



CITY COUNCIL MEETING AGENDA

September 04, 2024 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

1. Police Awards Ceremony

Public Comment (*General Public Forum and Comment on Individual Agenda Items*)*

Please note the new process for general public forum and public comment during the meeting: The Mayor will call for both general public forum comments as well as comments on individual agenda items during **Public Comment, to be held directly following Announcements and Reports, which will allow the public to comment earlier in the meeting on agenda items that may not be taken up until later in the evening; therefore, comment will not be solicited at the time each particular agenda item is addressed, but, instead, all public comment will be taken at one time toward the beginning of the meeting during **Public Comment**. Please be aware that general public comment time will not include public hearings – public testimony in that regard will still be taken at the time of the public hearing.*

Consent Calendar - action item

2. Approval of Minutes from Council's August 21, 2024, Meeting - **action item**
3. Payables Report / Bills for Payment Approval - **action item**
4. Review and Accept Monthly Financial Report on Cash and Investment Transactions, June 2024 - **action item**
5. Review and Accept Monthly Financial Report on Cash and Investment Transactions, July 2024 - **action item**
6. FY2024 3rd Quarter Financial Report Review (for information only)
7. Proposed Resolution: Disposition of Semi-Permanent and Temporary Records - **action item**
8. Proposed Resolution: 2024-2027 Collective Bargaining Agreement with IAFF Local 2319 - **action item**
9. Proposed Resolution: First Amendment to Snow Removal Services Agreement with Woods Crushing and Hauling, Inc. (City Agreement #A23-3100-11) - **action item**
10. Proposed Resolution: Approval of the "Northwest Landscape" Mural - **action item**

Public Hearing

11. Public Hearing and Decision on Turnstone Subdivision Preliminary Plat (City App #PS24-0002) - **action item**

Old/Unfinished Business

12. Proposed Resolution: City of Sandpoint Local Option Sales Tax Ballot Question for November 5, 2024, Election - **action item**

New Business - none

Executive Session

13. Vote to Convene in Executive Session pursuant to Idaho Code 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated
- ***action item***
14. Assuming affirmative Council vote, an executive session will be held as described above.

Reconvene Meeting and Immediately 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/your-government/meetings>.
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



CITY COUNCIL MEETING MINUTES

August 21, 2024 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 at 5:31 p.m. on Wednesday, August 21, 2024, in Council chambers at City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

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

Following roll call, Mayor Grimm announced that Police Chief Corey Coon would serve 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 announced that, as noted on the agenda, the public hearing on the Daher #1/Turbine Subdivision that had been scheduled for this meeting was canceled. He additionally provided instructions for those who wished to speak during the public hearings and other opportunities for public comment during the meeting. He further reported that he had recently met with Senator Risch and plans to provide an update on the operations at Albeni Falls Dam at the next meeting.

Council President Ruehle relayed a statement conveying her disappointment with the Mayor for his behavior during the August 7, 2024, meeting, where he passed the gavel to her to preside over remote public comment during Public Forum, which she was not expecting.

1. Presentation on Development Impact Fee Study by TischlerBise

Colin McAweeney, Western Region Manager for TischlerBise, provided a presentation on development impact fee regulations and the status of their firm's work to conduct an updated Development Impact Fee Study for the City of Sandpoint and fielded questions from the Mayor and Council members. Information only; no Council action.

Following the Development Impact Fee presentation, at the Mayor's request and invitation, City department directors reported on activities and projects from their respective departments.

Public Forum

Mayor Grimm provided instructions for comments during public forum and other opportunities for public comment during the meeting, including a summary of the City's rules of civility and public decorum at meetings, followed by public forum. Information only; no Council action.

Consent Calendar

Mayor Grimm reported the dollar amount of the bills presented for payment approval, followed by a motion to approve the Consent Calendar.

Motion made by Councilor Dick, Seconded by Councilor Aispuro.

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

- 2. The minutes from Council's August 7, 2024, meeting were approved as presented.
- 3. Bills approved for payment: \$750,516.20 for regular payables.

New Business

- 4. **Resolution 24-058** Bridge Street Bridge Rehabilitation Project Design and Authorization to Advertise for Construction Bids

Construction Manager Holly Ellis, along with Ben Davis, Keller Associates, Coeur d'Alene Office Transportation Team Lead, provided a presentation on this project and fielded questions from Council members.

Motion to approve the Resolution for the Bridge Street Bridge Rehabilitation Project Design and Authorization to Advertise for Construction Bids.

Motion made by Councilor Dick, Seconded by Councilor Aispuro.

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

- 5. **Resolution 24-059** Award of Contract for Little Sand Creek Water Treatment Discharge Pond Cleaning Services (City Agreement A24-3456-6)

No presentation and no questions from Council.

Motion to approve the Resolution awarding the contract for Little Sand Creek water treatment plant discharge pond cleaning services (City Agreement A24-3456-6).

Motion made by Councilor Schreiber, Seconded by Councilor Howarth.

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

- 6. **Ordinance 1425** Urban Forestry Commission

Mayor Grimm noted that, with the City's citizen advisory boards reactivated, staff and Council have been working through some amendments to City Code to update the committee and commission ordinances, and that this ordinance addressing the Urban Forestry Commission is the final ordinance toward this effort.

City of Sandpoint Urban Forester Erik Bush gave a brief introduction and fielded questions from Council members.

The City Clerk read aloud the title of the ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SANDPOINT CITY CODE TITLE 7, CHAPTER 15, URBAN FORESTRY, AND AMENDING SANDPOINT CITY CODE TITLE 2, WITH THE ADDITION OF A NEW CHAPTER 11, URBAN FORESTRY COMMISSION, PROVIDING FOR REPEAL AND SEVERABILITY, AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

Following a motion by Councilor Aispuro that the Ordinance pass its first reading by title only and the summary is approved, seconded by Councilor Dick, Councilor Schreiber made a motion, seconded by Councilor Duquette, to amend the proposed Ordinance under Section 3, new City Code 2-11-3, Membership, Organization, and Meetings, to indicate that the Mayor will "endeavor" to appoint members with the professional qualifications indicated, where subsection A will state as follows:

The commission shall consist of no fewer than three and no more than five voting members, to be appointed by the Mayor and confirmed by City Council. The Mayor shall endeavor to appoint industry professionals with professional experience and expertise in arboriculture or urban forestry, one member with secondary education or professional experience in natural sciences, one member from a local utility, and one local business owner or employee of a related profession in natural resources or forestry management. The mayor shall endeavor to appoint at least two members who have International Society of Arboriculture (ISA) credentials. Within the confines of the foregoing membership criteria, the mayor shall strive to appoint residents of the city of Sandpoint whenever possible. The members of the commission shall be selected without regard to political affiliation and shall serve without compensation.

Under Councilor Schreiber's motion, he further amended the proposed Ordinance under Section 3, new City Code 2-11-3, to indicate that the term limit provision is for "consecutive" terms, where subsection B will state as follows:

To ensure that all terms do not expire at the same time, initial appointments shall be made as follows: One or two one-year terms; one or two two-year terms; and one or two three-year terms. Thereafter, each new appointment shall be made for a three-year term. Commissioners may be reappointed to serve additional terms. With the exception of ISA-credentialed members, members shall be limited to two consecutive full three-year terms. Vacancies shall be filled by the mayor, confirmed by the city council, with the new, replacement member appointed to serve the remainder of the unexpired term.

Below is the result of the vote on these amendments.

Motion to amend made by Councilor Schreiber, Seconded by Councilor Duquette.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette
Voting Nay: Councilor Howarth

Following approval of the amendments, the result of the vote on the motion that the Ordinance pass its first reading by title only and approval of the summary was as follows:

Motion made by Councilor Aispuro, Seconded by Councilor Dick.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

The Mayor announced that the Ordinance had passed its first reading by title only, and the summary was approved.

Motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules.

Motion made by Councilor Aispuro, Seconded by Councilor Dick.
Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Mayor Grimm announced that the motion passed, the Ordinance was considered read, passed and adopted under suspension of the rules, and it would become effective following publication of the Summary in the newspaper.

- 7. **Resolution 24-062** Sixth Amendment and Change Order No. 6 to Construction Manager/General Contractor (CM/GC) Agreement with Ginno Construction Co. for Travers Park Renovations, Phase 1 (City Agreement A23-5300-5)

Mr. Welker and Parks Planning and Development Manager Maeve Nevins-Lavtar provided a presentation on the proposed sixth amendment and change order no. 6 to the agreement with Ginno Construction Co. for Travers Park Renovations, Phase 1, and fielded questions from Council members, followed by public comment.

Motion to approve the resolution for the sixth amendment and change order number 6 to the CM/GC agreement with Ginno Construction Co. for Travers Park Renovations, Phase 1 (City Agreement A23-5300-5).

Motion made by Councilor Ruehle, Seconded by Councilor Dick.
 Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

Following the vote on Item 7, the Mayor recessed the meeting for a break at 7:45 p.m., with the meeting reconvening at 7:54 p.m.

Public Hearings

- 8. Public Hearing on FY2025 Budget and Intent to Use Foregone Levying Authority

Finance Director Sarah Lynds provided an organizational and budget overview and, along with Mr. Welker and Mayor Grimm, fielded questions from the Council members.

Prior to proceeding with the public hearings, Mayor Grimm provided a reminder about the City's rules of civility and meeting decorum and instructions for public testimony.

The Mayor then opened the public hearing to take testimony on the proposed FY2025 budget and the City's use of foregone levying authority. Donna Griffin testified, representing SPOT Bus. With no additional testimony, the Mayor closed the public hearing.

Following the public hearing, Chief Coon and City legal counsel Zachary Jones fielded Council questions and provided information on the legalities and funding of animal control services.

- 9. **Ordinance 1426** Annual Appropriation Ordinance FY2025

The City Clerk read aloud the title of the ordinance as follows:

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TERMED THE ANNUAL APPROPRIATION ORDINANCE, PURSUANT TO IDAHO CODE § 50-1003, APPROPRIATING \$50,499,054 TO DEFRAY THE NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF SANDPOINT, IDAHO, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, LEVYING A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSE FOR WHICH SAID APPROPRIATION IS MADE; PROVIDING FOR SEVERABILITY, PUBLICATION AND AN EFFECTIVE DATE.

Motion that the Ordinance pass its first reading by title only.

Motion made by Councilor Aispuro, Seconded by Councilor Howarth.
 Voting Yea: Councilor Ruehle, Councilor Aispuro, Councilor Dick, Councilor Schreiber, Councilor Duquette, Councilor Howarth

The Mayor announced that the Ordinance had passed its first reading by title only.

Motion that the rules requiring three separate readings, once in the Ordinance's entirety, be suspended and that the Ordinance pass its second and third readings under suspension of the rules.

Motion made by Councilor Schreiber, Seconded by Councilor Duquette.

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

The Mayor announced that the motion passed, the Ordinance was considered read, passed and adopted under suspension of the rules, and it would become effective following publication in the newspaper.

10. **Resolution 24-060** Certifying the Amount of Forgone Increase to be Included in the Fiscal Year 2025 Budget

Motion to approve the Resolution Certifying the Amount of Forgone Increase to be Included in the Fiscal Year 2025 Budget.

Motion made by Councilor Dick, Seconded by Councilor Ruehle.

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

11. Public Hearing on Proposed New City Fees and Existing Fees Proposed to Increase more than 5%

Ms. Lynds provided a brief final overview of the proposed amendments to the City Fees Schedule, reflecting the adoption of new fees and approval of changes to existing fees, including those proposed to increase more than 5%.

Mayor Grimm provided brief instructions for public testimony and then opened the public hearing. No one testified, and the Mayor closed the public hearing.

Council had no questions and no deliberation.

12. **Resolution 24-061** Adoption of New City Fees and Approval of Changes to Existing Fees and Fee Schedule

Motion to approve the resolution adopting new city fees and approving changes to existing fees and the fees schedule.

Motion made by Councilor Ruehle, Seconded by Councilor Aispuro.

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

Old/Unfinished Business

13. Proposed Local Option Tax to Fund Street & Sidewalk Construction

Mayor Grimm provided a presentation responding to questions posed by Council President Ruehle during their prior meeting and, along with Construction Manager Holly Ellis, fielded questions from the Council members. Council then engaged in a discussion regarding this proposal, which the Mayor will present during the September 4, 2024, meeting as a resolution, seeking Council approval of ballot language for the November 2024 general election. Information only; no Council action at this time.

Adjourn

With no further business before the Council, Mayor Grimm adjourned the meeting at 9:32 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the City Clerk, were approved by the Sandpoint City Council on _____, 2024.

Jeremy Grimm, Mayor

Attest: Melissa Ward, City Clerk



CITY OF SANDPOINT INVOICE REGISTER
PAYABLE DATES OF: 08/22/2024 THROUGH 09/04/2024

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Invoice Amount
Vendor: ACCURATE TESTING LABS LLC					
	140389	WWTP: ORGANIC CARBON TESTING WASTEWATER TREATMENT	TECH SERVICES - LABORATORY	\$90.00	\$90.00
	140210	WTP: ALKALINITY & TTL CRBN TSTING WATER TREATMENT	TECH SERVICES - LABORATORY	\$325.00	\$325.00
	140348	WTP: TOTAL SUSP SOLIDS -AUG '24 WATER TREATMENT	TECH SERVICES - LABORATORY	\$45.00	\$45.00
	140219	WTP: DISCHARGE POND TRIHALOMETHANES TST WATER TREATMENT	TECH SERVICES - LABORATORY	\$220.00	\$220.00
	140220	WTP: (4) HALOACETIC ACID TST- VARIOUS LOCTN WATER TREATMENT	TECH SERVICES - LABORATORY	\$1,960.00	\$1,960.00
	140718	WTP: BACTERIA TEST @SOUTH LOCATIONS WATER TREATMENT	TECH SERVICES - LABORATORY	\$150.00	\$150.00
Total For: ACCURATE TESTING LABS LLC					\$2,790.00
Vendor: AGE HEATING AND COOLING					
	8846226	WTP: CHEM ROOM FRESH AIR MOTOR RPLCMNT WATER TREATMENT	SERVICES - BUILDING - R&M	\$1,962.00	\$1,962.00
	8652940	WTP: RPLC SINGLE RUN CAPACITOR WATER TREATMENT	SERVICES - BUILDING - R&M	\$345.00	\$345.00
Total For: AGE HEATING AND COOLING					\$2,307.00
Vendor: ALL SEASONS GARDEN CENTER					
	160836	27) ARTIC FIRE DOGWOOD 5 GALLON HEDGE PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQ	\$1,349.73	\$1,349.73
Total For: ALL SEASONS GARDEN CENTER					\$1,349.73
Vendor: ALLWEST TESTING & ENGINEERING					
	237450	GEOTECH INSPEC SVCS THROUGH 8/11/2024 JAMES E. RUSSELL SPORTS CENTER FA	CAPITAL CONSTRUCTION SERVICES - BUIL	\$2,625.50	\$2,625.50
Total For: ALLWEST TESTING & ENGINEERING					\$2,625.50
Vendor: ALPINE MOTORS COMPANY INC					
	159320	LUBE OIL & FLTR SRVCE SPD 10 POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	\$49.75	\$49.75
Total For: ALPINE MOTORS COMPANY INC					\$49.75
Vendor: AMERICAN LEGAL PUBLISHING					

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv	Item # 3.
	35963	2024 ORDINANCES 1415 TO 1423 CITY CLERK'S OFFICE	BOOKS AND PERIODICALS	\$746.44		
				Total For: AMERICAN LEGAL PUBLISHING		\$746.44
Vendor: AQUADRONE MARINE SERVICES, LLC						
	271	WTP: SOUTH CLEAR WELL TANK CLEANING WATER TREATMENT	SERVICES - EQUIPMENT - R&M	\$7,500.00		
				Total For: AQUADRONE MARINE SERVICES, LLC		\$7,500.00
Vendor: ARROW CONSTRUCTION HOLDINGS, LLC						
	409477	SUPPLIES TO PATCH DRAIN - SPORTS COMPLEX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	\$147.24		
				Total For: ARROW CONSTRUCTION HOLDINGS, LLC		\$147.24
Vendor: AT&T MOBILITY II, LLC						
	287339151180X080124	WIRELESS PHONE/DATA CHGS- JULY'24 WATER TREATMENT	TELEPHONE - WIRELESS	\$130.41		
				Total For: AT&T MOBILITY II, LLC		\$6,871.15
Vendor: AUTO HAUS INC						
	5807	SHOP: 3 BREAK CLEANER CANISTERS STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	\$6.89		
	5797	ST: 2 MAG TRUCK HYDRAULIC FILTERS STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	\$79.98		
	5785	SHOP/ST: OIL ABSORBANT, GLOVES/OIL FLTR STREET MAINTENANCE	OPERATIONAL SUPPLIES/EQUIPMENT	\$15.00		
	5786	ST: SWEEPER CABIN AIR FILTER STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	\$21.99		
				Total For: AUTO HAUS INC		\$179.62
Vendor: AVISTA UTILITIES						
	4707730000-8.22.24	MONTHLY UTILITIES- 7/22/24-8/21/24 GOVERNMENT BUILDING & GROUNDS DI	ELECTRICITY	\$1,992.17		
				Total For: AVISTA UTILITIES		\$39,375.97
Vendor: B&E ELECTRIC INC						
	CS4241	SCADA WATER AND WASTEWATER UPGRADES 7/20-8/20/24 WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BU	\$39,300.17		
				Total For: B&E ELECTRIC INC		\$39,300.17
Vendor: BETTER TOGETHER ANIMAL ALLIANCE						
	SPT- 23/24	ANNUAL ANIMAL SERVICES FEE FOR FY 24 POLICE DEPARTMENT	TECH SERVICES - ANIMAL CONTROL	\$2,400.00		
				Total For: BETTER TOGETHER ANIMAL ALLIANCE		\$2,400.00
Vendor: BONNER COUNTY DAILY BEE						

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv Item # 3.
	26210	BCB#6314 NOPH FEE CHART UPDATED AND FINAL FINANCE DEPARTMENT	ADVERTISING	\$1,344.55	
	25683	BCB#6275 NOPH BUDGET FY2025 FINANCE DEPARTMENT	ADVERTISING	\$367.28	
Total For: BONNER COUNTY DAILY BEE					\$1,711.83
Vendor: BONNER COUNTY PROSECUTING ATTY					
	BCPA067	PROSECUTING ATTORNEY SERVICES-JUNE '24 LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	\$7,083.33	
	BCPA068	PROSECUTING ATTORNEY SERVICES-JULY '24 LEGAL	OTHER PROF SERVICE - LEGAL - CRIMINAL	\$7,083.33	
Total For: BONNER COUNTY PROSECUTING ATTY					\$14,166.66
Vendor: BOUNDARY TRACTOR YAMAHA					
	BTC-2113218	REPLACE SEAT FOR UTV - ALL PARKS PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	\$230.35	
Total For: BOUNDARY TRACTOR YAMAHA					\$230.35
Vendor: BROWN'S NORTHSIDE					
	S160724	FIRE: GASKET AFM DEVICE LADDER TRUCK FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	\$20.55	
	S161893	ST: MAG TRUCK REPAIR PARTS STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	\$263.73	
Total For: BROWN'S NORTHSIDE					\$284.28
Vendor: CANON FINANCIAL SERVICES INC					
	34332176	UPSTAIRS/DOWNSTAIRS COPIER CHRGS/LEASE CENTRAL SERVICES DEPARTMENT	COPIER LEASE	\$355.00	
Total For: CANON FINANCIAL SERVICES INC					\$458.59
Vendor: CC VENDOR - WELLS FARGO					
	0010011933	ST: RETURN POSTAGE - DURA HEADSETS STREET MAINTENANCE	POSTAGE	\$28.72	
	1884535411	OUTDOOR MOVIE-SET UP, RUN, TEAR DWN- MOVIE IN PARK RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	\$662.63	
	00016505	BAGLES,FRUIT,YOGURT-COFFEE BREAK JULY'24 CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	\$47.27	
	3471926	APA MEMBERSHIP RNWL-HEATHER UPTON PLANNING DIVISION	LICENSES/DUES & SUBSCR (JOB RELATED)	\$125.89	
	114-7404036-7008210	10X FLASH DRIVES INFORMATION TECHNOLOGY DIVISION	OFFICE SUPPLIES/EQUIPMENT	\$49.99	
	114-4969814-2407458	NOTARY STAMP- HAYLEY KEYS CITY CLERK'S OFFICE	OFFICE SUPPLIES/EQUIPMENT	\$22.55	
	114-8169191-8619455	NOTARY PUBLIC RECORD BOOK- HAYLEY KEYS CITY CLERK'S OFFICE	OFFICE SUPPLIES/EQUIPMENT	\$15.32	

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Invd Item # 3.
	113-1154681-5149061	2 FLASHLIGHTS FOR HUTTER & WHITE			\$206.89
		POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$206.89	
	039952	DONUTS, JUICE, YOGURT, CRM CHS-COFFEE BREAK JULY '24			\$44.20
		CENTRAL SERVICES DEPARTMENT	SUSTENANCE/FOOD	\$44.20	
	CS2365142	SHRM MEMBERSHIP-CHERYL H.			\$264.00
		CENTRAL SERVICES DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	\$264.00	
	83864P	250 X EVIDENCE LABELS (LARGE)			\$98.00
		POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$98.00	
	P440124280699	SANDLOT MOVIE RNTL & LICENSE -MOVIE IN THE PARK			\$475.00
		RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	\$475.00	
	114-6415618-6835458	TV WITH WALL MOUNT FOR MAEVE			\$277.98
		PARKS/REC PLANNING & CULTURE	OFFICE SUPPLIES/EQUIPMENT	\$277.98	
	80140403781	T0041/T0042 RGSTRN FALL IRWA-TIM WINGET/CORY SHOOK			\$370.00
		WATER TREATMENT	TRAINING AND TRAVEL	\$370.00	
	112-4250934-0598620	FIRE: USBC CAR CHARGER DELL LAPTOP - WILL BE RETURNED			\$47.99
		FIRE DEPARTMENT - SANDPOINT	COMPUTER SUPPLIES/EQUIPMENT	\$47.99	
	B14440-20240808-1106	FED BCKGRND CHECK FOR CARE LICENSE- KATIE BRADBURY			\$98.38
		RECREATION PROGRAMS	BACKGROUND CHECK SERVICES	\$98.38	
	STEVEN CHAMBERLAIN	WASHER FLUID (2 WINTER & 4 SUMMER)-WALMART			\$18.58
		POLICE DEPARTMENT	VEHICLE & MACH SUPPLIES/PARTS	\$18.58	
	028970	PW DIR INTERVIEW-LUNCH-SAMANTHA BRANSON			\$56.11
		PUBLIC WORKS ADMINISTRATION	MEETINGS (NOT RELATED TO TRAINING)	\$56.11	
	179988122	OUTDOOR MOVIE -SET UP, RUN, TEAR DWN-MOVIE IN THE PARK-FUN FLICKS			\$662.64
		RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	\$662.64	
	PH08579842	RED CROSS TRAINING KIT & SUPPLIES			\$282.42
		RECREATION PROGRAMS	EDUCATION/TRAINING SUPPLIES	\$282.42	
	310051	NRPA CPRE EXAM, MNGMNT OF PRK & REC AGENCIES - KATHERYNE BRADBURY			\$447.75
		RECREATION PROGRAMS	TRAINING AND TRAVEL	\$447.75	
	9458753285926	SAMANTHA BRANSON HOTEL-PW DIR INTERVIEW CEDAR STREET HOTEL			\$214.00
		PUBLIC WORKS ADMINISTRATION	MEETINGS (NOT RELATED TO TRAINING)	\$214.00	
	1455143	OSG-GPS SRVC FOR PATROL VEHICLES -JULY 24			\$223.20
		POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY MISC	\$223.20	
	111-6564131-1911400	HYDROTECK GRDN HS - FLOWER BUGGY			\$89.88
		PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQ	\$89.88	
	114-0428990-1915403	2) TV WITH WALL MOUNT-PLANNER/ASSOCIATE PLANNER OFFICES			\$591.36
		PLANNING DIVISION	OFFICE SUPPLIES/EQUIPMENT	\$591.36	
	00981	IRPA PROF MEMBERSHIP - KATIE BRADBURY			\$50.00
		RECREATION PROGRAMS	LICENSES/DUES & SUBSCR (JOB RELATED)	\$50.00	
	111-2858438-6070613	10PK PRIMER BULB - ROW WEED TRIMMERS			\$14.58
		PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	\$14.58	
Total For: CC VENDOR - WELLS FARGO					\$5,485.33

Vendor: CENTURY WEST ENGINEERING CORP

248731

WTP: GENERATOR ELECTRICAL ENG SRVCS THRU 7/26/24

\$1,9

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Invd Item # 3.
		WATER CAPITAL PROJECTS	CAPITAL EQUIPMENT & MACHINERY	\$1,946.74	
				Total For: CENTURY WEST ENGINEERING CORP	\$1,946.74
Vendor: COEUR D'ALENE UMPIRES ASSC INC					
	24-021	UMPIRES FOR COED SOFTBALL 2024 - AUG 1-AUG 15 RECREATION PROGRAMS	TECH SERVICES - PARK/BEACH AND REC	\$672.00	\$672.00
				Total For: COEUR D'ALENE UMPIRES ASSC INC	\$672.00
Vendor: COLEMAN OIL					
	INV-216684	ST: MAG TRK HYDRO SUSTEM FLUSH STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	\$135.15	\$135.15
	INV-218677	SC: OIL FOR LIFT STATION PUMPS WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	\$92.50	\$92.50
				Total For: COLEMAN OIL	\$227.65
Vendor: CONSOLIDATED SUPPLY CO.					
	S012060722.001	WD: HEX BUSHING -CHESTNUT WATER MAIN WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	\$11.29	\$11.29
	S012060271.002	WD: REFUND PARTS FOR CHESTNUT WTR MAIN WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	\$(173.81)	\$(173.81)
	S012049669.001	SWR GSKT, PLUG, PVC HUB- SPRTS CPLX PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	\$114.22	\$114.22
	S012046080.001	HOSE CLAMPS, VALVE BOX, PVC ADAPTERS- BIKE SKILLS CRS PARK MAINTENANCE & CAPITAL	IRRIGATION SUPPLIES	\$65.60	\$65.60
	S102057187.001	WD: WTR VALVE MAIN REPAIR-HWY 200 WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	\$194.96	\$194.96
	S012015651.001	WD: RESTOCK GRIP RING & JOINT DUCK WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	\$1,476.69	\$1,476.69
	S012060271.001	WD: WTR BYPASS-BOYER/CHESTNUT FIX WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	\$2,587.99	\$2,587.99
	S012034313.001	SC: COUPLING FOR SEWER REPAIR WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	\$483.52	\$483.52
				Total For: CONSOLIDATED SUPPLY CO.	\$4,760.46
Vendor: Cookman, Eric N & Corinne D					
	112230	CD - SUBDIVISION FEES - PS24-0003 UNCLASSIFIED	ACCOUNTS PAYABLE	\$2,332.00	\$2,746.00
				Total For: Cookman, Eric N & Corinne D	\$2,746.00
Vendor: CO-OP GAS & SUPPLY CO.					
	41611	BOLTS & SPACERS 1141 MIRROR PROJECT FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	\$11.12	\$11.12
	31092	ST: HANDHELD BROOM TO SWEEP OUT VEHICLES STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	\$5.99	\$5.99
	40711	BRSH CUTR BLADES, WNDSHLD FLUID - SPRTS CMLX			\$

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv	Item # 3.
		PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	\$19.97		
				Total For: CO-OP GAS & SUPPLY CO.		\$37.08
Vendor: CREATIVE DESIGN & INGENUITY						
	312	FIX STATUE OF LIBERTY - BEACH PARK MAINTENANCE & CAPITAL	SERVICES - GROUNDS - R&M	\$1,850.00		\$1,850.00
				Total For: CREATIVE DESIGN & INGENUITY		\$1,850.00
Vendor: DAVID GRAFE						
	2408262	POLICE PATCHES FOR POLO SHIRTS POLICE DEPARTMENT	UNIFORM & CLOTHING	\$230.00		\$230.00
				Total For: DAVID GRAFE		\$230.00
Vendor: DUNKEL LOGGING INC						
	A24-3900-1 - AUG 24	REIMBURSE 75% OF PERFORMANCE BOND PER CONTRACT UNCLASSIFIED	PERFORMANCE BOND DEPOSITS	\$28,818.75		\$28,818.75
				Total For: DUNKEL LOGGING INC		\$28,818.75
Vendor: EPIC LAND SOLUTIONS INC						
	0724-1416	GN ROAD ACQ/NEG PROF SVCS THROUGH 7/31/24 STREET CAPITAL & PROJECTS WATER CAPITAL PROJECTS WASTEWATER CAPITAL PROJECTS	TECH SVS - SRVY/INSPCT/ASSESS/MONITO TECH SVS - SRVY/INSPCT/ASSESS/MONITO TECH SVS - SRVY/INSPCT/ASSESS/MONITO	\$3,581.76 \$509.56 \$532.68		\$4,624.00
				Total For: EPIC LAND SOLUTIONS INC		\$4,624.00
Vendor: FASTENAL COMPANY						
	IDCOE205428	SHOP: 12 CANISTERS BREAK CLEANER WASTEWATER COLLECTIONS	VEHICLE & MACH SUPPLIES/PARTS	\$14.97		\$44.92
	IDCOE205791	SC/WD: LOCATE FLAGS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	\$11.29		\$22.57
				Total For: FASTENAL COMPANY		\$67.49
Vendor: FATBEAM LLC						
	47424	INTERNET SVCS- CITY HALL SEPT '24 INFORMATION TECHNOLOGY DIVISION	INTERNET - FIBER/T1	\$406.85		\$406.85
				Total For: FATBEAM LLC		\$406.85
Vendor: FIRE SAFETY EDUCATION						
	Q003419	CHILDREN'S EDU ACTIVITY BOOKS/STICKERS -FIRE FIRE DEPARTMENT - SANDPOINT	EDUCATION/TRAINING SUPPLIES	\$1,009.50		\$1,009.50
				Total For: FIRE SAFETY EDUCATION		\$1,009.50
Vendor: GALLS LLC						
	028759903	UNIFORM PANTS FOR WHITE POLICE DEPARTMENT	UNIFORM & CLOTHING	\$80.70		\$80.70
	028802329	WHITE - JACKET, DUTY BELT, PANTS & BOOTS				\$80.70

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv Item # 3.
	RMA#GZL44D2X	POLICE DEPARTMENT BOOT RETURN WRONG SIZE - INVOICE POLICE DEPARTMENT	UNIFORM & CLOTHING 028802329 UNIFORM & CLOTHING	\$839.95 \$(395.56)	
				Total For: GALLS LLC	\$525.09
Vendor: GINNO CONSTRUCTION CO					
	2414-2	TRAVERS PARK PLAYGROUND 8/1-8/31/2024 PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BU	\$10,925.00	\$114,722.00
	2414_1	TRAVERS PLAYGROUND PROJECT 8/1-8/31/24 PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BU	\$2,850.00	\$14,250.00
				Total For: GINNO CONSTRUCTION CO	\$128,972.00
Vendor: GMP CONSULTANTS LLC					
	24-656	PUBLIC WORKS DIRECTOR POSITION PUBLIC WORKS ADMINISTRATION	OTHER PROF SERVICE - HUMAN RESOURC	\$1,821.87	\$1,821.87
				Total For: GMP CONSULTANTS LLC	\$1,821.87
Vendor: GRAINGER INC					
	9221302160	WTP: (2) 2" TEMPURATURE EXPANSION JOINT WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$1,227.92	\$1,227.92
				Total For: GRAINGER INC	\$1,227.92
Vendor: GRIZZLY GLASS CENTERS					
	WOH0165345	WD: REPLACE WINDSHIELD 2011 F350 WATER DISTRIBUTION	SERVICES - AUTOMOTIVE - R&M	\$310.00	\$310.00
				Total For: GRIZZLY GLASS CENTERS	\$310.00
Vendor: HACH COMPANY					
	14148836	WTP: MEMBRNE RPLCE KIT/TURBDTY FLUID WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$414.20	\$414.20
				Total For: HACH COMPANY	\$414.20
Vendor: HELLAS CONSTRUCTION INC					
	35599	2024 MEMORIAL FIELD CLEANING & SANITIZING SERVICES PARK MAINTENANCE & CAPITAL	SERVICES - LAWN/TURF CARE/CLEANING	\$15,450.00	\$15,450.00
				Total For: HELLAS CONSTRUCTION INC	\$15,450.00
Vendor: HMH ENGINEERING					
	M24005-04	CEDAR ST RECON SVCS THRU 7/28/24 STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/AR	\$32,949.01	\$39,697.60
				Total For: HMH ENGINEERING	\$39,697.60
Vendor: IDAHO ASPHALT SUPPLY INC					
	4-583580	ST: TACK OIL FOR DURAPATCHING STREET MAINTENANCE	ROADWAY/PATH SUPPLIES/EQUIPMENT	\$572.00	\$572.00
				Total For: IDAHO ASPHALT SUPPLY INC	\$572.00

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv	Item # 3.
Vendor: INSIGHT DISTRIBUTING INC						
	0507762-IN	FIRE: TP, DISHWASHER SOAP, TOILET SCRUBBER				\$228.92
		GOVERNMENT BUILDING & GROUNDS DI	OPERATIONAL SUPPLIES/EQUIPMENT	\$228.92		
	0508589	HAND SOAP -BEACH & SQUARE				\$285.96
		PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	\$190.64		
Total For: INSIGHT DISTRIBUTING INC						\$514.88
Vendor: INTERSTATE CONCRETE & ASPHALT						
	991480	WD: HOT ASPHALT 476841 HWY 95				\$721.71
		WATER DISTRIBUTION	ROADWAY/PATH SUPPLIES/EQUIPMENT	\$721.71		
Total For: INTERSTATE CONCRETE & ASPHALT						\$721.71
Vendor: JACOBS ENGINEERING GROUP INC						
	CEXP02726458	TRAVEL EXPENSES FROM 4/27-5/24/2024				\$435.29
		PLANNING DIVISION	TECH SERVICES - PLANNING	\$435.29		
Total For: JACOBS ENGINEERING GROUP INC						\$435.29
Vendor: JASON ADAM						
	T0038 PER DIEM	T0038 PER DIEM VACTOR TRUCK INSP -JASON ADAM				\$82.00
		WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	\$82.00		
Total For: JASON ADAM						\$82.00
Vendor: JOE HIGGINS						
	T0037 PER DIEM	T0037 PER DIEM VACTOR TRUCK INSP -CHICAGO				\$82.00
		WASTEWATER COLLECTIONS	TRAINING AND TRAVEL	\$82.00		
Total For: JOE HIGGINS						\$82.00
Vendor: KELLER ASSOCIATES INC						
	0242397	BRIDGE ST DSGN SVCS 6/30/24-7/27/24				\$8,325.00
		STREET CAPITAL & PROJECTS	OTHER PROF SERVICE - ENGINEERING/AR	\$8,325.00		
	0242384	DSGN SVCS SWR LFT STATIONS 6/30/24-7/27/24				\$3,786.80
		WASTEWATER CAPITAL PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BU	\$3,786.80		
Total For: KELLER ASSOCIATES INC						\$12,111.80
Vendor: LAKE CITY LAW GROUP PLLC						
	38310	SYRINGA LITIGATION- JULY '24				\$100.00
		WATER DISTRIBUTION	OTHER PROF SERVICE - LEGAL - LITIGATIO	\$100.00		
Total For: LAKE CITY LAW GROUP PLLC						\$100.00
Vendor: LES SCHWAB TIRE CENTER						
	10800839151	SPD 17 BATTERY INSTALL+BATTERY				\$246.74
		POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	\$246.74		
	10800837949	SPD 14 BREAK INSP/FLUID FLUSH&REPLACE				\$129.99
		POLICE DEPARTMENT	SERVICES - AUTOMOTIVE - R&M	\$129.99		
Total For: LES SCHWAB TIRE CENTER						\$3

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv	Item # 3.
Vendor: MICHAEL D. TERRELL						
	5982	PLAYGROUND & SPLASHPAD DSGN SRVCS				\$1,518.75
		PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BU	\$759.37		
		PARK MAINTENANCE & CAPITAL	CAPITAL IMPROVEMENTS OTHER THAN BU	\$759.38		
Total For: MICHAEL D. TERRELL						\$1,518.75
Vendor: MUNICIPAL EMERGENCY SERVICES INC						
	IN2106411	STATION SHIRTS AND PANTS				\$660.97
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	\$660.97		
	IN2105480	3) STATION WEAR LONG SLEEVE SHIRTS				\$63.35
		FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	\$63.35		
Total For: MUNICIPAL EMERGENCY SERVICES INC						\$724.32
Vendor: NAPA AUTO PARTS						
	196263	SC: WINCH BATTERY+WARRANTY				\$110.17
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	\$110.17		
Total For: NAPA AUTO PARTS						\$110.17
Vendor: NORTH 40 OUTFITTERS						
	045819/B	ST: BULK FASTENERS FOR MAG TRUCK				\$3.80
		STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	\$3.80		
	045790/B	WTP: INSECT KILLER				\$12.99
		WATER TREATMENT	FACILITY SUPPLIES	\$12.99		
	045794/B	WD/SHOP: 8PK BATTERY,USBC CABLE/TRSH BAGS				\$65.96
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	\$4.33		
	045898/B	WTP: 50 OZ CAR WASH SOAP				\$12.99
		WATER TREATMENT	CLEANING SUPPLIES	\$12.99		
	045871/B	WTP: LAWN SWEEPER CLIPPING COLLECTOR				\$389.99
		WATER TREATMENT	TURF/GROUND/TREE/PLANT SUPPLIES/EQ	\$389.99		
	045670/B	WTP: VINYL TUBING -ANALYZER ROOM -LP				\$13.60
		WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$13.60		
	045834/B	WTP: PH CHEMCLS/PLUNGER/DISP SHOP TOWEL				\$30.97
		WATER TREATMENT	CLEANING SUPPLIES	\$13.98		
	45878/B	WEED EATER/TRIMMER HEAD - SPRTS CMLPX				\$34.99
		PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	\$34.99		
	045802/B	WWTP: PVC ADAPTER & COUPLING PARTS				\$86.55
		WASTEWATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$86.55		
	045862/B	SHOP: CABLE TIES MEDIUM AND LARGE				\$44.98
		WATER DISTRIBUTION	VEHICLE & MACH SUPPLIES/PARTS	\$14.99		
Total For: NORTH 40 OUTFITTERS						\$696.82
Vendor: NORTH IDAHO BLUEPRINT						
	56506	FIRE: DECALS FOR FIRE TRUCKS/BOAT AND BUILDING				\$2,374.00
		FIRE DEPARTMENT - SANDPOINT	VEHICLE & MACH SUPPLIES/PARTS	\$64.00		
Total For: NORTH IDAHO BLUEPRINT						\$2,374.00

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv	Item # 3.
Vendor: NWESTCO LLC						
	INV506817	ST: MAG TRUCK TANKER CLEAN OUT STREET MAINTENANCE	SERVICES - EQUIPMENT - R&M	\$2,730.00		
						\$2,730.00
						Total For: NWESTCO LLC
						\$2,730.00
Vendor: OXARC INC						
	0032132843	WWTP: CHLORINE & SULF DIOXIDE WASTEWATER TREATMENT	CHEMICAL SUPPLIES	\$8,153.82		\$8,153.82
	0061788152	WWTP: CHLORINE & SPECIALTY GASES WASTEWATER TREATMENT	CHEMICAL SUPPLIES	\$130.07		\$130.07
	0061790846	WTP: CHLORINE WATER TREATMENT	CHEMICAL SUPPLIES	\$15.61		\$15.61
	0032146473	WWTP: CHL & S02 GAS REFILL -AUG '24 WASTEWATER TREATMENT	CHEMICAL SUPPLIES	\$6,813.82		\$6,813.82
						Total For: OXARC INC
						\$15,113.32
Vendor: PAPE MACHINERY INC						
	15524116	PPE FOR ROW TREES - BEACH SHOP PARK MAINTENANCE & CAPITAL	TURF/GROUND/TREE/PLANT SUPPLIES/EQ	\$397.84		\$397.84
	15520361	SAW TOOLS - ROW TREES PARK MAINTENANCE & CAPITAL	TOOLS	\$98.88		\$98.88
						Total For: PAPE MACHINERY INC
						\$496.72
Vendor: PASSPORT LABS INC						
	INV-1047655	PARKING TICKET PROCESSING FEE & LETTERS JUNE 2024 POLICE DEPARTMENT	TECH SERVICES - PUBLIC SAFETY TICKETI	\$2,320.27		\$2,320.27
						Total For: PASSPORT LABS INC
						\$2,320.27
Vendor: PEAK SAND & GRAVEL INC						
	101063	ST: 14.62 TON ROCK FOR DURAPATCHER STREET MAINTENANCE	ROADWAY/PATH SUPPLIES/EQUIPMENT	\$409.36		\$409.36
						Total For: PEAK SAND & GRAVEL INC
						\$409.36
Vendor: POLYDYNE INC						
	1855673	WWTP: POLYMER SLUDGE THICKENER WASTEWATER TREATMENT	CHEMICAL SUPPLIES	\$11,000.00		\$11,000.00
	1858298	WWTP: SLUDGE THICKENER 100LBS WASTEWATER TREATMENT	CHEMICAL SUPPLIES	\$275.00		\$275.00
						Total For: POLYDYNE INC
						\$11,275.00
Vendor: POSITIVE CONCEPTS INC						
	0253258-IN	THERMAL PAPER - PATROL CITATIONS POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$350.00		\$350.00
	0253258-TN	CITATION THERMAL PRINTER PAPER POLICE DEPARTMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$350.00		\$350.00

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv	Item # 3.
Total For: POSITIVE CONCEPTS INC						\$700.00
Vendor: RMT EQUIPMENT						
	P26991	TIRES FOR LAWN MOWING EQUIPMENT - SPORTS COMPLEX PARK MAINTENANCE & CAPITAL	VEHICLE & MACH SUPPLIES/PARTS	\$319.98		\$319.98
Total For: RMT EQUIPMENT						\$319.98
Vendor: ROCKY MOUNTAIN INFO NETWORK						
	25440	RMIN MEMBERSHIP 7/1/24-6/30/25 POLICE DEPARTMENT	LICENSES/DUES & SUBSCR (JOB RELATED)	\$100.00		\$100.00
Total For: ROCKY MOUNTAIN INFO NETWORK						\$100.00
Vendor: SAND CREEK CUSTOM WEAR						
	08650	HATS W/CITY LOGO & EMP NAME EMBROIDERED FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	\$199.80		\$199.80
	07969	TSHIRTS W/CITY LOGO & EMPLOYEE NAME FIRE DEPARTMENT - SANDPOINT	UNIFORM & CLOTHING	\$634.50		\$792.94
Total For: SAND CREEK CUSTOM WEAR						\$992.74
Vendor: SANDPOINT BUILDING SUPPLY						
	2476695	WD: (6) 2X6X16 DOUG FIR/ 1LB TIMBER SCREWS WATER DISTRIBUTION	OPERATIONAL SUPPLIES/EQUIPMENT	\$110.29		\$110.29
	2476422	10) PINE BOARDS - SNACK SHACK - BEACH CITY BEACH CONCESSIONS	FACILITY SUPPLIES	\$131.20		\$131.20
	2476509	PINE BOARD 16' - SNACK SHACK - BEACH CITY BEACH CONCESSIONS	FACILITY SUPPLIES	\$77.65		\$77.65
Total For: SANDPOINT BUILDING SUPPLY						\$319.14
Vendor: SANDPOINT SUPER DRUG						
	26191/1	WD: LIQUID BLEACH WATER DISTRIBUTION	CLEANING SUPPLIES	\$6.29		\$6.29
Total For: SANDPOINT SUPER DRUG						\$6.29
Vendor: SANDPOINT URBAN RENEWAL AGENCY						
	08/22/2024	JULY'24 TAX RECEIPTS COLLECTED UNCLASSIFIED	SANDPOINT URBAN RENEWAL AGENCY - D	\$8,481.51		\$10,230.32
Total For: SANDPOINT URBAN RENEWAL AGENCY						\$10,230.32
Vendor: SMS AUTOMOTIVE & MARINE INC						
	2489	FIRE: LAPTOP CHRGR FOR CIGARETTE LIGHTER -F1660 FIRE DEPARTMENT - SANDPOINT	COMPUTER SUPPLIES/EQUIPMENT	\$50.00		\$50.00
Total For: SMS AUTOMOTIVE & MARINE INC						\$50.00
Vendor: SOUTH FORK HARDWARE (PARKS)						
	384879	3) LIGHT BTTRY, GLS CLNR, ZIP TIES - MEMORIAL PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	\$81.32		\$81.32

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Invd Item # 3.
	385167	GAL PRIMER PAINT-SNACK SHACK - BEACH			\$33.99
		CITY BEACH CONCESSIONS	FACILITY SUPPLIES	\$33.99	
	384761	3 BATTERIES ALKLINE - COM HALL			\$59.97
		GOVERNMENT BUILDING & GROUNDS DI	OPERATIONAL SUPPLIES/EQUIPMENT	\$59.97	
	384770	3 SMK ALARM BATTERY - COMM HALL			\$20.97
		GOVERNMENT BUILDING & GROUNDS DI	FACILITY SUPPLIES	\$20.97	
	385468	PIPE TO HOLD TARGET CARRIERS - RANGE			\$22.99
		RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	\$22.99	
	385228	9) NUTS & BLTS - FOR KUBOTA RTV			\$5.82
		PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	\$5.82	
	385280	MASON CHISEL, GRINDING WHEEL - BRICK & STN TOOLS - BEACH			\$48.98
		PARK MAINTENANCE & CAPITAL	TOOLS	\$48.98	
	385225	5) TRASH CANS - MEMORIAL			\$174.95
		PARK MAINTENANCE & CAPITAL	FACILITY SUPPLIES	\$174.95	
	385232	SUPPLIES TO PAINT FLDS - POC TOURN - SPRTS CMLPX			\$60.31
		PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	\$60.31	
	385405	2) SANDING PADS - CONCESSIONS PAINTING - BEACH			\$19.18
		CITY BEACH CONCESSIONS	OPERATIONAL SUPPLIES/EQUIPMENT	\$19.18	
	385408	MORTAR MIX - BENCH REPR - ALL PARKS			\$10.99
		PARK MAINTENANCE & CAPITAL	OPERATIONAL SUPPLIES/EQUIPMENT	\$10.99	
	385734	TARGET CARRIER PIPE - SHOOTING RANGE			\$22.99
		RECREATION PROGRAMS	OPERATIONAL SUPPLIES/EQUIPMENT	\$22.99	
Total For: SOUTH FORK HARDWARE (PARKS)					\$562.46
Vendor: SOUTH FORK HARDWARE (PUB WKS)					
	385313	WTP: PIPE XFITTING WITH 3 BALL VALVES			\$38.96
		WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$38.96	
	384661	WTP: QUART OF ACETONE			\$11.29
		WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$11.29	
	385185	ST: 3) SHOVELS FOR ASPHALT			\$171.97
		STREET MAINTENANCE	ROADWAY/PATH SUPPLIES/EQUIPMENT	\$171.97	
	385282	WWTP: 16 PACK SPLICE CONNECTORS			\$7.88
		WASTEWATER TREATMENT	FACILITY SUPPLIES	\$7.88	
	385292	WWTP: 8" CRIMPING PLIERS			\$19.99
		WASTEWATER TREATMENT	TOOLS	\$19.99	
	385339	SC: 60# QUIKRETE MORTAR MIX TO SET UP SIGNS FOR SEWER DEPT			\$10.99
		WASTEWATER COLLECTIONS	OPERATIONAL SUPPLIES/EQUIPMENT	\$10.99	
	384312	WWTP: 5 GALLON BUCKET WITH SCREW LID			\$19.98
		WASTEWATER TREATMENT	FACILITY SUPPLIES	\$19.98	
Total For: SOUTH FORK HARDWARE (PUB WKS)					\$281.06
Vendor: SQUEEKY'S CUSTOM ACCESSORIES					
	4-478	ST: FEED GATE JACK ASSMBLY+SHIPPING			\$292.96
		STREET MAINTENANCE	VEHICLE & MACH SUPPLIES/PARTS	\$292.96	

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv	Item # 3.
Total For: SQUEEKY'S CUSTOM ACCESSORIES						\$292.96
Vendor: SUN RENTAL CENTER INC						
	294134	4HR RNTL EA. TRNCHR & TRLR - BIKE SKILLS CRS PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	\$146.01		\$146.01
	294198	4HR RNTL ROUGH CUT MOWER - MICKINICK TRAIL PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	\$110.00		\$110.00
	294043	2HR RNTL ROTARY TLLR - BEACH VOLLEYBALL COURT PARK MAINTENANCE & CAPITAL	RENTAL OF EQUIPMENT AND VEHICLES	\$119.00		\$119.00
Total For: SUN RENTAL CENTER INC						\$375.01
Vendor: THE COTTAGE MARKET						
	0000129400	BL - REFUND FOR BANDSTAND UNCLASSIFIED	ACCOUNTS PAYABLE	\$60.60		\$60.60
Total For: THE COTTAGE MARKET						\$60.60
Vendor: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC						
	5922531-202407-1	INVSTGTN DIVISION-BACKGROUND INFO JULY '24 POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	\$135.00		\$135.00
	5922531-202406-1	INVSTGTNS DIVISION-BACKGROUND INFO JUNE '24 POLICE DEPARTMENT	BACKGROUND CHECK SERVICES	\$135.00		\$135.00
Total For: TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC						\$270.00
Vendor: USA BLUE BOOK						
	SCN144122	WWTP: CREDIT - RETURN OF CUBE CONTAINERS WASTEWATER TREATMENT	LABORATORY SUPPLIES	\$(34.70)		\$(34.70)
	INV00454864	WTP: SIX 2" PVC SOCKET CAPS WATER TREATMENT	OPERATIONAL SUPPLIES/EQUIPMENT	\$126.68		\$126.68
	INV00462541	WWTP: GLOVES & TRASH BAGS WASTEWATER TREATMENT	LABORATORY SUPPLIES	\$173.41		\$173.41
Total For: USA BLUE BOOK						\$265.39
Vendor: VAN HOUTEN CONSULTING & DESIGN LLC						
	01057	DOWNTOWN PARKING LOT REDEVELOPMENT ENGINEERING SERVICES GENERAL GOVERNMENT PROJECTS	CAPITAL IMPROVEMENTS OTHER THAN BU	\$14,704.00		\$14,704.00
Total For: VAN HOUTEN CONSULTING & DESIGN LLC						\$14,704.00
Vendor: VESTIS GROUP, INC						
	GEG1-004070	WWTP: FIRST AID & SAFETY SUPPLIES WASTEWATER TREATMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPME	\$270.03		\$270.03
	GEG1-004071	FIRST AID SUPPLY RESTOCK POLICE DEPARTMENT	SAFETY/PPE/MEDICAL SUPPLIES/EQUIPME	\$332.71		\$332.71
Total For: VESTIS GROUP, INC						\$602.74
Vendor: WASTE MANAGEMENT OF IDAHO INC						
	0234229-1827-8	REFUSE & WASTE CHRGS - CITY FACILITIES- JULY 24				\$7,800.00

Vendor Name	Invoice Number	Invoice Description Service Area Description	GL Number Description	Line Item Amount	Inv Item # 3.
		GOVERNMENT BUILDING & GROUNDS DI	DISPOSAL (GARBAGE) SERVICES	\$576.00	
Total For: WASTE MANAGEMENT OF IDAHO INC				\$7,803.00	
Vendor: WATERFRONT PROPERTY MANAGEMENT					
	54024	FIRE: BOAT FUEL FIRE DEPARTMENT - SANDPOINT	FUEL - GASOLINE/DIESEL	\$72.95	
Total For: WATERFRONT PROPERTY MANAGEMENT				\$72.95	
Vendor: WATSON, NICHOLAS					
	100251139	CITY REIMB FOR 16) ICE CRM TUB CVR		\$400.61	
	001044	CITY BEACH CONCESSIONS CITY REIMBURSEMENT - LRG CHEST FREEZER - SNACK SHACK CITY BEACH CONCESSIONS	FACILITY SUPPLIES	\$400.61 \$639.86	
Total For: WATSON, NICHOLAS				\$1,040.47	
Vendor: WILLIAMS SCOTSMAN INC					
	9021698654	WWTP: MODULAR RENTAL 8/19/24-9/18/24 WASTEWATER TREATMENT	RENTAL OF LAND AND BUILDING	\$785.40	
Total For: WILLIAMS SCOTSMAN INC				\$1,211.43	
Vendor: WORKPLACE LAW GROUP PC					
	WL100028	LABOR NEGOTIATION SVCS-JUNE '24 CENTRAL SERVICES DEPARTMENT	OTHER PROF SERVICE - HUMAN RESOURC	\$6,257.20	
Total For: WORKPLACE LAW GROUP PC				\$6,257.20	
Vendor: ZEB PLATT					
	REIMB 081624	BOOT REIMB ZEB PLATT FY '24 STREET MAINTENANCE	UNIFORM & CLOTHING	\$125.00	
Total For: ZEB PLATT				\$125.00	
Vendor: ZIPLY FIBER					
	072224	PHONE CHGS - 911 TRANSFER 7/22/24-8/21/24 POLICE DEPARTMENT	TELEPHONE - LANDLINE & OTHER	\$13.80	
	08132024	PHONE CHGS- 8.13.24-9.12.24 WASTEWATER COLLECTIONS	TELEPHONE - LANDLINE & OTHER	\$60.82	
Total For: ZIPLY FIBER				\$74.62	

Grand Total: \$463,277.31

Payables Total: 463,227.31
 August 1-31 Payroll: 1,019,119.87 (see pg. below)
 Grand Total: 1,482,347.18

Signature: _____ Date: _____

Printed Name: _____

City of Sandpoint Payroll Breakdown for August 2024
Employee Benefit Compensation Report 08/01/2024 - 08/31/2024

8/29/2024

	WAGES EMPLOYER TOTAL	MEDICAL EMPLOYER TOTAL	DENTAL EMPLOYER TOTAL	TAXES EMPLOYER TOTAL	RETIREMENT EMPLOYER TOTAL	Employer Total EMPLOYER TOTAL
Grand Totals	769,320.09	77,964.94	3,645.00	53,554.63	97,291.90	1,019,119.87

City of Sandpoint
Financial Report on Cash and Investment Transactions
June 30, 2024

FUND	BALANCE 5/31/24	DEBIT	CREDIT	BALANCE 6/30/24
General Fund Undesignated	8,328,717	2,369,976	4,586,636	6,112,058
General Fund Designated - Reserves	7,359,806	1,742,755	-	9,102,561
General Fund Designated - Other	1,722,776	621,883	327,013	2,017,646
Special Revenue:				
Fiber	107,872	473	2,250	106,095
Impact Fees	2,632,311	103,850	9,367	2,726,794
Recreation	470,873	21,228	17,950	474,151
Park Capital Improvement	6,229,046	1,463,240	2,372,675	5,319,610
Enterprise:				
Sanitation	490,207	57,671	24,565	523,314
Water	6,161,748	544,026	244,756	6,461,017
Water - Reserve Capital	9,243,507	123,711	95,621	9,271,597
Water - Reserve Watershed Protection	575,537	87,902	91,403	572,036
Water - Restricted	134,030	428	-	134,458
Wastewater	5,320,129	839,757	328,992	5,830,894
Wastewater - Reserve I&I Collection	1,837,953	8,232	-	1,846,185
Wastewater - Reserve Capital	11,462,106	98,234	345,877	11,214,464
Water and Wastewater Debt Service	957,312	4,287	-	961,600
Fiduciary:				
LID Guarantee	37,265	167	-	37,432
LID Combined	208,340	1,208	-	209,548
Payroll Benefit Clearing	522,032	445,343	412,523	554,851
GRAND TOTAL	<u>63,801,568</u>	<u>8,534,370</u>	<u>8,859,627</u>	<u>63,476,311</u>

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

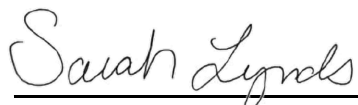
Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
June 30, 2024

Description	City's Balance
<hr/>	
Wells Fargo Bank	
Checking Account	1,194,330
<hr/>	
Idaho State Investment Pool	
State Investment Pool Account	62,281,481
<hr/>	
Cash on Hand	
Petty Cash	500
<hr/>	
Total	<u><u>63,476,311</u></u>

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



Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Financial Report on Cash and Investment Transactions
July 31, 2024

FUND	BALANCE 6/30/24	DEBIT	CREDIT	BALANCE 7/31/24
General Fund Undesignated	6,112,058	5,348,328	3,451,879	8,008,507
General Fund Designated - Reserves	9,102,561	-	-	9,102,561
General Fund Designated - Other	2,017,646	554,394	24,952	2,547,087
Special Revenue:				
Fiber	106,095	1,177	-	107,272
Impact Fees	2,726,794	30,966	207,884	2,549,876
Recreation	474,151	75,493	16,778	532,865
Park Capital Improvement	5,319,610	59,238	27,553	5,351,295
Enterprise:				
Sanitation	523,314	73,176	133,525	462,965
Water	6,461,017	398,678	449,095	6,410,601
Water - Reserve Capital	9,271,597	59,762	-	9,331,358
Water - Reserve Watershed Protection	572,036	152,036	-	724,072
Water - Restricted	134,458	403	-	134,861
Wastewater	5,830,894	508,646	918,822	5,420,718
Wastewater - Reserve I&I Collection	1,846,185	7,757	-	1,853,942
Wastewater - Reserve Capital	11,214,464	64,213	-	11,278,677
Water and Wastewater Debt Service	961,600	4,040	-	965,640
Fiduciary:				
LID Guarantee	37,432	157	-	37,590
LID Combined	209,548	1,140	-	210,688
Payroll Benefit Clearing	554,851	477,437	504,367	527,921
GRAND TOTAL	<u>63,476,311</u>	<u>7,817,040</u>	<u>5,734,856</u>	<u>65,558,495</u>

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

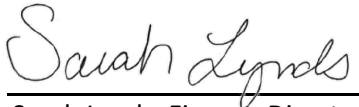
Sarah Lynds

Sarah Lynds, Finance Director
City of Sandpoint, Idaho

City of Sandpoint
Cash and Investments
July 31, 2024

Description	City's Balance
<hr/>	
Wells Fargo Bank	
Checking Account	3,820,178
<hr/>	
Idaho State Investment Pool	
State Investment Pool Account	61,737,816
<hr/>	
Cash on Hand	
Petty Cash	500
<hr/>	
Total	<u><u>65,558,495</u></u>

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



Sarah Lynds, Finance Director
City of Sandpoint, Idaho



AGENDA REPORT

City Council Meeting

TODAY'S DATE: August 23, 2024
MEETING DATE: September 4, 2024
TO: Mayor & City Council
FROM: Sarah Lynds, Finance Director/Treasurer
SUBJECT: FY 2024 3rd Quarter Financial Report Review (for information only)

DESCRIPTION/BACKGROUND:

Idaho Statute 50-1011 requires the Treasurer to publish quarterly financial statements on the City's website.

The quarterly report is required to show specific information.

- 1.) A full statement for each fund reflecting year to date
- 2.) The balances of the debits and credits belonging to each category:
 - a. Salaries
 - b. Maintenance and Operations
 - c. Capital Outlay
- 3.) A percentage comparison to the original appropriation.

REPORT REVIEW:

To highlight a few areas of the quarterly report - the fiscal year is 75% complete as of June 30, 2024 and our budget is in good shape. The construction season is just starting to get underway so the funds/budgets associated with these expenditures are showing low budget to actuals.

EXPENSES:

The General Fund is 50.22% expended as a whole, but a closer look at separate categories reflects 61.03% in personnel services, 48.73% in Operations and 25.6% in Capital outlay.

Garbage, Water and Wastewater funds are at 65.51%/44.73%/26.71% budget to actual for total expenditures. Water and Wastewater salaries and benefits are 46.95% and 54.73% budget to actual. Water and Wastewater capital outlay expenditures are at 11.15% and 9.67% with the majority of expenditures expected to come in the 4th quarter.

REVENUES:

The construction season normally begins towards the end of the 3rd quarter of the fiscal year. Capital outlay budget to actual expended percentages reflect a low completion status. Several of the FY24 capital projects are being funded with beginning cash balances, this is reflective in the 'Other Financing Sources' budgeted revenue across the funds.

Revenues for the General Fund are 53.04% budget to actual. Revenues include \$1,722,387 of beginning cash and \$1,000,000 grant revenue place holder, after removing these the General Fund revenue budget to actual is 61.15%. The Cities largest single source of revenue, property taxes, is at 67% received. Property taxes are received monthly paid with the largest remittance in January (2nd Quarter) and the second largest in July (4th quarter).

State and Local Government Shared Revenues (50% and 71%) are received quarterly (January, April, July and the final quarter in October).

Water and Wastewater fund revenue overall is 50.82%/48.59% budget to actual. Water includes \$2,464,550 of beginning cash, after removing this the budget to actual is 74.4%. Wastewater includes \$5,272,800 of beginning cash, after removing this the budget to actual revenues is 99.2%.

The Park Improvement Fund includes \$7,332,169 of beginning cash in revenue, after removing this the revenue budget to actual is 62.1%.

STAFF RECOMMENDATION and ACTION: Acknowledgement and acceptance of this report under consent calendar

ACTION: FY24 3rd Quarterly Financial Report

LINK TO ELECTRONIC FINANCIAL TRANSPARENCY:

<https://sandpoint-id.cleargov.com/>

City of Sandpoint
Quarterly Financial Report
Budget for Fiscal Year Ending **September 30, 2024**
Financial Report by Fund - Budget to Actual

FUND	Original Budget	June 2024 YTD	Percent of Year 75% - Budget to Actual
01 General Fund Revenues	20,533,818	10,891,426	53.04%
General Fund Expenditures	20,533,818	10,312,159	50.22%
Salaries & Benefits	10,934,011	6,673,323	61.03%
Operations	5,069,690	2,470,355	48.73%
Capital Outlay	4,512,200	1,155,043	25.60%
Transfers	17,917	13,438	75.00%
04 Fiber Optic Network Fund Revenues	1,241,000	42,328	3.41%
Fiber Fund Expenditures	1,241,000	16,303	1.31%
Operations	41,000	16,303	39.76%
Capital Outlay	1,200,000	-	0.00%
05 Capital Projects Fund Revenues	1,567,978	364,965	23.28%
Capital Projects Fund Expenditures	1,567,978	248,055	15.82%
Operations	612,978	89,970	14.68%
Capital Outlay	955,000	158,084	16.55%
06 Recreation Fund Revenues	379,909	226,350	59.58%
Recreation Fund Expenditures	379,909	129,866	34.18%
Salaries & Benefits	288,044	101,878	35.37%
Operations	91,865	27,988	30.47%
08 Parks Improvement Fund Revenues	8,430,187	681,395	8.08%
Parks Fund Expenditures	8,430,187	4,050,932	48.05%
Salaries & Benefits	29,225	6,916	23.66%
Operations	183,962	15,515	8.43%
Capital Outlay	8,217,000	4,025,678	48.99%
Transfers	-	2,823	
25 Sanitation Collection Fund Revenues	840,012	578,987	68.93%
Sanitation Fund Expenditures	840,012	550,332	65.51%
Operations	670,000	438,005	65.37%
Transfers	170,012	112,327	66.07%
30 Water Fund Revenues	7,774,207	3,950,659	50.82%
Water Fund Expenditures	7,774,207	3,477,288	44.73%
Salaries & Benefits	1,319,919	619,687	46.95%
Operations	1,480,456	670,224	45.27%
Capital Outlay	2,740,300	305,541	11.15%
Transfers	2,233,532	1,881,836	84.25%
31 Wastewater Fund Revenues	10,338,550	5,023,508	48.59%
Wastewater Fund Expenditures	10,338,550	2,761,834	26.71%
Salaries & Benefits	955,000	522,703	54.73%
Operations	1,682,830	552,075	32.81%
Capital Outlay	6,257,800	604,866	9.67%
Transfers	1,442,920	1,082,191	75.00%
33 Debt Service Fund Revenues	826,750	860,377	104.07%

	Debt Service Fund Expenditures	826,750	826,750	100.00%
61	LID Guarantee Revenues	45,000	1,309	2.91%
	LID Guarantee Fund Expenditures	45,000	-	0.00%
65	LID Funds Revenues	996,858	8,618	0.86%
	LID Funds Expenditures	996,858	-	0.00%
	Total City Revenues	52,974,269	22,629,922	42.72%
	Total City Expenditures	52,974,269	22,373,519	42.23%

Note: The City of Sandpoint detailed financial data can be found at <https://sandpoint-id.cleargov.com>.

The above report is required by Idaho Code Section 50-1011.

Budget for Fiscal Year Ending **September 30, 2024**
Summary Financial Report by Fund Type - Budget to Actual

	Original Budget	June 2024 YTD	Percent of Year 75% - Budget to Actual	
General Fund				
Revenues	20,533,818	10,891,426	53.04%	
Total General Fund Expenditures	20,533,818	10,312,159	50.22%	
Salaries & Benefits	10,934,011	6,673,323	61.03%	
Operations	5,069,690	2,470,355	48.73%	
Capital Outlay	4,512,200	1,155,043	25.60%	
Transfers	17,917	13,438	75.00%	
Special Revenue Funds				
Revenues	11,619,074	1,315,037	11.32%	
Total Special Revenue Expenditures	11,619,074	4,445,156	38.26%	
Salaries & Benefits	317,269	108,793	34.29%	
Operations	929,805	149,778	16.11%	
Capital Outlay	10,372,000	4,183,762	40.34%	
Transfers	-	2,823		
Enterprise Funds				
Revenues	19,779,519	10,413,531	52.65%	
Total Enterprise Fund Expenditures	19,779,519	7,616,204	38.51%	
Salaries & Benefits	2,274,919	1,142,390	50.22%	
Operations	4,660,036	2,487,054	53.37%	
Capital Outlay	8,998,100	910,407	10.12%	
Transfers	3,846,464	3,076,354	79.98%	
LID Debt Service Funds				
Revenues	1,041,858	9,927	0.95%	
Total LID Debt Service Fund Expenditures	1,041,858	-	0.00%	
	Total City Revenues	52,974,269	22,629,922	42.72%
	Total City Expenditures	52,974,269	22,373,519	42.23%

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: September 4, 2024
TO: Mayor and City Council
FROM: City Clerk Melissa Ward
SUBJECT: Disposition of Semi-Permanent and Temporary Records

DESCRIPTION/BACKGROUND: Idaho Code § 50-907 provides for authorization to destroy records that are not required to be retained as permanent records, are no longer required by law or for City business, and that have met the minimum retention period provided by the City's records retention schedule adopted by Resolution No. 06-90 and amended by Resolution Nos. 10-54 and 12-02. The City has limited space for the storage of records that are no longer required or used by the City.

The Finance Director has compiled a list of such records for destruction (attached), and the City Attorney has provided certification of review of the proposed Resolution and list of records.

STAFF RECOMMENDATION: Proper and appropriate disposal/destruction of the records contained on the attached list.

ACTION: Motion to approve the Resolution for Disposition of Semi-Permanent and Temporary Records.

WILL THERE BE ANY FINANCIAL IMPACT? No **HAS THIS ITEM BEEN BUDGETED?** Yes

ATTACHMENTS:
Proposed Resolution
List of Records
Attorney Certification

No: 24-
Date: September 4, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: DISPOSITION OF SEMI-PERMANENT AND TEMPORARY RECORDS

WHEREAS: Idaho Code § 50-907 provides for authorization to destroy records that are not required to be retained as permanent records, are no longer required by law or for City business, and that have met the minimum retention period provided by the City's records retention schedule adopted by Resolution No. 06-90 and amended by Resolution Nos. 10-54 and 12-02;

WHEREAS: The City has extremely limited appropriate space for the storage of old records which are no longer required or used by the City;

WHEREAS: The City Treasurer has compiled a list of such records for destruction;

WHEREAS: The City Clerk proposes destruction of these records, which have exceeded their minimum retention; and

WHEREAS; As required by Idaho Code § 50-907, the City Attorney has reviewed the attached list and approves the destruction of the records contained therein.

NOW, THEREFORE, BE IT RESOLVED THAT: Pursuant to Idaho Code § 50-907, the records on the list prepared by the City Treasurer, a copy of which is attached hereto as if fully incorporated herein and made a part hereof, shall be destroyed.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

Semi-Permanent Records Over Ten Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of Record</u>
1	Year-end General Ledgers: Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.	Prior to Oct 1, 2014
2	Grant Records: for non-significant grants related to the purchase and/or disposal of real property, records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation	Prior to Oct 1, 2014
3	Leave Balance Reports: Year-end reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data.	Prior to Oct 1, 2014

Semi - Permanent Records Over Five Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of Record</u>
1	Misc Accounts Payable: Records (other than grants) documenting payment of city bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc.	Prior to Oct 1, 2019
2	Misc Accounts Receivable: Records (other than grants) documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. that have been paid.	Prior to Oct 1, 2019
3	Bank Transaction Records: Records (other than grants) documenting the status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc.	Prior to Oct 1, 2019
4	Deduction Authorization Records: Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. For separated or terminated employees or if superseded.	Prior to Oct 1 2019
5	Deduction Registers: Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, garnishments, levies, charitable contributions, and others.	Prior to Oct 1 2019
6	Employee Time Records: Records (other than grant related) documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data.	Prior to Oct 1 2019

- 7 **Employee Travel Records:** Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents. Prior to Oct 1 2019
- 8 **Federal & State Tax Records:** Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms Prior to Oct 1 2019
- 9 **Financial Reports:** Reports (other than fiscal year-end reports and the quarterly published treasurer's report) documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget. Prior to Oct 1 2019
- 10 **Resolved Garnishment Records:** Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Prior to Oct 1 2019
- 11 **General Ledgers:** Monthly records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc. Prior to Oct 1 2019

- 12 **Grant Records:** for non- significant grants that are not related to the purchase and/or disposal of real property, documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation Prior to Oct 1 2019
- 13 **Interdepartmental Billings:** These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased. Prior to Oct 1 2019
- 14 **Investment Records:** Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool. Prior to Oct 1 2019
- 15 **Leave Balance Reports:** Reports (excluding year-end reports) documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. Prior to Oct 1 2019
- 16 **Payroll Registers:** Year-end registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, Prior to Oct 1 2019

vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data for those employees no longer employed.

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| 17 | PERSI Records: Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc. | Prior to Oct 1 2019 |
| 18 | Professional Membership Records: Records documenting city-paid individual memberships and activities in professional organizations (i.e. Idaho City Clerks, Treasurers & Finance Officers Association, Association of Public Treasurers, etc.). | Prior to Oct 1 2019 |
| 19 | Purchase Orders & Requisitions: Requests and purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures. | Prior to Oct 1 2019 |
| 20 | Receipts: Copies of receipts, showing the date, from whom received, amount, purpose, etc | Prior to Oct 1 2019 |
| 21 | Subsidiary Ledgers, Journals & Registers: Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. Includes journals, ledgers, registers, daybooks and other account books that provide backup documentation for the general ledger. | Prior to Oct 1 2019 |
| 22 | Utility Account Change Records: Records documenting routine information changes to customer accounts, including name and address for closed accounts | Prior to Oct 1 2019 |
| 23 | Utility Application/Disconnect Records: Applications completed by customers requesting or disconnecting water, sewer, street lights or other city-provided services. | Prior to Oct 1 2019 |
| 24 | Utility Bill Remittance Stubs: Bill stubs received with payments for water, sewer, street lights and other city-provided services that document receipt and posting of customer payments. \ | Prior to Oct 1 2019 |
| 25 | Utility Billing Adjustment Records: Records documenting adjustments to customer water, sewer, street lights or other city-provided service | Prior to Oct 1 2019 |

billings for debits, credits, refunds, returned checks, and related reasons.

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|----|--|---------------------|
| 26 | Utility Billing Register: Records documenting transactions on the water, sewer, street lights or other city-provided service account of each customer. Useful for reference to assure accurate customer billings. | Prior to Oct 1 2019 |
| 27 | Utility Customer Security Deposit Records: Records documenting customer payment of a security deposit to receive water, sewer, street lights or other services. | Prior to Oct 1 2019 |
| 28 | Utility Meter Books: Document the readings of customer water by city employees for billing purposes. | Prior to Oct 1 2019 |

Temporary Records Over Three Years Old

<u>Item #</u>	<u>Record Description</u>	<u>Year of Record</u>
1	Bankruptcy Notices: Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court.	Prior to Oct 1, 2021
2	Budget Records: Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget.	Prior to Oct 1 2021
3	Gift & Contribution Records: Records documenting gifts and contributions to the city, where terms of the gift/contribution have been completed, including donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts and related records	Prior to Oct 1 2021
4	Payroll Administrative Reports: Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages,	Prior to Oct 1 2021

deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others.

- 5 **Payroll Registers:** Month-end registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data for those employees no longer employed. Prior to Oct 1 2021

- 6 **Postage Records:** Document transactions with the U.S. Postal Service and private carriers, including: postage meter records, receipts for registered and certified mail, insured mail, special delivery receipt and forms, loss reports, etc. Prior to Oct 1 2021

DESTRUCTION OF CITY RECORDS
ATTORNEY CERTIFICATION

As legal advisor to the City of Sandpoint, I hereby certify that I have reviewed the proposed Resolution, DISPOSITION OF SEMI-PERMANENT AND/OR TEMPORARY RECORDS, with accompanying list of records to be destroyed, a copy of which is attached hereto, and that said Resolution and list of records are in accordance with Idaho Code §§ 50-907 and 50-908.

DATED this 4th day of September 2024.



Zachary W. Jones, City Attorney

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 08/23/2024

TO: MAYOR AND CITY COUNCIL

FROM: Cheryl Hughes, Central Services Director and Gavin Gilcrease, Fire Chief

SUBJECT: 2024-2027 Collective Bargaining Agreement with IAFF Local 2319

DESCRIPTION/BACKGROUND:

The City negotiations team, made up of representatives from the City of Sandpoint and contracted legal services, met with the IAFF Local 2319 negotiation team on Monday, May 13, 2024 to begin contract negotiations, which concluded on Wednesday, July 10, 2024 upon tentative agreements being reached on all articles of the CBA. Upon ratification by all parties, the CBA is effective October 01, 2024 through September 30, 2027. Significant items with actual or potential financial impact:

- Article 16: Wages/Compensation has changed to a longevity step salary schedule similar to that utilized for the rest of the City and shall be paid on a bi-weekly basis. Cost of Living Adjustments will be in accordance with the approval of the annual adopted budget process.
- Article 18: Medical, dental, and vision plans will now be covered under the City's plans.

The negotiations were collaborative, respectful, and professional and the City negotiations team appreciated the efforts of all involved.

STAFF RECOMMENDATION:

Staff recommends City Council approve the 2024-2027 Collective Bargaining Agreement with Firefighters IAFF Local 2319.

ACTION:

City Council to approve the 2024-2027 Collective Bargaining Agreement with Firefighters IAFF Local 2319.

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

ATTACHMENTS:

2024-2027 Collective Bargaining Agreement

No: 24-
Date: September 4, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: 2024-2027 COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 2319

WHEREAS: The City's negotiation team, comprised of representatives from the City of Sandpoint and contracted legal services, met with the IAFF Local 2319 negotiation team on Monday, May 13, 2024, to begin contract negotiations, which concluded on Wednesday, July 10, 2024, upon tentative agreements having been reached on all articles of the 2024-2027 Collective Bargaining Agreement with the International Association of Firefighters Local 2319;

WHEREAS: Significant items with actual or potential financial impact include Article 16, Wages/Compensation, which provides for a longevity step salary schedule similar to City's general salary schedule, with firefighter pay aligned with the general City bi-weekly pay schedule;

WHEREAS: Cost of living adjustments (COLA) will be in accordance with the approval of the annual adopted City budget;

WHEREAS: Under Article 18, the firefighters will participate and enroll in the same medical, dental, and vision insurance coverage offered to all other City employees; and

WHEREAS: Upon ratification by all parties, the new CBA will be effective October 1, 2024, through September 30, 2027.

NOW, THEREFORE, BE IT RESOLVED THAT: The 2024-2027 Collective Bargaining Agreement with the IAFF Local 2319, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor, on behalf of the City, is authorized to sign and enter into this Agreement.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

2024–2027 COLLECTIVE BARGAINING AGREEMENT

Between the City of Sandpoint,
. and the International Association of Fire Fighters Local 2319

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AGREEMENT

The City of Sandpoint, , hereinafter referred to as the City, and the International Association of Fire Fighters Local 2319, hereinafter referred to as the Union, to increase general efficiency, to maintain the existing harmonious relationship between the Union and City, and to promote the morale, rights, and the well-being of the members of the Union, the parties hereby agree as follows:

ARTICLE 1. TERM OF AGREEMENT

This Agreement shall be effective as of the first day of October 2024 and shall remain in full force and effect until the thirtieth day of September 2027. If a new agreement has not been reached between the City and the Union upon expiration of the Agreement, this Agreement will remain in effect and unchanged until a new agreement is reached.

ARTICLE 2. RECOGNITION

Pursuant to Title 44, Chapter 18 of the Idaho Code, the City recognizes the Union as the exclusive bargaining agent for all paid Firefighters of the City, except Fire Chief, administrative staff, Volunteer and Reserve Firefighters. The terms and conditions hereof are binding upon and govern and control the rights, benefits, and privileges of each party and their successors and assigns.

ARTICLE 3. DEFINITIONS

For this Agreement, the following terms, phrases, words, and derivations shall have the meaning given herein. The words "shall" and "will" are always mandatory and not merely directory. Whenever the male gender is used (i.e., he, him, his), the term shall apply equally to males and/or females.

AUTHORIZED WORK: Shall be work performed while on duty and shall not include time away from the work environment.

BUSINESS DAY: Days when the City is normally open, not including weekends or observed holidays.

CALLBACK: Any time a Firefighter is called back to the work environment for unscheduled duty, work, or training.

FIREFIGHTER: A Captain, Engineer, Firefighter and Probationary Firefighter.

HOURS OF WORK: All that time during which employees are on duty and for which they receive compensation.

MODIFIED DUTY WORK: Shall be defined as reporting to perform office, clerical, inspections, or other non-firefighting functions, within the restrictions and/or limitations of a medical provider where applicable, under the direction of the Fire Chief and approved by the HR Manager.

PROBATIONARY FIREFIGHTER: A firefighter in the first year of employment.

SHIFT: Twenty-four (24) consecutive hours of work for which a Firefighter is compensated.

ARTICLE 4. PREVAILING RIGHTS

The rights of the Union include, but are not limited to, the rights included in Idaho Code 44-1802 to bargain for wages, hours, and other working conditions and all other terms and conditions of employment.

The rights listed above are subject to the grievance procedure.

ARTICLE 5. MANAGEMENT RIGHTS

The City shall retain the exclusive right to exercise the regular and customary functions of management, including but not limited to directing the activities of the department; determining levels of budget authority, service, and methods of operation; introduction of new equipment; the right to hire; lay-off for lack of work or funds; transfer; promote, demote; discipline and discharge its employees for just cause; to determine work schedules and assign work.

ARTICLE 6. NO STRIKE

The Union and the Firefighters agree that during the term of this Agreement they will not cause, encourage, participate in, or support any slow-down or strike against the City or other interruption of or interference with the normal functions of the City. The Union and the Firefighters further agree that during the term of this Agreement, no Firefighter will recognize a picket line of any labor organization while in the performance of his official duties. Violation of this paragraph shall be grounds for disciplinary action.

ARTICLE 7. RULES, REGULATIONS, POLICIES AND PROCEDURES

The Union agrees that members shall comply with the following: Sandpoint Fire Department Rules and Regulations and City of Sandpoint Personnel Policy Handbook. In the event of a conflict or an inconsistency between the provisions of this Agreement and the above-stated Rules and Regulations or City of Sandpoint Personnel Policy Handbook provisions, the provisions of this Agreement shall prevail, and any such conflict or inconsistency shall be resolved in accordance with the following prevailing order of precedence:

1. Collective Bargaining Agreement.
2. Sandpoint Fire Department Rules and Regulations.
3. City of Sandpoint Personnel Policy Handbook.

The City of Sandpoint shall review and recommend updates to the existing Selkirk Rules and Regulations. Any new and subsequent recommended changes to the City of Sandpoint Personnel

Policy Handbook and Sandpoint Fire Department Rules and Regulations shall be adopted by the legislative body of the .City.

Any changes in or updating of rules and regulations which affect employee rights or terms, and conditions of employment shall be accomplished through mutual written consent of the City and Union during the term of this Agreement.

ARTICLE 8. UNION BUSINESS

The employer agrees to deduct authorized Union dues, fees, and assessment in the amounts specified by the authorized officer of the Union, from the pay of bargaining unit employees upon written authorization by the impacted employee. The employer further agrees to transmit those amounts monthly to the Union. The Union agrees to certify to the employer the dollar amount of authorized dues, fees, and assessments.

1. The City shall provide a maximum of five (5) shifts with pay annually to the Union membership (collectively, not individually) to conduct business deemed necessary to the International Association of Firefighters Local 2319.
 - a. Up to one (1) member per shift of the negotiating team if on duty shall be allowed time off with pay for all negotiation meetings which shall be mutually set by the City and the Union.
 - b. On-duty members serving on a negotiations committee shall respond to all calls received during negotiations meetings.
 - c. Such hours spent conducting Union business shall be accounted for by being recorded on individual timecards.
2. Office supplies, copier paper and use of the City's copy machines are not available to the Union for Union business purposes.

ARTICLE 9. SAVINGS CLAUSE

If any provisions of this Agreement or the application of such provisions should be rendered or declared invalid by any court action, or by reason of existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE 10. NON-DISCRIMINATION

The City and Union agree not to discriminate against any employee for his/her activity on behalf of, or membership/non-membership in, the Union. The City and Union agree that there shall be no discrimination against any employee because of race, color, religion, creed, national origin, ancestry, age, marital status, sex, sexual orientation, or gender identity/expression.

It shall be the policy of the City to hire Firefighters based upon the applicant's education, training, experience, demonstrated skills and abilities, and physical fitness needed for adequate performance in each position.

ARTICLE 11. JOB DESCRIPTIONS

It is the purpose of this article to keep the duties of Firefighters covered under the terms of this Agreement in accordance with duties recognized by the City as those of professional Firefighters.

Where changes occur in job descriptions or duties that fall outside those recognized by the City as those of professional Firefighters, the City recognizes the Union's right to file a grievance. The City agrees that a majority decision of the arbitrators is binding and should that decision direct the City and the Union to bargain for the hours, wages and working conditions prior to implementation of the change in the job description, both parties will immediately enter the negotiating process.

ARTICLE 12. RESIDENCY

The City and Union agree that there shall be no residency requirements.

ARTICLE 13. CONSOLIDATION OR MERGER

This Agreement shall be binding upon the successors of the parties hereto, and no provisions, terms or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by the consolidation, merger or annexation or transfer of either party, or by any change, geographically or otherwise, in the location of place of business of either party hereto.

ARTICLE 14. STAFFING LEVELS

The purpose of this article is to provide sufficient on-duty personnel to provide for safe fire suppression/emergency operations and to staff the fire system to provide the services determined appropriate by the City.

The City shall require no less than two (2) Firefighters covered by the terms of this Agreement to be always on-duty and available for initial response. Minimum staffing shall be as follows:

- Sandpoint Station #1: Two (2) Firefighters consisting of one (1) Captain or acting Captain and one (1) Engineer or acting Engineer.

It is the intent of the City to budget the funds necessary to maintain the minimum staffing program. However, nothing in this article shall limit the City's right to layoff for lack of funds.

A Firefighter must be properly relieved prior to leaving.

ARTICLE 15. PERSONNEL REDUCTION

Personnel reduction is defined as an involuntary separation from employment not involving delinquency, misconduct, inefficiency, or disciplinary action. Whenever such personnel reduction occurs and it becomes necessary to reduce the number of employees within the City, the following regulations shall apply:

1. The person last hired shall be “laid off” first. Not including Temporary, Seasonal, or Part-Time positions.
2. If multiple persons were hired on the same day, the person with the lowest cumulative testing score shall be laid off first.
3. The names of those laid off shall be entered into a recall register in inverse order of their layoff. The recall register shall be signed and dated by the Fire Chief and Agency Administrator at the time of any personnel reductions. The printed copy and a digital backup copy shall be kept in the City’s HR and Union records.
4. When it is desired to again increase the number of personnel, the City shall verify all of those laid off correctly appear on the recall register. Any mailed notifications of recall shall be overnight registered mailed to the individual. Any person who declines to return for employment with the City, or who after ten (10) business days of receipt of mailed recall notice has failed to accept recall of employment, shall be considered permanently separated from the City. It is the responsibility of the employee to keep the City up to date with his/her current contact information.
5. In the event that a previously promoted employee returns to duty, or the number of officers holding that rank is reduced, the last employee promoted shall be returned to the rank he/she held before.
6. Employees who are laid off prior to completion of their probationary period must complete the remainder of their probationary period upon recall.
7. The City must honor the list for a minimum of two (2) years from the time of lay-off.

PART TIME HIRE POLICY

In the event there is a need for short duration hire, the persons on the inverse laid-off list shall have the option to decline the short duration hire without forfeiting their seniority to be hired for full time positions, when one becomes available. Persons laid off shall have first right of refusal to part-time openings.

ARTICLE 16: WAGES/COMPENSATION

Wages and Compensation shall be paid in accordance with this Article.

A. GENERAL

1. Wages for each calendar year covering the term of this agreement shall be as set forth in Appendix “B” and shall be paid on a biweekly basis.
2. Direct deposit is required.

B. TIMECARDS

1. A timecard, approved by the Firefighter and the designated Officer, is required to calculate and process pay checks for fire personnel. The timecard will consist of a fourteen (14) day pay period.
2. Overtime will be paid each fourteen (14) day pay period.

ARTICLE 17. HOURS OF DUTY AND OVERTIME

Work schedules for 56-hour shift personnel covered by this agreement shall be in accordance with this Article.

A. WORK SCHEDULES

1. Throughout the term of this agreement the forty-eight/ninety-six (48/96) hour work schedule shall be used, which consists of the following recognized shifts: Green(G), Red(R), Blue(B) – Example: GGRRBBGGRRBB. Each employee will work two (2) consecutive twenty-four (24) hour work periods or two (2) “shifts” for a total of forty-eight (48) hours or one (1) “set”, followed by ninety-six (96) hours off duty:
 - a. 24 hours on duty
 - b. 24 hours on duty
 - c. 96 hours off duty
2. This schedule averages fifty-six (56) hours in a seven (7) day work week. All hours worked outside of the normal work schedule shall be considered unscheduled overtime hours.
3. 56-hour employees shall normally not work more than seventy-two (72) consecutive hours unless authorized by the Fire Chief, except for emergency call back or extenuating circumstances.
4. Both the City and the Union understand that occasionally staffing may need to be changed temporarily to accommodate any safety issues.

B. DUTY SHIFT

Duty shifts for 56-hour employees shall begin at 0800 hours of the duty day and end at 0800 hours the following day.

C. OVERTIME PAY FOR 56-HOUR EMPLOYEES

1. Except as provided below, all overtime shall be administered in accordance with the Fair Labor and Standards Act (FLSA).
2. Hours worked in excess of the normal work schedule shall be compensated at one and one half (1-1/2) times the regular hourly rate. For example, in a pay period in which the

normal work scheduled is 96 hours, the employee will be compensated at the overtime rate for all hours worked in excess of 96 hours during that pay period.

3. Time off, for any reason, shall be subtracted from the sum of hours worked for the purpose of calculating scheduled overtime.

D. CALL BACK

All employees called in for overtime work on an emergent basis shall be paid at least a two (2) hour minimum at the overtime rate of pay. However, the two (2) hour minimum shall not apply to employees required to attend departmental meetings on their off-duty time and shall be paid only hours worked computed to the nearest one-quarter (1/4) hour. For example, if at any time during the pay cycle, an employee takes PTO and then comes in for an emergency call back, the employee shall be compensated at the overtime rate for the call back.

E. HOLDOVER/FORCE HIRE

All employees required to work beyond the end of their regular shift shall be paid at the overtime rate in increments of one-quarter (1/4) hour, to the nearest one-quarter (1/4) hour. For example, if at any time during the pay cycle, an employee takes PTO and then gets force hired, the employee shall be compensated at the overtime rate for the force hire.

ARTICLE 18. MEDICAL INSURANCE

Employees will be covered by the City's medical, dental, and vision plans, which will include multiple plan options, at the same premium contribution rates as all City employees.

ARTICLE 19. MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)

The focus of the medical expense reimbursement plan (MERP) is to provide help for retirees with medical costs. The City agrees to make pre-tax contributions to the plan on behalf of all employees in the bargaining unit. The contribution shall be a City paid expense. The current amount is \$75 per month, or \$900 per person.

ARTICLE 20. DEFERRED COMPENSATION PLAN

The City agrees to administer the 457 deferred compensation program for the fire department members. The employee agrees to cover any direct fees associated with this program.

ARTICLE 21. SOCIAL SECURITY WITHDRAWAL

As a result of the Sandpoint Firefighters vote to withdraw from coverage under the Social Security system, the City and Union agree as follows:

1. The City agrees to match the members' percentage of base salary wages, up to a six percent (6%) cap per member in lieu of the Social Security tax. These percentages of wages shall be placed in the PERSI Choice Plan. In the event the Social Security obligation for general City employees is reduced, the matching contributions to the Firefighters shall reflect the mandated employer Social Security contribution then in effect. In case of a refund from Social Security, both employee and City shall place monies in PERSI Choice and/or 457 Deferred Compensation Plan.

ARTICLE 22. PAID TIME OFF (PTO)

A. PTO PLAN DEFINITION

The PTO plan is designed to offer employees flexibility and self-management with their paid time off. Employees will be able to use time in their PTO bank in any way they choose when approved by the Officer. This allows the employee to plan and can help reduce unscheduled absences. The program is simple and easy to administer.

B. PTO USES

PTO may be used for any approved absence. A Chief Officer must approve scheduled or unscheduled absences before PTO can be utilized.

C. REQUESTING PTO TIME

1. PTO time can be taken in no less than one (1) hour increments. Coverage for PTO of less than two (2) hours is not subject to the two-hour minimum call back overtime pay.
2. Scheduled absences (for example, medical appointments, trips, family functions, recreational activities) require prior approval. Scheduled absence requests should be submitted for approval at least two (2) weeks prior to the date requested whenever possible. Approvals for scheduled absences are at the Officer's discretion based on the business needs of the City but will not be unreasonably withheld. In cases of duplicate requests for a scheduled absence outside an annual bidding process, approval will be on a first come first considered basis.
3. Unscheduled absence (for example, emergencies or calling in before shift with illness/injury), approval must be requested as soon as possible but no later than one (1) hour before the start of the employee's shift.

D. UNAUTHORIZED ABSENCES

All employees are important to the efficient operation of the department. Our workforce is made up of skilled professionals, who put their talents together to make the department the best it can be. Unauthorized absences by any employee create disruption and hardship for all members of the department.

Unauthorized absences include two types and will be without pay:

1. Excessive Use: When PTO and CAT accounts are depleted (CAT account considered depleted for this unauthorized absence if CAT account is not accessible because of short absence) or after three (3) prior unauthorized absences (fourth occurrence not number of days) in the prior twelve (12) months. For these types of unauthorized absences, the

Chief Officer will follow progressive discipline (counseling, oral reprimand, written reprimand, suspension, termination). Each occurrence (one occurrence can be a few consecutive days when occurrence is an extended absence) of this type of unauthorized absence will advance to the next level of discipline unless the employee is on worker's compensation leave, approved for FMLA, using other benefits/programs as identified in Section J or other mitigating circumstances exist.

2. Abandonment: When employee fails to notify Chief Officer of an absence (for example: leaving work during assigned shift without notice/approval, failure to report to work without notice/approval, failure to follow-up/update Chief Officer of ongoing absence). These types of unauthorized absences are considered an abandonment of one's job and justify severe discipline (suspension/termination).

E. ACCRUAL RATES

1. PTO accrual rates for any gaps in service for employees with at least five (5) years of service will be treated as follows:
 - a. If the employee is recalled from a layoff within two (2) years, the employee's prior years of service will be credited.
 - b. If separation was not because of layoff, the employee's prior years of service will be credited only if the employee is rehired within thirty (30) calendar days of separation.
2. Employees separating from service after the start of the second pay period of the month will receive full accrual credit for the pay period.
3. Employees must be in paid status for more than one-half (1/2) of their scheduled workdays during the month in to earn credit for PTO time.
4. Accrual of hours will occur biweekly in the first two (2) pay periods of the month. In months where three (3) pay periods occur, no accruals will be credited in the third pay period.

Years of Service	Per Pay Period	Per Month	Per Year	Maximum
Less than 1 year	14.40	28.80	345.60	691.20
1 year but less than 2 years	14.60	29.20	350.40	700.80
2 years but less than 3 years	14.80	29.60	355.20	710.40
3 years but less than 4 years	15.00	30.00	360.00	720.00
4 years but less than 5 years	15.20	30.40	364.80	729.60
5 years but less than 10 years	16.00	32.00	384.00	768.00
10 years but less than 15 years	17.60	35.20	422.40	844.80
15 years but less than 20 years	19.20	38.40	460.80	921.60
20 years or more	20.80	41.60	499.20	998.40

F. CAP/MAXIMUM ACCRUAL

1. PTO account balance cannot exceed two (2) times the annual accrual rate.
2. If the cap is reached, and no PTO is used or cashed out (see Section H - Annual PTO Cash Out/Incentives), additional PTO hours will not be accrued for that pay period.

G. CATASTROPHIC (CAT) ACCOUNT

1. The CAT account may be used in the event of a covered serious health condition as defined by the Family Medical Leave Act (FMLA) or worker's compensation injury.
2. Employees who have a covered serious health condition or worker's compensation injury that will require them to be absent for longer than three (3) shifts per condition, are required to notify their Officer and contact Human Resources for approval of CAT leave usage and to apply for FMLA or other benefits/conditions that may apply because of their time off.
3. Employees must first use a minimum of two (2) shifts, or 48 hours, of PTO per condition before CAT leave usage is approved; after which the employee may continue to use available CAT leave hours in lieu of PTO as approved by Human Resources.
4. Employees with a recurring or intermittent condition may use CAT hours in lieu of PTO hours upon approval of Human Resources.
5. CAT leave hours are non-renewable and will be established at conversion only. Additional hours/days shall not be added once the CAT leave bank is exhausted.

H. ANNUAL PTO CASH OUT / INCENTIVES

Employees have the option once per calendar year to cash out up to seventy-two (72) hours of PTO. Requests for cash out must be submitted in writing to Payroll by January 31st of each year for a cash out to occur in the second pay period of March.

1. Eligibility Requirements

- a. Must have five (5) years of continuous service as of January 31st in the current calendar year; and
- b. Must have used a minimum of seventy-two (72) hours of PTO in the previous calendar year; and
- c. Must have a minimum balance of four hundred eighty (480) hours PTO remaining as of January 31st after the cash out is submitted; and
- d. Must have direct compensation less than the current Social Security Old Age Survivors and Disability (OASDI) benefit base.

2. Cash-Out Distributions

- a. Employees may select distribution as additional cash compensation or direct payment to 457 Deferred Compensation retirement account.
- b. If an employee's PTO balance drops below four hundred eighty (480) hours when it is processed, then the cash-out hours and corresponding distribution will be reduced accordingly.

- c. Employees will receive distributions on the last paycheck in March of the current calendar year.

I. SEPARATION FROM SERVICE

1. PTO Payout

- a. Employees will be paid out for all accrued PTO hours, as outlined below and subject to authorized deductions, when they separate from service.
- b. Upon separation from service for any reason other than retirement, PTO payouts may be made in the form of direct compensation to the employee or contribution as an elective deferral into the employee's 457 Deferred Compensation or PERSI Choice account.
- c. Upon separation from service due to retirement, i.e., the employee has reached 55 years of age or PERSI Rule of 80, PTO payouts shall be made in the form of employer contribution to an HRA/VEBA account.

2. CAT Leave Payout

- a. Employees will be paid out for twenty-five percent (25%) of their accrued CAT Leave hours, subject to authorized deductions, when they separate from service for any reason.
- b. CAT Leave payouts are capped at \$5,000 and made in the form of employer contribution to an HRA/VEBA account.

J. OTHER BENEFITS / PROGRAMS

1. Long-Term Disability (LTD)

The City provides long-term disability coverage at no cost to employees. In general, the benefits for a payable claim are 60% of the employee's monthly earnings, not to exceed \$5,000.

2. Short-Term Disability (STD)

The City offers voluntary, short-term disability coverage to employees through Aflac. Premium costs for this coverage are paid by the employee.

ARTICLE 23. HOLIDAYS

All members of the City covered under this Agreement shall be entitled to eleven(11) holidays per year.

New Year's Day
Human Rights Day
President's Day
Memorial Day

Independence Day
Labor Day
Columbus Day
Juneteenth

Veterans Day
Thanksgiving Day
Christmas Day

ARTICLE 24. SHIFT TRADES

The City and Union agree that an employee shall be allowed to exchange a shift with another employee only of the same rank and/or qualifications, when it does not create overtime for the City or interfere with the best interests of the City.

A. REQUESTS

1. A shift trade must be approved in writing by the designated Officer before the trade occurs.
2. The denial of a shift trade by either an Officer or the employee who is requested to trade shall be final and is not subject to appeal for any reason.
3. .

B. DOUBLE SHIFTS

For the safety of the public and personnel employed by the City, no Firefighter shall be permitted to work a continuous shift greater than seventy-two (72) hours, except for emergency call back as authorized by the Fire Chief.

C. RESPONSIBILITY

1. The employee who accepts the shift trade establishes a work obligation and assumes the responsibility for that shift. If the employee cannot work the shift, it will be the employee's responsibility to find a replacement.
2. If it becomes necessary for the City to fill the shift, the person who was scheduled to work pursuant to the approved and agreed upon shift trade shall be responsible for the shift exchange hours. If the City should have to fill a shift exchange due to an employee who agreed to work the exchange being unavailable, that employee will have deducted that number of hours, time-and-a-half if applicable, from their accumulated PTO that the City had to fill the shift.

ARTICLE 25. LEAVES OF ABSENCE

A. BEREAVEMENT LEAVE

1. Employees shall be granted up to two (2) shifts off with pay for a death in the employee's family. For the purposes of this section, family shall be defined as:
 - a. Spouse/domestic partner
 - b. Children, stepchildren, grandchildren, guardian children
 - c. Employee or spouse/domestic partner's:
 - i. Parents or stepparents
 - ii. Siblings or stepsiblings
 - iii. Spouse/domestic partner of sibling
 - iv. Grandparents

- d. With approval from the Fire Chief, any individuals whose close association to the employee is equivalent of a family relationship.
2. Only time taken within thirty (30) days prior to or immediately following a death shall qualify as bereavement leave.

B. PREGNANCY AND PARENTAL LEAVE

1. Pregnancy Leave and Accommodations

- a. The City will reasonably accommodate pregnant employees, regardless of disability. Such accommodation will include an offer of light-duty assignment upon receipt of a physician's certification verifying the pregnancy.
- b. Pregnancy disability leave will be granted to pregnant employees upon receipt of a physician's certification stating that they are unable to work, even in a light-duty capacity, due to pregnancy. Pregnancy disability leave is unpaid, though an employee may use accrued PTO or CAT leave during such leave. The employee will continue to receive full benefits from the City for the duration of the pregnancy disability leave, as certified by the employee's physician. At the conclusion of pregnancy disability leave, and any additional parental leave as provided below, the employee shall be returned to the previously held position, including all benefits, seniority, and pay. The employee must have a written physician's release prior to returning to work.
- c. The City will provide nursing employees with reasonable break time from work and a private space to express breast milk during the work day.

2. Parental Leave

- a. Regardless of eligibility for FMLA, new parents will be allowed up to twelve weeks of unpaid parental leave for the birth of a child or placement of a child with the employee for adoption or foster care. For employees who are eligible for FMLA, this parental leave will be designated as FMLA leave.
- b. Parental leave is for bonding with the new child for either parent. For a birth parent, this parental bonding leave is in addition to the pregnancy disability leave referenced above.
- c. Parental leave must be taken as one consecutive leave period within one year of the child's birth or placement. It may not be taken on an intermittent or reduced schedule basis, unless approved by the Fire Chief.
- d. Parental leave is unpaid, though an employee may use accrued PTO or CAT leave during such leave. The employee will continue to receive full benefits from the City for the duration of the parental leave. At the conclusion of parental leave, the employee shall be returned to the previously held position, including all benefits, seniority, and pay.

C. LIMITED DUTY

1. Any Firefighter who is temporarily incapacitated and who has a limited duty statement from his medical doctor may be allowed to return to work to perform any activity agreeable with his medical doctor. The limited duty statement must be in writing and must dictate the activities the firefighter is able to perform and signed by the firefighters' medical doctor.
2. If the sick/injured firefighter reports for modified duty work, he/she must first provide a doctor's release statement, with the necessary information, to the Chief accompanied by a written request asking for permission to report for such duty.
3. If the Chief grants the request, the Chief and the Firefighter will mutually agree to a work schedule, which may be up to a 56-hour schedule if limited duty is provided as a result of an on-the-job injury.. The firefighter shall agree to a schedule, a reasonable time in advance so that Management may plan his/her activities. If the limited duty schedule is less than a 56-hour week, the employee may use accrued PTO or CAT leave to make up the difference between their limited-duty schedule and regular schedule.
4. When a mutual work schedule is agreed to by the Firefighter and Chief, the Firefighter must fulfill that obligation to report and perform assigned duties for that period. Failure to do so may result in disciplinary action.

D. ON-THE-JOB INJURY

1. Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's Officer who will submit an Injury Report Form to Human Resources so that a worker's compensation claim can be filed.
2. Return to full and/or limited duty employment will be authorized on a case-by-case basis in consultation with the Fire Chief and the State Insurance Fund and/or the Idaho Industrial Commission and may require a fitness for duty medical review. An employee who is authorized to perform limited duty work while recovering from an on-the-job injury shall be required to accept the City's offer of any limited duty assignments that are within the employee's physical limitations.
3. State Insurance Fund (SIF) Income Benefits
 - a. To receive income benefits, the time lost from work (disability) must be authorized by an employee's treating physician. Income benefits are payable if an employee is disabled from work more than five (5) calendar days. Benefits are payable from the sixth day after disability unless the employee is hospitalized overnight, or a disability exceeds fourteen (14) days. Under these conditions, benefits are payable from the date of disability. The income benefit received depends on an employee's average weekly wage. Most injured workers will be 67% of their gross wage.
 - b. For an on-the-job injury, the City will supplement the difference between the benefits paid by SIF and the employee's gross pay for up to 10 months from the date of injury or until the employee is determined to be permanently partially or totally disabled, whichever is first. This supplemental payment will be made after the employee provides the payroll accountant with a photocopy of the check received by SIF. If an employee remains unable to return to duty after 10 months, the employee must use accrued CAT leave, if available, or PTO to make up the difference between the benefits paid by SIF and the employee's gross pay.

4. The City will continue to pay the employer portion of the medical benefits, provided the employee continues to pay the employee portion, and the employee's job will be protected as follows:
 - a. For an on-the-job-injury sustained while outside of an incident (such as in training or at the station), the City y will protect the employee's right to return to their position for up to 10 months from the date of injury or until the employee is determined to be permanently partially or totally disabled, whichever is first.
 - b. For an on-the-job injury sustained while enroute to or on-scene of an incident, the City will protect an employee's right to return to their position for up to 12 months from the date of injury or until the employee is determined to be permanently partially or totally disabled, whichever is first.

ARTICLE 26. JURY DUTY

Any Firefighter who is directed by proper authority to appear as a witness for the Federal Government, the State of Idaho, or a political subdivision thereof, or to attend court or other hearings in connection with his official duties, or to serve as a member of a jury, is not to be considered absent from duty. The wages of the Firefighter will be continued during such court or jury duty and the payment for such duty, earned only on a normal duty day, will be endorsed over to the City.

ARTICLE 27. PROMOTIONS

The City shall first seek to promote Firefighters from within. All Firefighters covered by the terms of this Agreement will be considered for promotion to vacant positions for which they apply and are qualified. The Union and Fire Chief will review promotional qualifications for each position established and recognized in the Agreement and must agree upon any recommended changes.

A. PROMOTIONAL PROCESS

1. All promotions to positions within the bargaining unit shall be made using a competitive promotional process, which provides notice and opportunity for qualified employees to apply for the position.
2. A candidate will not be eligible for promotion if on probation because of any disciplinary action.
3. Promoted employees shall receive a performance review by the Fire Chief at least twice during their first six (6) months of probation. Following such reviews, if the Fire Chief determines the employee's performance is unsatisfactory, the employee shall be returned to their former position and pay without prejudice nor loss of seniority.

B. TESTING SCHEDULE AND INTERVIEW PROCESS

1. Testing for entry-level Firefighter eligibility shall be at the discretion of the City. The process for hiring an entry-level Firefighter will begin immediately after receiving notice that a vacancy will occur.
2. Testing for Captain and Engineer eligibility shall be at the discretion of the City, but the promotional process will begin immediately when a vacancy occurs. The examination shall be announced sixty (60) days before testing.
3. It is expected that each member of the Department becomes qualified to operate in a swing-up status for the rank above the one currently held. If no promotional test is needed, the Department will offer a task book (with test) or a swing-up test to ensure the staffing needs for service delivery can be met. The swing-up list will remain indefinitely. Members on the list will be required to maintain benchmarks through training and the position readiness task book. The swing-up list is not a promotional list.
4. The testing process for all promotional exams will be determined by the Fire Chief and Union.. The Union President will be consulted when changes to the testing process are necessary due to extenuating circumstances.
5. Promotional lists will normally be maintained for two (2) years. There will be no provision to maintain a score from a previous promotional exam.

ARTICLE 28. WORKING OUT OF CLASSIFICATION

A Firefighter who has successfully passed a qualifying examination for a position above which he normally holds shall be paid the rate assigned to that position for the total hours worked at that classification.

Qualifying examinations will be offered whenever a promotional position is available, or a Firefighter possesses the certifications, training, and experience necessary to carry out the duties of that position.

No Firefighter will be assigned the responsibilities or the duties of a position above which he normally holds without that Firefighter possessing the certifications, training, and/or the experience necessary to carry out the duties of that position.

Temporary assignment will be made upon the recommendation of the Fire Chief.

This article shall not apply when the Firefighter working out of classification is doing so because of having "traded" a day or when working down a Firefighter for training purposes.

ARTICLE 29. DEMOTION NOT RELATED TO PERFORMANCE

For any demotion that is not a punitive action for performance, the demoted person shall have the first right of refusal to promotion to the previously held position for a period of two (2) years following the demotion.

ARTICLE 30. UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT

The City shall provide to all suppression personnel, uniforms that meet NFPA 1975 minimum requirements for station wear. Under this agreement the City shall provide an annual budget for this purpose which will be managed by the Fire Chief.

The City shall furnish and thereafter maintain respiratory apparatus, gloves, helmets, protective clothing, and other items necessary to preserve and protect the safety and health of firefighters. All protective clothing shall meet the standard, whether existing or promulgated during the term of this agreement, that provides the highest level of protection.

ARTICLE 31. NATIONAL GUARD OR MILITARY RESERVE DUTY

Any firefighter who is a member of the National Guard or any military reserve component of the Armed Forces of the United States (hereinafter the "Reservist") shall upon request be granted leave to attend required military duty. Leave will be requested as far in advance as possible so the Fire Chief can plan accordingly.

Such request will be in writing and will include the approximate beginning and concluding dates of duty, as well as the approximate travel time involved. The City shall pay the regular wages and benefits for any regularly scheduled shifts that coincide with the time the Reservist attends training. The Reservist shall return to work at the start of the next regularly scheduled shift after expiration of the last calendar day necessary to travel home from training or after the Reservist has had reasonable time to rest, not to exceed twelve hours. Any extension of time for rest will be requested by the employee in writing.

If the Reservist is deployed, he/she is deemed to be on a leave of absence and USERRA provides that returning service members are reemployed in the job that they would have attained, had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. The City shall make the employee whole regarding wages and pay the Reservist the difference between military pay and what the Reservist would have received from their normal salary. For service of less than thirty-one (31) days, health care coverage is provided as if the Reservist member had remained employed. Reservists performing military duty of more than thirty (30) days may elect to continue employer-sponsored health care for up to twenty-four (24) months; however, they may be required to pay up to one hundred two percent (102%) of the full premium. All pension plans shall be protected.

ARTICLE 32. ORGANIZED MEALS

Payments by Firefighters to an organized mess that are required of a Firefighter by his immediate superiors at the fire station, irrespective of whether the Firefighter leaves his assigned duty station during the normal twenty-four (24) hour shift and participates in the mess, are expenses directly and proximately related to the active conduct of the Firefighters trade

or business and are deductible. The City does not participate financially in a Firefighters organized mess program.

ARTICLE 33. DRUG FREE WORK ENVIRONMENT

The City is an alcohol and drug free work environment. The misuse of alcohol and/or unlawful use of controlled substances or abuse of prescription drugs may result in workplace accidents, absenteeism, substandard work performance and loss of productivity. The City and Union are also concerned with the adverse effect on the well-being of employees, their families, coworkers, and the public. All employees shall be informed of this policy within Rules and Regulations. The City shall utilize random drug testing which shall be unannounced and scheduled throughout the calendar year as provided in the City's employee work policy.

ARTICLE 34. GRIEVANCE PROCEDURES

Disputes or differences arising between the City and the Union and/or individual members of the Union as to the meaning or application of any provision of this agreement shall be settled in the manner provided herein. For this provision, such a dispute or difference shall be referred to as a "Grievance".

A. GRIEVANCE PROCEDURES

1. Step One – Grievances must be filed with the Union within forty-five (45) calendar days after the event giving rise to the grievance; or having been made aware of the grievance. The Union Grievance Committee, hereinafter referred to as Union, shall within fourteen (14) business days determine if the grievance has merit. If, in their opinion, the grievance does not have merit, no further action shall be necessary. If the employee wishes, he/she may then submit the grievance in writing to the Union body in which case the Union body may override the decision of the grievance Committee regarding the merits of the grievance.
2. Step Two – If it is the opinion of the Union that a valid grievance exists, the Union shall present the grievance in writing to the Fire Chief within the fourteen (14) business day timeframe. All parties to such discussions will make a good faith effort to resolve the grievance. The Fire Chief shall give his reply in writing within fourteen (14) business days.
3. Step Three – If the grievance has not been resolved in Step One or Step Two, the Union shall present the grievance in writing to the Mayor or designee within fourteen (14) business days after receiving the Fire Chief's written notice. All parties to such discussions will make a good faith effort to resolve the grievance. The Mayor or designee, thereafter, shall give a reply in writing within twenty (20) business days.

B. APPEAL PROCEDURES

1. The grievance committee may appeal the Mayor or designee's decision in writing to an arbitration board. Said appeal shall be filed in writing with the Clerk within five (5)

business days from the date the Mayor or designee's written decision is submitted to the Union. The arbitration board shall be appointed as follows:

- a. At the time of filing its notice of appeal, the grievance committee shall notify the City in writing of the appointment of its arbitrator who shall not be a member of the Union.
- b. The City shall, by written notice within five (5) business days after receipt of such written notice from the grievance committee, notify the grievance committee of the appointment of its arbitrator who shall not be an elected official or an employee of the City.
- c. The two arbitrators so appointed shall, by written notice within five (5) business days of the appointment of the second arbitrator, notify the grievance committee and the City of their appointment of the third arbitrator who shall serve as chairperson of the arbitration board. Notice of such appointment shall be signed by both arbitrators.
- d. If a third arbitrator cannot be agreed upon, appointment of arbitrators shall be made by requesting a list of 7 regional arbitrators (within 200 miles) from Federal Mediation and Conciliation Services (FMCS). The two appointed arbitrators shall attempt to agree on the third impartial arbitrator. If an agreement cannot be made, the names of the neutral arbitrators will be struck from the list with the City's representative striking first.

C. ARBITRATION HEARING

1. Upon the appointment of three (3) arbitrators as herein above provided, said arbitrators shall hold an arbitration hearing at the time and place selected by them, but such hearing shall be held within ten (10) business days from the date of the selection of the third arbitrator. At the hearing, the laws of evidence of the State of Idaho shall apply and the hearing shall be conducted pursuant to the provisions of Title 7 Chapter 9 of Idaho Code and the terms and conditions of this Agreement.
2. The award of the majority of the arbitrators shall be rendered in writing and written notice, signed by the majority, shall be mailed to both the Union and the City within five (5) business days following the completion of the hearing. The award shall be binding upon the parties hereto and an order so stating may be entered upon the records of any court having competent jurisdiction, provided, however, that each party hereto shall retain the right to appeal as provided in the provisions of Title 7 Chapter 9 of the Idaho Code.
3. Costs of arbitration shall be borne equally by the City and the Union; that is, each shall be responsible to pay for the expenses of the arbitrator selected by it, one-half (½) of the expenses of the third arbitrator, and one-half (½) of the expenses of each arbitration proceeding.

ARTICLE 35. IMPASSE

In the event of an impasse during negotiations, all parties to this Agreement do hereby agree to the appointment of a fact-finding commission as provided in Idaho Code 44-1806 and that

said commission may rule only on articles of the contract which are being arbitrated. In addition, all parties agree to accept the findings handed down by said fact finding commission as final and binding to all parties to this Agreement.

ARTICLE 36. POLITICAL ACTIVITY

All Firefighters have the freedom of choice and expression in politics and no inquiry will be made regarding political affiliations. Firefighters are encouraged to exercise their right to vote and, as citizens, have definite rights including:

1. Freedom to belong to a political organization.
2. Right to make voluntary contributions to political parties or individuals.
3. Right to attend political gatherings.

In each of the above rights, it must be understood that such participation by a Firefighter is strictly a personal participation, and no one is entitled to store political materials in City facilities or connect the City with any political activity or function.

No political picture, sticker, badge, or button may be displayed on City equipment or buildings. The display of political preference badges on one's person during work hours is prohibited.

Firefighters shall not use their employment with the City to further the cause of any political party or candidate for nomination or election to political office.

Firefighters shall not engage in any political activities during their hours of work.

ARTICLE 37. TRAINING

The City recognizes its employees' commitment and encourages all employees to attend training. All employees shall be provided appropriate training opportunities to promote career development through Fire, Rescue, and EMS training offered locally, regionally, or nationally. Employees attending training that is required by the Fire Chief will do so on paid time.

APPENDIX A. GRIEVANCE FORM

LOCAL 2319 FIREFIGHTERS
GRIEVANCE FORM

EMPLOYEE NAME: _____

GRIEVANCE PRESENTED TO: _____

STATEMENT OF GRIEVANCE (state facts, witnesses, etc.)

See attachment for further information.

VIOLATION (policy, article, working condition, etc.)

See attachment for further information.

REMEDY OR CORRECTIVE ACTION REQUESTED

See attachment for further information.

Employee Signature

Date

Union Representative Signature

Date

Party Receiving Grievance Signature

Date

APPENDIX B. SALARIES

The City and the Union agree that the attached Pay Scale for the Firefighters covered under this Agreement shall be the pay scale adopted, effective October 1, 2024.

The City will provide Cost of Living Adjustments (COLAs) in accordance with approval of the annual budget adoption process by the legislative body, effective January 1, 2026, and January 1, 2027.

For City of Sandpoint:


For Local 2319:

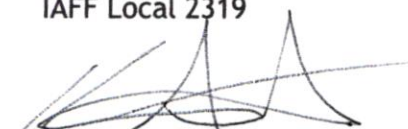
Jeremy Grimm
Mayor

Date

Lucas Bloxsom
Vice President
IAFF Local 2319

Date


8/29/24


Kevin Amorebieta
Lead Negotiator
IAFF Local 2319

8-29-24

Date

City of Sandpoint Salary Schedule - Fire

Rank/Title	Grade	STEP =									
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
Captain	3	\$26.55	\$27.08	\$27.62	\$28.17	\$28.74	\$29.31	\$29.90	\$30.50	\$31.11	\$31.73
Engineer	2	\$23.70	\$24.18	\$24.66	\$25.16	\$25.66	\$26.17	\$26.70	\$27.23	\$27.77	\$28.33
Firefighter/Probationary *	1	\$21.17	\$21.59	\$22.02	\$22.46	\$22.91	\$23.37	\$23.84	\$24.31	\$24.80	\$25.29

***Probationary Firefighter starts at Grade 1 Step 1. On completion of 1 year and probationary task manual a Probationary Firefighter will be promoted to a Firefighter Grade 1 Step 2**

- 12% Increase - Grade/Promotional
- 2% Increase - Steps
- 20% Full range width



AGENDA REPORT

City Council Meeting

TODAY'S DATE: August 19, 2024

MEETING DATE: September 04, 2024

TO: City Council

FROM: Cheryl Hughes, Central Services Director

SUBJECT: Approve First amendment to A23-3100-11 to Woods Crushing and Hauling Inc for On-Call Snow Removal Services

DESCRIPTION/BACKGROUND:

The City released RFP 23-3100-2 on August 17, 2023 with a response deadline of September 05, 2023. Proposals were received from Peak Sand & Gravel, Inc. and Woods Crushing and Hauling, Inc. Wood's Crushing & Hauling, Inc. was awarded the contract in the amount of \$74,000 for the first year of service. Contract A23-3100-11 allowed for an additional one year renewal and this First Amendment is to enter into that additional one year on-call snow removal services. The initial contract amount was \$74,000 and this First amendment increases the contract amount an additional \$74,000 for a revised Not To Exceed contract price of \$148,000.

The snow removal services assist the City in snow removal on public streets, public parking lots, public pathways, and sidewalks adjacent to City property.

STAFF RECOMMENDATION:

Staff recommends City Council approve the First Amendment to A23-3100-11 to Wood Crushing and Hauling, Inc. for on-call snow removal services for a not to exceed contract price of \$148,000.

ACTION:

City Council to approve the First Amendment to A23-3100-11 to Wood Crushing and Hauling, Inc. for on-call snow removal services for a not to exceed contract price of \$148,000.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? This additional \$74,000 is included in the FY 2025 budget approved by City Council

ATTACHMENTS:

A23-3100-11 – Woods Crushing and Hauling Inc

A23-3100-11 – First Amendment – Wood Crushing and Hauling Inc

No: 24-
Date: September 4, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: FIRST AMENDMENT TO CONTRACT WITH WOODS CRUSHING AND HAULING INC. (CITY AGREEMENT #A23-3100-11)

WHEREAS: Seeking snow removal services to assist the City in removing snow from public streets, public parking lots, public pathways, and sidewalks adjacent to City property, the City released RFP 23-3100-2 on August 17, 2023, with a response deadline of September 5, 2023;

WHEREAS: Proposals were received from Peak Sand & Gravel, Inc., and Woods Crushing and Hauling, Inc., with Woods Crushing & Hauling, Inc., awarded the contract in the amount of \$74,000 for the first year of service;

WHEREAS: City Agreement #A23-3100-11 allowed for an additional one-year renewal, with a First Amendment to the Agreement recommended by City staff, providing that the City will contract with Woods for an additional year of on-call snow removal services; and

WHEREAS: With the initial contract amount of \$74,000, and the First Amendment increasing the amount an additional \$74,000 for the coming year, the revised not-to-exceed contract amount will total \$148,000.

NOW, THEREFORE, BE IT RESOLVED THAT: The First Amendment to Contract with Woods Crushing and Hauling, Inc. (City Agreement #A23-3100-11), is hereby approved.

BE IT FURTHER RESOLVED THAT: On behalf of the City, the Mayor or authorized designee, 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, is authorized to execute this agreement amendment, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk

**Agreement No. A23-3100-11
First Amendment**

**FIRST AMENDMENT TO CONTRACT BETWEEN THE CITY OF SANDPOINT AND
WOODS CRUSHING AND HAULING INC**

This First Amendment to Agreement No. A23-3100-11 between the City of Sandpoint and Woods Crushing and Hauling, Inc., a State of Idaho Corporation is made and entered into this 04th day of September, 2024 by and between the City of Sandpoint (hereinafter called "CITY") and Woods Crushing and Hauling, Inc. (hereinafter called "CONTRACTOR").

WHEREAS, the CITY and CONTRACTOR entered into an agreement to provide on-call snow removal services, and

WHEREAS, CONTRACTOR represents that CONTRACTOR has the expertise and is qualified to perform the services described in the Agreement, and if required, is duly registered under the laws of the State of Idaho.

NOW THEREFORE, the parties agree as follows:

1. **Section 4 – INSURANCE**, first sentence, shall be omitted and replaced with the following: "At all times material hereto, the CONTRACTOR shall keep and maintain a policy or policies insurance covering losses resulting from general liability, personal injury and property loss, in amounts no less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate, for any losses sustained as a result of performance of its duties and responsibilities under this Agreement, naming the CITY and Owner of the PROPERTY, as applicable, as an additional insured on each such policy or policies of insurance."
2. **Section 6.1 - PRICE AND PAYMENT**, of the original agreement shall be amended to increase the not to exceed amount of \$74,000 an additional \$74,000, for a revised total, not to exceed amount of \$148,000.
3. **Section 7 – TERM**, shall be amended to include the additional one year renewal as outlined in the original agreement and agreement shall terminate March 31, 2025.
4. **Exhibit B – Fee Schedule**, shall be amended as follows:

a. Wheel Loader and bucket with operator: CAT 970F 5CY:	QTY 1 - \$175.00/hour
b. Dump truck 12CY w/operator: Peterbilt 12CY:	QTY 10 - \$155.00/hour
c. Motor Grader w/operator: John Deere 772 GP 14'blade	QTY 1 - \$170.00/hour
d. Snow plow w/operator (4 wheeler based or bobcat): CAT 262 D Skidsteer:	
i. Bucket	QTY 1 - \$110.00/hour
ii. Snowblower	QTY 1 - \$130.00/hour
e. Snow plow w/operator (sump truck based) – greater than 1 ton:	
i. Ford F550 with sander:	QTY 1 - \$160.00/hour
ii. Bulldozer (D8 or equivalent) w/operator: CAT D8R	QTY 1 - \$275.00/hour

CITY makes no guarantee entire Agreement Price will be expended during the term of this Agreement.

5. All other terms and conditions remain in full force and effect.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers thereunto duly authorized.

CITY OF SANDPOINT:

WOODS CRUSHING AND HAULING:

Jeremy Grimm
MAYOR

DATE

Signed by:

Scott Wood

8/19/2024

E7C416F58AD847F...

Scott wood

DATE

Manager

AGREEMENT FOR ON CALL SNOW REMOVAL SERVICES BETWEEN THE CITY OF SANDPOINT AND WOODS CRUSHING AND HAULING INC

This Agreement is made and entered into this 01st day of October, 2023, by and between the City of Sandpoint, a public body corporate and politic (hereinafter the "CITY"), and Woods Crushing and Hauling, Inc., a State of Idaho Corporation, (hereinafter called the "CONTRACTOR"). The CITY and the CONTRACTOR are sometimes referred to herein as a "party" or "parties."

RECITALS

WHEREAS, the CONTRACTOR represents that CONTRACTOR has the expertise and is qualified to perform on-call snow removal services, as provided for in this Agreement; and

WHEREAS, the CITY and the CONTRACTOR have determined it is in their mutual interest to enter into this Agreement for the provision of such on-call snow removal services within the CITY, subject to the terms and conditions provided herein.

NOW THEREFORE, the CITY and the CONTRACTOR, in consideration of the payments, covenants and conditions hereinafter set forth, hereby agree as follows:

1. DESCRIPTION OF SERVICES

1.1 The CONTRACTOR shall provide on-call snow removal Services as described in Exhibit A, Scope of Services, and perform and complete all such services in a manner satisfactory to the CITY. Approval of the work performed by the CONTRACTOR shall be made by the City's authorized designee, who shall oversee this Agreement on behalf of CITY. All services required under this Agreement shall be performed by the CONTRACTOR, or under the CONTRACTOR'S direct supervision, and all personnel shall possess the qualifications, permits, and licenses required by State and/or Local law to perform such services. The CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in

performing services required by this Agreement, and for compliance with all reasonable performance standards established by the CITY.

1.2 The CONTRACTOR shall not accept any change to the scope, or change in provisions if this Agreement, unless issued in writing, as an amendment or change order by the CITY.

1.3 The CONTRACTOR agrees to possess a CITY Business License as required by Title 3 of City Code, prior to commencement of any services under the term of this Agreement and maintain such license throughout the term of the Agreement. The CONTRACTOR further agrees to keep and maintain any and all required local, state, and federal licenses and/or certifications to perform work and provide services as described within this Agreement. If requested, the CONTRACTOR shall provide written proof of such licenses and/or certifications to the CITY for all times when it is performing services under this Agreement.

2. SUPERVISION OF PERSONNEL AND SUBCONTRACTORS

2.1 The CONTRACTOR warrants that nothing contained in this Agreement shall be construed as creating an employment relationship between the CONTRACTOR, or any of its employees, agents or assigns and the CITY, it being understood by the parties that each employee, agent or assign of the CONTRACTOR providing services hereunder shall at all times relevant to this Agreement be and remain an employee, agent or assign of the CONTRACTOR, which shall be exclusively responsible for providing all compensation, benefits, payment of and reporting of all employment or income taxes, if any, insurance, discipline, supervision, and direction for each such individual during the full term of this Agreement.

2.2 Use of Subcontractors is not allowed under this Agreement.

3. INDEMNIFICATION

The CONTRACTOR shall defend, indemnify and hold the CITY, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise as a result of and which are caused by the CONTRACTOR'S wrongful acts or omissions in the performance

of its duties under this Agreement. This indemnification does not apply when such claims, damages, and liabilities are the result of negligent acts, errors, omissions or fault on the part of the CITY, its officials, officers, employees, agents or assigns. Nothing contained in this indemnification provision shall waive, in any manner, the limits of liability provided to the CITY specified in Idaho Code §6-901 through 6-929, known as the Idaho Tort Claims Act.

4. INSURANCE:

At all times material hereto, the CONTRACTOR shall keep and maintain a policy or policies of insurance covering losses resulting from general liability, personal injury and property loss, in amounts no less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate, for any losses sustained as a result of performance of its duties and responsibilities under this Agreement, naming the CITY as an additional insured on each such policy or policies of insurance. The CONTRACTOR shall provide the CITY with proof of such insurance for the entire term of this Agreement. The CONTRACTOR shall also keep and maintain an automobile insurance policy or policies for each of its employees, in the same amounts stated above, insuring against losses related to operation of its vehicles in performance of its duties under this Agreement, naming the CITY as an additional insured on each such policy or policies. All employees of the CONTRACTOR are deemed its employees only, and CONTRACTOR shall be responsible for carrying proper Workers' Compensation coverage on any such employees. Proof of automobile insurance coverage and Workers' Compensation coverage shall also be provided to the CITY for the entire term of this Agreement.

CONTRACTOR shall keep and maintain a Professional Liability: Errors and Omissions in amounts no less than \$1,000,000.00 for any losses sustained as a result of performance of its duties and responsibilities under this Agreement, naming the CITY as an additional insured on each such policy of insurance.

5. PROJECT APPROVAL AND DOCUMENTATION

5.1 All services performed by the CONTRACTOR shall be reviewed and approved by the City's authorized designee to determine acceptable completion.

5.2 All equipment, materials, parts, and other components incorporated in the work or services performed pursuant to this Agreement shall be of the most suitable grade for the purpose intended. All work shall be performed in a skilled and workmanlike manner.

6. PRICE AND PAYMENT

6.1 The CITY shall pay the CONTRACTOR a not to exceed amount of **\$74,000.00 (Seventy Four Thousand Dollars)** for the completion of all services described within this Agreement. This not to exceed amount shall include all costs or expenses incurred by the CONTRACTOR in performance of its services under this Agreement.

6.2 The CONTRACTOR shall submit an itemized invoice on a monthly basis of services performed under this Agreement as outlined in Exhibit B, Fee Schedule, which shall be paid no sooner than thirty (30) after receipt by the CITY.

7. TERM

The term of this Agreement is one (1) year commencing October 01, 2023 with an option for one, one (1) year renewal with pricing, terms, and conditions agreed upon by both parties and entered into via an Amendment to this Agreement. The Term is based on continued program funding in subsequent fiscal years beginning with Fiscal Year 2024/2025.

8. TERMINATION

8.1 The CITY or CONTRACTOR may terminate this Agreement for its sole convenience with ten (10) days' written notice. Upon termination, the CONTRACTOR shall immediately cease any and all work and surrender to the CITY any and all finished or unfinished documents, processes, programs, and any other supplies or materials, which shall immediately become the property of the CITY. As compensation in full for services performed to the date of such termination, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date, as agreed upon and negotiated by both parties but in no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

8.2 Should the CITY determine that the CONTRACTOR has failed to supply an adequate work force to provide services of satisfactory quality, or has failed in any other respect to perform the services or any of its obligations under this Agreement, then the CITY shall give written notice to CONTRACTOR, specifying all such defaults, to be remedied within ten (10) days from the date of such notice. If, after ten (10) days, the CONTRACTOR has failed to implement appropriate corrective measures, the CITY may elect to terminate this Agreement.

8.2.1 In the event the CITY terminates this Agreement as provided for in this Section 8.2, the CONTRACTOR shall immediately cease any and all work and surrender to the CITY any and all finished or unfinished documents, processes, programs, and any other supplies or materials within fifteen (15) working days after notice of termination which shall immediately become the property of the CITY. As compensation in full for services performed to the date of such termination, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date, as agreed upon and negotiated by both parties but in no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

8.2.2 In the event the CITY terminates this Agreement as provided for in Section 8.2, it may seek any other remedies available to it in law or equity arising out of the CONTRACTOR'S failure to fully perform all of its obligations hereunder.

9. COMPLIANCE WITH LAW/VENUE

The CONTRACTOR shall comply with all federal, state, and local laws governing performance of its obligations under this Agreement. The jurisdiction/venue for any action arising out of performance of this Agreement, or interpretation of its terms and conditions, shall be in the District Court in the First Judicial District of the State of Idaho, Bonner County.

10. NON DISCRIMINATION

10.1 The CITY, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4), and associated regulations, as well as Sandpoint City Code, hereby notifies the CONTRACTOR and any subcontractor that it shall not discriminate against any applicant or employee on the grounds of race, color, national origin, or sex, sexual orientation, or gender identity/expression.

10.2 The CONTRACTOR and any subContractors shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity/expression, age or national origin.

11. SUPERSEDING AGREEMENT AND SEVERABILITY

This Agreement supersedes and replaces any pre-existing written or verbal agreements between these parties. If any provision of this Agreement is held to be unenforceable, such provision shall be excluded without affecting the remaining terms and provisions contained herein.

**EXHIBIT A
SCOPE OF SERVICES**

Services performed by CONTRACTOR under the terms of this Agreement include:

CONTRACTOR to be available to perform snow removal services from approximately November 01 and March 01 within the City's jurisdictional limits on public streets, public parking lots, public pathways, and sidewalks adjacent to City property, as well as private property as specified by the CITY. Actual snow removal services are performed based upon unpredictable weather conditions that may occur at any time of day and any day of the week and go beyond the typical March 01 date noted above or begin prior to the typical November 01.

On-Call Snow Removal Services to include three general categories of service:

- (a) hauling of snow to CITY designated locations for storage, including private property as specified by the CITY;
- (b) snow plowing of parking lots;
- (c) snow plowing of pathways and/or sidewalks; and/or
- (d) snow plowing of city streets.

All operators employed by the Contractor providing services for the City must possess a valid driver license and a CDL in the State of Idaho, as applicable by law, and be equipped with a radio capable of communicating with City operators.

City shall contact the following CONTRACTOR staff for service:

Scott Wood – (208) 290-6920
Brian Wood – (208) 290-3469

**EXHIBIT B
FEE SCHEDULE**

Fee for services as described in Exhibit A, Scope of Work, is as follows:

Equipment type, make, model, and quantity available to CITY and hourly rate is as follows:

- | | |
|--|---------------|
| 1. Wheel Loader and bucket with operator: CAT 970F 5 CY: Qty 1 - | \$170.00/hour |
| 2. Dump truck 12 CY with operator: Peterbilt 12 CY Qty 10 - | \$150.00/hour |
| 3. Motor Grader with operator: John Deere 772 GP 14'blade Qty 1 - | \$165.00/hour |
| 4. Snow plow with operator (4 wheeler based or bobcat): Cat 262 D Skidsteer: | |
| a. Bucket Qty 1 - | \$105.00/hour |
| b. Snowblower Qty 1 - | \$125.00/hour |
| 5. Snow plow with operator (dump truck based) – greater than 1 ton: | |
| Ford F550 with sander: Qty 1 - | \$155.00/hour |
| 6. Bulldozer (D8 or equivalent) with operator: CAT D8R Qty 1 - | \$270.00/hour |

CITY makes no guarantee entire Agreement Price will be expended during the term of this Agreement.



TODAY'S DATE: 8-14-2024

MEETING DATE: 9-4-2024

TO: MAYOR AND CITY COUNCIL

FROM: Heather Upton, Arts and Historic Preservation Planner

SUBJECT: Request to Approve the Mural Application for Mural titled: *Northwest Landscape*

DESCRIPTION/BACKGROUND:

On August 13, 2024, David Keyes' mural application was presented to the Sandpoint Arts, Culture, and Historic Preservation Commission by staff liaison Heather Upton. According to Sandpoint City Code 9-6-15, H, all mural requests must be reviewed by the Arts Commission and the planning administrator. Their recommendations are then forwarded to the City Council for approval on the Consent Calendar.

The proposed mural, titled *Northwest Landscape*, will be painted by Eric Donenfeld on the wall facing Division Street of the Division Mini Storage Building, which is owned by Eric and Corey Donenfeld. Following a thorough discussion at the ACHP Commission Meeting, a motion was made recommending the approval of the mural.

STAFF RECOMMENDATION:

Staff recommends City Council approve the Mural Application *Northwest Landscape*, which has been approved by Jason Welker, Planning Administration and recommended for approval by the Arts, Culture and Historic Preservation Commission.

ACTION:

Move to approve the Mural Application submitted by David Keyes for the Mural *Northwest Landscape*.

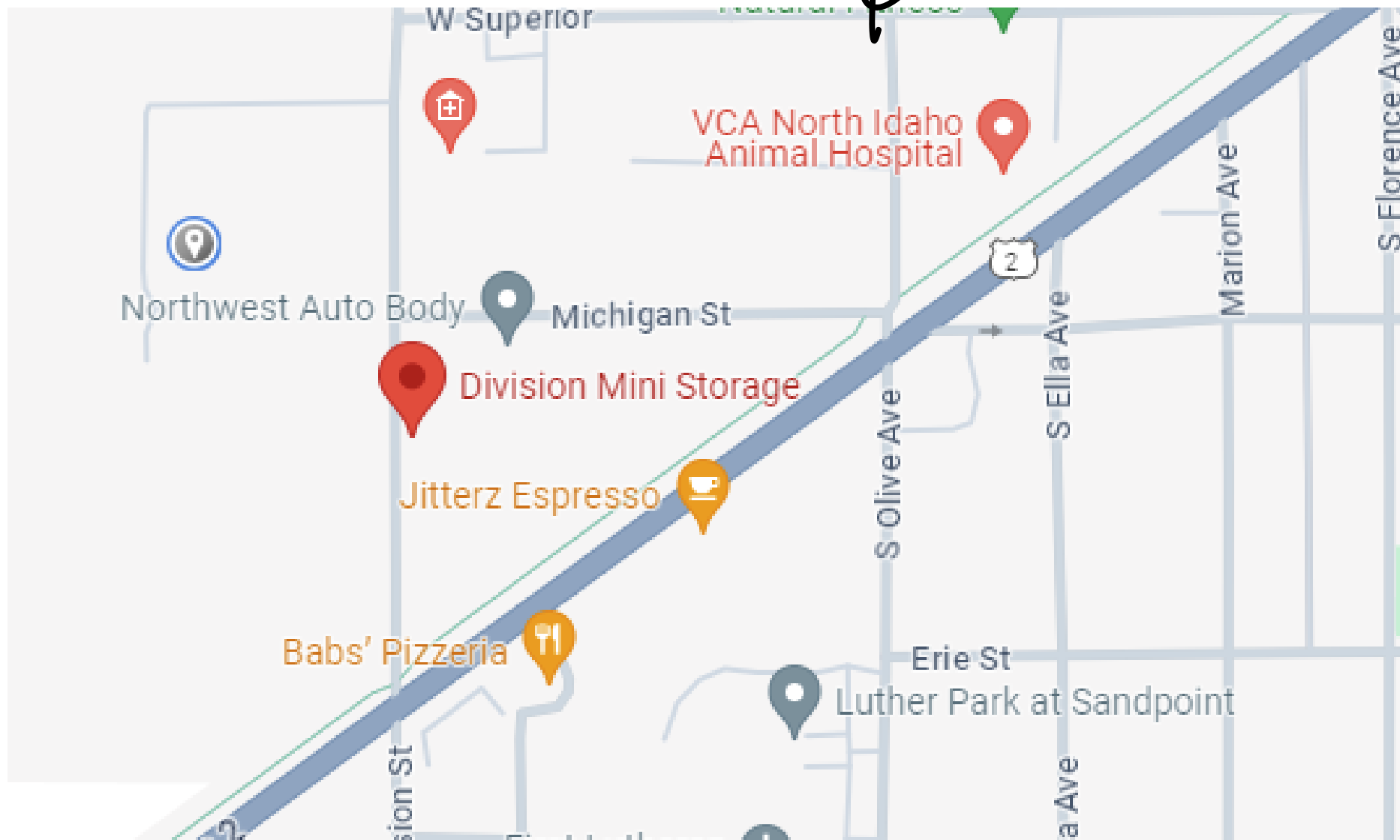
WILL THERE BE ANY FINANCIAL IMPACT? HAS THIS ITEM BEEN BUDGETED?

No and N/A

ATTACHMENTS:

1. Mural titled *Northwest Landscape* Presentation

Mural Application- Division Mini Storage



Mural Application



Applicant: David Keyes

Business and location:
Division Mini Storage

Building Owners: Eric and
Cory Donenfeld

Mural Artist: Eric Donenfeld

Division Mini Storage

No: 24-
Date: September 4, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ACCEPTING THE RECOMMENDATION TO PERMIT A MURAL ON THE WALL OF DIVISION MINI-STORAGE BUILDING ON DIVISION AVENUE

WHEREAS: City Code 9-6-4 defines a mural as a pictorial display without advertising copy on the exterior wall of a building;

WHEREAS: City Code 9-6-15-H provides that all requests for murals shall be reviewed for recommendation to City Council for approval on the Consent Calendar; and

WHEREAS: On August 13, 2024, an application for a mural on the west-facing wall of the Division Mini-Storage building on Division Avenue, titled *Northwest Landscape*, was received from David Keyes and presented to the Sandpoint Arts, Culture, and Historic Preservation (ACHP) Commission, with the Commission voting to recommend approval to City Council.

NOW THEREFORE BE IT FURTHER RESOLVED THAT: The Sandpoint City Council accepts the recommendation of the ACHP Commission and approves David Keyes' proposed *Northwest Landscape* mural on the west-facing wall of the Division Mini-Storage building on Division Avenue.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk



Staff Report

To: City Council
Prepared by: Daren Fluke, Interim City Planner
Report: August 27, 2024
Meeting: September 4, 2024
Item: PS24-0002 - Turnstone Subdivision – Preliminary Plat
Applicant: Double Penny Partners LLC / Norris Boyd

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

1) Introduction and Background

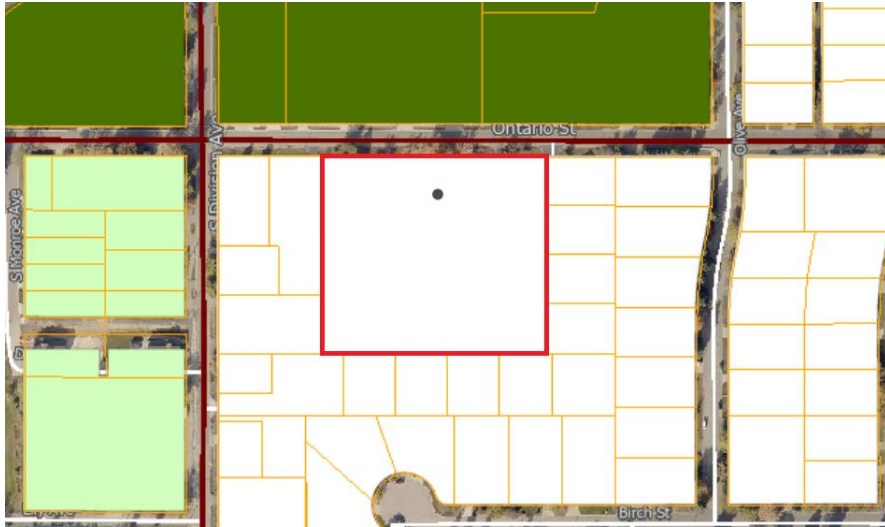
Double Penny Partners is requesting approval of a preliminary plat to subdivide a 3.48-acre parcel into eight (8) single-family residential lots ranging in size from 14,333 square feet to 20,667 square feet. The property is located at 1207 Ontario Street on the south side of Ontario approximately 200' east of Division Ave (Figure 1). The proposed lots will gain frontage and access from Turnstone Lane, a new public street 32' in width within a 60' right-of-way including curb, gutter, and sidewalk on both sides of the streets. The property lies within the Residential Single Family (RS) Zone and is bounded by Commercial C (CC) to the north and Mixed Use Residential (MUR) to the west on the west side of Division Ave. (Figure 2).



Preliminary plats set forth the basic information for the Planning & Zoning Commission and the City Council to determine if the proposed subdivision complies with the applicable requirements of the Sandpoint City Code and Idaho Statutes. Upon approval of a preliminary plat by City Council, a permit for public infrastructure

improvements may be issued and once complete and accepted by the city, a final plat may be approved by City Council and recorded. A final plat is necessary to create and sell new lots and no building permits may be issued prior to the recordation of the final plat.

The Planning and Zoning Commission heard the application on July 10, 2024, and voted recommend approval to the Council by a 3-2 vote.



- Zoning
- Zone
- Commercial A - CA
 - Commercial B - CB
 - Commercial C - CC
 - Industrial Business Park - IBP
 - Industrial General - IG
 - IBP uses also allowed (subject to design standards)
 - Industrial Technical Park - ITP
 - Residential Multifamily - RM
 - Rural Residential - RR1
 - Residential Single Family - RS
 - Mixed Use Residential - MUR

Figure 1 – Zoning Map

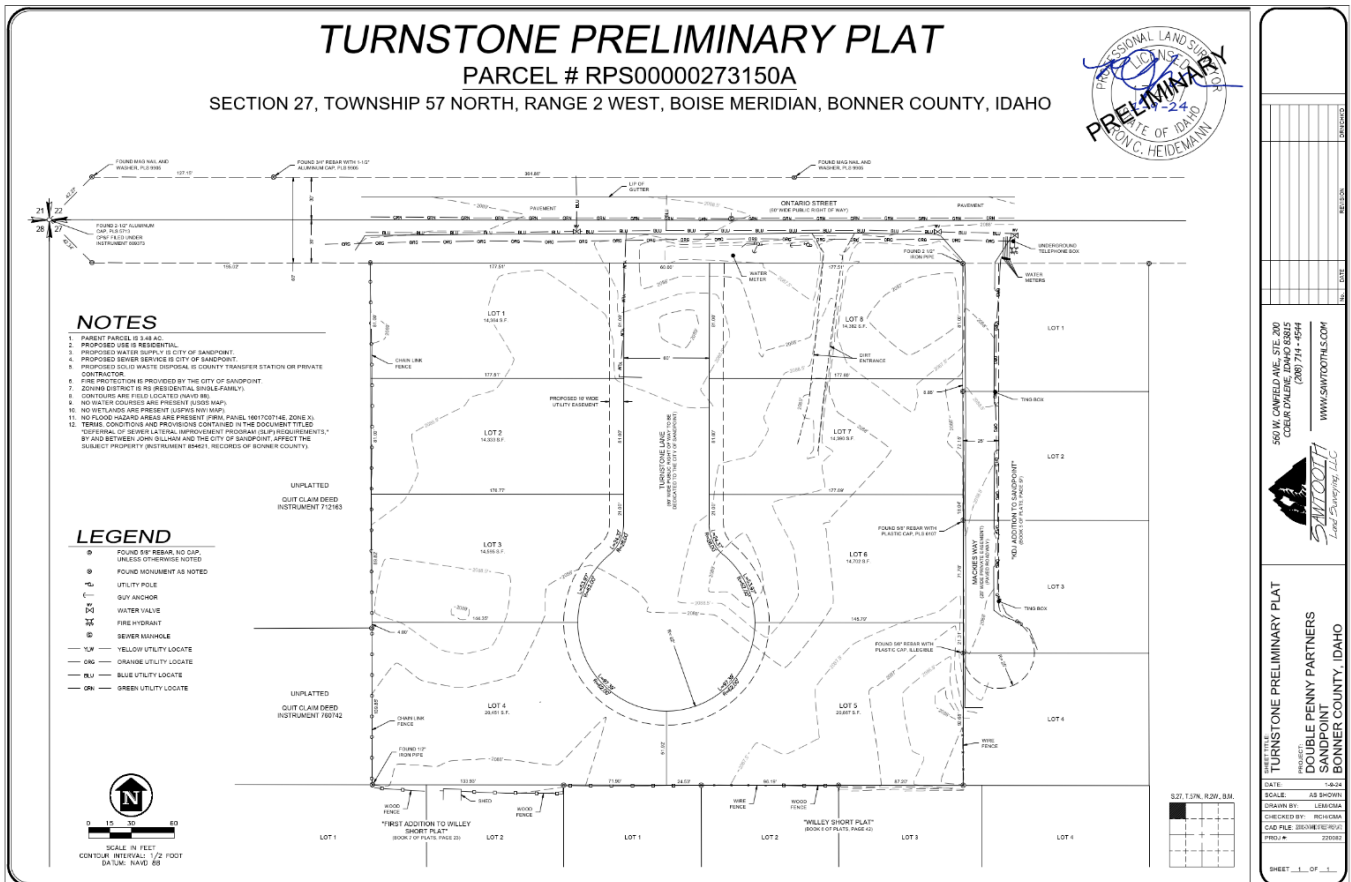


Figure 2 - Preliminary Plat

2) Agency Comments

Per Idaho Code and Sandpoint City Code, all applicable jurisdictions and agencies have been notified of the proposal including, but not limited to:

REVIEWING DEPARTMENTS & AGENCIES:				
City of Sandpoint	Local Agencies & Districts	State & Federal	Bonner County	Other
<input checked="" type="checkbox"/> Building <input checked="" type="checkbox"/> Fire Marshal <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> City Engineer <input checked="" type="checkbox"/> Operations	<input checked="" type="checkbox"/> Independent Highway District <input checked="" type="checkbox"/> Pend Oreille School District <input checked="" type="checkbox"/> Panhandle Health District <input checked="" type="checkbox"/> City of Dover <input checked="" type="checkbox"/> City of Ponderay	<input checked="" type="checkbox"/> ID Dept. Lands <input checked="" type="checkbox"/> Environmental Quality <input checked="" type="checkbox"/> ID Transportation Dept. (ITD) <input checked="" type="checkbox"/> USACE <input checked="" type="checkbox"/> ID Water Resources	<input checked="" type="checkbox"/> Surveyor <input checked="" type="checkbox"/> Sandpoint Airport <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> BC EMS <input checked="" type="checkbox"/> Commission	<input checked="" type="checkbox"/> Avista Utilities <input checked="" type="checkbox"/> Northern Lights <input checked="" type="checkbox"/> Utility/Service Providers <input checked="" type="checkbox"/> BNSF Railroad
X = Request for review/comments sent to department or agency.				

At the time of this report draft, the city has received three (3) agency responses to the application, which can be found [here](#). Any additional comments received will be forwarded to the Planning and Zoning Commission.

Staff response to comments:

Agency comments have been included in the conditions of approval where appropriate.

3) Preliminary Plat Requirements

Title 10, Chapter 1 establishes the subdivision and new development standards and regulations for preliminary plats. **Section 10-1-C.1** establishes the required elements to be shown on a proposed preliminary plat.

Findings: All relevant requirements of §10-1-C are present on the preliminary plat and/or within the application materials.

Section 10-1-5 requires connection to city water and sewer mains, **Section 10-1-6** establishes the specific requirements for the design and construction of streets and **Section 10-1-7** establishes the general requirements for other required utilities and improvements.

Findings: The preliminary plat and application materials generally show compliance with the required improvements and the conditions of approval require construction of all required improvements prior to the approval of the final plat.

4) Conformance with existing plans, policies, and regulations

A. 2009 Sandpoint Comprehensive Plan

Section 10-1-1 requires that new developments are "...consistent with community's vision, goals and policies found with the comprehensive plan...". This application was submitted prior to the adoption of the new comprehensive plan; therefore, it is subject to the provisions of the 2009 Sandpoint Comprehensive Plan. In particular, Chapter 3-Community Design encourages growing housing stock within the city (as opposed to the AOI) where urban services are readily available; Chapter 4-Land Use, which designates the property as Context Area 2 (CA-2) and envisions efficient land use and development of single-family dwelling lots proximate to existing, similar neighborhoods; and Chapter 5-Housing, which supports the infill of vacant or underdeveloped properties with additional housing.

Findings:

The property proposed for development is completely surrounded by single family dwellings with direct

access to Ontario Street. It has good proximity to parks and transit service, both less than a mile away and both walkable and bikeable to large portions of the city, a broad mix of commercial services, and will increase the overall availability of single-family dwellings with the city limits. The proposed project is not in conflict with the provisions of the 2009 Sandpoint Comprehensive Plan.

B. Multimodal Transportation Master Plan

City Code, Title 10, Section 6 requires conformance with the Transportation Plan and provides that streets shall be designed in accordance with the development standards of the city of Sandpoint. The Multimodal Transportation Master Plan (MTMP) adopted in 2021 provides vision, goals, and objectives against which developments can be evaluated. The Urban Area Transportation Plan (UATP) serves as the current standards, specific to access management and traffic analysis. The relevant goals, objectives, and standards for which a subdivision should be evaluated are noted below, with staff review noted in the **Findings Section**.

MTMP Goal 1. Provide a balanced approach to mobility. Objectives:

- Improve and enhance safety and traffic circulation and preserve an acceptable level of service (LOS) at intersections; strive to maintain a LOS of D or better for peak hour traffic at intersections on City streets.
- Limit the number of approaches onto collectors and arterials in order to minimize safety conflicts between modes and preserve the function of the multimodal corridor.
- Continue to require compliance with roadway access management standards as part of land use application approval process.

Findings: The subdivision creates one new approach onto Ontario Street. 10-1-6-A determines requirements for public streets. The proposed preliminary plat appears to comply with all relevant requirements and compliance will be ensured through the review of the construction plans.

MTMP Goal 2. Provide a walkable and bikeable network throughout the community. Objectives:

- Continue to enhance the walkability and bike-ability of not only Downtown, but also the entire community and improve walking and bicycling routes throughout the community.
- Continue to require development proposals to provide complete streets in a manner consistent with design standards, as applicable.

Findings: The subdivision is creating a new public street as a 60 foot right of way, which, when constructed, will have a 5-foot sidewalk on each side that extends to Ontario Street. The preliminary improvement plans also include a mid-block crosswalk to connect to the existing sidewalk on the north side of Ontario.

MTMP Goal 4. Support a resilient, livable, and sustainable multimodal system. Objectives:

- Consider the long-term functionality and maintenance obligations when developing right-of-way design standards and through the subdivision approval process.
- Require compliance with adopted street design standards.

Findings: The subdivision will provide a 60-foot right-of-way, meeting City design standards.

MTMP Goal 8. Proactively plan for an increase in demands Objectives:

- Continue to implement requirements for traffic analyses and mitigation measures resulting from private development and changes in use.
- With new development projects, encourage the design and construction of local streets to improve multimodal connectivity and safety; encourage well-connected, grid type street patterns with new development.

Findings: Using the ITE Trip Generation Manual (11th Edition), the development is anticipated to contribute 75 average daily trips. City code 10-1-6-A-18 requires a traffic study only for developments that contribute more than 300 average daily trips.

C. Urban Area Transportation Plan

Appendix E - Developer Packet

Provides a checklist for ensuring design coherence with urban area development standards.

Findings: Complete compliance with the UATP will occur with engineering review and permits for construction of Turnstone Lane.

Appendix G - Access Management Policy

Access management is the proactive management of vehicular access points to land parcels adjacent to all manner of roadways to promote safe and efficient use of the transportation system. This local policy is consistent with national engineering best practices.

Approach Location

Approaches shall be located so as not to create undue interference with, or hazard to, the free movement of normal street or pedestrian traffic, or cause areas of congestion.

Approach Spacing

Spacing standards limit the number of driveways on a roadway by mandating a minimum separation distance between driveways. This reduces the potential for collisions as motorists enter or exit the roadway and encourages joint access, where appropriate. Table G-4 provides the Minimum Intersection and Approach Spacing Requirements, specifying that driveways on a collector street shall be a minimum of 150' apart and on Local (residential) streets allows for access to each lot. The UATP also provides that the spacing between intersections shall be no less than 250'.

Findings: All elements applicable to the preliminary plat appear to conform with Appendix G as only one new access point is being proposed and meets minimum intersection spacing requirements.

C. Zoning Code Requirements (City Code, Title 9)

Sandpoint City Code Title 9 is the city's zoning ordinance. Chapter 9-4 regulates land uses, setbacks, lot size, public street frontage, and may also contain certain design standards for resulting development within the Residential Single-family Zone.

Findings: The proposed lots as dimensioned on the preliminary plat meet the lot size and frontage requirements and any future land uses and buildings will be regulated through the zoning and/or building permit processes for compliance with all applicable standards of Chapter 9-4.

D. Stormwater Code Requirements (City Code, Title 11 Chapter 3)

Sandpoint City Code Title 11, Chapter 3, requires that the subdivision include a stormwater plan prepared by a qualified, licensed professional. The preliminary improvement plans show conveyance ditches along the west, east, and south boundaries of the property to collect runoff from individual lots, and curb inlets collecting runoff from the new public right of way, conveyed to a 2,520 cubic foot underground rock trench. The rock trench includes an emergency overflow structure which will discharge to a conveyance swale along the southern portion of the property, which eventually discharges in the southeast corner of the site, through a proposed stormwater easement at 607 Mackie's Way, then discharging to an existing drainage easement running north-south along the common rear property lines of 601-607 Mackie's Way and 602-612 Olive. This regional stormwater system is conveyed to the city-owned stormwater pipe system in Birch Street which discharges to the Pend Oreille River near the wastewater treatment plant.

Findings: The stormwater system shown on the preliminary improvement plans, dated 5/24/2024, and the preliminary stormwater report dated 4/23/2024, both prepared by Clearwater Engineering, generally conform with the requirements of City Code, Title 11, Chapter 3. A final stamped stormwater plan and report is required before beginning construction of any public infrastructure associated with this subdivision.

E. Water and Sewer Code Requirements (City Code, Title 7, Chapters 6 & 7)

The subdivision includes extensions of water and sewer mains, within the new right of way in Turnstone Lane, to serve all lots in the subdivision. An 8" gravity sewer main, and an 8" water main is proposed. Although the 2023 Water Rules and Regulations require looped water mains when possible, the property is surrounded on three sides by existing platted residential lots, so a dead-end main with a hydrant is proposed.

Findings: The water and sewer main extensions shown on the preliminary improvement plans, dated 5/24/2024, prepared by Clearwater Engineering, generally conform with the requirements of City Code, Title 7, Chapters 6 & 7. Final stamped "approved for construction" water and sewer main extension plans are required before beginning construction of any public infrastructure associated with this subdivision.

5) Draft Conditions of Approval

Based upon the requirements of City Code relative to preliminary plats and other evidence and testimony in the public record, the following conditions of approval are provided for inclusion in a motion to approve the PS24-0002:

1. Compliance with Sections 10-1-5, 10-1-6, and 10-1-7 of the Sandpoint City Code is required prior to approval of the final plat.
2. Street trees shall be placed 25-ft on center from one another along Turnstone Dr.
3. Revise the Owners' Certificate and final plat to include the following:
 - a. The current owner is the Norris D Boyd Jr. Family Trust. Include trustee/trust name in Owners' Certificate, signature line & notary acknowledgment.
 - b. Update the Owners' Certificate legal description to reflect the new survey metes & bounds
 - c. Include bearing information on the plat face and label the POB
 - d. Remove parcel number from the subtitle
4. Prior to approval of the final plat, construction of all public improvements is required, including streets, curb, sidewalk, stormwater infrastructure, utilities, street trees, street lighting, signage, striping, and all other elements shown on the preliminary improvement plans titled "Civil Engineering Plans, Turnstone Subdivision", dated 5/24/2024, prepared by Clearwater Engineering, LLC. All required site improvements are subject to final approval of a stamped set of construction drawings, issuance of a public infrastructure permit, and payment of all required fees.
5. The final plat shall dimension and establish drainage easements as necessary to accommodate the approved final drainage plan.
6. Before final plat, the proposed drainage easement along the south property line of 607 Mackie's Way shall be reviewed by the City of Sandpoint and recorded with Bonner County.

6) Action

Per Sandpoint City Code §9-9-5, notice has been provided to property owners within 300 feet of the parcel boundaries on which the proposal is being considered. Notice has also been posted at the site 7 days in advance of the hearing and a summary has been provided in the official newspaper of general circulation 21 days prior to the hearing date.

Following public testimony and subsequent deliberations, the City Council may take one of the following actions in accordance with Sandpoint City Code §9-9-9 (B):

1. Concur with the recommendation of the planning commission if said commission's finding is deemed accurate and correct and grant the application, and, where action requires an ordinance to be adopted by the city council, proceed according to Idaho Code section 50-902.
2. Postpone consideration of the application to consult with the planning commission and its advisors and staff so that, within forty (40) days, after hearing the planning commission's recommendation, the application shall be approved, conditionally approved, or denied.
3. Deny the application.

7) Application History

12/14/2023	Application submittal
------------	-----------------------

01/26/2024	Application complete
06/17/2024	Hearing notice published/mailed to property owners within 300 feet/sent to agencies
06/07/2024	Hearing notice posted on site
7/16/2024	Planning and Zoning Commission hearing
08/13/2024	City Council hearing notice published and mailed to property owners and agencies
08/13/2024	City Council public hearing notice posted on site
09/04/2024	City Council public hearing

8) Attachments

1. Application, Narrative, and Preliminary Plat
2. Agency and Public Comment Received
3. Civil Engineering Plans, Turnstone Subdivision, May 2024



SUBDIVISION APPLICATION

File #: PS24-0002

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

Applicant Information:

Applicant's Name: Double Penny Partners, LLC - Norris Boyd
 Address: 607 Mackies Way, Sandpoint, ID 83864
 Phone: (H) 509-447-0694 (W) _____
 E-mail: ndboyd@boydwilson.com

Holder of Legal Title: Same as above
 Address: _____
 Phone: (H) _____ (W) _____
 E-mail: _____

Representative Information:

Business Name: Clearwater Engineering, LLC - Nicole Costello, P.E.
 Surveyor: Sawtooth Land Surveying, LLC
 Address: P.O. Box 2006, Post Falls, ID 83877
 Phone: (H) (406) 690-5249 (W) _____
 E-mail: clearwatereng.idaho@gmail.com

Project Information:

Proposed Development Name: Turnstone Subdivision
 Legal Description of Site: Lot(s) Tax Lot 15 Block # _____ Addition _____
 (or) Section 27 Township 57N Range 2W
 Total Size of Parcel: 3.48 acres
 Number of Lots/Units: Existing: 1 Proposed: 8
 Smallest Lot Size: 14,333 s.f. Largest Lot Size: 20,667 s.f.

Current Zoning:

- | <u>Residential</u> | <u>Commercial</u> | <u>Industrial</u> |
|--|--|--|
| <input type="checkbox"/> Rural Residential RR2 | <input type="checkbox"/> Mixed-use Residential (MUR) | <input type="checkbox"/> Industrial General (IG) |
| <input type="checkbox"/> Rural Residential RR1 | <input type="checkbox"/> Commercial A (CA) | <input type="checkbox"/> Industrial Business Park (IBP) |
| <input checked="" type="checkbox"/> Residential Single-Family (RS) | <input type="checkbox"/> Commercial B (CB) | <input type="checkbox"/> Industrial General w / IBP uses allowed |
| <input type="checkbox"/> Residential Multi-Family (RM) | <input type="checkbox"/> Commercial C (CC) | <input type="checkbox"/> Industrial Technology Park (ITP) |

Current Comprehensive Plan Designation:

- Very Rural
- Context Area 1
- Context Area 1.5
- Context Area 2
- Context Area 3
- Context Area 3B
- Context Area 4
- Context Area 5
- Industrial

What land uses border the site? Describe lot sizes, structures and uses:

North: Single Family Detached on lots ranging from 0.65 to 2 acres

South: Single Family Detached, Vacant, Business Park on lots ranging from 0.52 to 1 acre

East: Single Family Detached on lots ranging from 0.15 to 0.87 acres

West: Single Family Detached on a 9.43 acre lot

What Zones border the project site?

North: ITP South: ITP East: Residential RS West: Industrial G

Utility Information:

Power will be provided by:

- Avista Utilities
- Northern Lights Inc

Water will be supplied by:

- Existing public or community system
- Individual well
- Proposed public or community system

Sewage disposal will be provided by:

- Existing community system
- Individual system
- Proposed community system

Site Information - provide detailed descriptions on the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: The parcel is relatively flat with no remarkable features.

2. Water courses (springs, streams, rivers, etc.): There are no water courses on the property.

3. Existing structures (size & use): The property contains a concrete foundation for an old accessory outbuilding that will be removed.

4. Land cover (timber, pasture, etc.): The property is comprised of a meadow with several cottonwood trees.

5. Other pertinent information: N/A

Note: The Planning and Zoning Director may request additional information in specific circumstances in order to assist the Planning and Zoning Commission in reviewing this request.

The date of the Planning and Zoning Commission hearing will be established by the Planning and Zoning Department upon the acceptance of a **complete** application. An application will be considered complete when all of the requested information has been submitted.

I am the owner or owner’s representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

Nicole Costello
Signature of Applicant

1.22.24
Date

Clearwater Engineering, LLC

P.O. Box 2006
 Post Falls, ID 83877
 Phone: 406.690.5249
clearwatereng.idaho@gmail.com
clearwaterengineeringidaho.com



PRELIMINARY PLAT APPLICATION NARRATIVE

Turnstone Subdivision

Sandpoint, Idaho

January 22, 2024

Project Description:

The proposed subdivision location is fronted by Ontario Street in South Sandpoint and is adjacent to large undeveloped and developed Commercial C zoned lands to the north. The property represents one of the larger remaining vacant parcels in South Sandpoint offering the potential for infill residential development within the greater Sandpoint urban area with proximity to travel corridors, services and areas of employment. The subject parcel is undeveloped with an older residence and outbuilding having been recently removed. The property is efficiently served by existing infrastructure and municipal utilities as shown in the attached Preliminary Civil Plan Set.

The applicant is proposing to subdivide a ± 3.48 acre property into eight (8) single family residential lots ranging in size from 14,333 square feet (s.f.) to 20,667 s.f. all of which directly front onto the proposed Turnstone Lane, a new public street 32' in width residing in a 60' right of way improved with curb & gutter, sidewalks and related improvements in accordance with City standards.

Describe in detail the proposed subdivision and its compatibility with other adjacent property:

The proposed subdivision consists of single-family residential lots containing a minimum of 14,333 s.f. and a minimum of 81 feet of right of way frontage, both exceeding the minimum City standards. The project is compatible with the adjacent KDJ Addition to the east and the Willey subdivision to the south. The proposed development meets the standard of the Residential Single Family zoning district.

Discussion of the relationship of the proposed subdivision to the Comprehensive Plan:

The comp plan *Future Land Use Map* classifies the subject property as CA-2.

Per the Comprehensive Plan: CA-2 is the lowest density development pattern located in the City, characterized by Sandpoint's historic single-family neighborhoods set on a traditional street grid with small Accessory Dwelling Units, an urban forest, active alleys, on-street and alley parking, walkable streets and a variety of housing types intermixed on the same street. Individual structures should respect the scale and character of the built environment with the bulk, mass and architecture of new structures being harmonious with existing residences in their vicinity.

Neighborhoods such as those comprising South Sandpoint or in the vicinity of Sixth Avenue for example already feature CA-2- style development and are identified as such on the comprehensive plan map.

The proposed plat will create 8 single family lots thereby supporting the CA-2 designation.

The existing *zoning* of the property permits “by right” single family dwellings subject to the development standards of the RS zone. Each lot has been designed consistent with RS standards.

Private Property Rights were considered throughout the comprehensive planning process and were used to test any proposed land use changes. The property owner is seeking to maintain the property rights vested under the existing RS zoning of the subject parcel.

The *Community Characteristics and Population* component indicates “a larger demand for housing in Sandpoint compared to Bonner County.” The requested plat is in direct response to this larger demand.

The *Community Design* analysis concluded that “*Sandpoint’s fortunes have spurred growth and investment in such a way as to compromise affordability.*” One method to provide more affordable housing is to increase housing density. The proposed subdivision provides for 8 single- family lots and has been designed to achieve maximum efficiency in terms of public infrastructure, stormwater runoff and seamless integration with existing homes in the area.

Future *Land Use* considerations have been categorized into “context areas” to “facilitate the development and evaluation of long-range, strategic growth patterns.” As noted, the subject property is categorized as “Context Area-2” which, as noted, promotes residential development. Thus, this plat provides for increased housing density in comparison to the existing parcel utilization consistent with the Land Use component.

The *Housing Component* recognizes that “a growing concern for Sandpoint residents is the affordability of housing” The purpose of the plat is to provide more single-family dwellings. Increasing housing inventory in Sandpoint through the approval of this subdivision will help to reduce the limited supply of housing available in town.

Wetlands

Historical use of the property along with a site visit confirms the absence of wetlands. In addition, the USFWS National Wetlands Inventory notes the absence of wetlands.

Proposed Use of the Lots and Area Development Plan

As noted, the proposed use of the property zoned RS is for 14,333 to 20,667 s.f. single family residential lots. This includes Lots 1-3 & 6-8 which range in size from 14,333 s.f. to 14,702 s.f. and Lots 4 and 5 which are 20,451 s.f. and 20,667 s.f., respectively.

The street system (Ontario Street) is presently serving this property and the adjacent residence thereon. Pedestrians and bikes can traverse Ontario Street along the existing dedicated sidewalk on its north side. The Turnstone subdivision includes frontage improvements along Ontario Street and internally in accordance with Sandpoint Code including sidewalks. City water and sewer mains, and all other utilities, are in proximity serving this parcel. No parks are proposed. The proposed grading plan utilizes sheet flow from the developed lots to the proposed Turnstone Lane curb and gutter stormwater system. The attached Turnstone Stormwater Preliminary Design Narrative further describes the proposed drainage plan. This parcel contains no hazards or wetlands.

Trip Generation:

According to city code, “development contributing three hundred (300) or more vehicle trips per day to the city street system shall require a traffic impact analysis” (SCC, §10-1-6A18). At about

twelve trips per day per lot, approximately 96 trips would be generated for the proposed 8 single-family lots. Therefore, a traffic impact analysis is not required.

Street Interconnectivity (SCC, §10-1-6-A-20):

The Urban Area Transportation Plan, Chapter 1.5.2, Goal 1, specifies that projects are to “provide a balance between access to adjoining lands and safe and efficient traffic flows.”. The proposed Turnstone Lane has been designed in accordance with this goal and objective by limiting the number of new approaches onto Ontario Street, a “major collector” road. Figure 5-H, *2026 Network and Demand Volume to Capacity Ratio* of the 2008 Plan shows Ontario Street to have sufficient capacity to absorb the anticipated trips from the proposed development.

Lastly, in order to provide for and promote pedestrian interconnectivity, sidewalk construction is proposed both internally and along the frontage of the RS zoned portion of the property along Ontario Street.

Sincerely,

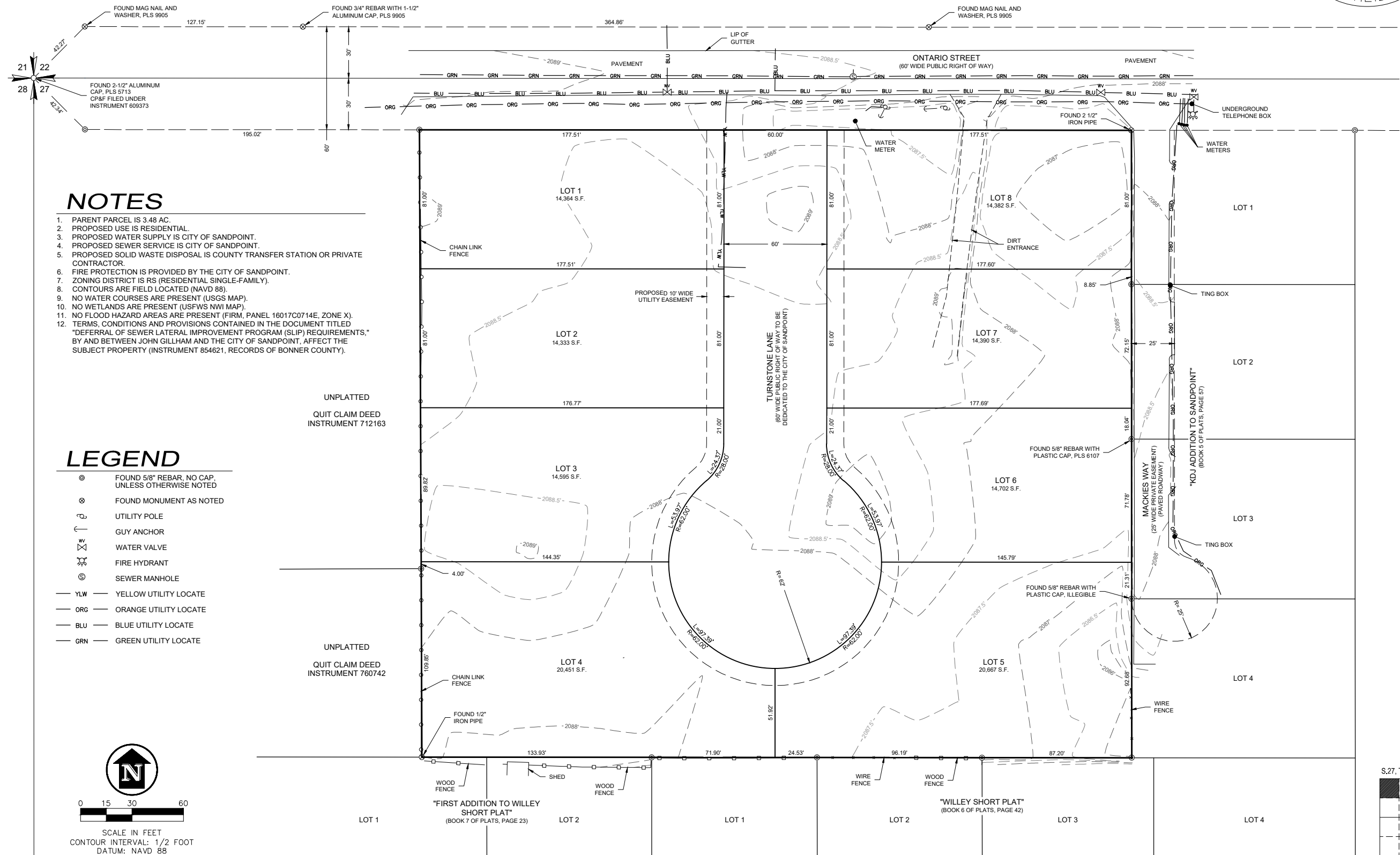
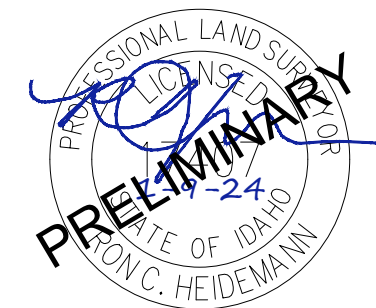


Nicole Costello, P.E.
Managing Member
Clearwater Engineering, LLC

TURNSTONE PRELIMINARY PLAT

PARCEL # RPS00000273150A

SECTION 27, TOWNSHIP 57 NORTH, RANGE 2 WEST, BOISE MERIDIAN, BONNER COUNTY, IDAHO



NOTES

- PARENT PARCEL IS 3.48 AC.
- PROPOSED USE IS RESIDENTIAL.
- PROPOSED WATER SUPPLY IS CITY OF SANDPOINT.
- PROPOSED SEWER SERVICE IS CITY OF SANDPOINT.
- PROPOSED SOLID WASTE DISPOSAL IS COUNTY TRANSFER STATION OR PRIVATE CONTRACTOR.
- FIRE PROTECTION IS PROVIDED BY THE CITY OF SANDPOINT.
- ZONING DISTRICT IS RS (RESIDENTIAL SINGLE-FAMILY).
- CONTOURS ARE FIELD LOCATED (NAVD 88).
- NO WATER COURSES ARE PRESENT (USGS MAP).
- NO WETLANDS ARE PRESENT (USFWS NWII MAP).
- NO FLOOD HAZARD AREAS ARE PRESENT (FIRM, PANEL 16017C0714E, ZONE X).
- TERMS, CONDITIONS AND PROVISIONS CONTAINED IN THE DOCUMENT TITLED "DEFERRAL OF SEWER LATERAL IMPROVEMENT PROGRAM (SLIP) REQUIREMENTS," BY AND BETWEEN JOHN GILLHAM AND THE CITY OF SANDPOINT, AFFECT THE SUBJECT PROPERTY (INSTRUMENT 854621, RECORDS OF BONNER COUNTY).

LEGEND

- ⊙ FOUND 5/8" REBAR, NO CAP, UNLESS OTHERWISE NOTED
- ⊗ FOUND MONUMENT AS NOTED
- ⊕ UTILITY POLE
- ↑ GUY ANCHOR
- ⊗ WATER VALVE
- ⊗ FIRE HYDRANT
- ⊙ SEWER MANHOLE
- YLW — YELLOW UTILITY LOCATE
- ORG — ORANGE UTILITY LOCATE
- BLU — BLUE UTILITY LOCATE
- GRN — GREEN UTILITY LOCATE



0 15 30 60
SCALE IN FEET
CONTOUR INTERVAL: 1/2 FOOT
DATUM: NAVD 88

S.27, T.57N, R.2W, B.M.
+
+
+
+
+
+
+
+
+
+

560 W. CANFIELD AVE., STE. 200
COEUR D'ALENE, IDAHO 83815
(208) 714 - 4544
WWW.SAWTOOTHLS.COM



SHEET TITLE: TURNSTONE PRELIMINARY PLAT
PROJECT: DOUBLE PENNY PARTNERS SANDPOINT BONNER COUNTY, IDAHO

DATE: 1-9-24
SCALE: AS SHOWN
DRAWN BY: LEM/CMA
CHECKED BY: RCH/CMA
CAD FILE: 22082-ONTARIO STREET-4962-412
PROJ #: 220082

From: [Ki Mart](#)
To: [City Planning](#)
Subject: PSP24-0001, PSP24-0002
Date: Friday, May 17, 2024 12:43:50 PM

Some people who received this message don't often get email from kizonie1234@gmail.com. [Learn why this is important](#)

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I do not support

Kristi Martin
317 Jenny Ln

From: [Ki Mart](#)
To: [City Planning](#)
Subject: PSP24-0001, PSP24-0002
Date: Friday, May 17, 2024 12:43:50 PM

Some people who received this message don't often get email from kizonie1234@gmail.com. [Learn why this is important](#)

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I do not support

Kristi Martin
317 Jenny Ln

Dear Madams / Sirs,

Please enter my concern and photos at the council meeting scheduled for Sept 4th, 2024 regarding PS24-0002, the Turnstone Subdivision.

My concern is Storm Water Drainage. I see on pages C-5 and C-6 of the Civil Engineering Plans that the Subdivision will slope down towards the south, where my property lies. I also see that much of this water, including from Turnstone Lane, will be funneled into an 8" PVC Storm Pipe. This Storm Pipe terminates at a Pipe Outfall to Drainage Ditch. This "Drainage Ditch" is located at the back of my property.

I have resided at 1603 Vineyard for the past 3 years. My property is already the lowest of all 5 homes along Vineyard Drive and the drainage ditch accumulates water from all the adjacent lots ... and goes nowhere. For months into late spring this water covers approximately 1,100 sq ft of my backyard where the dirt is mostly clay. This also leads to mosquitoes.

Two years ago, a crew from the city came out to view my stagnant lengthy pond from winter melt off and I was informed that this was "my problem" as I lived on a private road. I've recently spent \$2,200 for installation of a French drain and the excavation of a large pit to (hopefully) mitigate some of the standing water. {See photos} Obviously, my property cannot bear ANY additional drainoff, let alone that from the entire Turnstone Subdivision.

The owner / developer of the Turnstone Subdivision lives kitty-corner to my property and has been made aware of the issue I have with water accumulation and no outlet. Prior to the enlarged basin I had excavated, he was also a recipient of the water accumulation which has no outlet.

Although the city's Storm Drain System(s) don't quite reach the Turnstone Subdivision, a short distance away (1-2 blocks) existing city Storm Drains do exist. Along Ontario Street, or along Division Street, or along Birch Street.

Wouldn't tying into one of these systems be a better solution? And how about sloping the development so it drains towards Ontario Street?

Pictures:

Drainage Ditch - Backyard



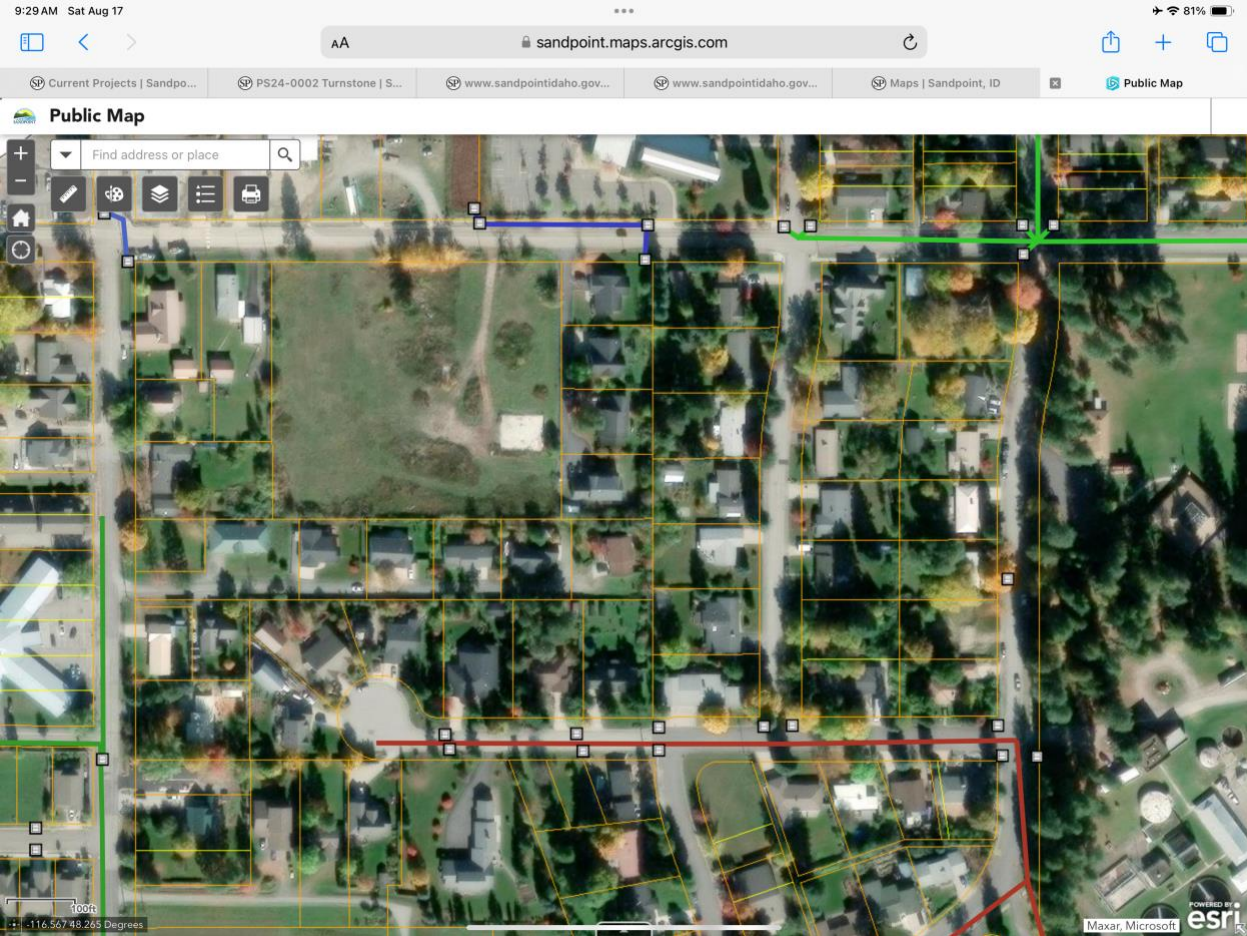
Drainage Ditch – Flows under fence and ends here, on my property



Drainage Ditch – End has been excavated and landscaped



Map of Storm Drain Systems from City's Website



Thanks for your attention to my concerns,

Cathryn Fairfield
1306 Vineyard Dr.
Sandpoint, ID 83864

Dear Planning and Zoning Commissioners,

We are writing to express our thoughts on the “Turnstone” subdivision application - PS24-0002. My wife Amy O’Hara and I, John O’Hara, own the property adjacent to the proposed project. Purchased in 2003, we lived there for nine years and since our move from the home, multiple families have rented the property and called Mackies Way home.

When we first purchased that home the subject property had a single family dwelling, a large shop and an old barn. We understood based on the location and size of the parcel, it was likely to be redeveloped with more housing that would take advantage of its proximity to downtown, five schools within easy walking distance and location in south Sandpoint.

Our hope was that, as the property was developed, the developer and the City of Sandpoint, might look for creative ways to incorporate KDJ Addition (of which our property is one of four lots) into something resembling a “Neighborhood.” Unfortunately, during the development of homes on Vineyard Drive and Mackies Way, there was a failure to envision a connected neighborhood. With connected streets and sidewalks, those properties may have become a more cohesive area. It is not. Now, it appears, the City is continuing that disconnected approach.

We understand that it is difficult to tie together one project with another. However, it makes little sense to continue “planning” isolated developments within city boundaries. Having spoken with the owners of the project, their comments suggest a willingness to work with the city and neighbors to create a project more representative of the connected south Sandpoint area. We believe that to be a better option, for the developer and the city, than the current project.

Respectfully,

John O’Hara
Amy O’Hara
301 Pinecrest Ln,
Sandpoint, ID 83864
(208) 290-1403
jtoh6666@yahoo.com



Lake Pend Oreille School District #84

Dr. Becky W. Meyer, Superintendent
 365 Triangle Drive • Ponderay, Idaho 83852
 (208) 263-2184 • www.lposd.org

June 10, 2024

City of Sandpoint
 1123 W. Lake Street
 Sandpoint, ID 83864

RE: Sandpoint Planning and Building Services
PS24-0002 Turnstone

To whom it may concern,

The Lake Pend Oreille School District recognizes that development will occur, and we are always excited to welcome new families into the community. However, we are conscientious of the impact increased student enrollment and new development can have on our patrons. As you are probably aware, school districts may not -impose impact fees and there is no funding mechanism at the State level for school construction and land acquisition. The only avenue for school districts is to pass a local levy and/or school construction bond.

Our schools have definitely seen an impact with the influx of new developments in our area. Several schools are near capacity and additional development can cause a strain on our District's resources and facilities. It will also have an overall effect on the growth we are struggling to manage. For larger developments and annexations, the District would be in favor of a donation of land to help mitigate the impact of growth. We understand that this is not feasible for smaller projects, even though each new proposed small development is compounded with other proposed new developments.

The District is in favor of an option of a "closing donation" for each house in a proposed new development. We have seen this work successfully in surrounding districts. Even though the donations would certainly not fund new schools, they do give the District an avenue to save for land acquisition and building upgrades. Short of a change to the Idaho State Constitution delineating funding for school facilities, we are willing to meet with the developers to discuss a "win-win" option.

Responsible development must include planning for the impact on schools. We look forward to working with planning agencies and developers to improve the quality of our schools and future neighborhoods. If you have any question or want to discuss the direct effects of development on our district, please contact the District Office at 208-263-2184.

Thank you for your consideration,

Dr. Becky Meyer, Superintendent of Schools

From: [Alivia Shumaker](#)
To: [Kelly Christensen](#)
Subject: FW: Turnstone PS24-0002 Subdivision
Date: Monday, July 1, 2024 8:24:26 AM
Attachments: [image001.png](#)

Good morning,

Please see comments from IHD for Turnstone.

Alivia Shumaker

City of Sandpoint - Permit Technician

208.946.2061

Ashumaker@sandpointidaho.gov

1123 Lake St. Sandpoint, ID 83864



From: Julie Bishop <ihdclerk@gmail.com>
Sent: Monday, July 1, 2024 8:21 AM
To: Alivia Shumaker <ashumaker@sandpointidaho.gov>
Cc: Brian Ivy <ihdcomsd2@gmail.com>; Marj Tilley <ihdmtilley@gmail.com>; Brett Engel <ihdbengel@gmail.com>
Subject: Fwd: Turnstone PS24-0002 Subdivision

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Good morning, Alivia,

Please see the comments below from Chairman Bailey and Ryan Luttmann, P.E.

Julie Bishop

Clerk/Administrative Assistant

Independent Highway District

PO Box 700

Ponderay, ID 83852

208-255-8121
Fax: 208-255-7804

----- Forwarded message -----

From: **Mel Bailey** <ihdmbailey@gmail.com>
Date: Fri, Jun 28, 2024 at 9:13 PM
Subject: Re: Turnstone PS24-0002 Subdivision
To: <ihdclerk@gmail.com>
Cc: <ihdcomsd2@gmail.com>, <ihdmtilley@gmail.com>, <ihdbengel@gmail.com>

Julie,

Ryan did an excellent review. His review points out a potential problem which would be difficult to correct after the project is completed. The IHD has no other comments.

Thank you,

Mel Bailey

On Fri, Jun 28, 2024, 5:19 PM Julie Bishop <ihdclerk@gmail.com> wrote:

Good afternoon, Mel,

Please see Ryan's review below and let me know if you have any additional comments. The application documents are attached.

Julie Bishop

Clerk/Administrative Assistant
Independent Highway District
PO Box 700
Ponderay, ID 83852
208-255-8121
Fax: 208-255-7804

----- Forwarded message -----

From: **Ryan Luttmann** <RLuttmann@centurywest.com>
Date: Fri, Jun 28, 2024 at 4:59 PM
Subject: RE: Turnstone PS24-0002
To: Julie Bishop <ihdclerk@gmail.com>

Julie,

I have reviewed PS24-0002 Turnstone, a proposed subdivision within the City of Sandpoint. It appears that the applicant is proposing to subdivide a 3.48 acre parcel into 8 single family lots. The subdivision will be served with a new road (Turnstone Lane) which will be dedicated to the public. The property fronts Ontario Street which appears to have a 60 ft wide public right-of-way. The preliminary plans illustrate frontage improvements along Ontario Street which include road widening/improvement, new curb and gutter, and concrete sidewalks.

I offer the following for consideration:

- Turnstone Lane will need to be constructed in accordance with City requirements per Sandpoint City Code (SCC) 10-1-6.
- The City should review the proposed stormwater facilities per SCC10-1-7.B, which indicates that all surface water shall be drained into approved storm water facilities or storm sewers. In reviewing the preliminary plans and grading patterns, the proposed stormwater will be collected on site and discharged into an underground infiltration trench within the proposed public right-of-way with no outlet to a storm sewer or existing drainage. Per SSC 11-3-4.B.4, the stormwater management plan shall identify the entities or individuals responsible for the long term maintenance of the stormwater management system, as well as the materials, methods and procedures to ensure the system functions as designed. SCC 11-3-10, indicates that unless other provisions are made in the process of development review and approval, responsibility for maintenance of stormwater management system elements remains with the property owner, and violation of these maintenance requirements shall constitute a violation of this chapter.
 - If there is not a storm sewer or approved storm water facility that the surface water can be drained to or constructed with the proposed development, the City should consider alternate locations for retention and treatment that are not under the proposed public road. According to the Natural Resources Conservation Service, the soil in this area is Map Unit 31 – Mission silt loam with a drainage class listed as somewhat poorly drained. The City may not want to accept the long term maintenance responsibility of this stormwater management system within the roadway. The City will need to confirm that the final stormwater management plan is in accordance with SCC 11-3.

Let me know if you have any questions.

Thank you,

Ryan

From: Julie Bishop <ihdclerk@gmail.com>
Sent: Thursday, June 27, 2024 4:48 PM
To: Ryan Luttmann <RLuttmann@CenturyWest.com>
Subject: Fwd: Turnstone PS24-0002

Hi Ryan,

Here are the Turnstone Subdivision files from the City of Sandpoint.

Julie Bishop

Clerk/Administrative Assistant
Independent Highway District
PO Box 700
Ponderay, ID 83852
208-255-8121
Fax: 208-255-7804

----- Forwarded message -----

From: **Alivia Shumaker** <ashumaker@sandpointidaho.gov>
Date: Thu, Jun 27, 2024 at 4:27 PM
Subject: Turnstone PS24-0002
To: Julie Bishop <ihdclerk@gmail.com>

Here are the documents that are posted on the City of Sandpoint website.

Let me know if I can help with anything else.

Alivia Shumaker
City of Sandpoint - Permit Technician
208.946.2061
Ashumaker@sandpointidaho.gov
[1123 Lake St. Sandpoint, ID 83864](https://www.cityofsandpointidaho.gov/1123-Lake-St.-Sandpoint-ID-83864)



From: [Kristie May](#)
To: [Kelly Christensen](#)
Subject: PS24-0002 - Turnstone Subdivision
Date: Thursday, June 13, 2024 2:50:45 PM
Attachments: [image004.png](#)

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Good Afternoon,

Thank you for providing the opportunity to comment. DEQ has no environmental impact comments for the project listed above at this stage of development.

Thank you,

Idaho Department of Environmental Quality
 2110 Ironwood Parkway, Coeur d'Alene, Idaho 83814
 Office Line: 208.769.1422
www.deq.idaho.gov

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

From: Kelly Christensen <kchristensen@sandpointidaho.gov>
Sent: Friday, June 7, 2024 10:08 AM
To: Army Corps of Engineers <cenww-rd-cda@usace.army.mil>; Becky Meyer <becky.meyer@lposd.org>; Claire May <claire.may@bonnercountyid.gov>; Dave Schuck <dave.schuck@bonnercountyid.gov>; EH Applications <EHApplications@phd1.idaho.gov>; ES Joquist <esjoquist@idl.idaho.gov>; Idaho.gov <ihapplications@phd1.idaho.gov>; IHD Clerk <ihdclerk@gmail.com>; ITD D1 Permits <D1permits@itd.idaho.gov>; Kelly Fisher <Kelly.Fisher@lposd.org>; Kristie May <Kristie.May@deq.idaho.gov>; Land Records <landrecords@bonnercountyid.gov>; mcarash@bonnercountyid.gov; Marvin Fenn <marvin.fenn@itd.idaho.gov>; maryann.monaldi@bnsf.com; Matt Diel <matt.diel@lposd.org>; Rob Sherrill Avista <rob.sherrill@avistacorp.com>; ryan.kopera@bnsf.com; Stacy Simkins <stacy.simkins@itd.idaho.gov>; Steve Gill <Steve.Gill@deq.idaho.gov>
Subject: PS23-0001 - Turbine and PS24-0002 - Turnstone Subdivision

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Please find attached the Notices of Public Hearing for PS23-0001 – Turbine Dr. Subdivision and PS24-0002 – Turnstone Subdivision. I have tested the website link; you shouldn't have any issues getting to the documents for review. [Current Projects | Sandpoint, ID \(sandpointidaho.gov\)](http://sandpointidaho.gov/Current-Projects)

Have a great weekend,

Kelly



**Community Planning and Development
Administrative Assistant**

Kelly Christensen
kchristensen@sandpointidaho.gov
208-263-3370

CIVIL ENGINEERING PLANS

TURNSTONE SUBDIVISION

LOT TAX 15 LOCATED IN A PORTION OF
GOV'T LOT 2, SECTION 27, TOWNSHIP 57
NORTH, RANGE 2 WEST, BOISE
MERIDIAN, SANDPOINT, IDAHO

**DOUBLE PENNY PARTNERS
607 MACKIES WAY
SANDPOINT, IDAHO 83864**

MAY 2024
PROJECT NO: CW186.2

- INDEX SHEET**
- G-1 COVER SHEET
 - C-1 EXISTING SITE CONDITIONS
 - C-2 CIVIL SITE PLAN
 - C-3 ROAD & GRADING PLAN
 - C-4 WATER PLAN AND PROFILE
 - C-5 SANITARY SEWER PLAN AND PROFILE
 - C-6 STORMWATER PLAN
 - C-7 ONTARIO STREET FRONTAGE IMPROVEMENTS
 - D-1 DETAILS
 - D-2 DETAILS

Clearwater Engineering, LLC

P.O. Box 2006
Post Falls, ID 83877
Phone: 406.690.5249
clearwatereng.idaho@gmail.com

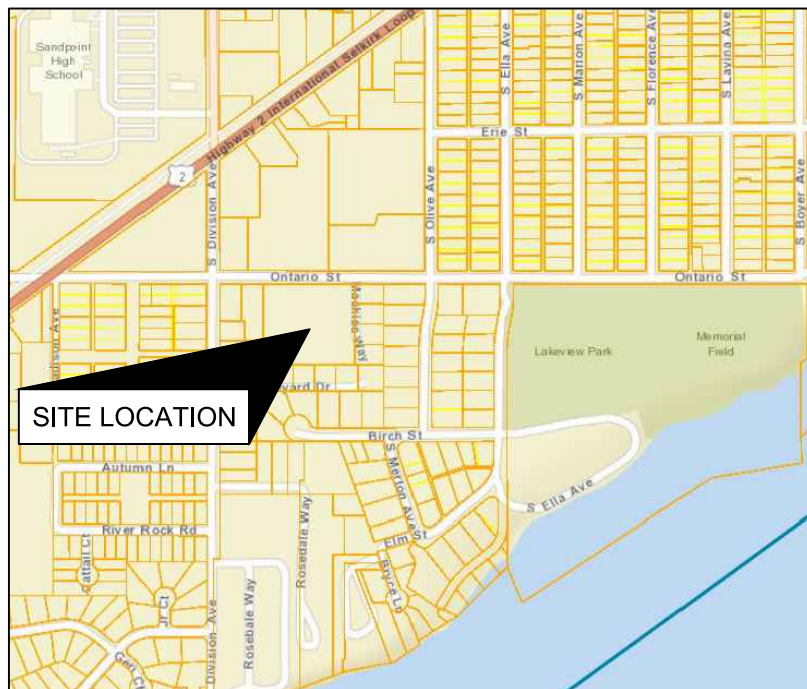


GENERAL NOTES:

1. ALL WORK TO CONFORM TO IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPWC) 2020 EDITION AND CITY OF SANDPOINT STANDARDS.
2. EX. UTILITIES ARE SHOWN BASED ON A LIMITED GROUND SURVEY AND ARE NOT GUARANTEED TO BE COMPLETE AND ACCURATE. UTILITIES ARE TO BE LOCATED BY CALLING "CALL BEFORE YOU DIG" AT 811, AT LEAST 48 HOURS PRIOR TO EXCAVATION.
3. ALL NEW SIDEWALK, ACCESSIBLE RAMPS, AND DRIVE APPROACHES MUST BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF SANDPOINT STANDARDS AND THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
4. NO REVISIONS SHALL BE MADE TO THE PLANS WITHOUT PRIOR AUTHORIZATION FROM THE ENGINEER. THE CONTRACTOR SHALL DOCUMENT ANY APPROVED REVISIONS AND ANY MINOR CHANGES. DOCUMENTATION TO BE PROVIDED TO THE ENGINEER FOR THE PURPOSE OF COMPLETING "AS-BUILT" DRAWINGS.
5. THE CONTRACTOR IS TO PROVIDE THE ENGINEER WITH A PRELIMINARY CONSTRUCTION SCHEDULE AND PROVIDE 24 HOUR NOTICE TO THE ENGINEER FOR CONSTRUCTION OBSERVATION.
6. CONTRACTOR TO FIELD VERIFY EX. GRADE ELEVATIONS THAT ARE SHOWN AND REPORT ANY DISCREPANCIES TO THE ENGINEER.
7. CONTRACTOR TO VERIFY LOCATION OF BURIED IRRIGATION LINES AND REMOVE OR REROUTE AS NECESSARY.
8. CONTRACTOR TO RAISE ALL UTILITY BOXES TO GRADE.
9. ALL TOPSOIL AND ORGANICS TO BE REMOVED FROM AREAS TO RECEIVE PAVEMENT.
10. STORMWATER PIPING TO BE ASTM D3034 SDR 35 PVC WITH ELASTOMERIC GASKET JOINTS AND TO BE INSTALLED PER ISPWC TRENCH DETAIL.

UTILITY NOTES:

1. ALL WATER SYSTEM MATERIALS AND INSTALLATION SHALL FOLLOW THE LATEST ISPWC STANDARDS EXCEPT AS MODIFIED BY THE 2023 CITY OF SANDPOINT WATER RULES AND REGULATIONS.
2. ALL SEWER SYSTEM MATERIALS AND INSTALLATION SHALL FOLLOW THE LATEST ISPWC STANDARDS EXCEPT AS MODIFIED BY THE 2023 CITY OF SANDPOINT SEWER RULES AND REGULATIONS.
3. TYPICAL TRENCH DETAIL TO FOLLOW ISPWC SD-306.
4. NON-POTABLE WATER LINES SHALL MAINTAIN 10' HORIZONTAL SEPARATION FROM WATER LINES, AND 18" OF VERTICAL SEPARATION WHEN CROSSING AS SPECIFIED IN ISPWC SD-407. TRACING WIRE SHALL BE PLACED 12-18" BELOW THE SURFACE ATOP OF THE SEWER MAIN.
5. WATER AND SEWER CROSSINGS SHALL COMPLY WITH IDAPA 58.01.08.542.07 AND 58.01.16.430 PROVIDING ONE FULL, UNCUT LENGTH OF POTABLE WATER PIPE CENTERED ON THE CROSSING SO THAT JOINTS ARE AS FAR APART AS POSSIBLE AND THE SEWER LINE MUST BE CONSTRUCTED TO POTABLE WATER PIPE STANDARDS AND PRESSURE TESTED FOR WATER TIGHTNESS FOR A HORIZONTAL DISTANCE OF 10' ON BOTH SIDES OF THE CROSSING.
6. CONTRACTOR IS RESPONSIBLE FOR PROVIDING AS-BUILT DRAWINGS IN PAPER AND ELECTRONIC FORMAT.
7. EACH LOT SHALL BE SERVED BY AN INDIVIDUAL 4" PVC SANITARY SEWER SERVICE.
8. EACH LOT SHALL BE SERVED BY INDIVIDUAL 1" HDPE WATER SERVICE.
9. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING SANITARY SEWER MAIN.
10. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING WATER MAIN.
11. WATER SERVICES SHALL BE BURIED A MINIMUM OF 5' DEEP.
12. TRACER WIRE TO BE 12 GAUGE AND BE INSTALLED WITH ALL SEWER AND WATER PIPE.
13. WATER MAIN VALVES SHALL BE OPERATED BY CITY OF SANDPOINT PERSONNEL ONLY.
14. SANITARY SEWER AND WATER SERVICE CONNECTIONS TO BE COORDINATED WITH THE CITY OF SANDPOINT, AS REQUIRED.
15. CONNECTIONS TO EXISTING MAINS MUST BE OBSERVED BY CITY OF SANDPOINT STAFF PRIOR TO BURY.



LOCATION MAP

PRELIMINARY
NOT FOR
CONSTRUCTION

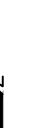
DRAWING NUMBER G-1

PRELIMINARY
NOT FOR
CONSTRUCTION

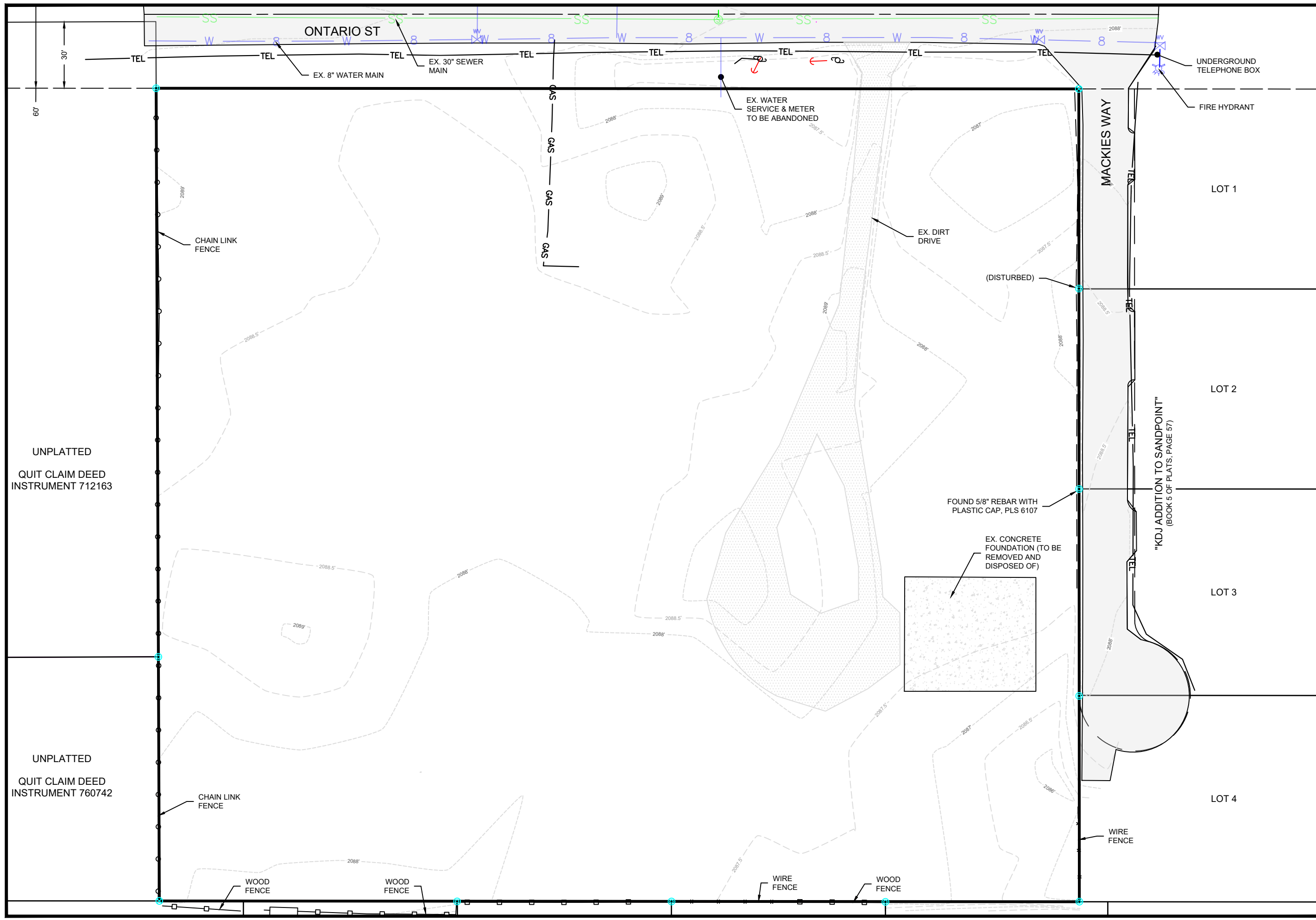
PROJ. NO.	REVISION
CW186.2	
DWN. BY	DATE
NMC	
DATE	BY:
5/24/2024	
SHEET	
2 OF 10	
DWG. NO.	
C-1	

TURNSTONE SUBDIVISION
EXISTING SITE CONDITIONS

Clearwater Engineering, LLC
 P.O. Box 2006
 Post Falls, ID 83877
 Phone: 406.690.5249
 clearwatereng.idaho@gmail.com



0 20' 40'
 SCALED FOR 22" X 34" DRAWING SHEET
 1" CONTOUR INTERVALS



UNPLATTED
 QUIT CLAIM DEED
 INSTRUMENT 712163

UNPLATTED
 QUIT CLAIM DEED
 INSTRUMENT 760742

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NOT FOR
CONSTRUCTION

PROJ. NO.	REVISION	DATE
CW186.2		
DWN. BY	DATE	BY
NMC	5/24/2024	
SHEET		
3 OF 10		
DWG. NO.		
C-2		

TURNSTONE SUBDIVISION

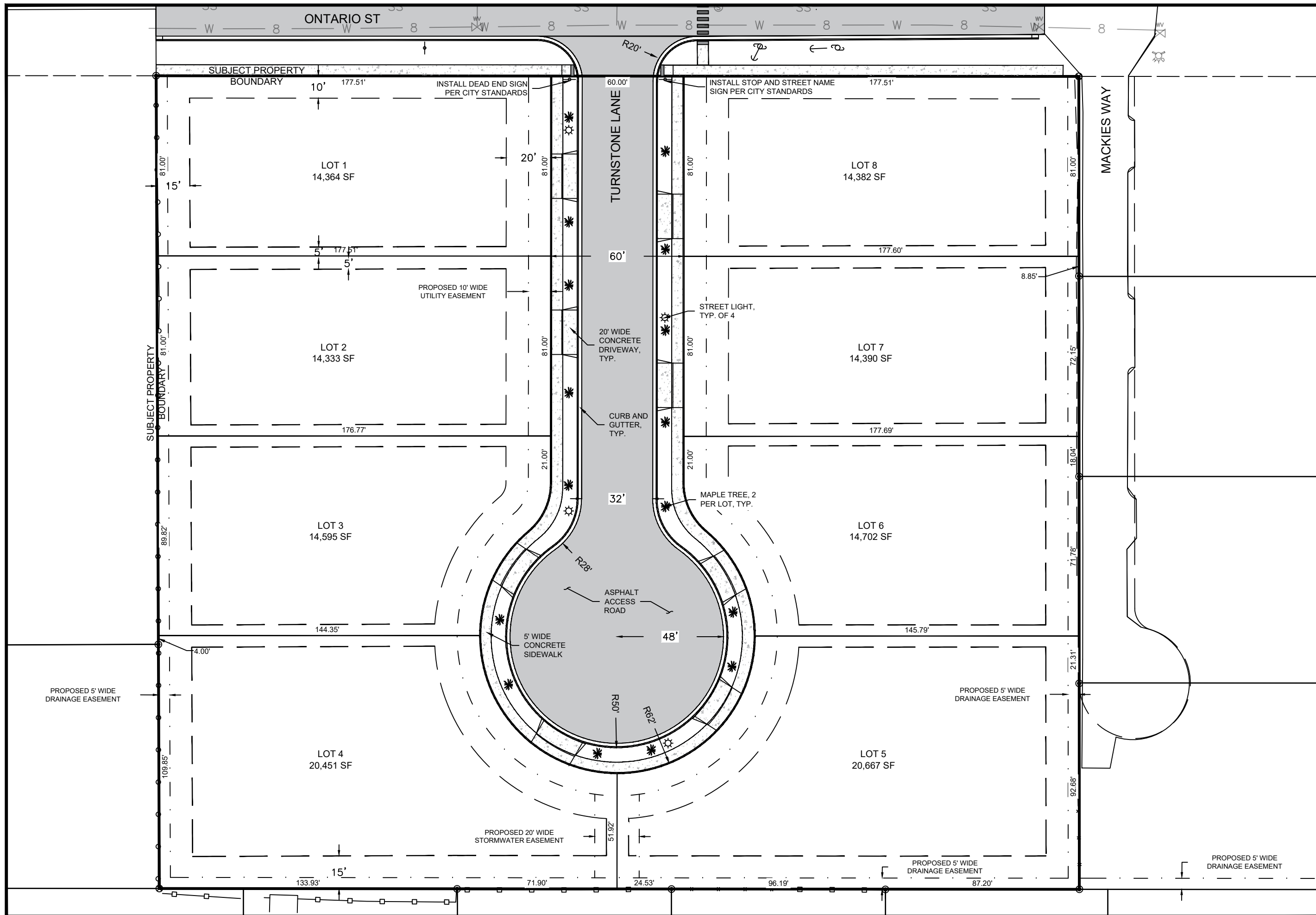
CIVIL SITE PLAN

Clearwater Engineering, LLC

P.O. Box 2006
Post Falls, ID 83877
Phone: 406.690.5249
clearwatereng.idaho@gmail.com

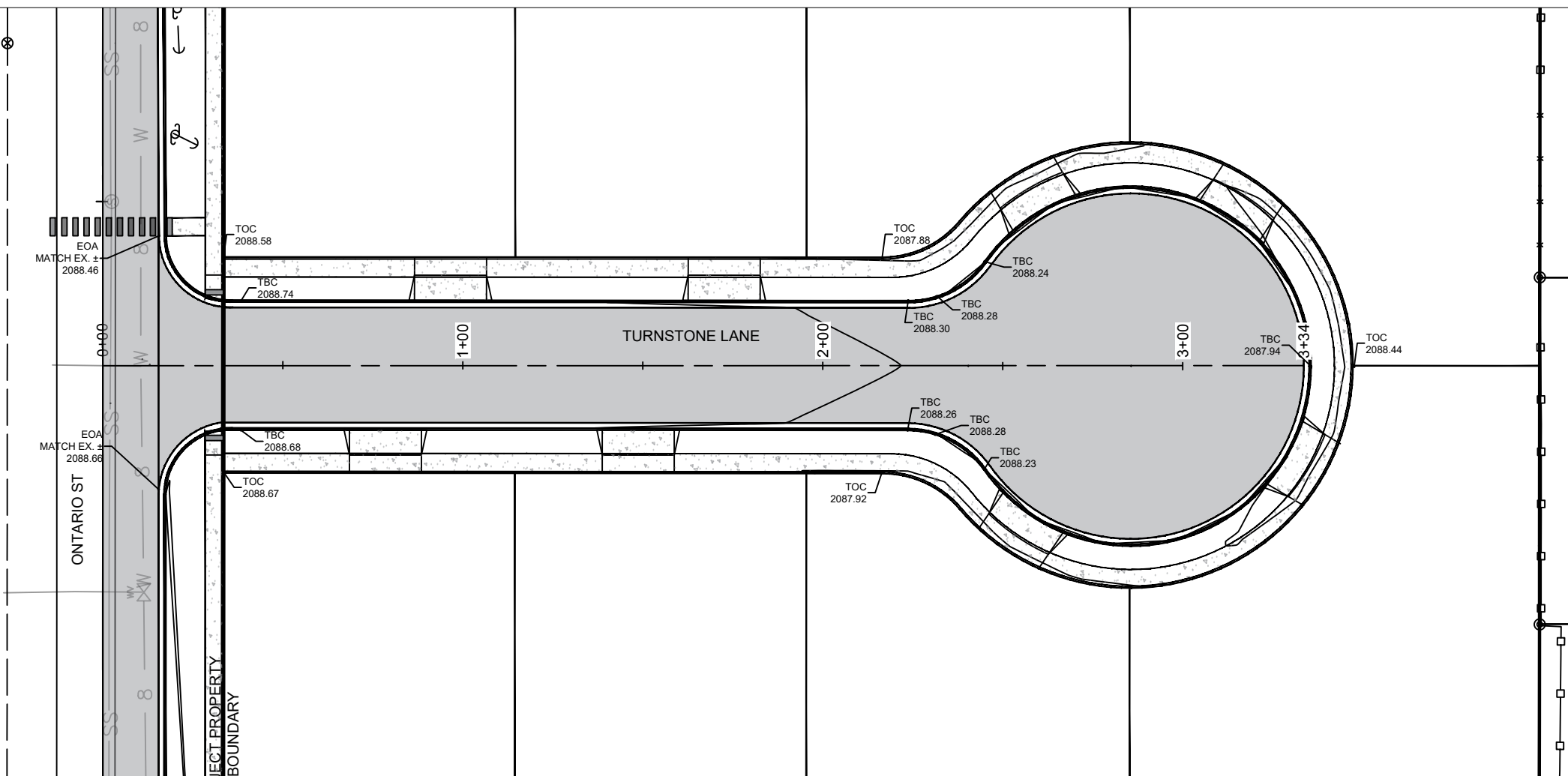


0 20' 40'
SCALED FOR 22" X 34" DRAWING SHEET
1" CONTOUR INTERVALS



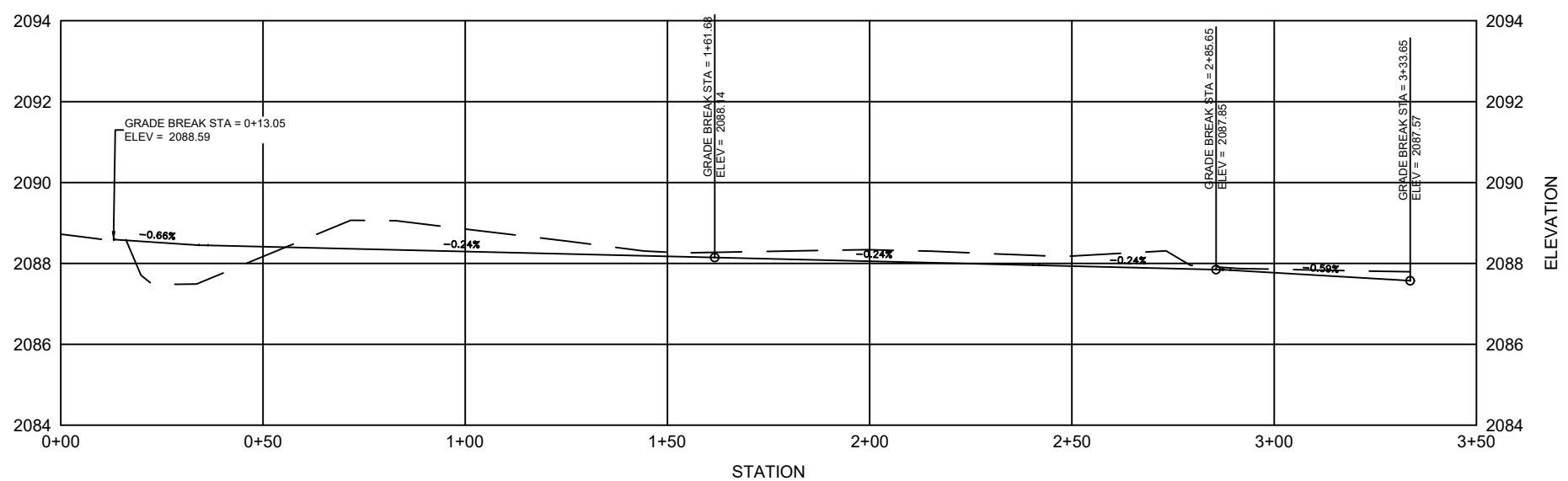
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CONSTRUCTION

PROJ. NO.	REVISION
CW186.2	
DWN. BY	DATE
NMC	
DATE	BY:
5/24/2024	
SHEET	
4 OF 10	
DWG. NO.	
C-3	



TURNSTONE SUBDIVISION

ROAD AND GRADING PLAN



Clearwater Engineering, LLC

P.O. Box 2006
Post Falls, ID 83877
Phone: 406.690.5249
clearwatereng.idaho@gmail.com



0 20' 40'
SCALED FOR 22" X 34" DRAWING SHEET
1' CONTOUR INTERVALS

PRELIMINARY
NOT FOR
CONSTRUCTION

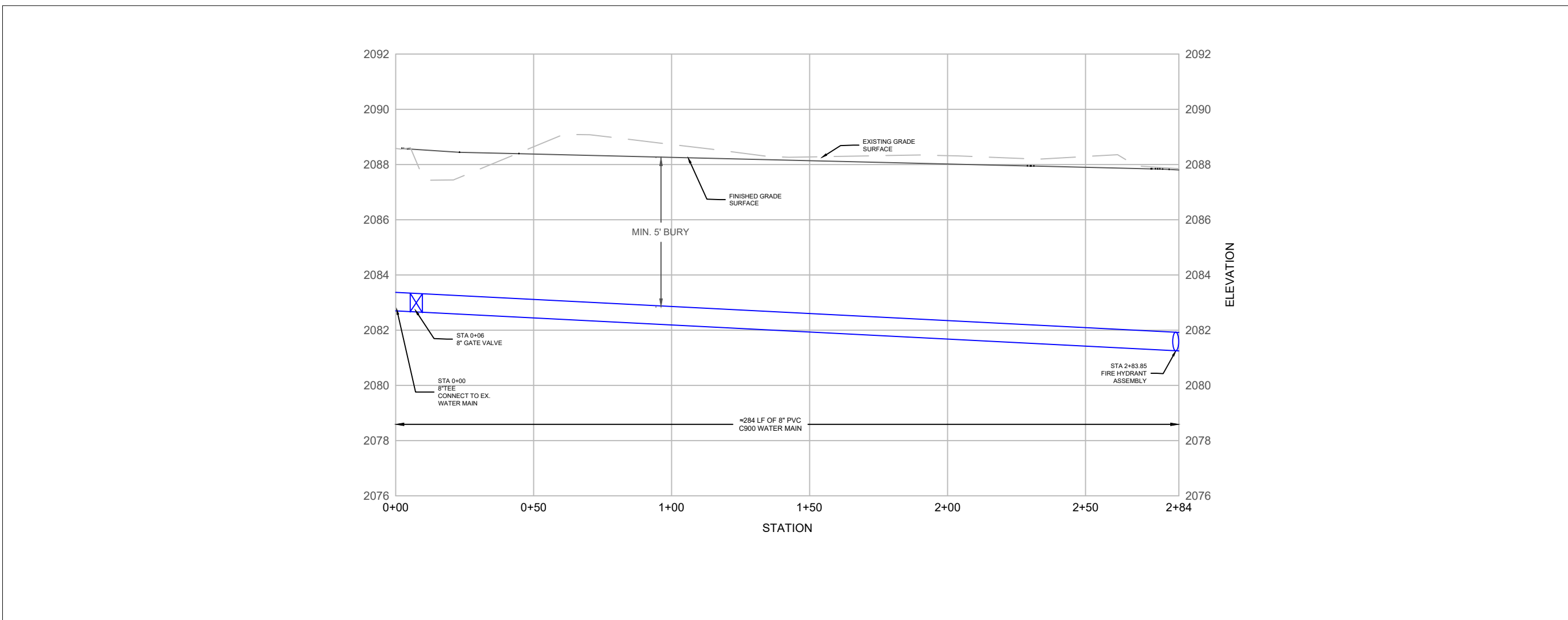
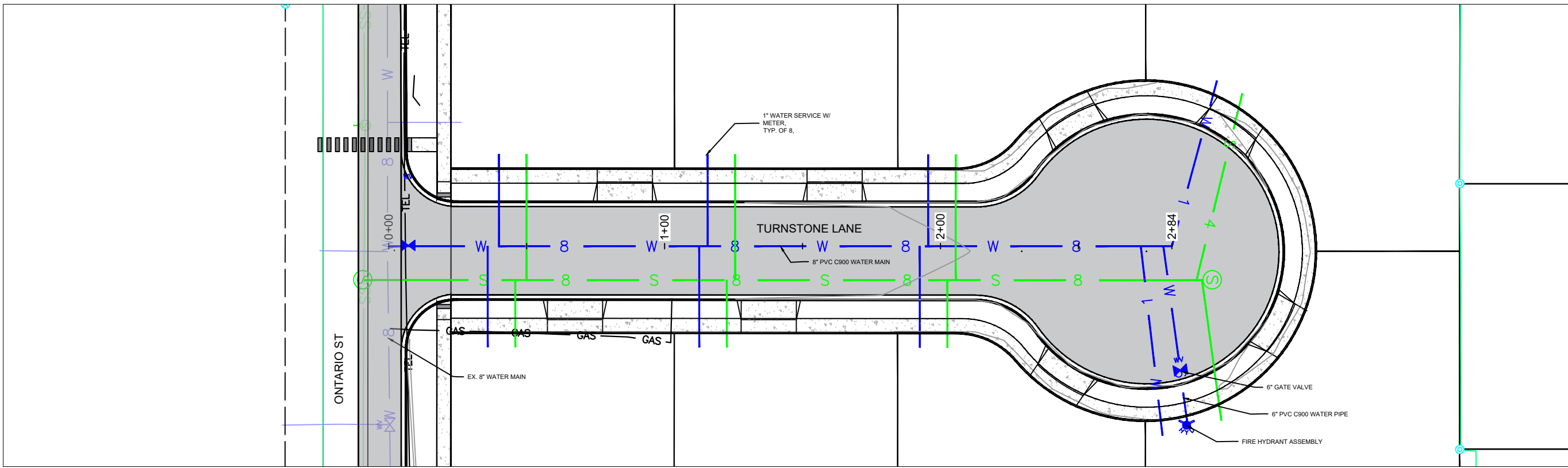
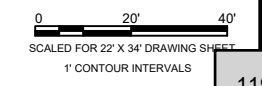
PROJ. NO. CW186.2	REVISION
DWN. BY NMC	DATE
DATE 5/24/2024	BY
SHEET 5 OF 10	DWG. NO. C-4

TURNSTONE SUBDIVISION

WATER PLAN AND PROFILE

Clearwater Engineering, LLC

P.O. Box 2006
Post Falls, ID 83877
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clearwatereng.idaho@gmail.com



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DWN. BY NMC	DATE
DATE 5/24/2024	BY
SHEET 6 OF 10	
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TURNSTONE SUBDIVISION

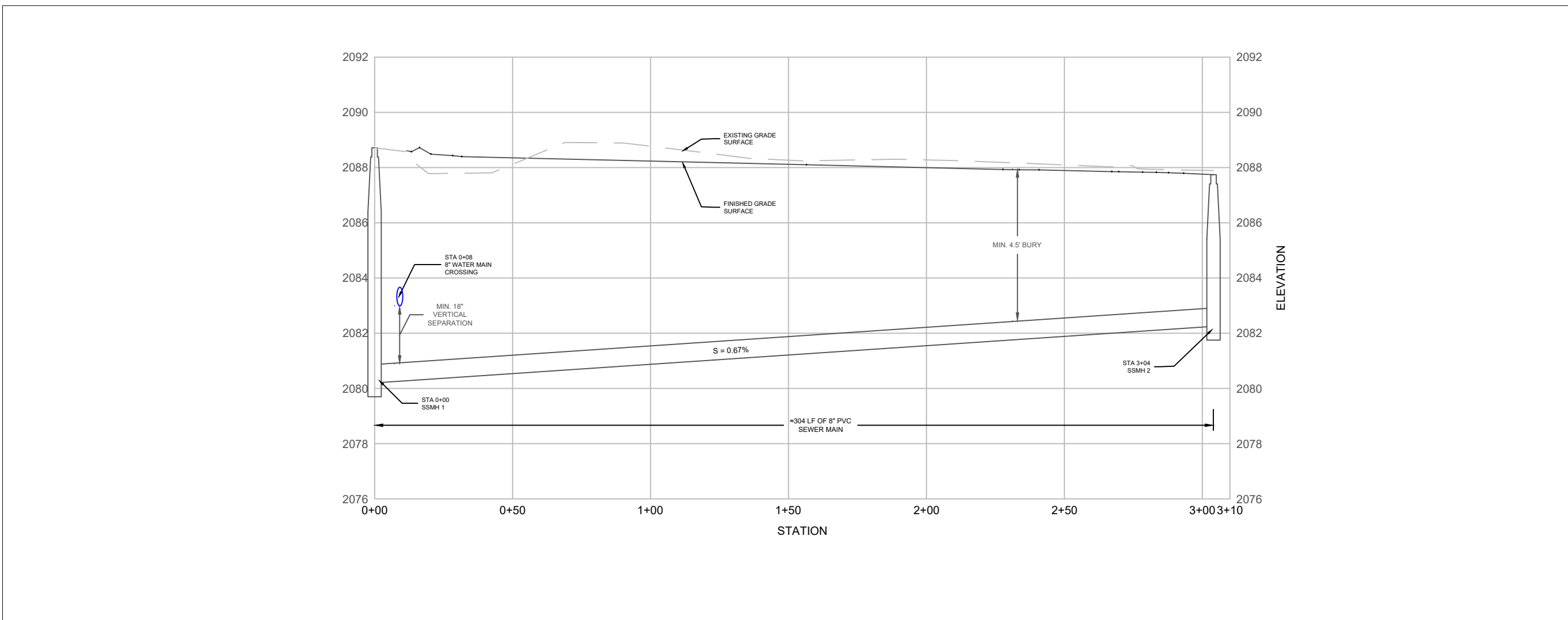
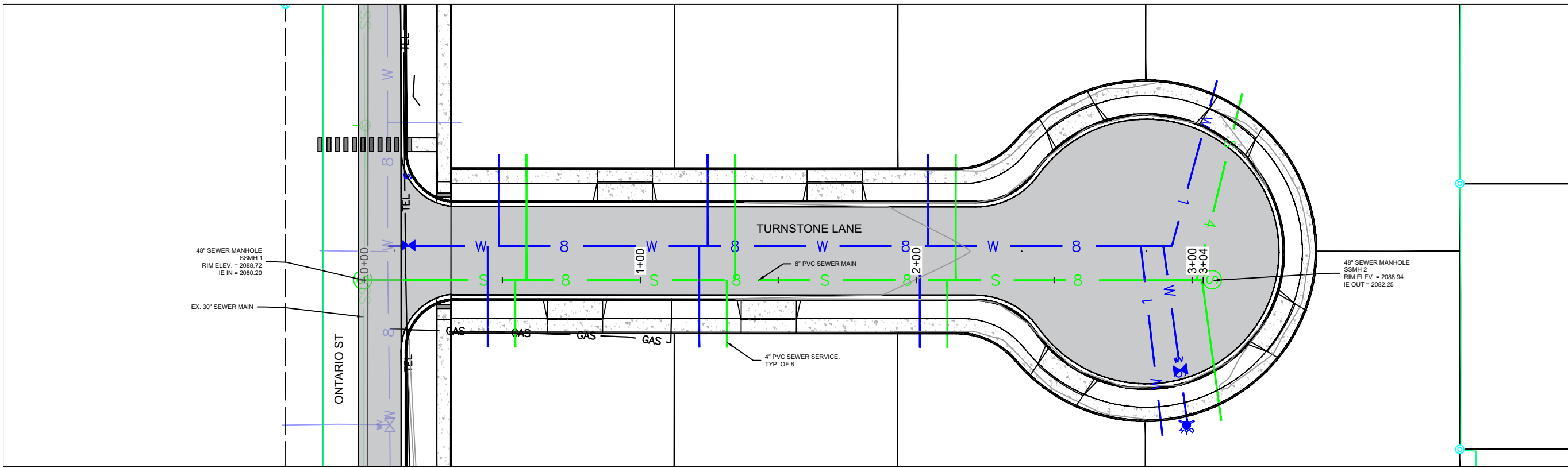
SEWER PLAN AND PROFILE

Clearwater Engineering, LLC

P.O. Box 2006
Post Falls, ID 83877
Phone: 406.690.5249
clearwatereng.idaho@gmail.com



0 20' 40'
SCALED FOR 22" X 34" DRAWING SHEET
1' CONTOUR INTERVALS



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CONSTRUCTION

PROJ. NO. CW186.2	REVISION
DWN. BY NMC	DATE
DATE 5/24/2024	BY
SHEET 7 OF 10	
DWG. NO. C-6	

TURNSTONE SUBDIVISION

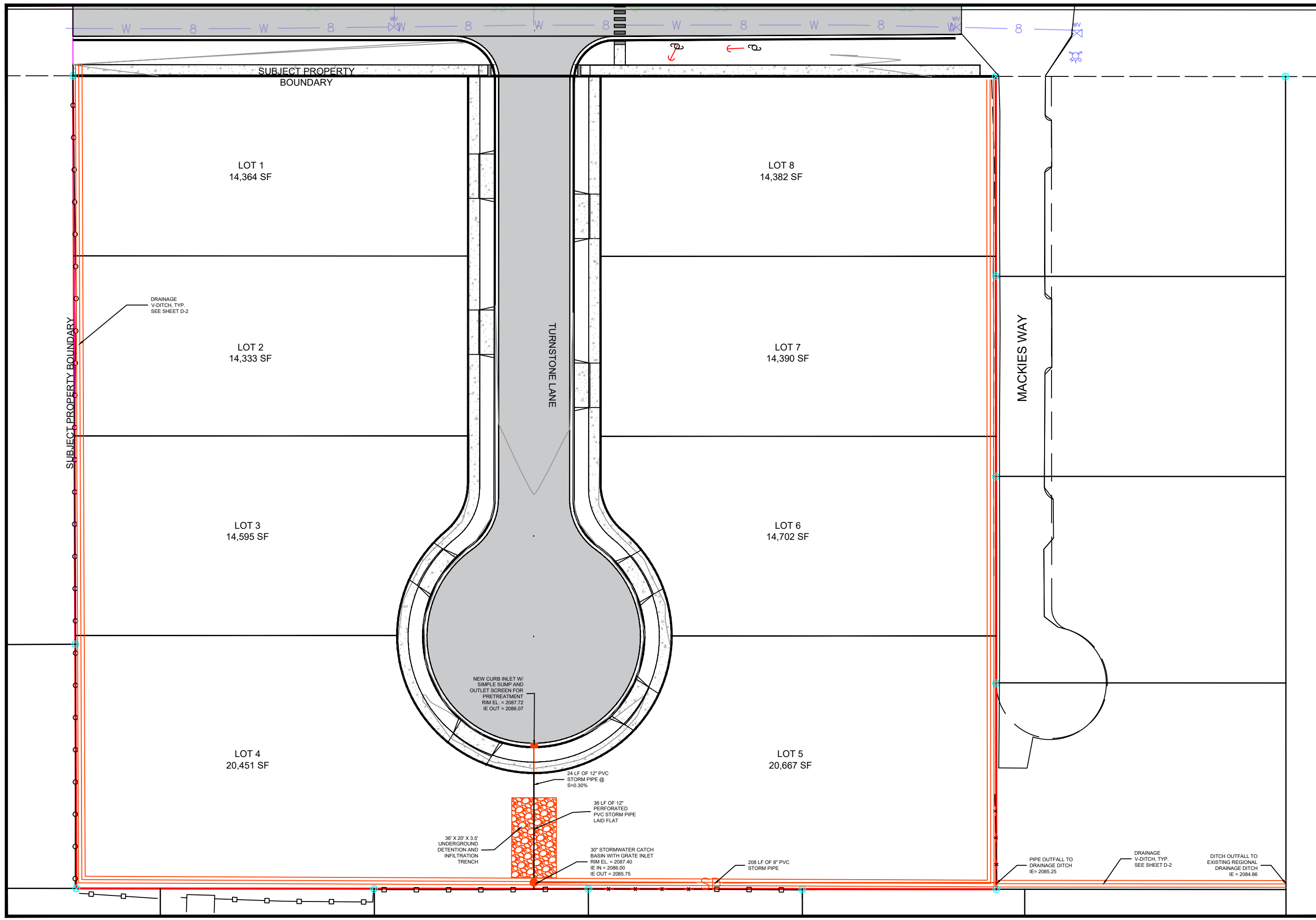
STORMWATER PLAN

Clearwater Engineering, LLC

P.O. Box 2006
Post Falls, ID 83877
Phone: 406.690.5249
clearwatereng.idaho@gmail.com



0 20' 40'
SCALED FOR 22' X 34" DRAWING SHEET
1" CONTOUR INTERVALS

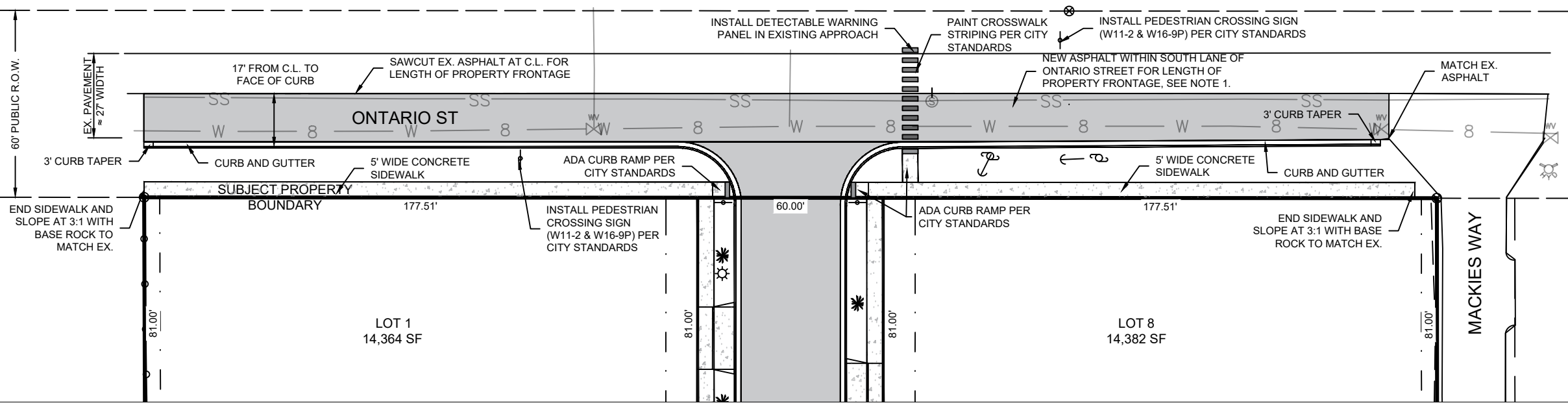


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CONSTRUCTION

PROJ. NO. CW186.2	REVISION
DWN. BY NMC	DATE
DATE 5/24/2024	BY
SHEET 8 OF 10	DWG. NO. C-7

TURNSTONE SUBDIVISION

ONTARIO STREET FRONTAGE IMPROVEMENTS

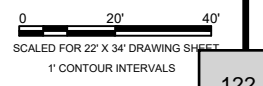


- NOTES:
1. ONTARIO STREET ASPHALT TO BE WIDENED FROM CENTERLINE WITH A 2% CROSS SLOPE FROM EXISTING CENTERLINE ELEVATIONS.

Clearwater Engineering, LLC



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 Phone: 406.690.5249
clearwatereng.idaho@gmail.com

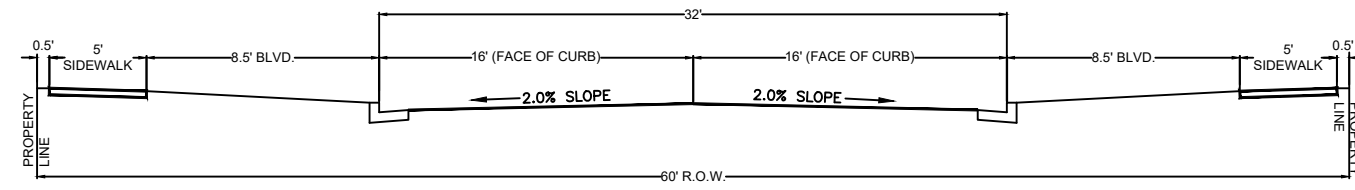


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CONSTRUCTION

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DATE 5/24/2024					

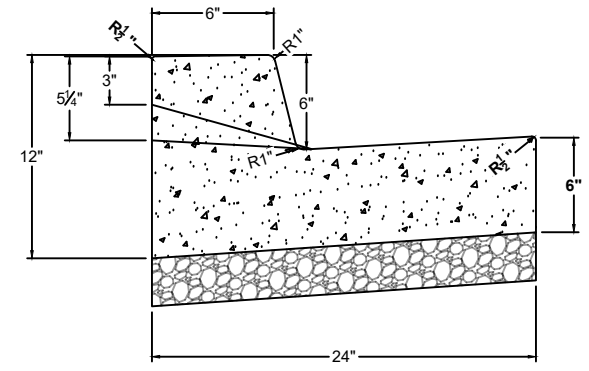
TURNSTONE SUBDIVISION
DETAILS

Clearwater Engineering, LLC
 P.O. Box 2006
 Post Falls, ID 83877
 Phone: 406.690.5249
 clearwatereng.idaho@gmail.com



1. THERE SHALL BE A 0.5' SEPARATION BETWEEN THE PROPERTY LINE AND BACK OF SIDEWALK TO ALLOW FOR PROPERTY PIN STAKING TO AVOID DAMAGE TO NEW SIDEWALK CONCRETE.

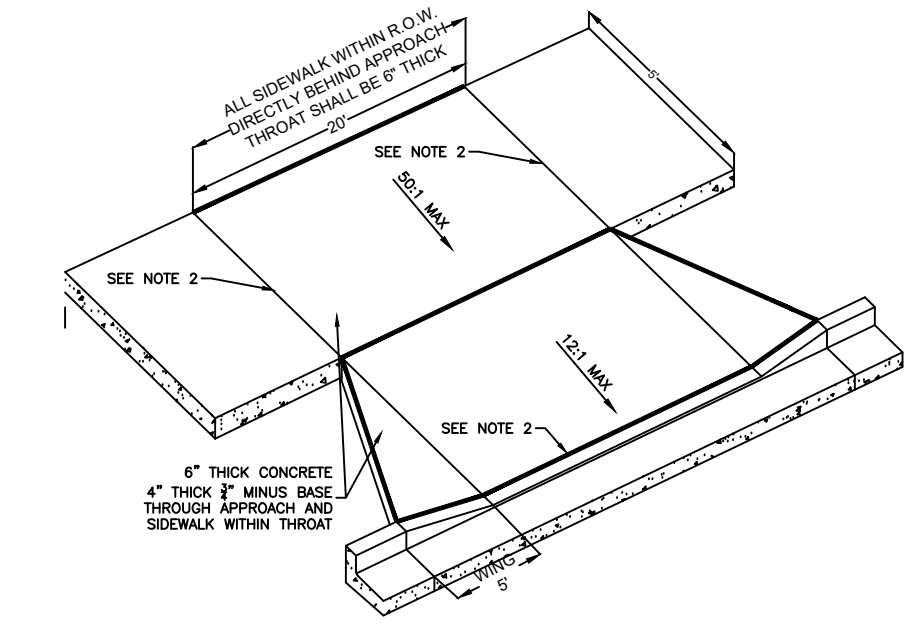
1 TYPICAL INTERIOR SUBDIVISION ROAD SECTION NTS



- LAYDOWN CURB HEIGHTS**
- LD1 - 3" AT DRIVE APPROACHES
 - LD2 - 5/4" AT ACCESSIBLE RAMPS

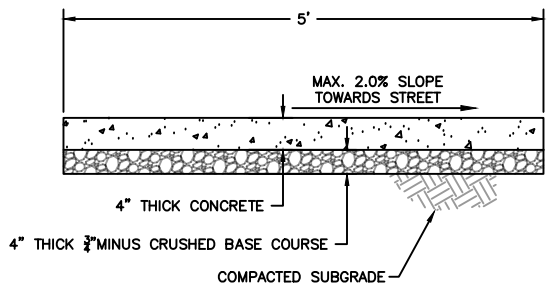
1. GRADE AND ALIGNMENT SHALL BE PER PLANS.
2. BASE: 4-INCH COMPACTED DEPTH OF 3/4-INCH MINUS CRUSHED AGGREGATE BASE MATERIAL, COMPACTED TO EXCEED 95% OF STANDARD PROCTOR
3. 1/2-INCH PREFORMED EXPANSION JOINT MATERIAL (AASHTO M 213) AT TERMINAL POINTS OF RADII.
4. CONTINUOUS PLACEMENT PREFERRED, SCORE INTERVALS AT 10-FOOT MAXIMUM SPACING
5. MATERIALS AND CONSTRUCTION IN COMPLIANCE WITH ISPC SPECIFICATIONS.
6. BACKFILL AS PER ISPC SECTION-706.

2 STANDARD CURB AND GUTTER DETAIL NTS



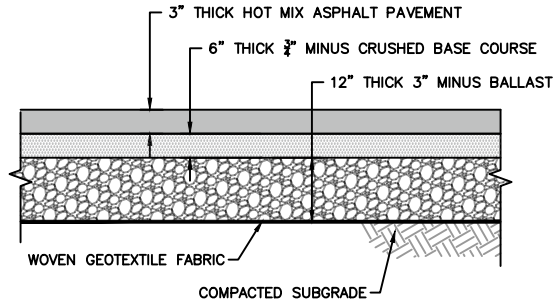
1. APPROACH TO CONFORM TO THE LATEST ADA STANDARDS.
2. INSTALL EXPANSION JOINT AT TIP OF APPROACH WINGS, WHERE SIDEWALK CHANGES THICKNESS, AND BETWEEN CURB AND APPROACH.
3. ALL CONCRETE TO BE 6" THICK FROM TIP OF WING TO TIP OF WING UP TO THE EXPANSION JOINT. SIDEWALK IMMEDIATELY BEHIND THE APPROACH THROAT SHALL BE 6" THICK ALSO.
4. ALL CONCRETE SHALL BE CLASS 3000 PER ISPC SECTION-703.
5. 3/8" REBAR @ 18" O.C. BOTH DIRECTIONS IN 6" APRON AND WALK IS REQUIRED, OR EQUIVALENT AS DETERMINED BY THE CITY.
6. CRUSHED BASE COURSE SHALL BE COMPACTED TO 95% MOD STANDARD PROCTOR ASTM D698
7. SUBGRADE SHALL BE COMPACTED TO 95% MOD STANDARD PROCTOR ASTM D698

5 CONCRETE DRIVEWAY APPROACH DETAIL NTS



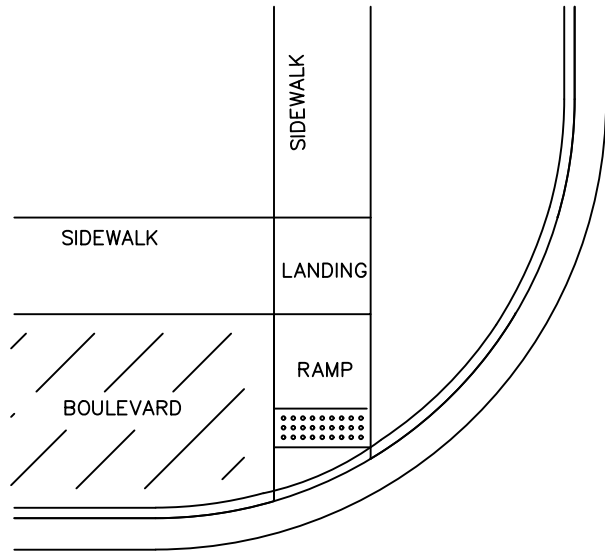
1. SCORE SIDEWALK AT INTERVALS NOT TO EXCEED 5 FEET.
2. INSTALL EXPANSION JOINTS WITH 1/2-INCH PREFORMED BITUMINOUS JOINT AT 20' INTERVALS, AT PC/PT OF ALL CURVES, AND WHEREVER SIDEWALK IS PLACED NEXT TO PERMANENT CURB.
3. CRUSHED BASE COURSE SHALL BE COMPACTED TO 95% MOD STANDARD PROCTOR ASTM D698
4. SUBGRADE SHALL BE COMPACTED TO 95% MOD STANDARD PROCTOR ASTM D698

3 CONCRETE SIDEWALK SECTION NTS



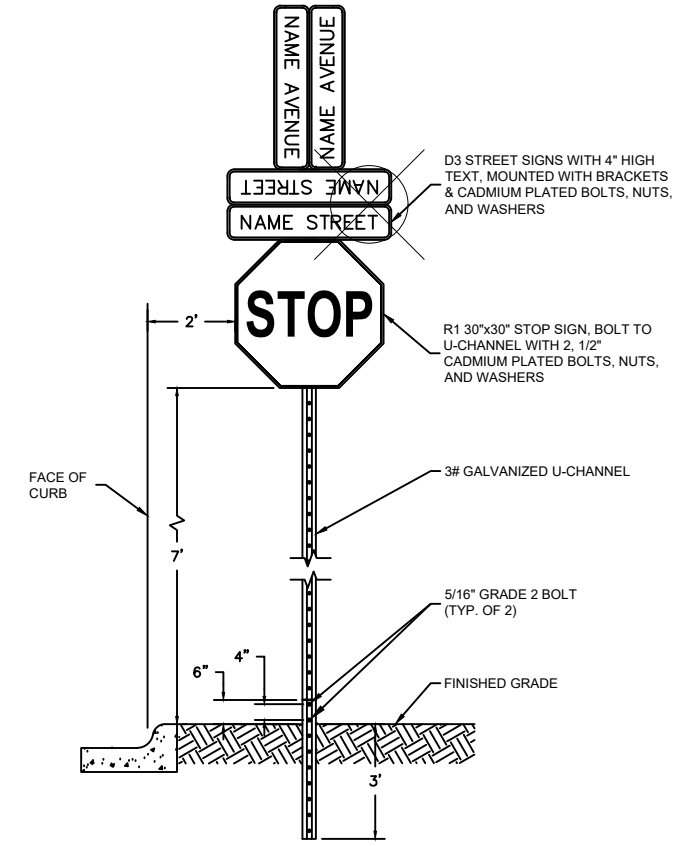
1. SUBGRADE SHALL BE COMPACTED TO 95% MOD STANDARD PROCTOR ASTM D698

4 ASPHALT PAVEMENT SECTION NTS



1. MAXIMUM RAMP RUNNING SLOPE SHALL BE 8.3%
2. MAXIMUM RAMP CROSS SLOPE SHALL BE 2.0%
3. LANDING SHALL HAVE MINIMUM DIMENSIONS OF 4' X 4' AND MAXIMUM SLOPE OF 2.0% IN ALL DIRECTIONS.
4. DETECTABLE WARNING SURFACE SHALL BE CAST IRON AND INSTALLED 24" DEEP ALONG THE FULL WIDTH OF THE PEDESTRIAN RAMP.
5. FINISH CONCRETE WITH A COARSE BROOM SURFACE PERPENDICULAR TO TRAVEL OR SLOPE.
6. PLACE PREFORMED EXPANSION JOIN IN SIDEWALK ONLY. JOINT FILLER SHALL NOT BE PLACED WITHIN 2' OF THE RAMP OR LANDING.
7. GRADE BREAKS SHALL BE ANGULAR AND DISTINCT.
8. CONCRETE MIX DESIGN SHALL INCLUDE FIBERMESH PER MANUFACTURER'S RECOMMENDATIONS.

6 ADA CURB RAMP DETAIL NTS



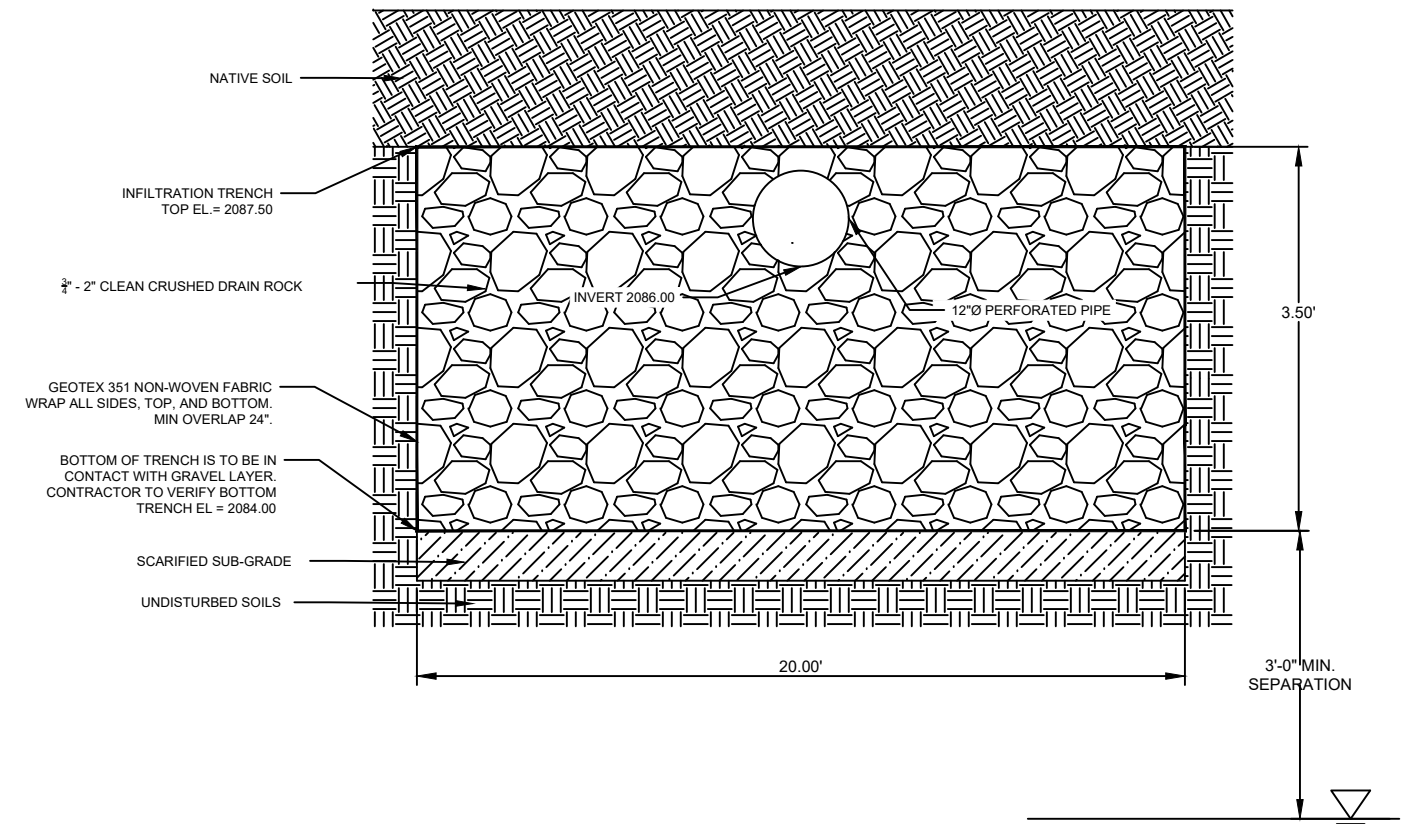
7 SIGN DETAIL NTS

PRELIMINARY
NOT FOR
CONSTRUCTION

PROJ. NO. CW186.2	REVISION
DWN. BY NMC	DATE
DATE 5/24/2024	BY
SHEET 10 OF 10	DWG. NO. D-2

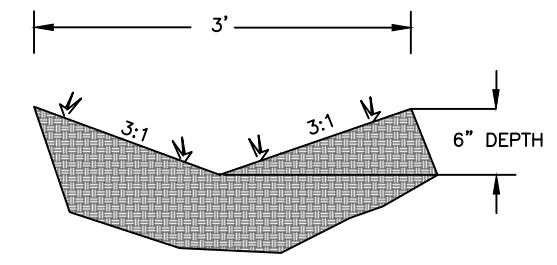
TURNSTONE SUBDIVISION
DETAILS

Clearwater Engineering, LLC
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 Post Falls, ID 83877
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 clearwatereng.idaho@gmail.com



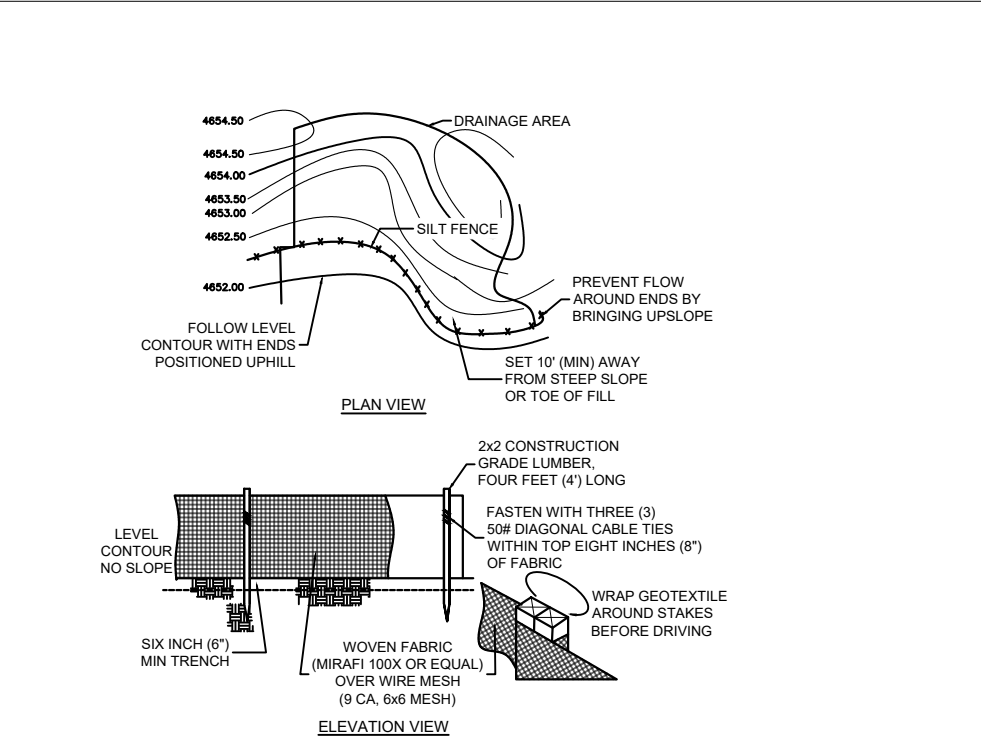
- LIBERTY GEOTECH INFILTRATION TESTING REPORT DATED JULY 11, 2023, NOTED GROUNDWATER WAS ENCOUNTERED AT APPROXIMATELY 6' TO 7.75' BELOW EXISTING GROUND ELEVATION.

1 INFILTRATION TRENCH DETAIL NTS

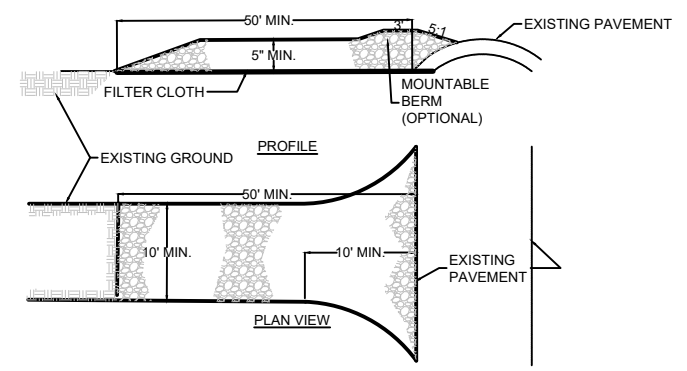


- V-DITCH TO BE INSTALLED WITH NATIVE SOIL AND NATIVE GRASS SEED.
- CLEAN ROCK-LINED DITCHES MAY BE SUBSTITUTED FOR GRASS-LINED DITCHES.

5 TYPICAL DRAINAGE V-DITCH SECTION NTS

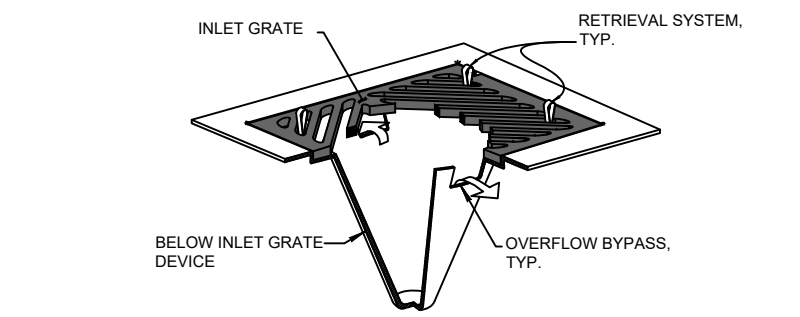
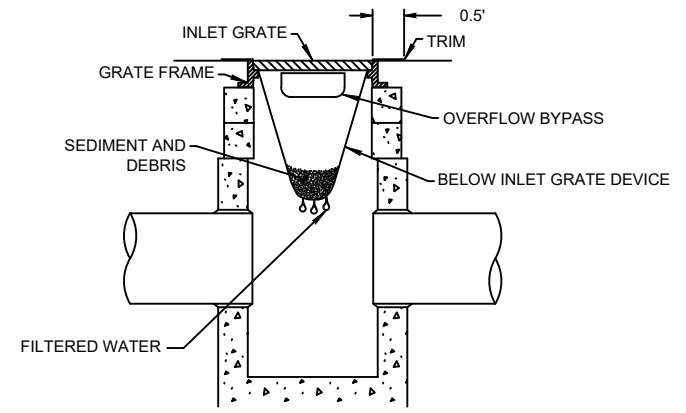


2 SILT FENCE DETAIL NTS



- CONSTRUCTION SPECIFICATIONS:
- STONE SIZE - USE 2" STONE OR RECLAIMED OR RECYCLED CONCRETE EQUIVALENT.
 - LENGTH - AS REQUIRED, BUT NOT LESS THAN 50 FEET
 - THICKNESS - NOT LESS THAN 5 INCHES.
 - WIDTH - 10 FOOT MINIMUM, BUT NOT LESS THAN THE FULL WIDTH AT POINTS WHERE INGRESS OR EGRESS OCCURS.
 - FILTER CLOTH - WILL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING OF STONE.
 - SURFACE WATER - ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PIPED ACROSS THE ENTRANCE. IF PIPING IS IMPRACTICAL, A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.
 - MAINTENANCE - THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND AND REPAIR AND/OR CLEANOUT OF ANY MEASURED USED TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, DROPPED, WASHED OR TRACKED ONTO PUBLIC RIGHTS-OF-WAY MUST BE REMOVED IMMEDIATELY.
 - WASHING - WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO PUBLIC RIGHTS-OF-WAY. WHEN WASHING, IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE AND WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE.
 - PERIODIC INSPECTION AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN.

3 TEMPORARY GRAVEL CONSTRUCTION ENTRANCE NTS



- PLACE FILTER FABRIC BELOW THE GRATE WITH 0.5' MINIMUM TUCKED AROUND GRATE SIDES TO ENSURE FILTER FABRIC IS SECURE.
- THE RETRIEVAL SYSTEM MUST ALLOW REMOVAL OF THE DEVICE WITHOUT SPILLING THE COLLECTED MATERIAL.

4 INLET PROTECTION DETAIL NTS

MEMORANDUM
PROPOSED LOCAL OPTION SALES TAX

Date: September 4, 2024

To: City Council

From: Mayor Grimm

RE: Proposed Local Option Tax to Fund Street, Sidewalk and Pathway Construction along with Alley Maintenance.

Honorable Councilmembers,

Thank you all so much for the thoughtful comments and consideration to bring to the voters of Sandpoint this November a request to impose a 1% local option tax in accordance with Idaho Code § 50-1046.

As we have discussed, our street backlog and deferred maintenance obligations far exceed our financial capacity to address these deficiencies. Barring new revenue, the city is unable to make sufficient progress or investment in our streets, sidewalks, pathways and alleys to reduce this backlog and raise the pavement conditions to or above national standards.

Grocery sales are the largest contributor to retail sales tax collections in Sandpoint. Taxing grocery food is a regressive action, disproportionately affecting lower-income households. According to the U.S. Census Bureau, in 2022 the median household income in Sandpoint was \$60,208. A typical household spends 12.8% of household income on food. As would follow, a typical Sandpoint household spends approximately \$7,706 on food per year and a 1% tax would amount to an additional cost of \$77 per year or \$1.48 per week.

Based on our most recent 1% LOT which was last imposed during the 2021 calendar year (figure below), collections totaled \$1.45 Million with an estimated minimum 34% of this collection derived from tourists and visitors (above “Mud Season” collection levels).

Sandpoint Local Option Sales Tax by Month													
	January	February	March	April	May	June	July	August	September	October	November	December	Total
% of Annual LOT Collections	6.30%	6.20%	7.50%	5.50%	7.30%	9.40%	10.20%	9.90%	10.10%	8.20%	7.50%	11.90%	100%
Amount Collected	\$ 92,166.68	\$89,884.64	\$108,935.64	\$80,761.38	\$107,126.70	\$136,945.10	\$149,197.46	\$143,705.61	\$146,778.70	\$120,018.30	\$108,733.40	\$174,113.38	\$1,458,366.99
%collections above "Mud Season" level	0.80%	0.70%	2.00%	0.00%	1.80%	3.90%	4.70%	4.40%	4.60%	2.70%	2.00%	6.40%	34.00%
\$ above "Mud Season" level	\$ 11,405.30	\$ 9,123.26	\$ 28,174.26	\$ -	\$ 26,365.32	\$ 56,183.72	\$ 68,436.08	\$ 62,944.23	\$ 66,017.32	\$ 39,256.92	\$ 27,972.02	\$ 93,352.00	\$ 489,230.43

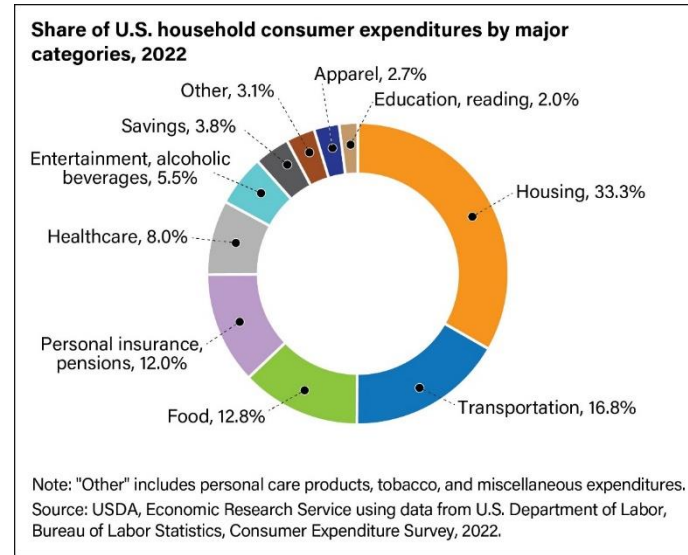
Additionally, we assume that not all retail sales in April (*Mud Season*) are derived from Sandpoint residents and acknowledge that in addition to the tourists, some portion of retail sales occurring in Sandpoint are comprised of Bonner County residents living outside the municipal boundaries. In summary, it is clear that a significant portion of the anticipated local option 1% sales tax will be paid by non-Sandpoint residents. To determine the exact percentage of anticipated collections paid by “outsiders” would be difficult to calculate without further analysis and assumptions.

In closing, I believe that offering the voters the opportunity to pass a 1% Local Option Tax on retail sales for 25 years is the best way for the city to pay for repairs to our streets primarily because visitors and non-residents will be contributing significantly to the road maintenance cost.

Again, thank you for your support and authorization to bring this important decision to the voters of Sandpoint.

Sincerely,

Jeremy Grimm
 Mayor of Sandpoint
jgrimm@sandpointidaho.gov
 (208) 205-7085



Potential 1% LOT Collections over 25 Years Assuming 2.5% Annual Increase

Example of Street Revenue/Progress on Backlog														5 year increments>>>			
Year of Tax	Base Year				1	2	3	4	5	6	7	8	9	10	15	20	25
Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2039	2044	2049
Potential Collections 1% LOT Retail Sales	\$ 1,458,367	\$ 1,494,826	\$ 1,532,197	\$ 1,570,502	\$ 1,609,764	\$ 1,650,008	\$ 1,691,259	\$ 1,733,540	\$ 1,776,879	\$ 1,821,301	\$ 1,866,833	\$ 1,913,504	\$ 1,961,341	\$ 2,010,375	\$ 2,274,555	\$ 2,573,450	\$ 2,911,622
Cumulative Total					\$ 1,609,764	\$ 3,259,773	\$ 4,951,031	\$ 6,684,571	\$ 8,461,450	\$ 10,282,750	\$ 12,149,583	\$ 14,063,087	\$ 16,024,429	\$ 18,034,804	\$ 28,866,175	\$ 41,120,877	\$ 54,985,948

*2.5% annual increase of collections factored in.

↑
 Last Full Year of 1% LOT collections in Sandpoint

↑
 If Approved: First Full Year of 1% LOT collections in Sandpoint

No: 24-
Date: September 4, 2024

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: NOVEMBER 5, 2024, ELECTION BALLOT QUESTION - CITY OF SANDPOINT LOCAL OPTION SALES TAX

WHEREAS: Idaho Code § 50-1046 provides for the adoption of local option non-property taxes, including a local sales tax, when approved by a 60% majority of the City’s voters;

WHEREAS: City Council seeks a decision by Sandpoint voters as to whether the Council should adopt an ordinance implementing a new local sales tax;

WHEREAS: During adoption of the Sandpoint Multimodal Transportation Master Plan (MTMP), the City found that there is a 21% backlog of pavement projects for streets in very poor or poor condition, which is double the national average, with a recommendation that the City’s annual investment into street pavement projects needed to increase to over \$1 million per year in order to avoid further increasing the number of uncompleted street pavement projects for streets in poor, very poor, or failing condition;

WHEREAS: The MTMP also identifies improvements needed for existing sidewalks and paved pathways, as well as extension needs in order to strive for completion of the City’s sidewalk/pathway network;

WHEREAS: The Council understands and appreciates the positive impact of tourists to the local economy and recognizes the impact that increasing tourism has on the City’s streets and the need for sidewalk and pathway improvements to complete the priority pedestrian network and seek to ensure the safety of motorists, pedestrians, and bicyclists;

WHEREAS: The City has increased the annual budget for pavement maintenance and sidewalk/pathway projects, funded primarily through local property taxes and the City’s visitor lodging tax, but additional funding sources are needed to increase the investment in these projects and maintenance in order to cover the cost of bringing our street network to national standards; and

WHEREAS: The Council is seeking a mechanism for implementing these improvements without increasing the burden on property taxpayers and to generally seek to share the costs of such improvements with users who reside outside of City limits, tourists, and other visitors who will also benefit from these improvements.

NOW, THEREFORE, BE IT RESOLVED THAT: A City of Sandpoint special election shall be held on November 5, 2024, for the purpose of considering the adoption of a local option non-property tax as provided by Idaho Code § 50-1046.

BE IT FURTHER RESOLVED THAT: The following question shall be placed on the ballot for consideration by the registered voters of the City of Sandpoint.

**LOCAL OPTION NON-PROPERTY 1% CITY SALES TAX
CITY OF SANDPOINT, STATE OF IDAHO
NOVEMBER 5, 2024**

INSTRUCTIONS TO VOTERS:

To vote on the following question, fill in the square according to the way you want to vote on the question. If you, by mistake or accident, mark, tear, or deface, or otherwise mutilate this ballot, return it to the election judges and obtain another ballot.

QUESTION: Shall the City of Sandpoint, Bonner County, Idaho, adopt an ordinance providing for a 1% local option sales tax to be implemented and effective from January 1, 2025, through December 31, 2049.

This tax will be applicable to all sales, except occupancy sales subject to taxation under Chapter 36 of Title 63, Idaho Code. Revenue from this proposed tax, the amount of which is unknown, will be dedicated to the following:

- a) Street pavement, sealing, widening, reconstruction, and associated stormwater infrastructure.
- b) Sidewalk/pathway improvements, including maintenance and reconstruction and extensions to provide connectivity and increase ADA accessibility and safety.
- c) Alleyway improvements and maintenance.
- d) Property Tax Relief to Sandpoint property owners. (Per Idaho Code, any excess revenue received will be placed in a designated property tax relief fund.)
- e) Administrative costs and direct costs to collect and enforce the tax. (The city will retain the actual cost of collecting and administering the tax.)

On the issue of a 1% local option sales tax:

IN FAVOR.....

AGAINST.....

This Resolution was approved by a majority of the Sandpoint City Council during a duly-noticed public meeting held September 4, 2024.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk