time stay needs of patrons. Average time stays can be used to calibrate the posted time stays to best accommodate priority users (e.g., retail customers). This information also can be used to identify the total number of vehicles, or percentage of vehicles, that violate the posted time restrictions when enforcement hours are in effect and the rate of vehicle turnover within a parking supply (see below).

Turnover

Turnover reflects the total number of vehicles that can or will use a parking stall over the course of a survey day. Turnover is typically measured over a 10-hour period. Parking managers use turnover as a measuring stick for how efficiently or inefficiently the parking system is operating and serving its intended user groups. For instance, if a stall has a 2-hour time restriction, then its intended minimum rate of turnover is 6.00 vehicles (12-hour day divided by 2-hour stall). As such, if turnover were demonstrated to be at a rate of less than 6.00, the system would be deemed inefficient. A rate in excess of 6.00 would indicate a system that is operating in excess of its designed efficiency.

The turnover data also shows a number of parking use characteristics that provide valuable information about how the parking system is functioning. The tables displayed in the following sections include turnover by stall type, number of unique vehicles, total vehicle hours parked, and stays of 5 hours or more. *Number of Unique Vehicles* is an aggregate measure of how many customers, visitors, and employees are accessing the parking district and can be used as a baseline for commercial growth – more customers and visitors correlate to a more vibrant district. The closer the number of *Unique Vehicles* is to *Total Vehicle Hours Parked*, the more efficient (i.e., higher turnover rate) the parking system is working, which allows more customers to access the district using the same number of stalls. Finally, *Stays of 5 Hours or More* is a useful metric in that it can be used to estimate the number of employees using commercial stalls, which is helpful when designing and implementing a district-specific parking management plan.

Data Analysis

The parking supply data was analyzed and summarized by location and type while the parking demand data was analyzed and summarized in terms of occupancy, duration of stay, and turnover. The parking occupancy data was analyzed on an hourly basis by stall, by block face, and by the overall study area. The duration of stay and turnover data was analyzed by stall and by the overall study area. The following sections summarize the results of the parking study.

PARKING SUPPLY

This section provides detailed information on the on-street and off-street parking supply in downtown Sandpoint and the waterfront area. This information serves as a baseline for evaluating the parking demand data summarized later in this report.

Downtown Sandpoint

On-street Parking Supply

On-street parking is allowed on both sides of most streets in downtown Sandpoint. Table 1 summarizes the on-street parking supply data, including the total number of general use and specialty use stalls, and the percent of the stalls in relation to the overall parking supply. *A detailed summary of the on-street parking supply by street is provided in Attachment A.*

Table 1: On-Street Parking Supply – Downtown Sandpoint

Stall Type	Stalls	% of Total
General Use Stalls		
20 Minutes	8	<1%
2 Hours	255	22%
3 Hours or Permit	328	29%
4 Hours or Permit	182	16%
No Limit	279	24%
General Use Stalls	**1,052**	**92%**
Specialty Use Stalls		
ADA	35	3%
Loading Only	3	<1%
No Parking (per signage)	7	<1%
Specialty Stalls	**45**	**8%**
Total On-Street Stalls	**1,097**	**100%**

As shown in Table 1, there are 1,097 on-street parking stalls in downtown Sandpoint, including 1,052 general use stalls and 45 specialty use stalls. The general use stalls include short- and medium-term time limit or permit stalls that reflect the commercial nature of the downtown area as well as no-limit stalls that reflect nearby residential uses. The short-term stalls (20-minute and 2-hour) create turnover for local businesses while the medium-term stalls (3-hour, 4-hour) allow for slightly longer time stays. The permit stalls and no-limit stalls ensure parking is available for employees of local businesses, residents and their visitors, and other users that need to park for extended periods of time.

The specialty use stalls include Americans with Disabilities Act (ADA) stalls, loading only stalls, and stalls signed as "No Parking." The ADA stalls represent approximately 3% of the on-street parking supply, which exceeds state standards in terms of number of stalls provided.[1] However, evaluating the number of stalls that are in compliance with the ADA Standards for Accessible Design (23 CFR Part 36) was beyond the scope of this project as it requires evaluating ramp slopes, measuring stall dimensions and accessible routes. Based on observations, many marked ADA parking stalls may not meet the minimum design standards.

The loading stalls represent less than 1% of the on-street parking supply, which is relatively low considering the commercial nature of the downtown area. Some of the 20-minute parking stalls also function as loading zones but because they are dual purpose were counted as general use stalls. The stalls signed as "No Parking" also represent less than 1% of the on-street parking supply; however, these *stalls* represent locations where on-street parking is prohibited, but vehicles were observed parking during the study. Figure 2 illustrates the distribution of general use stalls throughout the study area and Figure 2A illustrates the specialty use stalls.

[1] Chapter 11 of the State Building Code indicates that where parking is provided, accessible parking spaces shall be provided in compliance with state requirements. While the requirements primarily apply to off-street parking, it provides a reasonable measure for the on-street parking supply as well. Based on the code, 2% of the first 1,000 stalls should be accessible parking, then one for each additional 100 stalls.

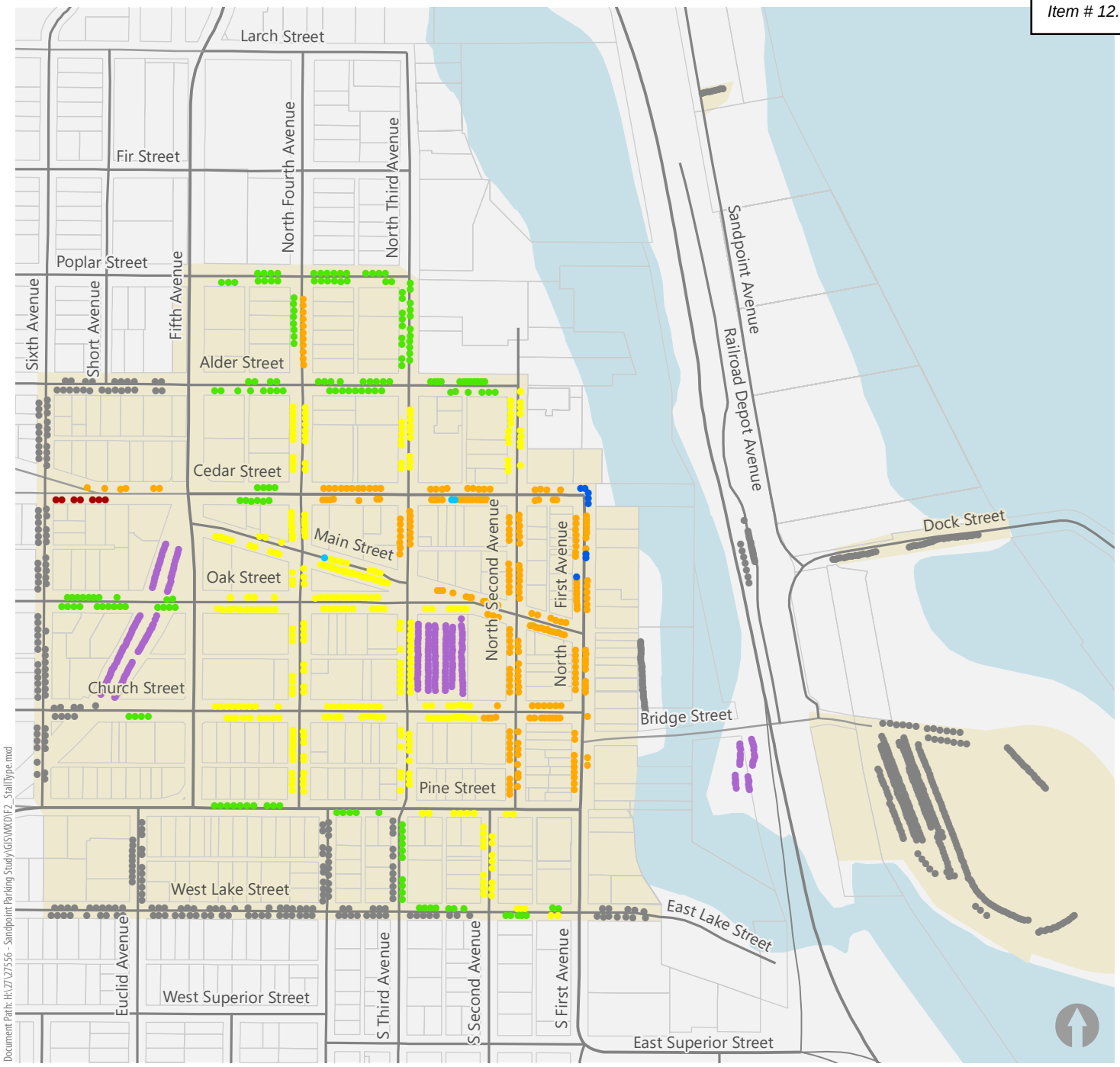
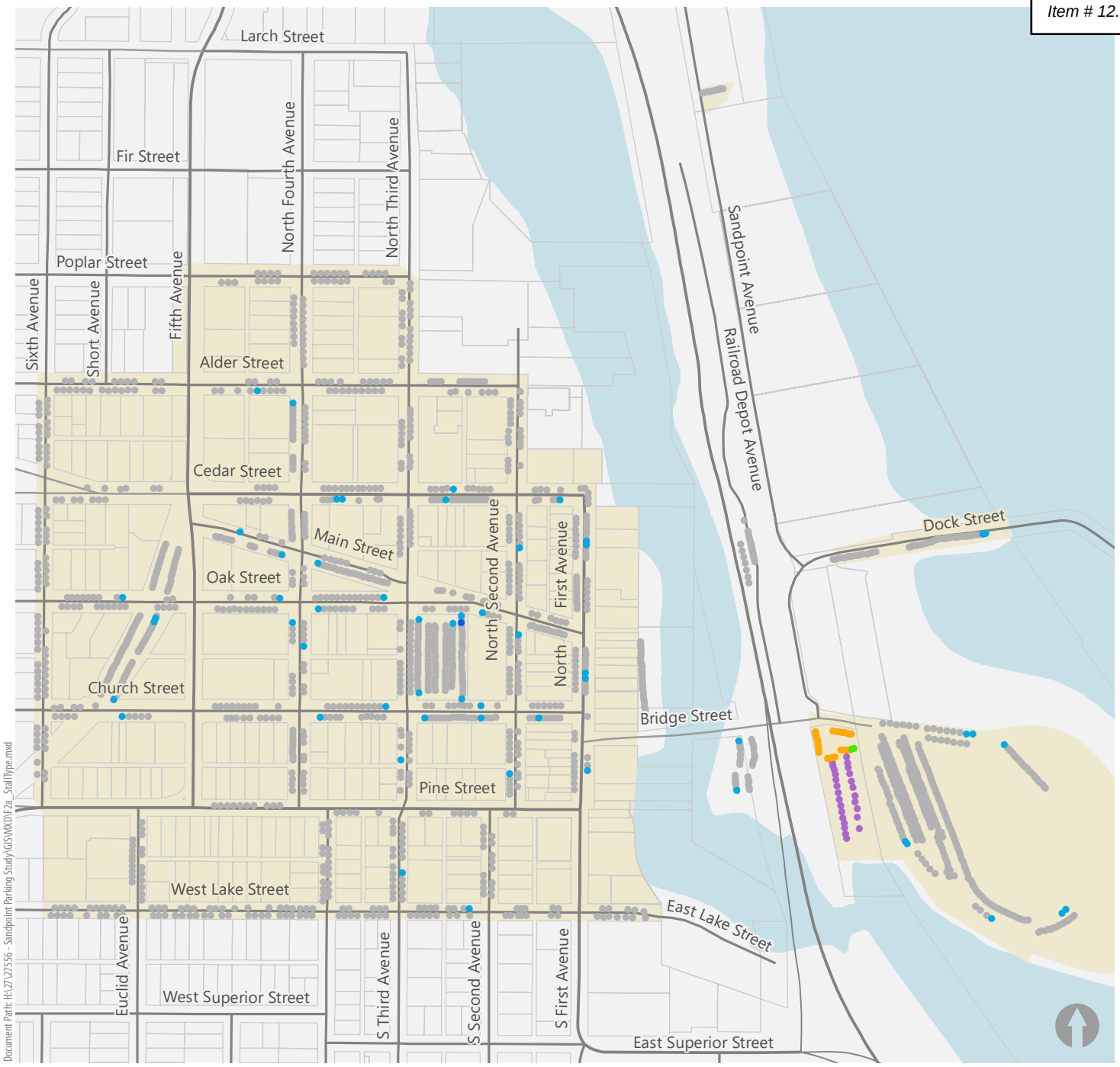

Larch Street
Fir Street
North Fourth Avenue
North Third Avenue
Poplar Street
Sixth Avenue
Short Avenue
Fifth Avenue
Alder Street
Cedar Street
Main Street
Oak Street
Church Street
North Second Avenue
North First Avenue
Sandpoint Avenue
Railroad Depot Avenue
Dock Street
Bridge Street
Pine Street
West Lake Street
East Lake Street
Euclid Avenue
West Superior Street
S Third Avenue
S Second Avenue
S First Avenue
East Superior Street
Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MXD\F2_StallType.mxd
No Designation
20-Minute Loading
3 Hour or Permit
24 Hour
Loading Only
2 Hour
4 Hour or Permit
No Parking

Figure 2


Larch Street
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Church Street
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West Lake Street
West Superior Street
East Lake Street
East Superior Street
Bridge Street
Dock Street
Sixth Avenue
Short Avenue
Fifth Avenue
North Fourth Avenue
North Third Avenue
North Second Avenue
First Avenue
North
Euclid Avenue
S Third Avenue
S Second Avenue
S First Avenue
Sandpoint Avenue
Railroad Depot Avenue
Document Path: H:\27\27556 - Sandpoint Parking Study\GIS\MXD\F2a_StallType.mxd
General Use
ADA Stall
E-Vehicle Charging
Police Only
Permit Only
RV Stall

Figure 2a

Future Parking Supply

The City is planning to redevelop the property (Farmin's Landing) along the west side of Sand Creek from Bridge Street to Oak Street into a public plaza. This will result in the loss of 30 no-limit parking stalls on the east side of Gunning Alley. With this change, there will be 1,067 on-street parking stalls in the downtown, including 1,022 general use stalls and 45 specialty use stalls. As indicated in the parking demand section below, this change will have minimal impact to the on-street parking system.

Off-Street Parking Supply

Off-street parking is provided by the City as well as several commercial businesses. Table 2 summarizes the off-street parking supply data for three downtown City lots. There are 240 off-street parking stalls, including 231 general use stalls and 9 specialty use stalls. The off-street stall types reflect the need for long-term parking within close proximity to the downtown. Figure 2 above illustrates the distribution of general use stalls and Figure 2A illustrates the specialty use stalls.

Table 2: Off-Street Parking Supply – Downtown Sandpoint

Stall Type	City Lot	North ITD Lot	South ITD Lot	Total Stalls	% of Total
General Use Stalls					
24 hours	121	34	76	231	96%
Total General Use Stalls	**121**	**34**	**76**	**231**	96%
Specialty Use Stalls					
ADA	5	0	3	8	3%
Police Only	1	0	0	1	<1%
Total Specialty Use Stalls	**6**	**0**	**3**	**9**	4%
Total Off-Street Stalls	**127**	**34**	**79**	**240**	**100%**

Future Parking Supply

At some point in the next five to ten years, the Idaho Transportation Department (ITD) intends to construct the "Couplet" realigning Fifth Avenue. The realignment will result in the loss of 113 off-street stalls in downtown Sandpoint. With this change, there will be 127 off-street stalls in downtown Sandpoint, including 121 general use stalls and 6 specialty use stalls. As indicated below, this change will have a significant impact on the on-street and off-street parking system. As part of the Parking Management Plan, the loss of this parking as well as future growth and development should be considered to inform management strategies and to right size future parking facilities.

Waterfront Area

On-Street Parking Supply

On-street parking in the waterfront area is provided on the south side of Dock Street from Sandpoint Avenue to the turnaround. As shown in Table 3, there are 43 on-street parking stalls, including 41 general use stalls and 2 specialty use stalls. The general use stalls include no-limit stalls that reflect the recreational nature of the waterfront area. *A summary of the on-street parking supply is provided in Attachment A.*

Table 3: On-Street Parking Supply – Waterfront Area

Stall Type	Stalls	% of Total
General Use Stalls		
No Limit	41	95%
General Use Stalls	**41**	**95%**
Specialty Use Stalls		
ADA	2	5%
Specialty Stalls	**2**	**5%**
Total On-Street Stalls	**43**	**100%**

Off-Street Parking Supply

Off-street parking in the waterfront area is provided by the City and several commercial businesses. As shown in Table 4, there are five City lots with 406 off-street parking stalls, including 343 general use stalls and 63 specialty use stalls. The general use stalls include 24-hour and no-limit stalls that reflect the recreational nature of the waterfront area.

Table 4: Off-Street Parking Supply – Waterfront Area

Stall Type	City Beach Lot	City Sand Creek Lot	RV Park Car Lot	RV Park Lot	Pend Oreille Bay Trail Lot	Total Stalls	% of Total
General Use Stalls							
24 hours		30				30	7%
No Limit	304				9	313	77%
Total General Use Stalls	**304**	**30**	**0**	**0**	**9**	**343**	84%
Specialty Use Stalls							
ADA	8	2				10	2%
Permit Only[1]			25			25	6%
Electric Vehicle			2			2	<1%
RV Stalls				26		26	6%
Total Specialty Use Stalls	**8**	**2**	**27**	**26**	**0**	**63**	16%
Total Off-Street Stalls	**312**	**32**	**27**	**26**	**9**	**406**	**100%**

1. Stalls are available to a limited number of permit holders and are not included in the general use parking supply.

PARKING DEMAND

This information serves as a baseline for evaluating the system performance during peak demand and identifying potential policies and strategies to be considered in a Parking Management Plan.

Downtown Sandpoint

On-Street Parking Demand

Parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. The following summarizes the on-street parking demand data for by occupancy, duration of stay, and turnover.

Occupancy

The data in Chart 1 reflect the general use parking stalls only as the specialty use stalls are not available to all users. On-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 57% at 12:00 PM and a weekend peak occupancy rate of 50% at 11:00 AM. The overall on-street parking occupancy is below the *effective capacity* of the parking supply during all hours of the day.

Chart 1: On-Street Parking Occupancy – Downtown Sandpoint

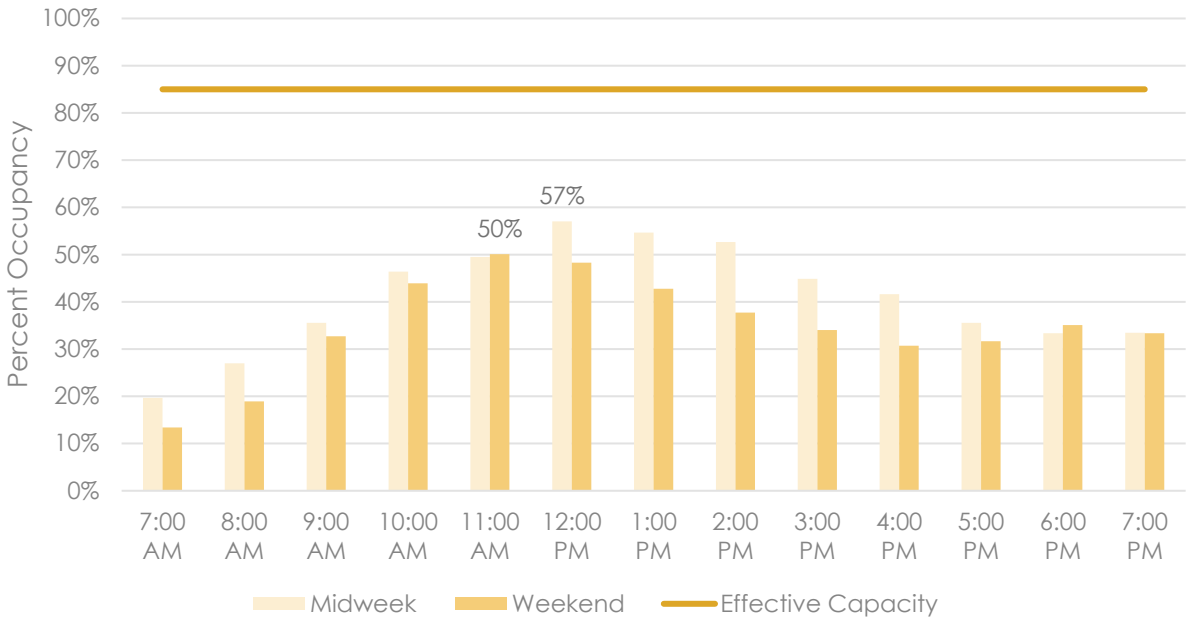


Figure 3 illustrates the midweek peak occupancy data by block face and Figure 4 illustrates the weekend data. As shown, most block faces are below *effective capacity* during the midweek peak (12:00 PM. Those that are at or above *effective capacity* are primarily located within the eastern portion of the study area along First Avenue and within one block of First Avenue.

Similarly, most block faces are below *effective capacity* during the weekend peak (11:00 AM). Those that are at or above are more centrally located along Fourth Avenue and within one block of Fourth Avenue.

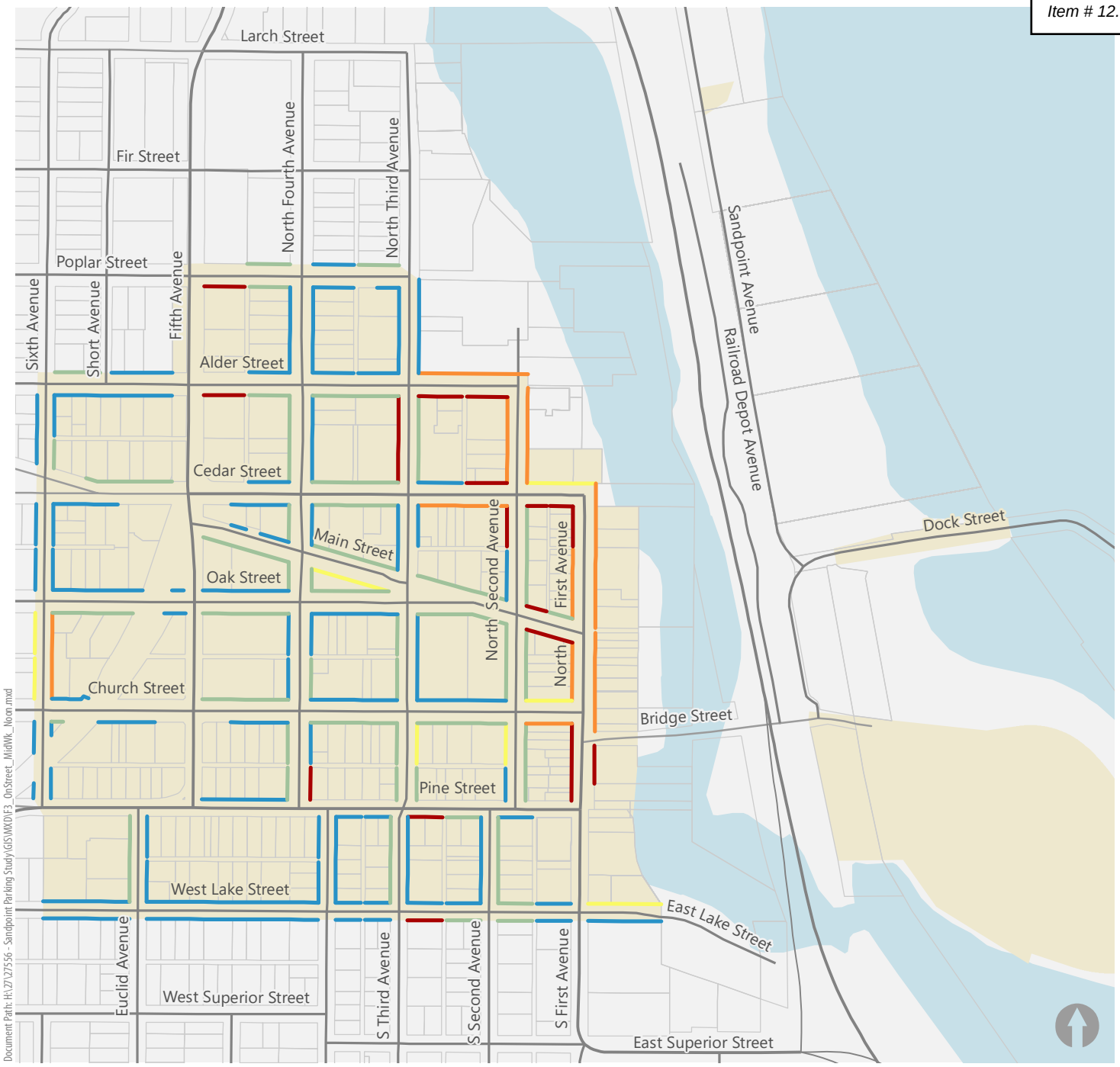


Figure 3

On-Street Peak Occupancy - Midweek (12:00

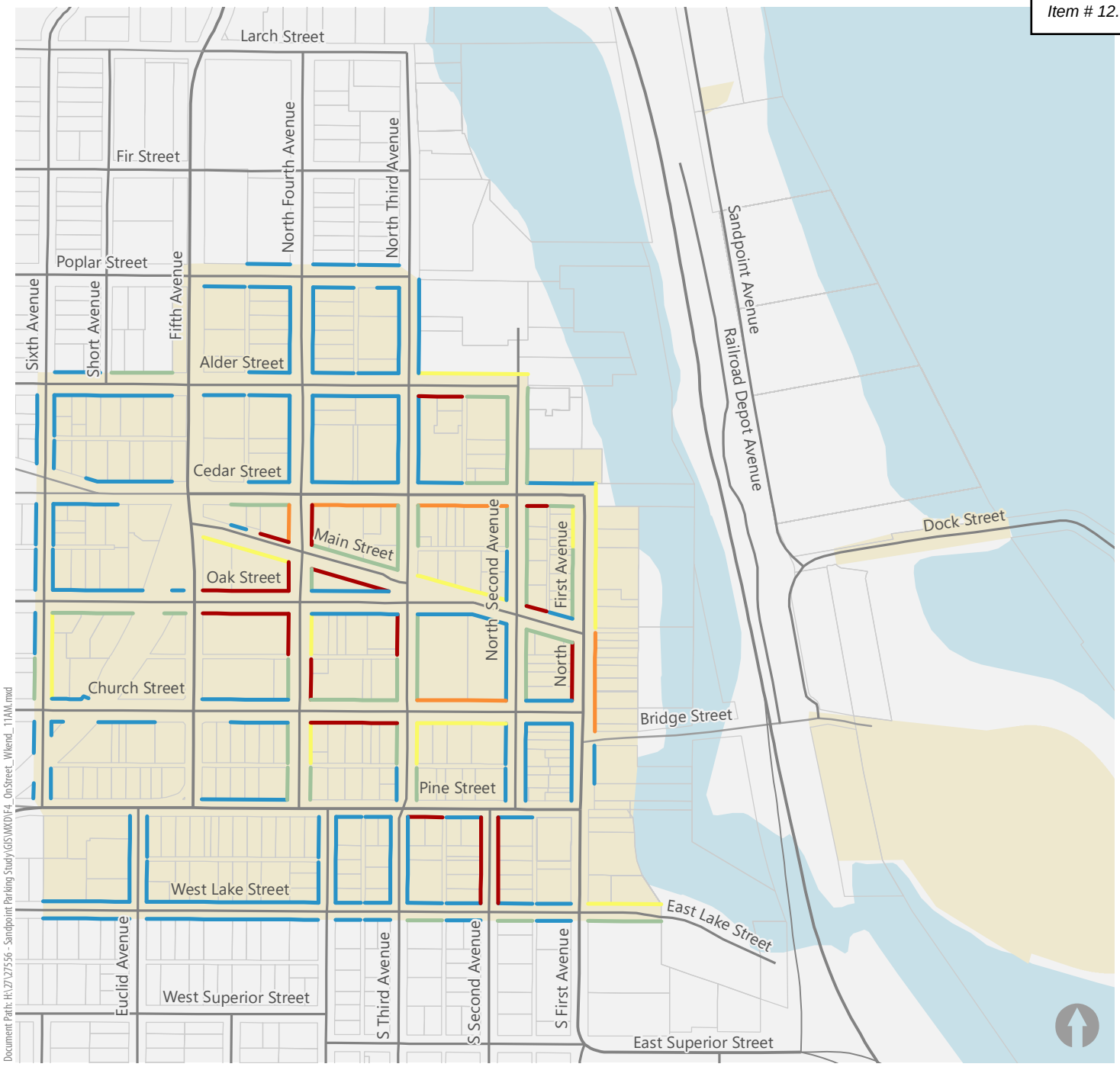


Figure 4

On-Street Peak Occupancy - Weekend (11:00

KITTELSON & ASSOCIATES

Table 5 summarizes detailed information on on-street parking occupancy in downtown Sandpoint, including the peak hour and peak occupancy rate by stall type. The peak hours and peak occupancy rates are the same or similar across all stall types on the weekday and weekend day with a few exceptions. There appears to be the greatest demand for 2-hour stalls midweek and the least demand for the 4-hour and no-limit. Also shown in Table 5, the peak occupancy rates are all well below the *effective capacity* of the parking supply and there are many stalls available during the peak hours.

Table 5: On-Street Parking Occupancy – Downtown Sandpoint

Type of Stall	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
General Use[1]	1,052	12:00 PM	57%	452	11:00 AM	50%	525
Usage by Stall Type							
20 Minutes	8	12:00 PM	63%	3	11:00 AM	63%	3
2 Hours	255	12:00 PM	78%	57	12:00 PM	65%	88
3 Hours or Permit	328	12:00 PM	62%	125	11:00 AM	69%	101
4 Hours or Permit	182	2:00 PM	51%	89	11:00 AM	30%	128
No Limit	279	12:00 PM	41%	166	12:00 PM	34%	183

1. Data for the specialty use stalls was also evaluated but not included in Table 5. The data shows that the peak hour for ADA stalls also occurs at 12:00 PM with a peak occupancy rate of approximately 34%, leaving 23 stalls available.

Duration of Stay

Table 6 summarizes the duration of stay data. The average duration of stay is generally at or below the designated time limits, except in the 20-minute and 2-hour stalls. The average duration of stay in these stalls exceeds the designated time limits during the midweek and on the weekend. The violation rates in these stalls also exceed average rates for downtown environments and suggests that visitors need more time than is allowed or employees of local businesses may be occupying these stalls, and/or enforcement is low, particularly on the weekend.

Table 6: On-Street Parking Duration of Stay – Downtown Sandpoint

Type of Stall	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
General Use	1,052	2.48	17%	2.73	19%
Usage by Stall Type					
20 Minutes[1]	8	1.79	26%	2.00	29%
2 Hours	255	2.05	25%	2.30	30%
3 Hours or Permit	328	2.16	15%	2.14	15%
4 Hours or Permit	182	2.77	17%	2.84	15%
No Limit	279	3.61	N/A	4.37	N/A

1. The parking demand data was collected in 1-hour increments, therefore, the average duration of stay data in the 20-minute stalls could be skewed; however, the violation rate reflects vehicles parked for 2-hours or more.

Turnover

Tables 7A and 7B summarize the parking turnover data. As shown, most stalls operate below their designed capacity for the 12-hour period. The 2-hour stalls have the highest turnover with average rates of 3.44 midweek and 2.84 on the weekend, which is below the designed capacity of 6.0. The turnover rate in the 3-hour and 4-hour stalls is also below the designed capacity of 4.0 and 3.0; however, the rates could be skewed by permit holders. The relatively high violation rates in the 20-minute and 2-hour stalls suggests increased enforcement would be an effective tool in bringing the system into better compliance and increase the system's carrying capacity, particularly during enforcement hours.

Table 7A: On-street Parking Turnover (Midweek) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	2.21	2,325	5,590	204
Usage by Stall Type					
20 Minutes	8	2.38	19	34	0
2 Hours	255	3.44	878	1,802	40
3 Hours or Permit	328	2.40	788	1,706	51
4 Hours or Permit	182	1.72	313	866	42
No Limit	279	1.17	327	1,182	71

Table 7B: On-street Parking Turnover (Weekend) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
General Use	1,052	1.78	1,871	4,762	180
Usage by Stall Type					
20 Minutes	8	2.13	17	34	0
2 Hours	255	2.84	725	1,670	51
3 Hours or Permit	328	2.17	713	1,523	47
4 Hours or Permit	182	1.02	186	529	24
No Limit	279	0.82	230	1,006	58

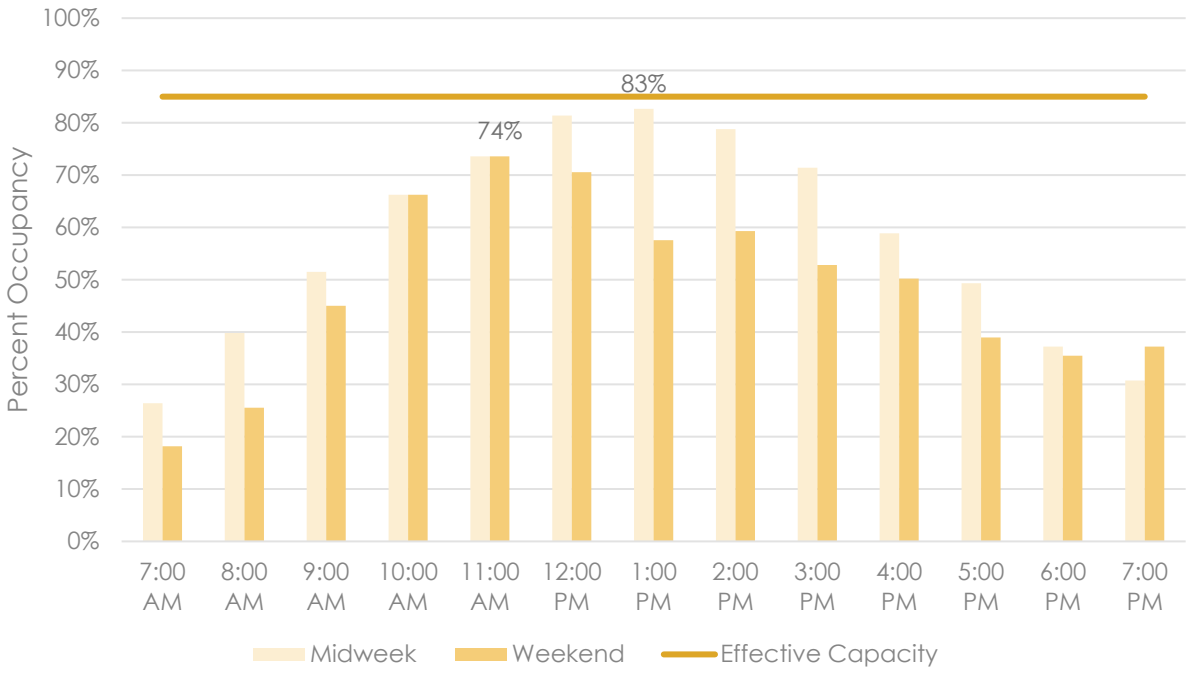
Off-Street Parking Demand

Like on-street demand, off-street parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. The following summarizes the off-street parking demand data for downtown Sandpoint by occupancy, duration of stay, and turnover.

Occupancy

Chart 2 displays the off-street parking occupancy data for each hour of the study. The data in Chart 2 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 2: Off-Street Parking Occupancy – Downtown Sandpoint



The overall parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 83 percent at 1:00 PM and a weekend peak occupancy rate of 74% at 11:00 AM. Also shown in Chart 2, overall parking occupancy is below the *effective capacity* of the parking supply during all hours of the day.

Figure 5 illustrates the midweek peak hour occupancy data by lot and Figure 6 illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Lot. Similarly, most lots are below *effective capacity* during the weekend peak (11:00 AM). Those that are at or above also include the City Lot.

Table 8 summarizes detailed information on off-street parking occupancy, including the peak hours and peak occupancy rates by lot. The peak hours and occupancy rates differ by lot. There appears to the greatest demand in the City Lot during the midweek and on the weekend with peak occupancy rates above the *effective capacity*. Also shown in Table 8, peak occupancy rates are at or below the *effective capacity* in all other lots and in the overall off-street parking supply.

Table 8: Off-Street Parking Occupancy – Downtown Sandpoint

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
North ITD Lot	34	11:00 AM	85%	5	12:00 PM[1]	50%	17
South ITD Lot	76	1:00 PM	59%	31	12:00 PM	53%	36
City Lot	121	1:00 PM	98%	3	11:00 AM	97%	4
Total	231	1:00 PM	83%	40	11:00 AM	74%	61

1. Multiple peak hours with the same occupancy rate and stalls available.

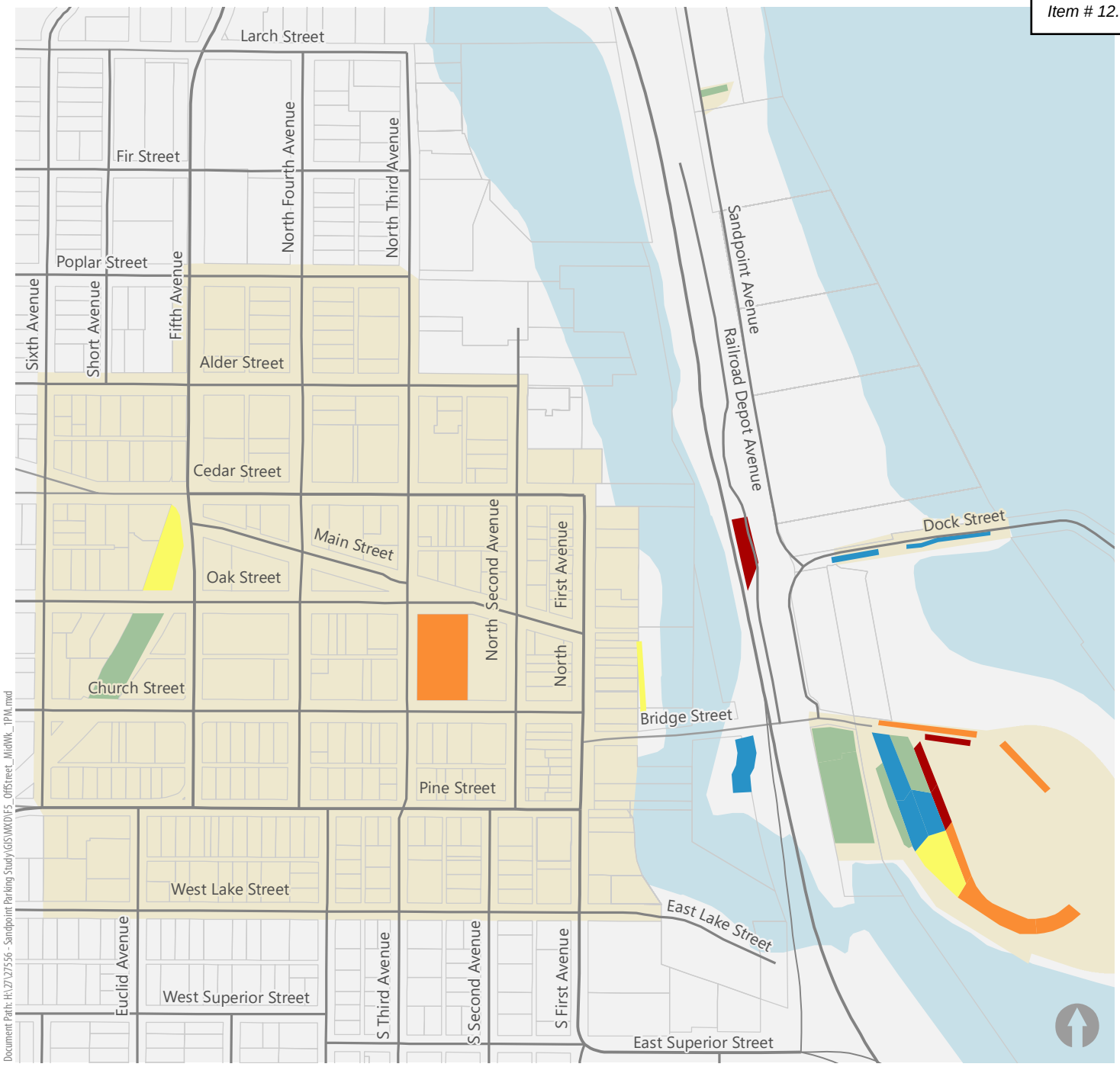


Figure 5

Off-Street Peak Occupancy - Midweek (1:00

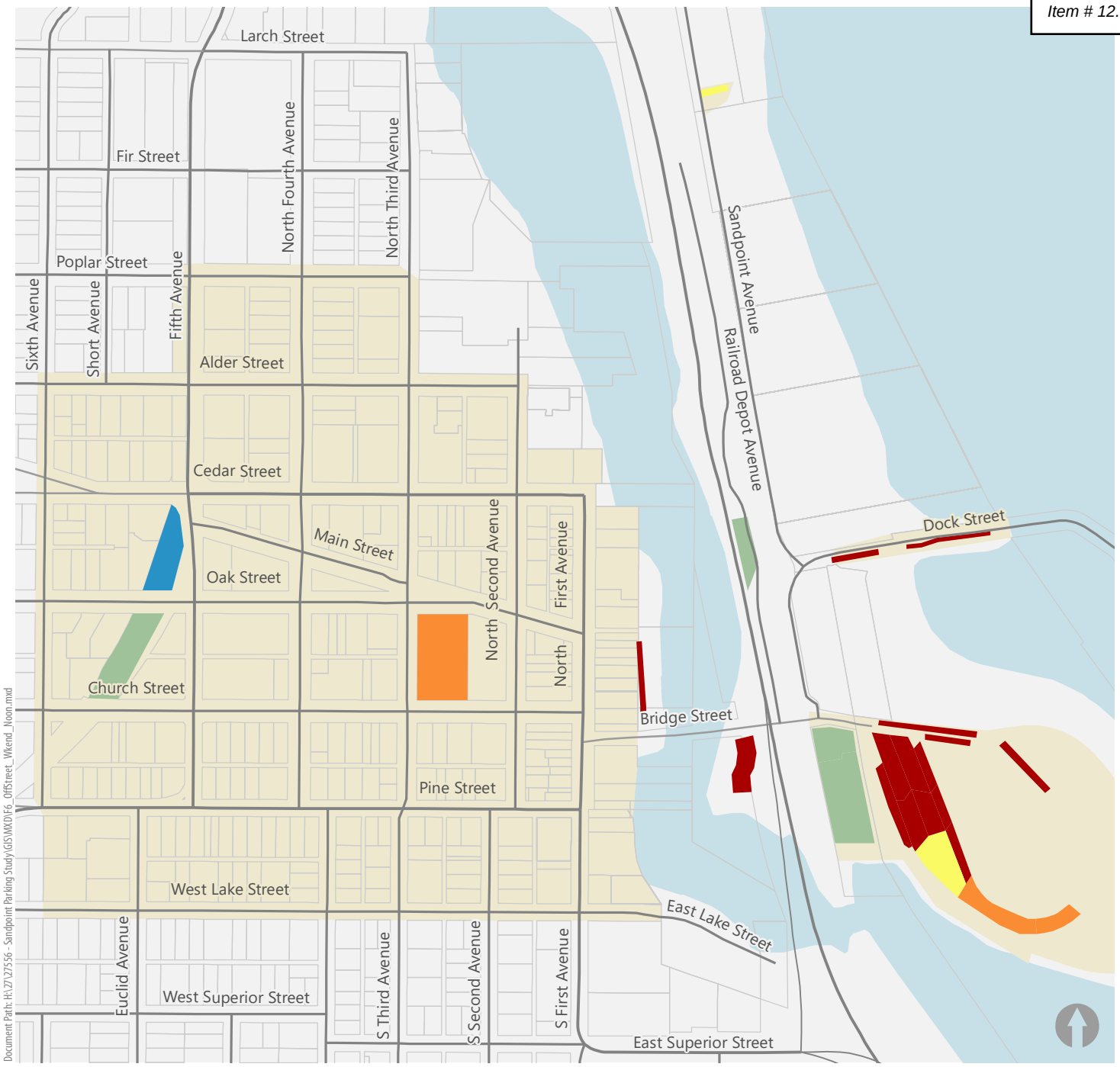


Figure 6

Off-Street Peak Occupancy - Weekend (12:00

Duration of Stay

Table 9 summarizes the off-street duration of stay data for downtown Sandpoint. The average duration of stay is generally greater than four hours midweek and less than four hours on the weekend, which is well below the designated time limits of the lots/the duration of the study. The lack of violation rates reflects the nature of the parking data, which was collected over a 13-hour period, and therefore did not identify any vehicles parked in excess of 24-hours.

Table 9: Off-Street Parking Duration of Stay – Downtown Sandpoint

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
North ITD Lot	34	3.74	0%	3.56	0%
South ITD Lot	76	4.53	0%	3.88	0%
City Lot	121	4.74	0%	3.24	0%
Total	231	4.41	0%	3.38	0%

Turnover

Tables 10A and 10B summarize the off-street parking turnover for downtown Sandpoint. The lot with the highest turnover is the North ITD lot with a midweek turnover rate of 3.44 and weekend turnover rate of 3.03. Turnover in all other lots is relatively low.

Table 10A: Off-Street Parking Turnover (Midweek) – Downtown Sandpoint

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
North ITD Lot	34	3.44	117	437	29
South ITD Lot	76	0.79	60	272	22
City Lot	121	1.78	215	1,019	85
Total	231	1.70	392	1,728	136

Table 10B: Off-Street Parking Turnover (Weekend) – Downtown Sandpoint

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
North ITD Lot	34	3.03	103	367	22
South ITD Lot	76	0.54	41	159	9
City Lot	121	2.37	287	931	48
Total	231	1.87	431	1,457	79

The off-street parking data indicates that a change to the off-street parking supply, such as the closure of one or more City and ITD lots, would impact the on-street and off-street parking systems, particularly during peak time periods. For example, closure of the North and South ITD lots would displace 74 vehicles

midweek and 57 vehicles on the weekend. The overall on-street system could accommodate the increase while remaining well below *effective capacity*; however, the 2-hour stalls that surround the lots could not accommodate the increase without exceeding capacity and spilling into the 3-hour and 4-hour stalls. Similarly, the City Lot, which would be the only remaining City parking lot in downtown Sandpoint, could not accommodate the increase without exceeding capacity and spilling into the on-street system.

Waterfront Area

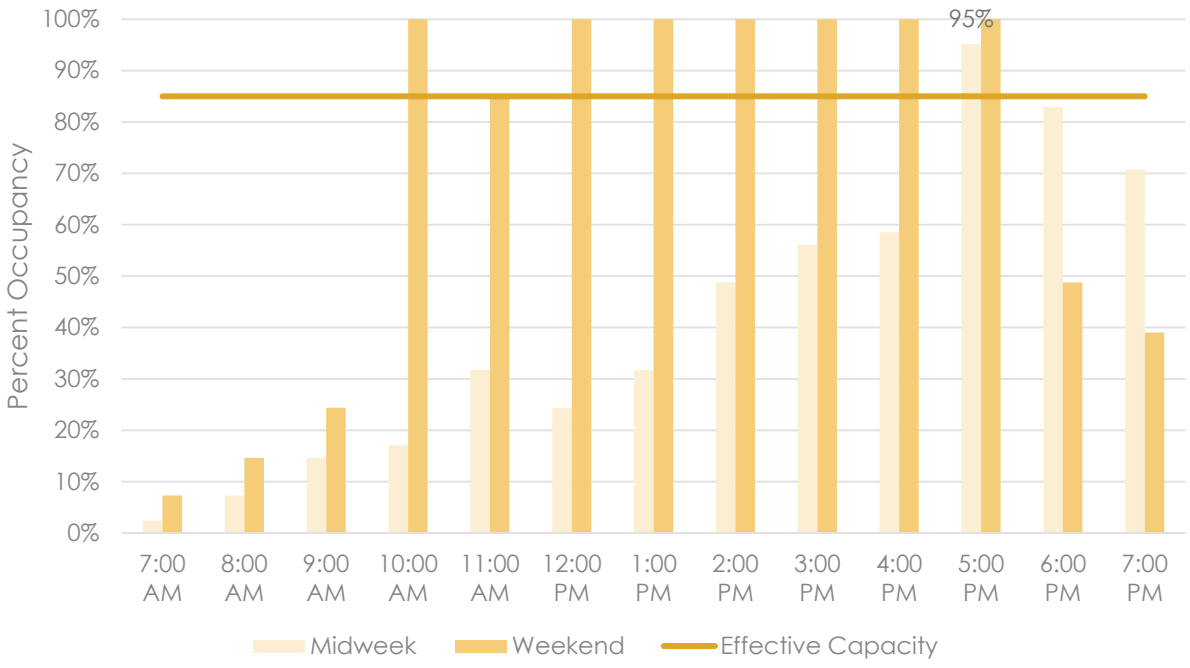
On-Street Parking Demand

Parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront. The following summarizes the on-street parking demand data by occupancy, duration of stay, and turnover. The data reflect on-street parking demand along Dock Street from Sandpoint Avenue to the turnaround.

Occupancy

Chart 3 displays the on-street parking occupancy data for each hour of the study. The data in Chart 3 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 3: On-Street Parking Occupancy – Waterfront Area



The on-street parking occupancy varies significantly based on the day. During the midweek, occupancy increases steadily through the day with a peak occupancy rate of 95% at 5:00 PM. During the weekend, occupancy reaches 100% at 10:00 AM and remains at 100% until after 5:00 PM.

Table 11 summarizes detailed information on on-street parking occupancy, including the peak hour and peak occupancy rate by street, given that data is only available for one street in the waterfront area. Peak occupancy rates are above the *effective capacity* of the parking supply.

Table 11: On-Street Parking Occupancy – Waterfront Area

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
Dock Street	41	5:00 PM	95%	5	10:00 PM[1]	100%	0
Total	41	5:00 PM	95%	5	10:00 PM[1]	100%	0

1. Multiple peak hours with the same occupancy rate and stalls available.

Duration of Stay

Table 12 summarizes the duration of stay data for Dock Street. As shown, average duration of stay is significantly longer on the weekend then on the weekday. Also, given that all the general use stalls are 24-hour stalls, there are no violations.

Table 12: On-Street Parking Duration of Stay – Waterfront Area

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
Dock Street	41	2.81	0%	4.24	0%

Turnover

Tables 13A and 13B summarize the parking turnover data for Dock Street. As shown, the turnover rate is above the designed capacity of the stalls.

Table 13A: On-street Parking Turnover (Midweek) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
Dock Street	41	1.93	79	222	6

Table 13B: On-street Parking Turnover (Weekend) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
Dock Street	41	2.17	89	377	41

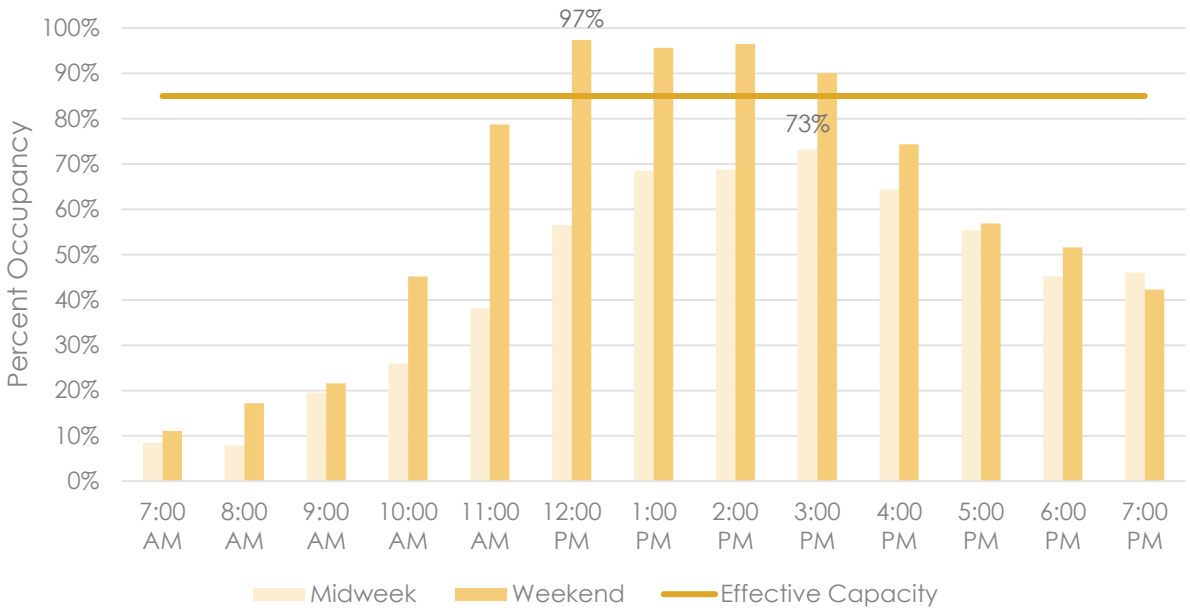
Off-Street Parking Demand

Like on-street demand, off-street parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront. The following summarizes the off-street parking demand data for the waterfront area by occupancy, duration of stay, and turnover.

Occupancy

Chart 4 displays the off-street parking occupancy data for each hour of the study. The data in Chart 4 reflect the general use parking stalls only as the specialty use stalls are not available to all users.

Chart 4: Off-Street Parking Occupancy – Waterfront Area



As shown in Chart 4, off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 73% at 3:00 PM and a weekend peak occupancy rate of 97% at 12:00 PM. Also shown in Chart 1, parking occupancy is below the *effective capacity* of the parking supply during all hours of the midweek day and all but four hours of the weekend day.

Figure 5 (above) illustrates the midweek peak hour occupancy data by lot and Figure 6 (above) illustrates the weekend data. As shown, most lots are below *effective capacity* during the midweek peak (1:00 PM). Those that are at or above include the City Beach Lot. Similarly, most lots are below *effective capacity* during the weekend peak (12:00 PM). Those that are at or above include the City Beach Lot.

Table 14 summarizes detailed information on off-street parking occupancy, including the peak hours and peak occupancy rates by lot. As shown, the peak hours and occupancy rates differ by lot. There appears to be the greatest demand in the Pend Oreille Bay Trail Lot midweek and in the Sand Creek Lot and the City Beach lot on the weekend with peak occupancy rates above *effective capacity*.

Table 14: Off-Street Parking Occupancy – Waterfront Area

Location	# of Stalls	Midweek Day			Weekend Day		
		Peak Hour	Peak Occupancy	Stalls Available	Peak Hour	Peak Occupancy	Stalls Available
City Beach Lot	304	3:00 PM	75%	76	12:00 PM	98%	7
Sand Creek Lot	30	2:00 PM	70%	9	12:00 PM[1]	100%	0
Pend Oreille Bay Trail Lot	9	11:00 AM	89%	1	2:00 PM[1]	89%	1
Total	343	3:00 PM[1]	73%	92	12:00 PM	97%	9

[1]. Multiple peak hours with the same occupancy rate and stalls available.

Duration of Stay

Table 15 summarizes the duration of stay data. As shown, average duration of stay is similar in the City Beach Lot and Sand Creek Lot while duration of stay in the Pend Oreille Bay Trail lot is much lower.

Table 15: Off-Street Parking Duration of Stay – Waterfront Area

Location	# of Stalls	Midweek Day		Weekend Day	
		Average Length of Stay (hours)	Violation Rate	Average Length of Stay (hours)	Violation Rate
City Beach Lot	304	2.42	0%	2.69	0%
Sand Creek Lot	30	2.45	0%	2.51	0%
Pend Oreille Bay Trail Lot	9	1.49	0%	1.98	0%
Total	343	2.36	0%	2.58	0%

Turnover

Tables 16A and 16B summarize the off-street parking turnover. As shown, turnover in the City Beach Lot and Sand Creek Lot is relatively low, which reflects the recreational nature of the areas surrounding the lots.

Table 16A: Off-Street Parking Turnover (Midweek) – Waterfront Area

Location	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
City Beach Lot	304	2.37	720	1,744	37
Sand Creek Lot	30	2.13	64	157	6
Pend Oreille Bay Trail Lot	9	6.88	55	82	1
Total	**343**	**2.45**	**839**	**1,983**	**44**

Table 16B: Off-Street Parking Turnover (Weekend) – Waterfront Area

Type of Stall	# of Stalls	Rate of Turnover	Unique Vehicles	Total Vehicle Hours Parked	Stays of 5+ Hours / % of unique trips
City Beach Lot	304	2.88	874	2,347	95
Sand Creek Lot	30	3.13	94	236	7
Pend Oreille Bay Trail Lot	9	4.89	44	87	3
Total	**343**	**2.95**	**1,012**	**2,670**	**105**

PARKING SUMMARY

Downtown Sandpoint

- **On-Street Parking Supply** – On-street parking is allowed on both sides of most streets in downtown Sandpoint.
  - There are 1,097 on-street parking stalls, including 1,052 general use stalls (stalls available to all users) and 45 specialty use stalls.
  - The short-term stalls (20-minute and 2-hour) create turnover for local businesses while the medium-term stalls (3-hour, 4-hour) allow for slightly longer time stays. The 20-minute stalls are also signed as loading zones.
  - The permit stalls and no-limit stalls ensure parking is available for employees of local businesses, residents and their visitors, and other users that need to park for extended periods of time.
  - The ADA stalls represent approximately 3% of the on-street parking supply, which exceeds State standards; however, an assessment of stalls is recommended to determine if they are in compliance with ADA design standards and optimally located.
  - The loading stalls (not including the loading zones also signed for 20-minute parking) represent less than 1% of the on-street parking supply, which is relatively low considering the commercial nature of the downtown area.

  The City is planning to redevelop the property known as Farmin's Landing along the west side of Sand Creek from Bridge Street to Oak Street into a public plaza. The redevelopment will have a minimal impact to the on-street parking system.
- **Off-Street Parking Supply** - Off-street parking is provided by the City as well as several commercial businesses. This study includes data for the North and South ITD Lots and the City Lot.
  - There are 240 off-street parking stalls in downtown Sandpoint, including 231 general use stalls and 9 specialty use stalls.
  - The off-street stall types reflect the need for long-term parking within close proximity to downtown Sandpoint.

  The Idaho Transportation Department (ITD) is planning to realign Fifth Avenue (Highway 2/200) to accommodate the increased traffic volume which will result in the loss of the North and South ITD lots. This change and the conversion of other public and/or private parking lots that are heavily utilized will have a significant impact on the on-street and off-street parking system.
- **On-Street Parking Demand** – Parking demand in downtown Sandpoint is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities. This includes oversized vehicles - RVs and trucks with boat trailers.
  - **Parking Occupancy** – on-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 57% at 12:00 PM and a weekend peak occupancy rate of 50% at 11:00 AM, which is below the *effective capacity* of the parking supply.
  - **Duration of Stay** – average duration of stay is generally at or below the designated time limits, except in the 20-minute and 2-hour stalls. The violation rates in these stalls also exceed average rates for downtown environments.
  - **Turnover** – most stalls operate below their designed capacity for the 12-hour study period. The two-hour stalls have the highest turnover with average rates of 3.44 midweek and 2.84 on the weekend, which is below the designed capacity of 6.0 (12-hour study / 2-hour time limits = 6 potential turnovers).
- **Parking Demand** – Like on-street demand, off-street parking demand is generated by residents and their visitors, local business owners and their employees and patrons, and others accessing recreational opportunities.

- **Parking Occupancy** – off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 83 percent at 1:00 PM and a weekend peak occupancy rate of 74% at 11:00 AM, which is below the *effective capacity* of the parking supply.
- **Duration of Stay** – average duration of stay is generally greater than four hours midweek and less than four hours on the weekend, which is below the designated time limits of the lots/the duration of the study. No violations were identified in the time stays.
- **Turnover** – Turnover in the off-street parking stalls is relatively low, which is by design; however, the lot with the highest turnover is the North ITD lot.

Redevelopment of the North and South ITD lots would displace 74 vehicles midweek and 57 vehicles on the weekend including some oversize vehicles. The overall on-street system could accommodate the increase (with the exception of oversize vehicles) while remaining well below effective capacity; however, the 2-hour stalls that surround the lots could not accommodate the increase without exceeding capacity and spilling into the 3-hour and 4-hour stalls. Similarly, the City Lot, which would be the only remaining City lot in downtown Sandpoint, could not accommodate the increase without exceeding capacity and spilling into the on-street system.

Waterfront Area

- **On-Street Parking Supply** – On-street parking in the waterfront area is provided on the south side of Dock Street from Sandpoint Avenue to the turnaround.
  - There are 43 on-street parking stalls, including 41 general use stalls (stalls available to all users) and 2 specialty use stalls.
  - The general use stalls include no-limit stalls that reflect the recreational nature of the waterfront area.
- **Off-Street Parking Supply** - Off-street parking is provided by the City as well as several commercial businesses. This study includes data for the City Beach Lot, Sand Creek Lot, RV passenger Lot, RV Park Lot, and Pend Oreille Bay Trail Lot.
  - There are 406 off-street parking stalls in the waterfront area, including 343 general use stalls and 63 specialty use stalls.
  - The off-street stall types reflect the recreational nature of the waterfront area and include limited parking for RV and truck/trailer parking.
- **On-Street Parking Demand** – Parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront.
  - **Parking Occupancy** – during the midweek, occupancy increases steadily through the day with a peak occupancy rate of 95% at 5:00 PM. During the weekend, occupancy reaches 100% at 10:00 AM and remains at 100% through 5:00 PM.
  - **Duration of Stay** – average duration of stay is significantly longer on the weekend then on the weekday and given that all the stalls are 24-hour stall, there are no violations.
  - **Turnover** – The stalls operate above their designed capacity for the 12-hour study period.
- **Off-Street Parking Demand** – Like on-street demand, off-street parking demand in the waterfront area is generated by residents and visitors to the recreational opportunities along the waterfront.
  - **Parking Occupancy** – off-street parking occupancy increases steadily through the morning with a midweek peak occupancy rate of 73% at 3:00 PM and a weekend peak occupancy rate of 97% at 12:00 PM, which is above the *effective capacity* of the parking supply.
    - The Trail Lot exceeds effective capacity on the weekday and the City Beach Lot, Diamond Lot, and Trail Lot exceed effective capacity on the weekday
  - **Duration of Stay** – average duration of stay is similar in the City Beach Lot and Diamond Lot while duration of stay in the Trail lot is much lower.

- **Turnover** – Turnover in the City Beach Lot and Diamond Lot is relatively low, which reflects the recreational nature of the areas surrounding the lots.

PRELIMINARY POLICIES AND STRATEGIES

To support a vibrant downtown core, a pro-active approach is recommended for management of parking and street assets to address local needs as well as the seasonal fluctuation in tourism/visitation. Per the Sandpoint Comprehensive Plan (2009, updated in 2019), the planning vision for parking is stated as

"Improved parking conditions are recognized as key to the community's success. The town is committed to applying creative, cost-effective methods to address public parking needs while preserving our traditional urban environment.

Preliminary policies and strategies the City could implement within downtown Sandpoint are summarized below. As part of a Phase 2 Parking Management Plan, the preliminary policies and strategies will be tailored to community goals and the unique challenges the City of Sandpoint faces as it balances the needs of local residents, businesses and visitors, particularly in the summer months, and future growth.

- Increase driver awareness of parking options
  - Develop neighborhood parking maps in coordination with local businesses
  - Provide wayfinding and signage that guides motorists to off-street parking lots, especially for RVs and trucks with trailers
  - Provide consistent branding at off-street parking lots, such as a common "P"
- Increase travel options
  - Improve safety for people walking, biking, and taking transit by implementing the multimodal transportation plan concepts and making improvements to the Pedestrian Priority Network
  - Work with SPOT to improve the frequency of service along the downtown corridor and/or consider implementing a local circulator
  - Increase transit-supportive programs, such as community/visitor awareness campaigns and special event mitigation
  - Consider micro-mobility options (e.g., e-scooters, e-bikes)
- Manage existing parking supply
  - Review existing zoning policies and standards to ensure the downtown and waterfront develops and parking is managed in support of a long-term vision
  - Allow adjacent or nearby land uses to share a common parking supply where peak demands occur at different times
  - Adjust time limits to reflect on- and off-street parking demand and the needs of adjacent land uses
  - Establish policies for reviewing and approving truck loading zones and ADA stalls for adjacent land uses
  - Consider employee parking permit/incentives programs
- Enhance enforcement policies/practices
  - Consider investment in parking management technology and tools to simplify enforcement.
  - Focus enforcement efforts during peak hours.
- Manage permit program

- Limit the total number of permits issued per residential units.
- Constrain the number of permits available to residents with access to off-street parking.

- Implement and manage paid parking program
  - First-hour free programs
  - Demand based or progressive pricing programs
  - Validations programs

- Create new parking supply
  - Convert areas signed as "No Parking" areas to parking stalls given that they currently being used as on-street parking
  - Reconfigure existing off-street parking facilities to provide incremental improvements to parking capacity such as the City Beach concept that increases parking separates boat parking from the general stalls
  - Establish remote parking areas that are well served by transit and can serve as a hub for accessing downtown. This should be accomplished through formal agreements
  - Require special event organizers to encourage and promote use of remote parking areas and coordinate with the SPOT transit service or others to provide shuttle access to larger events
  - Establish public-private partnerships to open access to existing private parking facilities or construct a new parking facility on the City Lot that serves both public and private users

CONCLUSION

Development of a Parking Management Plan specific to Sandpoint is the recommended next step. The Parking Management Plan will provide parking management strategies to maximize the use of the existing supply. Because of the cost to construct, operate and maintain parking facilities, most cities exhaust parking management strategies first and monitor their effectiveness before increasing the parking supply. Even with robust parking management strategies, new surface parking and/or a parking garage may be merited in the next five or so years for the following reasons:

- The incremental conversion of downtown public parking lots to other uses (such as the ITD lots) and the redevelopment of private parking lots that are heavily utilized will have a significant impact on parking system during peak hours. Shifting parking to on-street stalls will strain the system and the City Lot already has peak occupancy rates above the *effective capacity*. This is largely related to employee parking leaving few spaces for local residents and visitors.
- Both on-street and off-street parking peak occupancy rates are above the *effective capacity* in the Waterfront area.
- Future development, increased tourism, and population growth has not been factored into the parking demand and could further stress the overall system.

As the need for additional parking is explored, key considerations should include an assessment of the following: site selection to ensure the facility will be well-utilized; the types of parking needed (passenger vehicles versus oversize recreational vehicles); right sizing the parking to balance peak demand with off-season demand and to future proof the facility; the costs to acquire land, construct, operate, and maintain the facility; impacts of the facility to the existing traffic flows and the need for off-site improvements; and the parking fee structure given the different types of users and seasonal nature of the demand.

Appendix A
Detailed Parking Supply Data

DETAILED PARKING SUPPLY DATA

The following tables provide a summary of the parking supply by street. Of note:

- 20-minute parking stalls also serve as loading zones but are counted as part of the general use stalls and not included in the loading zone count.
- ADA stalls counts are based on markings and do not include an evaluation of their compliance with ADA design standards

Table A1: On-Street Parking Supply

Location	General Use Stalls					Specialty Stalls			Total
	20-Min	2-Hour	3-Hour or Permit	4-Hour or Permit	No-Limit	ADA	Loading	Other	
First Ave	8	61				5			74
Second Ave		61	36			3			100
Third Ave		14	52	30	11	2			109
Fourth Ave		11	80	8	21	3			123
6th Ave					73				73
Alder St				48	24	1			73
Cedar St		54		10		5	2	7	78
Church St		19	58	4	9	7			97
Dock St Parking					41	2			43
Euclid Ave					20				20
Farmin's Landing					30				30
Lake St			5	14	91	1			111
Main St			47			3	1		51
Oak St		35	42	24		5			106
Pine St			8	15					23
Poplar St				29					29
Total Stalls	**8**	**255**	**328**	**182**	**320**	**37**	**3**	**7**	1140
	Total General Use Stalls - 1,093					**Total Specialty Stalls - 47**			

Table A2: Off-Street Parking Supply

Location	General Use Stalls			Specialty Stalls				Total
	24-hour	No-Limit	Permit Only	ADA	EV Charging	Police Only	RV	
City Beach Park Lot		290		8				298
City Lot	121			5		1		127
Diamond Parking	30			2				32
Employee Parking			25		2			27
North ITD Lot	34							34
RV Park							26	26
South ITD Lot	76			3				79
Trail Parking Lot		9						9
Total Stalls	**261**	**313**	**25**	**18**	**2**	**1**	**26**	**632**
Total Stalls	**Total General Use Stalls - 599**			**Total Specialty Stalls - 47**				**632**

APPENDIX B:

Parking Pass Fee Schedule

Parking Passes and Boat Launch Fees

Pass Type	Cost	Eligibility	Benefits
City Taxpayer Pass	**$15**	City of Sandpoint residents	3 hours free parking at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 6 hours free parking at City Beach lot
Bonner County resident pass	**$30**	Bonner County residents residing outside City limits	2 hours free parking per visit at City Lot, Sand Creek Lot, Pend Oreille Bay Trail Lot, Bridge Street lot, and Dock Street, 3 hours free parking at City Beach lot
Downtown Business (monthly)	**$40**	Commercial A district businesses	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Downtown Resident (monthly)	**$80**	Residents living in the Commercial A district	Unlimited parking in all lots, all-day parking in 3 and 4-hour curb-side parking zones
Marina Slip Occupant Pass (annual)	**$150**	Windbag or City Beach slip occupants	Unlimited parking at Dock Street and City Beach lots
Boat Launch fee (Idaho State resident*)	**$10/launch**	Idaho state residents	City Beach and Memorial Field boat launches
Boat Launch fee (Out-of-state resident and commercial users)**	**$15/launch**	Out-of-state residents and commercial users	City Beach and Memorial Field boat launches
Boat launch season pass (Idaho State resident)	**$50**	Idaho state residents	City Beach and Memorial Field boat launches
Boat launch season pass (Out-of-state resident)	**$100**	Out-of-state residents	City Beach and Memorial Field boat launches

***Vehicles with boat trailers will be subject to passholder time limits and charged at twice the standard hourly rate for passenger vehicles.**

****Commercial operations using City Boat launches must pay on a per-launch basis (no season pass option)**

APPENDIX C:

Revenue Estimates

City of Sandpoint Downtown Parking Management Plan

Paid Parking Policy Revenue Estimates

Paid Hourly Parking Revenue Estimate – Summary of Assumptions

Overview

This model estimates the potential annual revenue from paid hourly parking in the City of Sandpoint, using conservative assumptions reflecting expected behavior changes following the implementation of metered parking and increased enforcement. The total projected revenue from paid hourly parking is **$556,748.68**.

Planning-Level Revenue Estimate: Important Context

This document presents a planning-level estimate of gross annual revenue generated from Sandpoint's proposed paid parking program, including both hourly parking fees and the sale of parking passes. The figures herein are not guaranteed revenue outcomes but rather projections based on a combination of historical data, conservative behavioral assumptions, and intended enforcement practices. These estimates are intended to inform policy development, implementation planning, and long-term financial modeling. Actual revenues may vary depending on user behavior, compliance rates, enforcement capacity, seasonal factors, and technology deployment.

Parking Supply

- Off-Street Parking Spaces (Total): 505
    - 300 spaces in Waterfront lots
    - 205 spaces in Downtown lots
- Metered Curbside Stalls: 200 (located in highest-demand downtown blocks)

Rates & Enforcement

Item	Value
Curbside Hourly Rate	$1.00

Off-Street Hourly Rate	$2.00
Enforcement Hours/Day	8 hours (9:00 AM – 5:00 PM)
Enforcement Days/Year	365 days (7 days/week)

User Compliance & Passholder Adjustments

Category	Adjustment Applied
Curbside Compliance Rate	75%
Off-Street Compliance Rate	100% (via LPR tech)
Passholder Share (Off-Street Users)	40%
Hourly-Paying Share (Off-Street)	60%

Seasonal Definitions

- **Peak Season**: June 1 – September 1 (92 days)
- **Off-Peak Season**: September 2 – May 31 (273 days)

Occupancy Assumptions

Area	Peak Season	Off-Peak Season	Year-Round (if applicable)
Waterfront Off-Street	85%	10%	—
Downtown Off-Street	—	—	80%
Metered Curbside	—	—	85%

Average Vehicle Stay Durations (Conservative Estimates)

These assume reduced duration of stay due to pricing and increased enforcement:

Area	Avg. Stay Duration	Turnover (Vehicles/Stall/Day)
Metered Curbside	1.75 hours	4.57

Waterfront Off-Street	2.25 hours	3.56
Downtown Off-Street	2.75 hours	2.91

Annual Revenue Estimates (By Type)

Parking Type	Annual Revenue
Metered Curbside Parking	$212,742.86
Waterfront Off-Street (Peak Season)	$100,096.00
Waterfront Off-Street (Off-Peak Season)	$34,944.00
Downtown Off-Street (Year-Round)	$208,965.82
Total Projected Annual Hourly Parking Revenue	**$556,748.68**

Parking Pass Revenue Estimate – Summary of Assumptions

Overview

This model estimates annual revenue generated from the sale of various types of parking passes offered by the City of Sandpoint. Based on current pricing and estimated sales volumes, the total projected **annual revenue from parking passes is $193,800**.

Parking Pass Types, Fees & Eligibility

Pass Type	Fee	Eligibility	Parking Privileges
City Taxpayer Pass	$15/year	Residents of the City of Sandpoint	3 hours free at all lots (6 hours at City Beach)
Bonner County Pass	$30/year	Bonner County residents (non-City)	2 hours free at all lots (3 hours at City Beach)
Downtown Business Pass	$40/month	Businesses in Commercial A zoning district	Unlimited parking in lots and extended stays in 3/4-hour curbside zones

Downtown Resident Pass	$80/month	Residents in Commercial A zoning district	Same privileges as Downtown Business Pass
(Boat launch and marina passes excluded from this estimate)			

Estimated Pass Sales

Pass Type	Units Sold	Frequency
City Taxpayer Pass	1,000	Annually
Bonner County Pass	1,000	Annually
Downtown Business Pass	Average of 150/month	Monthly
Downtown Resident Pass	Average of 80/month	Monthly

Annual Revenue Estimates (By Pass Type)

Pass Type	Estimated Annual Revenue
City Taxpayer Pass	$15,000
Bonner County Pass	$30,000
Downtown Business Pass	$72,000
Downtown Resident Pass	$76,800
Total Annual Parking Pass Revenue	**$193,800**

Total Projected Revenue – Paid Parking Program

Overview

This section summarizes the combined annual revenue projections from Sandpoint's paid parking program, incorporating both **hourly parking fees** and **parking pass sales**. These projections are based on conservative assumptions about occupancy, compliance, and vehicle stay duration, and reflect the most recent fee structure and usage estimates.

Combined Revenue Summary

Revenue Source	Estimated Annual Revenue
Paid Hourly Parking	$556,748.68
Parking Pass Sales	$193,800.00
Total Projected Annual Parking Revenue	**$750,548.68**

Notes

- **Hourly revenue** is based on metered curbside and off-street parking with assumed reductions in stay duration post-pricing implementation, and adjustments for compliance and passholder use.
- **Pass revenue** reflects current fees and projected annual/monthly sales by category, excluding boat launch and marina-related passes.

Risks, Assumptions, and Sensitivity Analysis

This revenue model relies on a number of assumptions that, while grounded in local data and conservative behavioral estimates, may not fully predict the real-world complexity of implementing a paid parking program. The projections assume consistently high occupancy levels in metered areas—85% for curbside and 80% for downtown off-street lots—along with relatively short vehicle stays that increase turnover and maximize space utility. Enforcement is assumed to occur daily, year-round, from 9 AM to 5 PM, with curbside compliance at 75% and full compliance in off-street lots due to planned license plate reader (LPR) enforcement. The model also assumes that 40% of off-street users will be passholders who do not pay hourly fees, and that approximately 1,000 City and 1,000 Bonner County residents will purchase annual passes, with steady monthly sales of downtown business and residential passes.

However, there are several areas where these projections could overestimate actual revenues.

- Parking demand may not hold steady after pricing is introduced; some users may avoid metered areas entirely, shift to free parking on surrounding streets, or reduce their visits to downtown.
- Pass sales may fall short of targets, especially in the first year, due to public resistance or confusion about the new system.

- Delays in rolling out the technology or hiring enforcement staff could lower compliance and reduce early revenue.
- Behavioral change is difficult to predict, and some assumptions—such as how long people will park or how strictly they will follow the rules—may prove optimistic.

To address this uncertainty, we modeled a range of sensitivity scenarios.

- If actual occupancy levels reach only 75% of projected rates, gross revenue could fall to around **$610,000**.
- At 60% occupancy, the total could dip below **$510,000**.
- A higher-than-anticipated share of passholder usage—say, 50% instead of 40%—could lower revenues to approximately **$530,000**.
- Similarly, if curbside compliance drops from 75% to 60%, the projected total falls to about **$515,000**.

These scenarios illustrate the inherent uncertainty of forecasting user behavior and revenue outcomes in the first year of a new policy.

Net Revenue Outlook

To provide a realistic fiscal outlook, this section applies a general operating cost estimate to account for:

- Equipment and software acquisition and maintenance
- Meter and license plate reader (LPR) system installation
- Staffing and enforcement labor
- Collections, appeals, and customer service

Category	Amount
Gross Revenue	$750,549
Operating Costs	~$150,110
Net Revenue	**$600,439**

This net estimate is planning-level and should be refined as cost quotes, staffing plans, and enforcement mechanisms are finalized.

APPENDIX D:

Parking Satisfaction Survey Responses and Analysis

Introduction to Survey

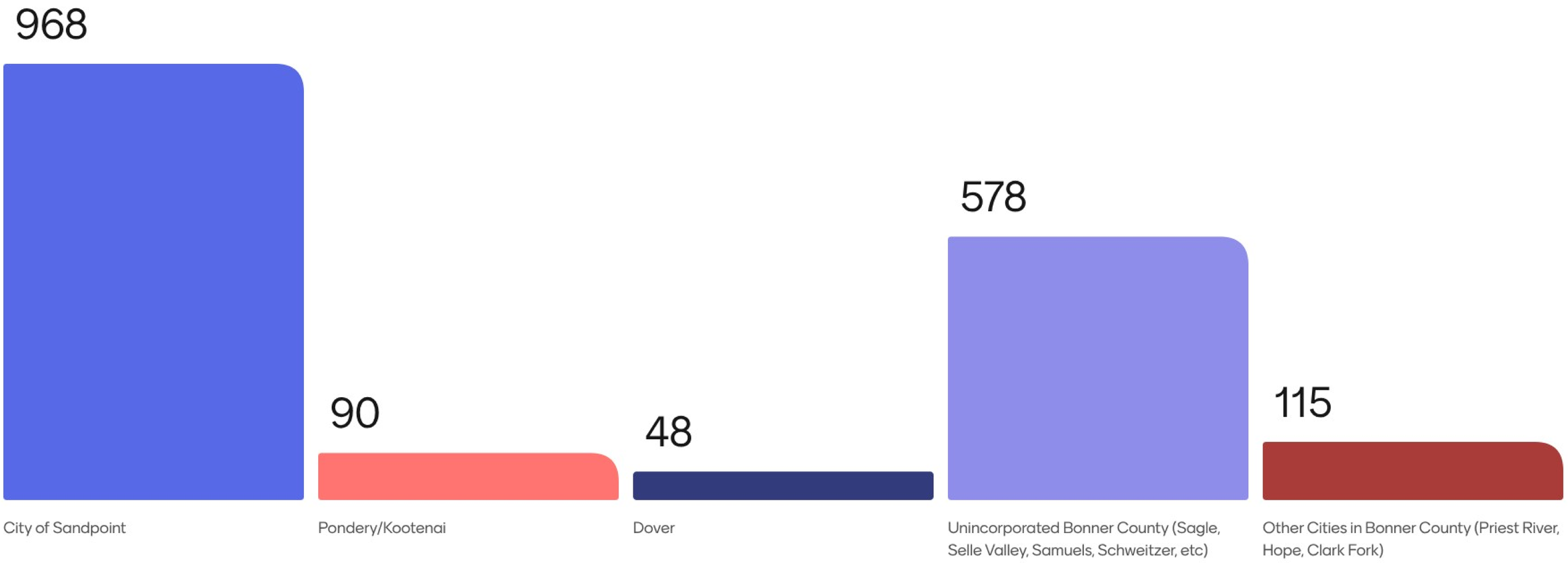
The City of Sandpoint is developing a parking management plan to improve access and availability at the City's downtown and City Beach public parking facilities. Your responses to this survey will help inform the policy to assure it best serves the needs of City residents and others who depend on reliable access to well-maintained public parking facilities for their work and leisure.

Mentimeter

59

Mentimeter

Where do you live?



15
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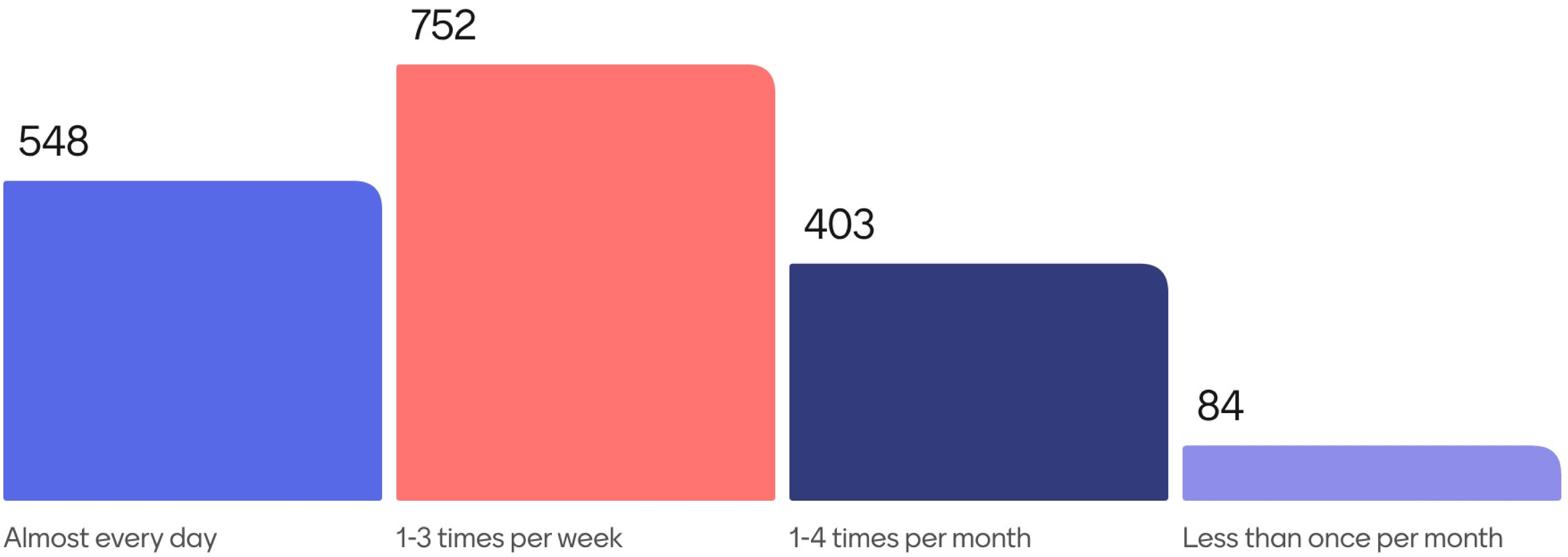
Mentimeter

How often do you drive into and require parking in downtown Sandpoint?



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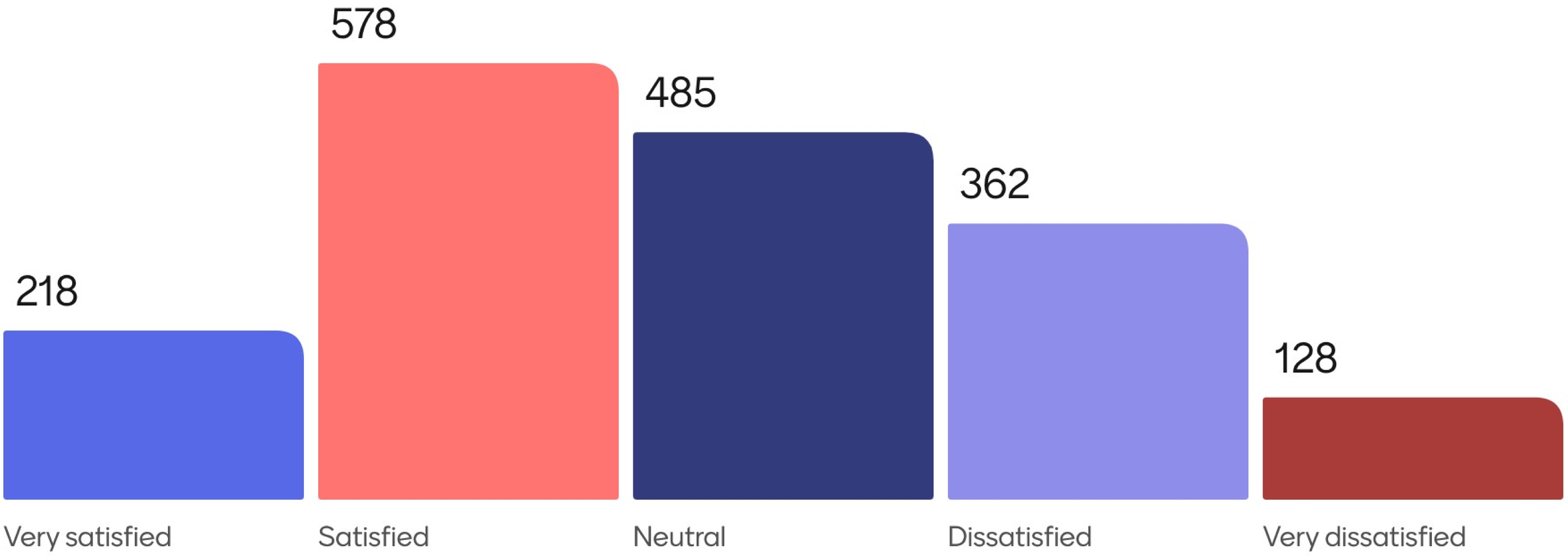
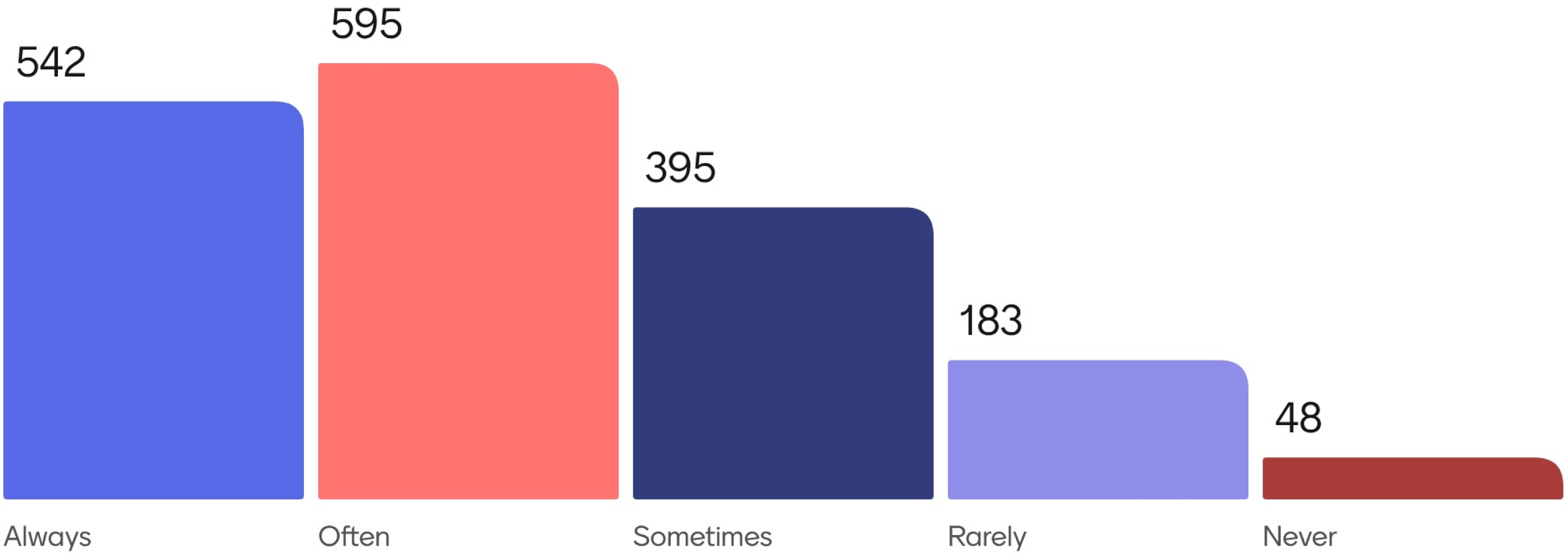
How satisfied are you with the availability of public parking (street and off-street) in downtown Sandpoint?

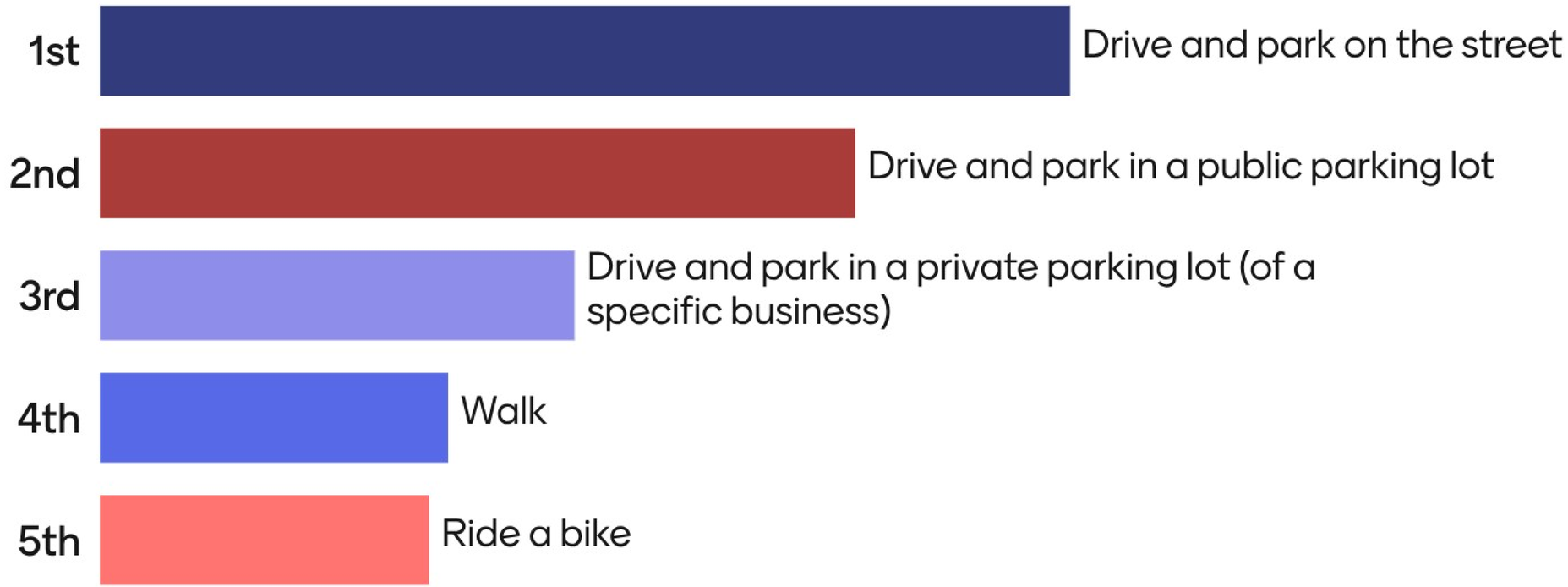


How often do you face challenges finding parking downtown and at City Beach on summer weekends or other peak times?



Mentimeter

When going downtown for work or leisure, you are most likely to... (rank in order of frequency, with 1st being what you do most often)



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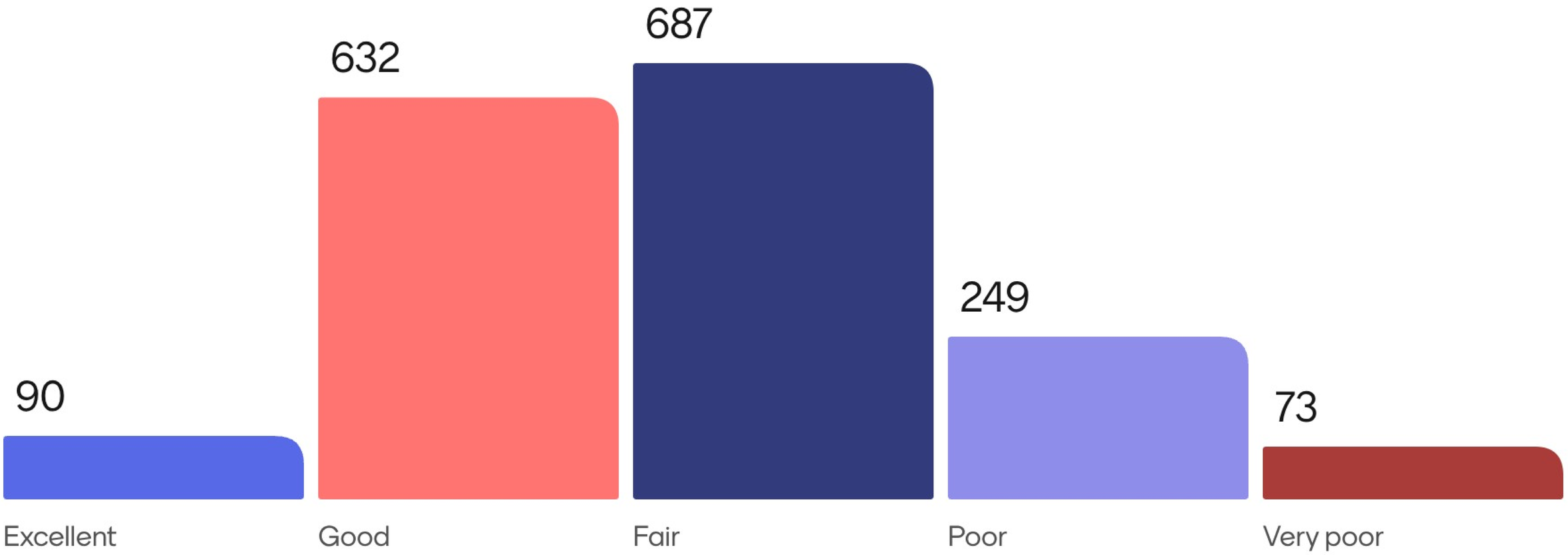
2K

Mentimeter

How would you rate the physical condition (e.g. maintenance, cleanliness, accessibility) of Sandpoint's public off-street parking facilities?



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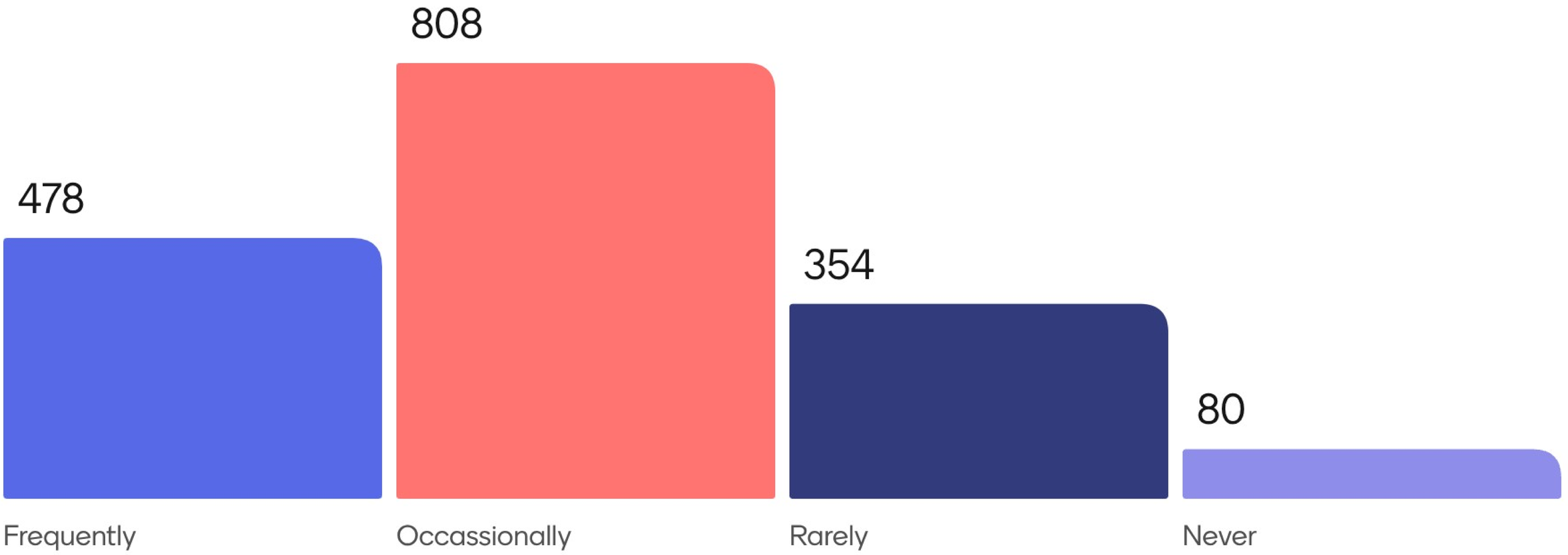
Mentimeter

Have you encountered issues such as potholes, inadequate lighting, or poorly marked spaces in Sandpoint's public parking lots?



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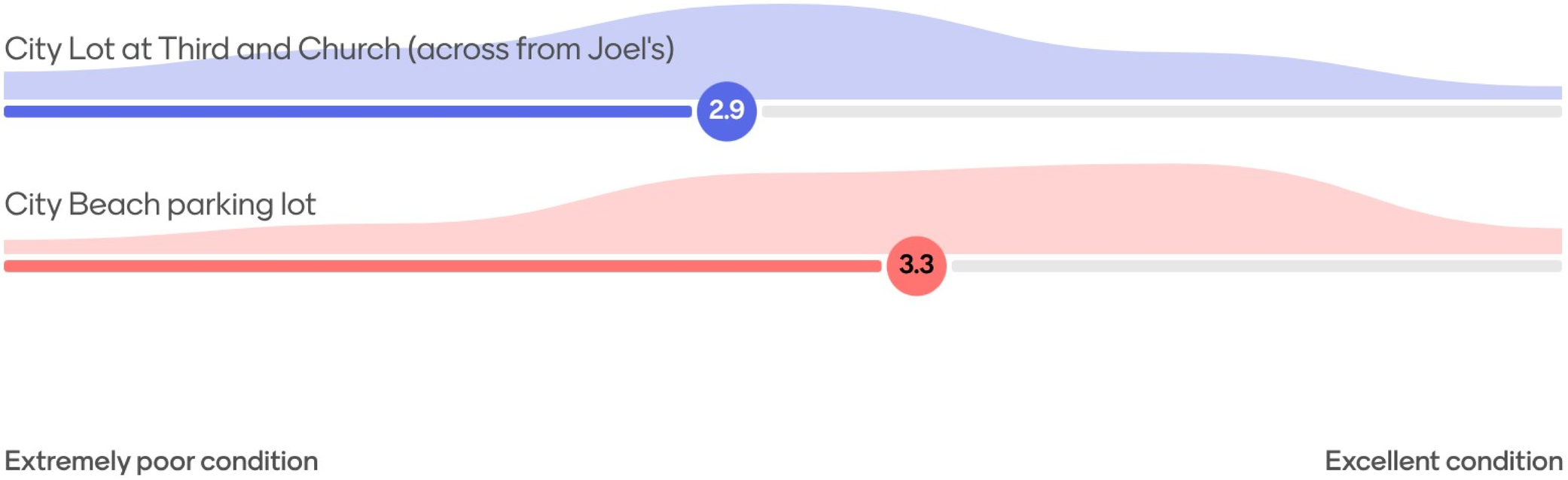
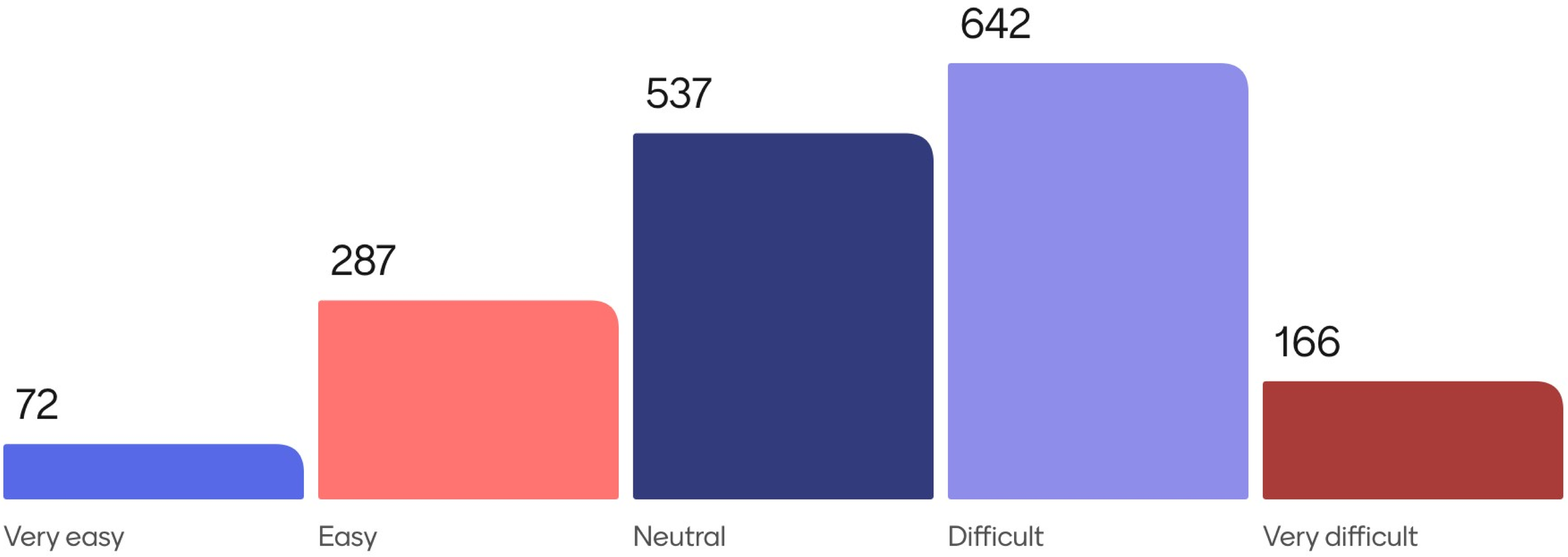
2K

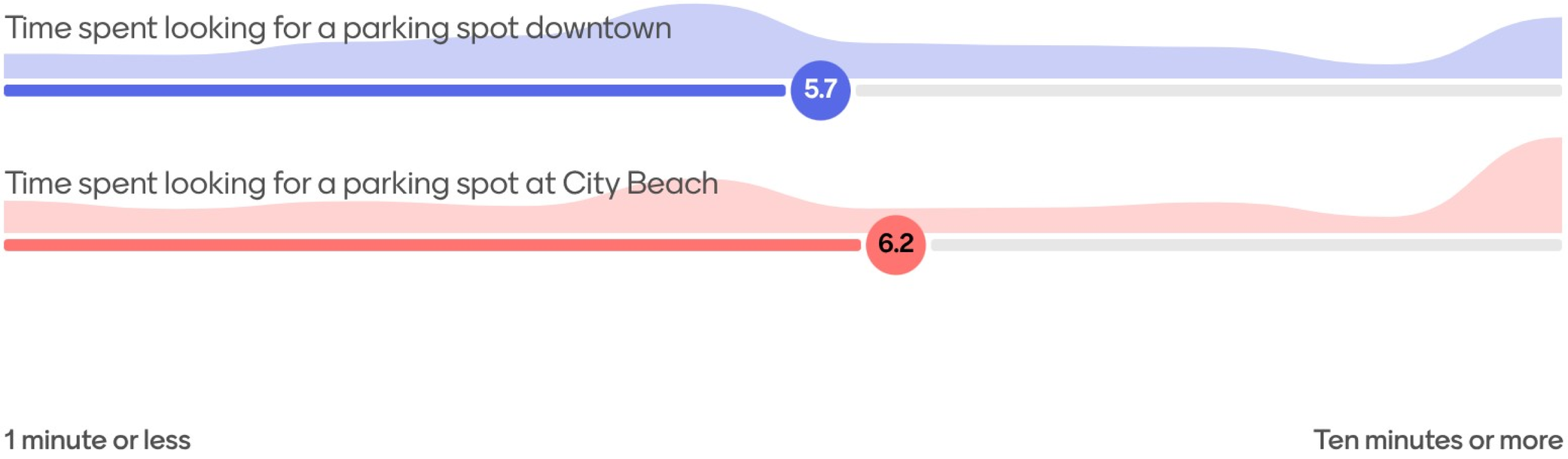
How would you rate the condition of Sandpoint's two biggest public parking lots?



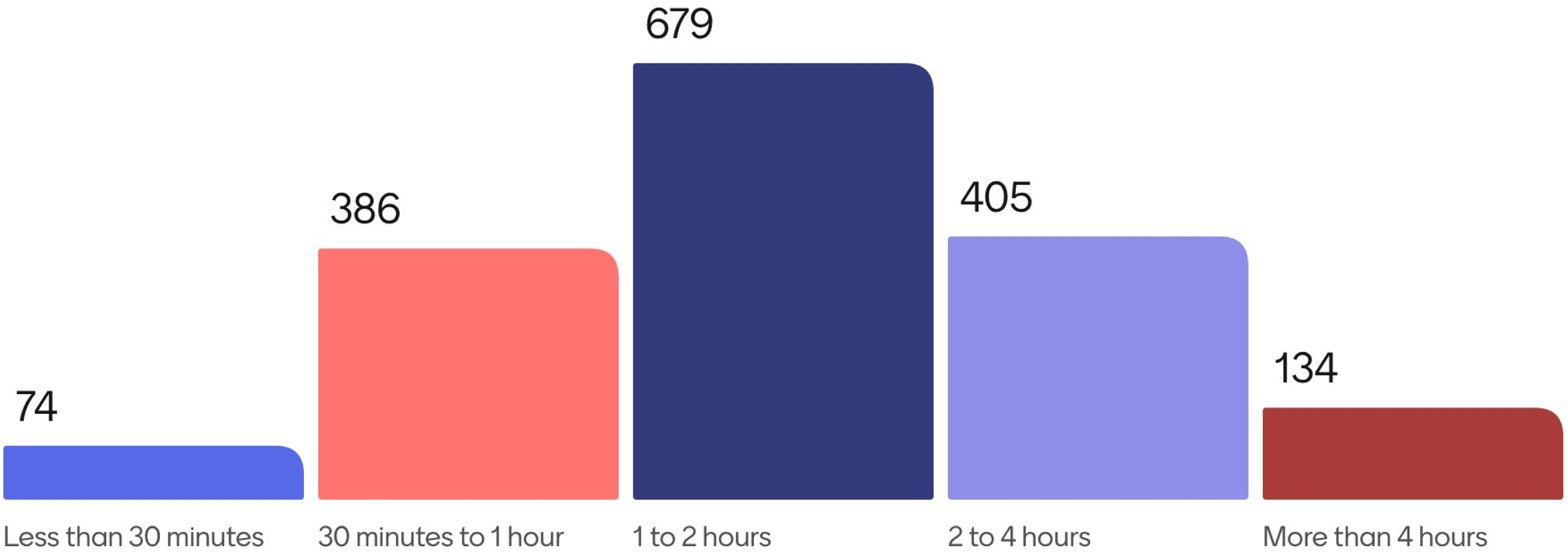
How easy is it to find parking near key destinations such as restaurants, shops, or recreational areas like City Beach and the Pend Oreille Bay Trail?



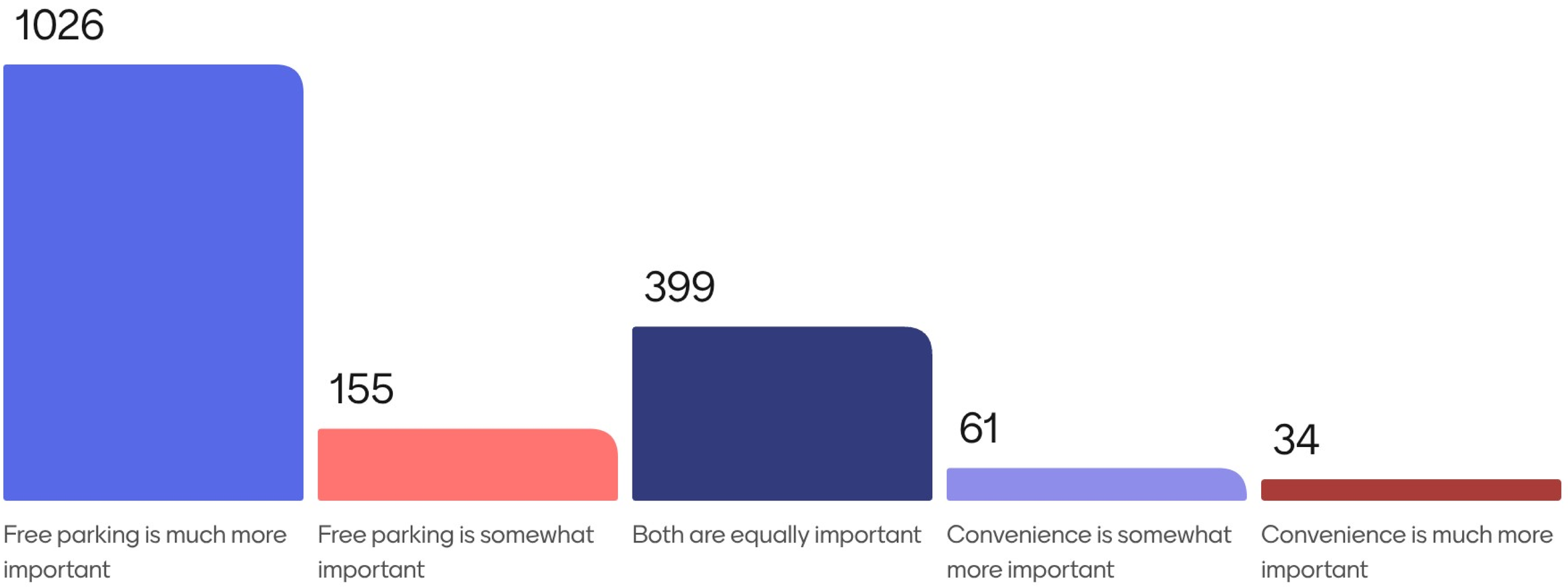
During peak times (summer weekends or events), how long are you likely to spend searching for a parking spot when driving into Sandpoint?



When you drive into downtown Sandpoint, how long do you typically park in a curbside space or in an off-street City parking lot?



How important is free parking to you compared to the convenience of finding a space when you need it?



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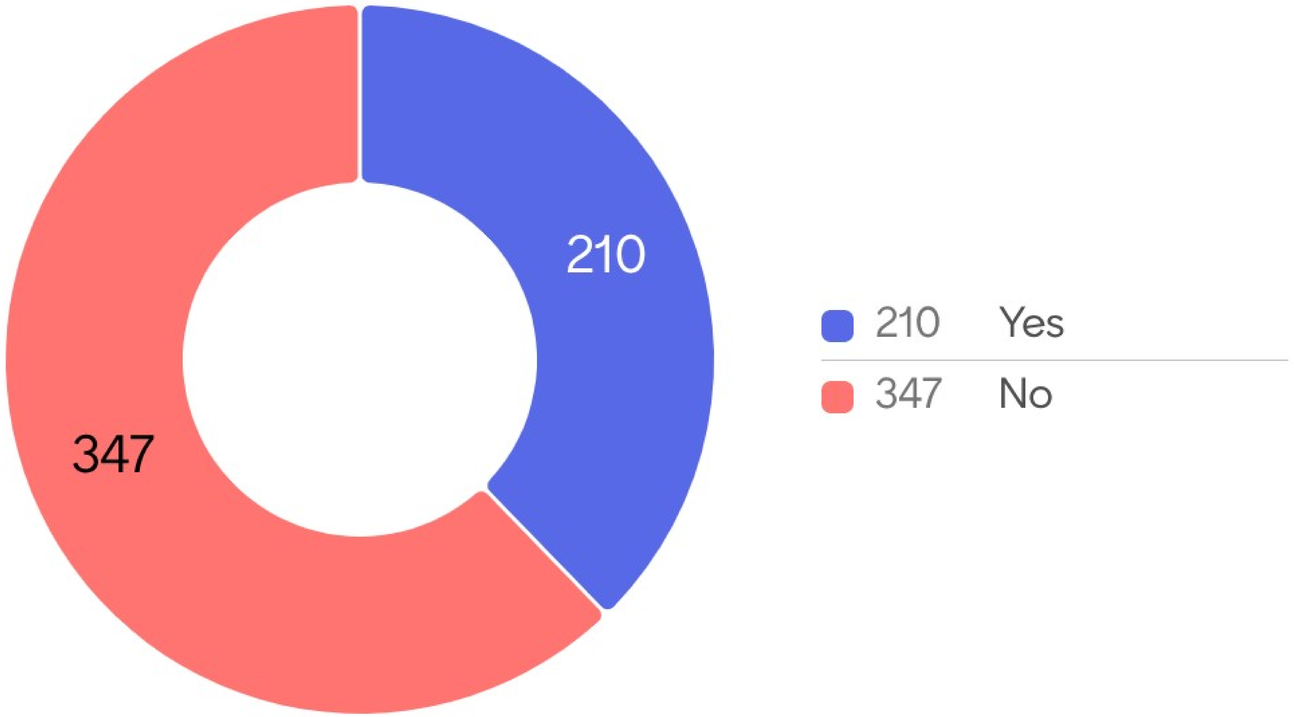
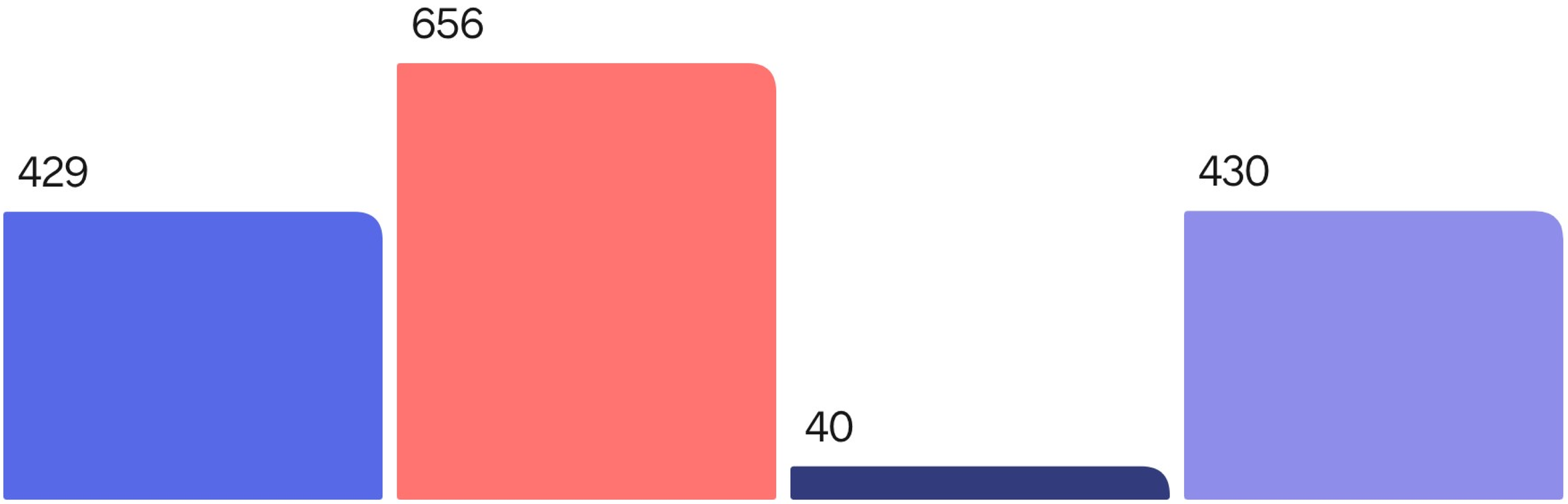
2K

Would you be willing to purchase one of the passes (City taxpayer or non-City taxpayer) described on the previous slide?



What do you feel is the most appropriate way for the City to fund maintenance and improvements to downtown Sandpoint's public parking facilities?



City property taxes (understanding this would mean less $ for streets/sidewalk repair and maintenance, police, fire, and other infrastructure)

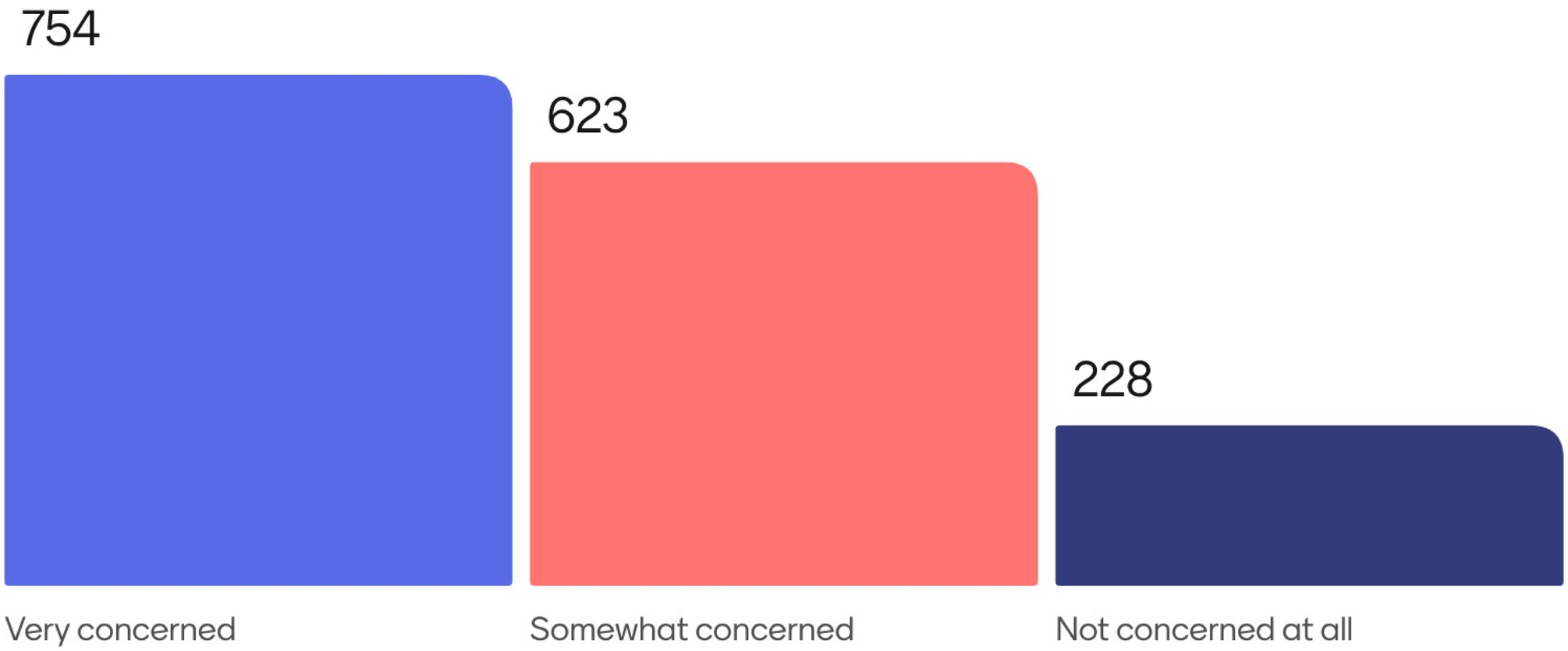
State and federal grants (extremely limited and only available for parking lots that serve certain user groups, i.e. boaters)

Don't maintain them (sell or lease to private businesses or developers)

User fees (resident and business parking passes with hourly parking fees paid by visitors and tourists)

5 2K

How concerned are you about future challenges related to parking in Sandpoint as the City and surrounding area grows?



Sandpoint Public Parking Satisfaction Survey

Response analysis

Introduction

Throughout the month of March the City collected responses to a survey aimed at gauging community satisfaction with the City's public parking facilities. Over 1,800 responses were collected, of which 53% came from City of Sandpoint residents and 47% from non-City residents (as self-reported by respondents).

The full results of the survey can be viewed here.

Around 4,000 narrative responses to three questions were collected. To help analyze, synthesize, and summarize those responses, a .csv file of all responses was exported and uploaded to ChatGPT pro, a large language model (LLM) Artificial Intelligence tool that excels in analysis of large quantities of data such as that collected through this survey.

In the sections below are the unedited results from when ChatGPT was provided several prompts to extract some meaning from the vast amounts of data collected through the survey, particularly the 4,000+ narrative comments.

Prompt 1: How do the primary modes of getting to Downtown Sandpoint differ between Sandpoint residents and non-Residents?

🚶 **City of Sandpoint Residents**

Top 3 primary modes:

- **Drive and park on the street**: 483 → **56.5%**
- **Drive and park in a public lot**: 176 → **20.6%**
- **Walk**: 101 → **11.8%**
- Also notable: **Ride a bike**: 95 → **11.1%**

🔷 *Takeaway:* City residents are **more likely to walk or bike** downtown than any other group, reflecting proximity and accessibility.

🚗 **Unincorporated Bonner County (e.g., Sagle, Selle Valley)**

Top 3 primary modes:

- **Drive and park on the street**: 339 → **59.6%**
- **Public parking lot**: 162 → **28.5%**
- **Private business parking**: 56 → **9.8%**
- Very few walk (8) or bike (4) → **0.7% - 1.4%**

🔷 *Takeaway:* Non-City residents overwhelmingly rely on **driving**, especially to **on-street and public lots**.

Prompt 2: How did the preferred means of paying for parking lot maintenance and improvements differ between Sandpoint residents and non-Sandpoint residents?

Key Insights by Residence Group:

✅ **City of Sandpoint Residents**

- **Most supported**:
  - **User fees**: 295 → **35.7%**
  - **State/federal grants**: 292 → **35.4%**
- **Less favored**:
  - **City property taxes**: 216 → **26.2%**
  - **Privatization**: 23 → **2.8%**

🔷 *Takeaway:* City residents lean slightly more toward **user-pays systems**, but there's also strong support for using grants. City property taxes are less favored.

🌲 **Non-Sandpoint Residents (Total = 729)**

- **State/federal grants**: 363 → **49.8%**
- **City property taxes**: 212 → **29.1%**
- **User fees**: 137 → **18.8%**

- **Privatization**: 17 → **2.3%**

🔷 *Takeaway:* This group places **greater reliance on grants and city taxes**—even though they don't pay those taxes—suggesting limited support for **user fees**.

Prompt 3: How did City residents and non-City residents differ in their willingness to buy a parking pass?

🏘️ **City Residents**

- **Yes**: 169 → **41%**
- **No**: 247 → **59%**

🌲 **Non-City Residents**

- **Yes**: 41→ **30%**
- **No**: 97 → **70%**

🔍 **Key Takeaways:**

- **City residents are more willing** to purchase a parking pass than non-residents.
- However, even among City residents, a **majority (59%) say no** — suggesting skepticism or a preference for free/time-limited parking remains strong.

Prompt 4: What themes emerged through responses to the question, "What questions do you have about parking in Sandpoint?"

🔄 **Concern About Policy Decisions & Transparency**

Many respondents questioned the City's decision-making around parking requirements and development.

"Why are developers being granted waivers to the amount of parking spaces they are required to provide?"
"Why is this coming up at the same time as the City Beach hotel development?"

💰 Questions About Paid Parking Implementation

People want clarity on how paid parking will work — particularly **who pays**, **where**, and **how it affects locals**.

"Why change parking in our small town at all?"
"Why not give all Bonner County residents a sticker for free parking?"

🏖️ Equity for Local vs. Tourist Use

There's a strong interest in ensuring that **locals (especially county residents)** aren't disadvantaged.

"If you offer free parking to locals only, please extend that to all county residents."
"Tourists should pay a little for City Beach parking."

🅿️ Infrastructure Ideas

Some respondents asked about **creative solutions** — including structured parking or expanded lots.

"Why can't Sandpoint get a grant to build a multi-level parking garage downtown?"

🚗 Seasonal and Use-Based Access

Respondents noted **seasonal congestion**, especially during the summer or when using **boat launches**.

"Availability during summer months when our city is overrun with tourists."
"Biggest concern is time limits on boat trailer parking at the launch."

Prompt 5: What themes emerged in response to the question, "What would you like the City to know as it works to improve the experiences of City residents and visitors using City parking facilities?"

🏠 Prioritize Locals Over Tourists

Many respondents want the City to **focus on the needs of residents**, not cater to tourists or development interests.

"Stop catering to tourists and focus on locals that have been here forever."
"Follow the wants of the public and not the big money."

💵 Strong Opposition to Paid Parking

There's widespread resistance to paying for parking — some would even prefer infrastructure stay unimproved.

"I would rather have potholes than have to pay to park."
"No one feels good about paying for parking."

📜 Prefer User Fees Over Property Taxes

Many expressed that **users (especially tourists)** should fund parking — not local taxpayers.

"It would not be fair for property owners to pay... let the people who use the parking pay for it."
"Make people pay for convenience, but do it with pay to park, not more tax."

🚶 Encourage Alternatives to Driving

Several responses supported **biking, walking**, and **remote/free lots** over expanding central parking.

"Incentivize not driving. Sandpoint is a small area and can easily be walked or biked."
"Have free parking on the periphery."

🛍️ Support Downtown Business Vitality

People are worried that paid parking could push shoppers away from downtown and harm local businesses.

"We need to encourage people to shop downtown, not push them further away."
"Paid parking is another excuse to shop online or in Ponderay."

🙏 **Appreciation for Public Engagement**

Several thanked the City for including the public in the planning process.

"Thank you for asking our opinion on something that will impact us all!"

Prompt 6: What themes emerged in responses to the question, "What improvements, if any, would you like to see in Sandpoint's public parking facilities?"

🛠️ **Basic Maintenance & Upkeep**

Many people called for **resurfacing lots**, fixing **potholes**, improving **lighting**, and **clear striping**.

"You should have kept up the city lot over the years by continuing funding in smaller amounts."

🌳 **More Shade, Trees, and Stormwater Features**

Respondents emphasized **shade and greenery**, citing climate, aesthetics, and comfort.

"Shade is of utmost importance. Parking lots have the potential to become massive heat sinks."

🪧 **Better Signage & Wayfinding**

Several respondents requested **clearer signs**, both for lot locations and time limits.

"Signage."
"More visible time limits, clearly posted."

🚙 **Dedicated or Expanded Use Areas**

Frequent requests included:

- **Separate parking for boat trailers vs. beachgoers**

- **Designated spaces for marina slip holders**
- **Angle parking to increase capacity**

"Windbag Marina slip owners need designated parking."
"Angle parking provides more parking spaces."

🅿️ Shuttle or Peripheral Parking Solutions

Some called for **remote lots with shuttles**, especially for busy destinations like City Beach.

"A parking lot with shuttle service to the beach would help congestion."

💡 Equity & Local Prioritization

Many felt parking should **serve locals first**, not just accommodate visitors or resorts.

"I don't believe locals should have to pay for parking improvements for high-end resorts and tourists."
"Time to prioritize locals over outsiders."

🚶 Alternative Modes & Transit

A few suggested **promoting alternatives** like biking or SPOT transit to reduce parking demand.

"I would like to see the SPOT option promoted better."

Prompt 7: What were the general differences in tone and opinion towards City's efforts to manage downtown parking between City residents and non-City residents

🏘️ City of Sandpoint Residents

Tone: Mixed — both critical and constructive
Themes:

- Frustration with **tax burden** and concerns about **fairness** if residents have to pay to park
- Some **support** for paid parking, as long as it's **reasonable and well-designed**
- Desire for **better planning**, such as **shuttle services** and longer time limits
- Specific concern about **out-of-state use** of local facilities

"We already pay property taxes. Money should be managed better."
"I support the implementation of paid parking in downtown Sandpoint."
"We need a plan in place to minimize the need to park at City Beach."

🌲 **Non-City Residents**

Tone: More defensive or aggrieved
Themes:

- Strong desire for **local (county) residents to be exempt** from paid parking
- Concern about **being labeled outsiders**
- Preference for **sales tax or tourist fees** over direct charges
- Perception that **parking is not a serious problem**

"Visitors can go to paid parking, locals (7B) should be free."
"You can start by not calling us in the unincorporated area outsiders for one..."
"We already pay enough in taxes... don't tax us more because of bad budgeting."

🔍 **Summary:**

- **City residents** are more willing to consider **paid parking** if implemented fairly and targeted at tourists.
- **Non-City residents** often feel **excluded or unfairly targeted** by parking proposals and express **stronger resistance** to change.

Summary:

Public feedback on the City's parking management efforts reveals a meaningful difference in tone between City of Sandpoint residents and those who live outside City

limits. City residents expressed a mix of frustration and constructive suggestions, often focusing on fairness, tax equity, and the need for thoughtful planning. While some opposed paid parking entirely, others supported it if implemented with reasonable rates, especially for tourists and non-residents. In contrast, non-City residents were more likely to express strong opposition to any paid parking, emphasizing their contributions through local commerce and requesting exemption based on 7B residency. Several respondents from outside the City also voiced frustration at feeling excluded or labeled as “outsiders.” This divide underscores the importance of transparent communication and a parking strategy that carefully balances local access, fairness, and financial sustainability.

APPENDIX E:

Calculations of residential in-lieu fees and fees as a percentage of total development cost

Land use in Sandpoint	spaces per 1,000 sq feet
Banks	2.00
Restaurants	3.30
Offices	2.00
Retail	1.25
Other commercial	2.85
Clinics	2.00
Avg	**2.23**

Residential parking requirements	~spaces per 1,000 sq ft
<1,200 sq ft	1.00
1,200 - 1,600 sq ft	1.00
>1,600 sq ft (3br+ requires 2 parking spaces)	1.00

Ratio of non-residential to residential: **2.23**

1996 average in lieu fee (per sq foot non-residential)*	$	31.00
In lieu fee adjusted for residential parking requirements (per sq foot)**	$	13.90
Construction price index, January 1996		137.70
Construction price index, January 2025		326.28
Construction inflation, 1996-2025		137%
Average residential parking in lieu fee in 2025 $ (construction inflation)	**$**	**32.95**
Consumer price index, January 1996		154.70
Consumer price index, January 2025		319.00
CPI inflation 1996-2025		106%
Averager residential parkign in lieu fee in 2025 $ (consumer inflation)	**$**	**28.64**

*Source: *Page 11 of Appendix 12, "In Lieu Fees" of Downtown Boise's 2012 Parking Strategic Plan, produced by Kimley Horn. Study looked at 30 City's parking in lieu fees for non-residential downtown development, adjusted to per square feet.*

**Sandpoint's residentail parking requirements average 1 per 1,000 square feet of residential floor space. Non-residential averages 2.23 spaces per 1,000 sq feet. Available data on in lieu fees for non-residential land uses are adjusted for our local ratio of non-residential to residential to establish a fair representation of how residential in lieu fees can reflect average fees charged by other cities.*

Total DIF housing	
single family 0-3 br	$ 5,293.00
Water NUFF	$ 7,875.00
Sewer NUFF	$ 6,311.00
Total DIF sf housing	$ 19,479.00
multifamily	$ 5,444.00

Parking in-lieu fees ($25/sf)

Unit size (sf)	Fee
500	$ 12,500.00
1000	$ 25,000.00
1500	$ 37,500.00
>1500	$ 37,500.00

Total fees per unit for downtown residential without parking (condo)

Unit size	Total fee (DIF + water + sewer + parking)	Per square foot fees	Parking in lieu share of total fees	Total fees as percentage of development (assuming $300/sf)	**Parking in lieu fee as % of development cost**
500	$ 31,979.00	$ 63.96	39%	18%	7%
1000	$ 44,479.00	$ 44.48	56%	13%	7%
1500	$ 56,979.00	$ 37.99	66%	11%	7%
2000	$ 56,979.00	$ 28.49	66%	9%	6%
2500	$ 56,979.00	$ 22.79	66%	7%	5%

Total fee per unit for downtown residential without parking (apartment)

Unit size	# of units	Share of water NUFF (assuming 2" meter)	Total fee (DIF + share of water + sewer + parking)	Per square foot fees	Parking share of total fees	Per sf development cost	Total fees as percentage of development (assuming $300/sf)	**Parking in lieu fee as % of development cost**
300	20	$ 2,000.00	$ 21,255.00	$ 70.85	35%	$ 300.00	19%	7%
450	20	$ 2,000.00	$ 25,005.00	$ 55.57	45%	$ 300.00	16%	7%
600	20	$ 2,000.00	$ 28,755.00	$ 47.93	52%	$ 300.00	14%	7%
750	20	$ 2,000.00	$ 32,505.00	$ 43.34	58%	$ 300.00	13%	7%
900	20	$ 2,000.00	$ 36,255.00	$ 40.28	62%	$ 300.00	12%	7%

Selkirks-Pend Oreille Transit Authority
SPOT Bus - *Adventures Ahead!*

Considerations and options

Justin Dick,
City of Sandpoint Representative

Donna Griffin,
Executive Director
dgriffin@spotbus.org
208-263-3774
208-304-8260

208-263-3774 www.spotbus.org

SELKIRKS - PEND OREILLE TRANSIT

1

2

Considerations

- Leadership
  - SPOT Board members represent each partner
  - All are appointed by the agency they represent
  - Staff carries out the direction of the Board
- Ridership 163,000 rides in 2024
  - Seniors = 39,000
  - Disabilities = 4,600
  - Youth = 16,400
  - General = 103,000
  - Bonner County and Boundary County
- Fixed Routes = Paratransit Service
  - Impact from development and growth

Service Area:

Sandpoint, Dover, Kootenai, Ponderay, Bonners Ferry, Moyie Springs and Schweitzer Mountain.

Visit the web for more info. Spotbus.org

3

Bonner County Percentage of Boardings

- Fixed Route
  - Dover = .87%
  - Kootenai = 6.08%
  - Ponderay = 30.95%
  - Sandpoint = 62.09%
- Paratransit
  - Dover = 0%
  - Kootenai = 3.47%
  - Ponderay = 26.58%
  - Sandpoint = 69.94%

4

Return on Investment

- Estimated $18,000 additional funding for every $10,000 local dollars
  - Highly competitive and well earned
    - Unused funds will go out of our service to another area and provider.
  - Greater dollars spent in our local economy
  - Every $10,000 local match plus $18,000 federal = $28,000 Operating funds
- Local investment improves economy, safety and mobility
  - Local cost per fixed route ride = $2.72
  - Local cost per Paratransit ride = $8.93
- Riders spend money and/or make money
- Increased well-being and independence
- Fulfill Strategic and Long-range Plans
  - No parking required at their destination
  - Three downtown stops = 9,560 boardings in 2024

5

Funding for SPOT

- Grant funding
  - ALWAYS COMPETITVE
  - Federal Transit Authority (FTA), CARES, VIP
    - State of Idaho
    - Apply every two years for operating and capital grant funding
    - Occasional one-time funds
- Grants require local match
  - Current match = $207,890.00
  - Current other match funds = $112,500.00

    $320,390.00
- Cost to provide services $1,096,342.00 (2023-2024 budget)
  - Operating - fuel, wages, insurance = 64%
  - Administrative -accounting, legal, admin., office = 16%
  - Maintenance - regular maintenance, cleaning and repairs = 20%

6

Opportunities and Options

- Exploring all options to assist with local match
  - Advertising on buses
  - In-kind services and rides
  - Donations (tax-exempt)
- $7,800.00/year. Local radio spots = marketing and promotion
- $4,500.00/year. PSNI volunteers
  - Clean buses and shelters on Wednesdays for two + hours
- Low staff turnover
- Receipt of two 2017, FREE buses.
  - Refurbish grant.
- SPOT Bus awarded all required and requested grant funding
  - October 2024 - September 2026 = $3,306,207.00
  - Local match required = 24.5% vs. 35%

7

Additional Match

- Disposal of six high mileage o/s buses $5,500 (Capital)
- Advertising on buses (estimate $30,000 to $108,000)
  - One Boundary County Bus
  - Four Bonner County Buses
  - Please spread the word - we currently have space available
- Bus bench and shelter donations (grant specific)
- Private donations
  - Tax free
  - Leveraged = multiplied

8

Charge a Fare to ride

- Charge $1.00 per ride = $71,000.00
  - No match credit for the amount generated
  - Slows bus operation significantly
    - Exact change impacts passenger convenience and driver attention to amount paid
  - Card systems
    - Card Vendors
    - Lost cards
    - Card swipe or verification
  - Percent goes to the vendor/broker
- No Fares
  - Speed up boarding
  - Encourage bus ridership to lighten traffic and need for parking spaces
  - Choose the bus instead of paying for parking
  - Ease burden of vehicle ownership and operation
  - Average = $12,182 in 2023 (American Automobile Association)

9

Considerations

- SPOT Bus service is established and has grant funding
- No lapse in service requires match
- Opportunity for expansion (requires match)
  - Increases Paratransit footprint
    - Pine Street
    - Woodland/Samuelson
    - Baldy Mountain Road
- Current local match
  - Cut hours of service
    - Approximately 5,000 hours
    - 1/3 of Bonner County service
    - 97 hours each week
    - Sandpoint service

10

Sandpoint Participation

- Help us understand needs of the community!!
  - Growth
  - Safe, convenient, efficient routing that serves the community best
- Leverage contributions
  - Operating
    - Provides relief from building parking infrastructure/spaces
    - Ease congestion and circling
    - Provides improved access
    - Transportation solution
    - Tool for plan implementation
  - Capital - 20% match
    - Bus stops, shelters, lighting
    - Transit center
- When SPOT buses transport people the economic and health benefits far outweigh our local match contributions!

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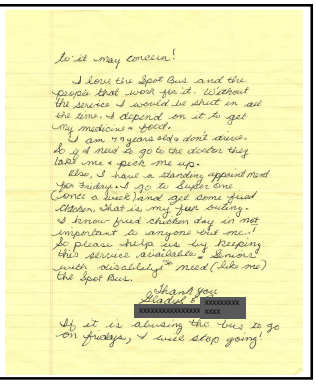
Why Now?

- Awarded CARES in 2020
  - SPOT Bus covered operation expenses.
- Sandpoint requests
  - Spring and August 2023
  - March and August 2024
  - January 2025…
  - Direct cost in 2024 = $146,000
- Access and opportunity
  - Enhance local economy and well being
  - Improve mobility
  - Increase safety


To it may concern!

I love the Spot Bus and the people that work on it. Without the service I would be shut in all the time. I depend on it to get my medicine & food.

I am 77 years old & don't drive. So if I need to go to the doctor they take me & pick me up.

Also, I have a standing appointment for Fridays I go to Luther Inn Senior & Luck and get some food & fellowship. That is my fun outing. I know food chicken day is not important to anyone else but! So please help us by keeping this services available. Seniors & other disabilities need (like me) the Spot Bus.

Thank you
Linda S [redacted]

If it is abusing the bus to go on Fridays, I will stop going!

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Bonner County Transit Service

Questions and Discussion

Selkirks - Pend Oreille Transit Authority
31656 HWY 200, Box 8 Ponderay, ID 83852 (mailing address)
31656 HWY 200, Suite 102 Ponderay, ID 83852 (physical address)
208-263-3774

Donna Griffin
Executive Director
dgriffin@spotbus.org
208-304-8260

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AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 12, 2025

MEETING DATE: June 18, 2025

TO: Mayor and City Council

FROM: Holly Ellis, Public Works Director

SUBJECT: North Boyer Road at Little Sand Creek Culvert - Emergency Declaration/Expenditures

DESCRIPTION/BACKGROUND:

On June 5, 2025, the City was notified by Bonner County of a potential failure of the large, corrugated metal culvert that conveys Little Sand Creek beneath N Boyer Road, at the northernmost extent of Sandpoint City limits. In response, City crews inspected the culvert on June 5 and 6 and found no immediate signs of failure. However, during a follow-up inspection on June 9 and 10, the culvert showed signs of structural compromise, and by June 11, further deterioration was observed, indicating a rapidly worsening condition.

This culvert serves as a critical crossing for an arterial roadway that provides north-south access for residents, Schweitzer Mountain visitors, and emergency services. If left unaddressed, continued deterioration could lead to a full culvert collapse and roadway failure, posing a significant risk to public safety, utilities, and transportation operations. Due to this risk, the City closed N Boyer Road at the Sand Creek crossing on June 11, 2025.

Recognizing the urgency of the situation, staff have been coordinating with JUB Engineers to determine next steps for an emergency repair. The culvert is believed to be several decades old and approaching the end of its service life. Initial assessments suggest that full replacement will be necessary. This effort will likely require design, permitting, and coordination with Bonner County and environmental agencies. To expedite the schedule, staff intend to pursue direct procurement of the culvert.

Staff intend to engage with a local Contractor, who specializes culvert installation, to provide a cost estimate and construction timeframes. The preliminary cost estimate to prepare emergency replacement plans, procurement of materials, and construction is estimated at over $200,000. Further cost estimates will be refined once a preferred repair alternative is identified. Staff will return to Council with budget updates as appropriate.

An emergency declaration by City Council would enable the Mayor and/City Administrator to execute necessary purchasing documents in an expedited manner.

The City holds a General Fund Emergency Reserve to address unexpected, large-scale events that cause significant damage and require immediate action to protect public health and safety, such as floods, culvert or road washouts, or structural damage from snow, wind, or fire.

STAFF RECOMMENDATION:

Pursuant to Idaho Code 67-2808(1)(a)(iii), staff recommends City Council declare the North Boyer Road Culvert to be an emergency and authorize the Mayor to execute expenditures as necessary to do emergency work (culvert replacement) to safeguard life, health, and property.

Approve the use of the General Fund Emergency Reserve for the Noth Boyer Road Culvert emergency work, as outlined in the City's Financial Policies (Resolution 24-006, page 26).

ACTION:

Declare the North Boyer Road Culvert an emergency and authorize the Mayor to execute expenditures as necessary to do emergency work (culvert replacement) to safeguard life, health, and property, pursuant to Idaho Code 67-2808(1)(a)(iii).

Approve the use of the General Fund Emergency Reserve for the Noth Boyer Road Culvert emergency work, as outlined in the City's Financial Policies (Resolution 24-006, page 26).

WILL THERE BE ANY FINANCIAL IMPACT? YES HAS THIS ITEM BEEN BUDGETED? NO

Sufficient funds exist within the General Fund Emergency Reserve to complete the work.

ATTACHMENTS:

Proposed Resolution

N Boyer Road Closure Detour

Photos

No: 25-_____
Date: June 25, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: NORTH BOYER ROAD CULVERT - EMERGENCY DECLARATION AND EXPENDITURES

WHEREAS: On June 5, 2025, the City was notified by Bonner County of a potential failure of the large, corrugated metal culvert that conveys Little Sand Creek beneath N. Boyer Road at the northernmost extent of Sandpoint City limits, which serves as a critical crossing for an arterial roadway that provides north-south access for residents, Schweitzer Mountain visitors, and emergency services;

WHEREAS: In response, although City crews inspecting the culvert on June 5 and 6 found no immediate signs of failure, during a follow-up inspection on June 9 and 10, the culvert showed signs of structural compromise, and, by June 11, further deterioration was observed, indicating a rapidly worsening condition, resulting in the City closing N. Boyer Road at the Sand Creek crossing on June 11, 2025;

WHEREAS: If left unaddressed, continued deterioration could lead to a full culvert collapse and roadway failure, posing a significant risk to public safety, utilities, and transportation operations;

WHEREAS: Recognizing the urgency of the situation, staff have been coordinating with J-U-B Engineers to determine next steps for an emergency repair, with initial assessments suggesting that full replacement will be necessary, as the culvert is believed to be several decades old and approaching the end of its service life;

WHEREAS: This effort will likely require design, permitting, and coordination with Bonner County and environmental agencies, with City staff intending to pursue direct procurement of the culvert in order to expedite the schedule;

WHEREAS: A local contractor who specializes in culvert installation will be engaged to provide a high-level cost estimate and construction timeframes, where the preliminary cost estimate to prepare emergency replacement plans, procurement of materials, and construction is estimated at over $200,000, with further cost estimates refined once a preferred repair alternative is identified; and

WHEREAS: At this time, an emergency declaration by City Council would enable the Mayor and City staff to execute necessary purchasing documents in an expedited manner.

NOW, THEREFORE, BE IT RESOLVED THAT: Pursuant to Idaho Code § 67-2808(1)(a)(iii), the City Council of the City of Sandpoint hereby declares that an emergency exists necessitating the emergency work described above in order to safeguard life, health, and property and that the public interest and necessity demand the immediate expenditure of public money for this purpose.

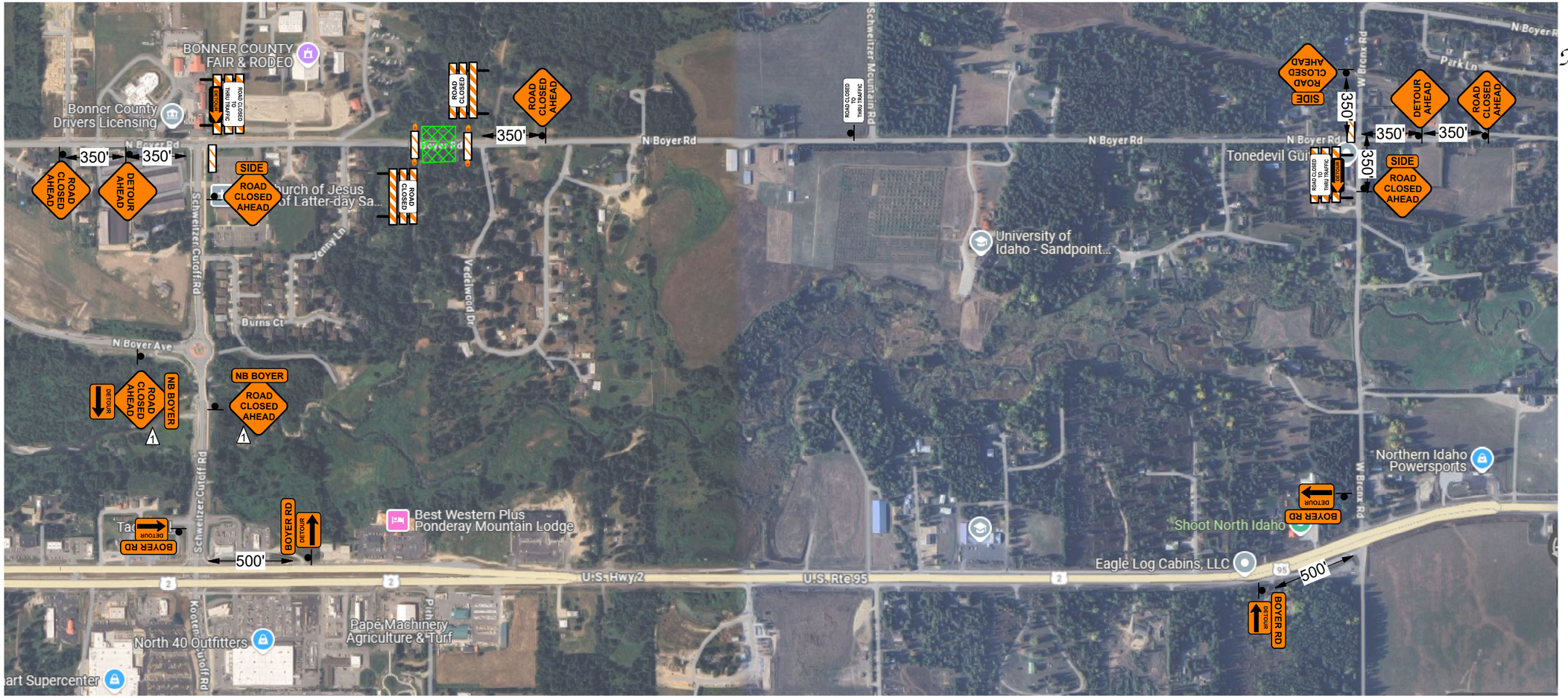
BE IT FURTHER RESOLVED THAT: Use of the General Fund Emergency Reserve, as outlined in the City's Financial Policies, in an amount not to exceed $500,000, is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor or his designee is hereby authorized to make emergency procurements as necessary in accordance with State of Idaho law and City of Sandpoint Procurement Policy in order to remedy this situation as soon as possible.

_____
Jeremy Grimm, Mayor

ATTEST:

_____
Melissa Ward, City Clerk



SPEED LIMIT 35 BOYER RD

SIGN SPACING = X		
FREEWAYS / EXPRESSWAYS	60 / 70 MPH	1000/1500/2640
RURAL ROADS/ HWYS	45 / 55 MPH	500' +/-
RURAL / URBAN ARTERIALS	35 / 40 MPH	350' +/-
RURAL / URBAN / RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' +/- (1)
URBAN STREETS	25 MPH or LESS	100' +/- (1)

(1) THIS SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS
(2) ALL SIGNS ARE BLACK ON ORANGE UNLESS OTHERWISE INDICATED.

LEGEND:

- TEMP. SIGN
- DRUMS
- WORK ZONE
- TYPE 3 BARRICADE

NOTES:

1) ALL TRAFFIC CONTROL SIGNS & EQUIPMENT SHALL MEET CURRENT MUTCD STANDARDS AS ADOPTED BY THE STATE.
2) SIGNS ARE CONVENTIONAL ROAD SIZED.
3) PEDESTRIANS / SIDEWALKS WILL NOT BE IMPACTED UNLESS OTHERWISE SHOWN.
4) NOT TO SCALE.

TRAFFICORP
5077 N. BUILDING CENTER DRIVE
COEUR D'ALENE, ID 83815
(208) 665-4683

Date: 06/11/25 **Author:** KIM MULLENBERG (TCS)

Comments:

⚠ 06/11/25

TRAFFIC CONTROL PLAN

TEMPORARY ROAD CLOSURE

BOYER RD, SANDPOINT, ID

City of Sandpoint
1123 Lake St.
Sandpoint, ID 83864
(208) 263-3158

CERTIFIED
KIM MULLENBERG
TCS - 013436
EXP: 12/26
TRAFFIC CONTROL PLAN

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