



**CITY COUNCIL
MEETING AGENDA**

**November 19, 2024
6:00 PM**

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

WORKSHOP – 4:30 pm Basement Conference Room

- a. Post Falls City Council and Post Falls Urban Renewal Agency Joint Workshop

REGULAR MEETING – 6:00 pm City Council Chambers

The regular agenda is scheduled to start at 6:00 PM, but may start earlier depending on the completion of any preceding workshop.

CALL TO ORDER BY MAYOR JACOBSON

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

Samantha Steigleder, Josh Walker, Joe Malloy, Nathan Ziegler, Randy Westlund

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:
ACTION ITEM**

- a. National Apprenticeship Week Proclamation

AMENDMENTS TO THE AGENDA

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

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

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

1. CONSENT CALENDAR

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

ACTION ITEMS:

- a. Minutes – November 5th, 2024 City Council Meeting
- b. Accounts Payable and Hand Check Report
- c. September Cash and Investments Report
- d. Postage Machine Purchase
- e. Amendment I to the Teton Meadows Construction Improvement Agreement
- f. The Pointe - Expo & Baugh Final Subdivision Plat

2. PUBLIC HEARINGS

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

ACTION ITEMS:

- a. Sanitary Fee Amendment
- b. FY 2025 Budget Amendment #1

3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

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

ACTION ITEMS:

- a. Vacation Ordinance for a Portion of Right-of-Way at 17th Avenue & Catherine Street
VAC-24-1

4. NEW BUSINESS

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

ACTION ITEMS:

- a. Ordinance on Planning and Zoning Commission Members and Updating Electrical Code

References.

- b. Ordinance Prohibiting Disruption or Obstruction of City Government Operations and Offices
- c. Removing Items from Asset Inventory
- d. Grant Application Resolution/Agreement - Prairie Avenue Widening (Greensferry to Cecil)

5. CITIZEN ISSUES

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

6. ADMINISTRATIVE / STAFF REPORTS

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

- a. Cemetery Update
- b. 2024-2025 Snow Operations Presentation

7. MAYOR AND COUNCIL COMMENTS

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

8. EXECUTIVE SESSION

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

ACTION ITEMS:

RETURN TO REGULAR SESSION

ADJOURNMENT

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 N Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on

cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel
(<https://www.youtube.com/c/CityofPostFallsIdaho>).

Mayor Ronald G. Jacobson
Councilors: Samantha Steigleder, Josh Walker, Joe Malloy, Nathan Ziegler, Randy Westlund

Mission
Building Community.

POST FALLS URBAN RENEWAL AGENCY
FOURTH ADDENDUM TO AGENCY POLICY #7

Subject: Fourth Addendum to Agency Policy #7

Effective Date: October 17th, 2024

Background: On July 10th, 2024, the Commission of the Post Falls Urban Renewal Agency approved amendments to Agency Policy #7 to provide for priority reimbursement of public improvements associated with certain minor projects that promote the objectives set forth in an Urban Renewal Plan and are authorized by such Plan. The purpose of this Addendum is to provide specificity regarding how the minor project program will be implemented. This Addendum shall apply to all Urban Renewal Districts.

1. **FUNDING:** An annual allocation of a portion (not to exceed 15% per year) of the annual allocation of tax increment accruing to an urban renewal district.
2. **THE PROGRAM IS TO BE RESTRICTED TO:**
 - a. Existing businesses which have a physical facility located within the District which they wish to expand or improve.
 - i. In the case of an existing business which occupies leased premises within the District, the landlord must be a co-applicant and the lease term must have a remaining term of not less than three (3) years.
 - b. Existing Non-Profits which have a physical facility located within the District which they own and which they wish to improve or expand.
3. **PROGRAM PARAMETERS:**
 - a. Funds shall be restricted to physical improvements which are:
 - i. City required improvements that promote District Plan objectives and are authorized by such Plan, including property frontage improvements (curbing, gutters, sidewalks, grassy swales, street trees, storm water abatement), public sewer and water extensions and landscaping elements.
 - ii. Façade or related improvements that promote District Plan objectives and are authorized by such Plan, as determined by a quorum majority of the Urban Renewal Commission in consultation with the City Community Development Director.
 - b. Funding is limited to a maximum funding of \$250,000 per applicant.
 - c. The Urban Renewal Commission shall estimate the real property valuation impact of the proposed improvements, and perform an analysis of the potential increase in tax increment anticipated from the proposed improvement(s) for the remaining duration of the urban renewal district in which the property is located (Not required for Non-Profit enterprises operating on tax exempt real property).

- d. The Urban Renewal Commission shall assess each project's impact as it relates to increased employment, enhanced appearance, contribution to the objectives of the District Plan and related factors.
- e. Applicant must provide a written contract for construction of the proposed improvements, verification of City approval of the proposed improvements, construction plans and related documents, including the specific contract price for the items that the Commission's Minor Project Program are to fund.
- f. Reimbursement from the Commission's District tax increment funds shall be subject to execution by the Applicant of a Minor Project Reimbursement Agreement, the completion of funded work, documented acceptance of the completed improvements by the City, documentation of the actual costs of the improvements, review of the actual costs by the Commission's engineering consultants and the approval of an Order of Approval by the Urban Renewal Commission in accordance with Commission policy. Reimbursement of completed, accepted and approved project expenses shall be subject to the receipt of sufficient tax increment funds for the District in which the project is located.

4. FLOW OF FUNDS FROM SEMI-ANNUAL TAX INCREMENT PAYMENTS:

- a. Semi-annual tax increment funds shall continue to be allocated to the District's Proponents in accordance with existing OPA Agreements with the exception of the amount allocated (not to exceed 15%, as determined by the Commission) for the Minor Project Program of each urban renewal district. Provided however, any OPA Agreements executed prior to August 1, 2024 shall not be subject to the Minor Project Program allocation without the contracting Proponent's written consent.
- b. Funds shall be held in the Commission's LGIP Construction Improvement Account. For financial reporting purposes, such funds shall be noted as being reserved for the Minor Project Program of each District.
- c. Upon receipt of tax increment funds allocated for the Minor Projects Program within any urban renewal district totaling \$250,000, no further funds shall be set aside for the Minor Project Program within that District until the amount set aside for the Minor Projects Program within that District falls below \$250,000 or the Commission has approved Minor Project applications totaling more than \$250,000.
- d. Allocation of funds for the Minor Project Program shall cease in the last 24 months of an Urban Renewal District's term.
- e. In the final year of an Urban Renewal District's term, all funds allocated for Minor Projects which are not committed to improvements underway, shall be re-allocated to those District Proponents who have not been fully reimbursed for approved and dedicated improvements as set forth in the OPA and the District Plan.
- f. Tax Increment funds remaining after full reimbursement of all Proponents and all approved Minor Projects shall be allocated in accordance with Urban Renewal Commission Policy relating to closing an urban renewal District and Idaho Code Section 50-2909(4).

Approved by the Post Falls Urban Renewal Agency Board of Commissioners:

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By: Jamè Davis, Chair
Jamè Davis, Chairperson

Date: 10/17/24



**CITY COUNCIL
MEETING MINUTES**

**November 5, 2024
6:00 PM**

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

5:30 PM Workshop

- a. Chris Schreiber - Nominee for Planning and Zoning Commission

Joe Malloy, Nathan Ziegler, Samantha Steigleder, Randy Westlund – **Present**
Kenny Shove, Josh Walker – **Excused**

Nominee for the Planning and Zoning Commission, Chris Schreiber, was present to meet and discuss his professional background and answer questions with Council before the vote to appoint him.

REGULAR MEETING – 6:00 pm City Council Chambers

CALL TO ORDER BY MAYOR JACOBSON

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS

Samantha Steigleder, Josh Walker, Joe Malloy, Nathan Ziegler, Randy Westlund, Kenny Shove

Joe Malloy, Nathan Ziegler, Samantha Steigleder, Randy Westlund – **Present**
Kenny Shove – **Excused**

Josh Walker - **Present Via Teams (left the meeting before the Public Hearing began)**

1. CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:

ACTION ITEMS:

Jacobson: The community is welcome to join us at the Housing Needs Open House this Thursday, November 7th, from 6-8 pm at City Hall. It is election day. If you haven't voted, please go vote. City Hall and City Services will be closed on Monday, November 11th in observance of Veterans Day.

Todd Kiesbuy and David Howell with Avista presented on the crane accident at the dam and the status of the dam renovation project.

- a. Appointment of Chris Schreiber to the Planning and Zoning Commission

Motion by City Council Malloy to Approve the Appointment of Chris Schreiber to the Planning and Zoning Commission.

Second by City Council Ziegler.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Westlund

Motion Carried

- b. Acceptance Of Councilor Shove's Resignation and Declaration of Vacancy in Council Seat #6

Motion by City Council Malloy to Approve the Acceptance Of Councilor Shove's Resignation and Declaration of Vacancy in Council Seat #6.

Second by City Council Ziegler.

Ayes: City Council Walker, City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Westlund

Motion Carried

AMENDMENTS TO THE AGENDA

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

None

DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS

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None

2. CONSENT CALENDAR

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

ACTION ITEMS:

- a. Minutes – October 15th, 2024, City Council Meeting
- b. Approval of Accounts Payable through November 5, 2024, and Hand Check Accountability Report for October 7-25, 2024.
- c. Approval of the Annual Kootenai County Public Transportation Payment
- d. Wastewater Capacity Replacement Fee Agreement for 3200 N. Spokane Street
- e. Approval of the Fair Estates Final Subdivision Plat
- f. Approval of the Quail View Twin Homes Final Plat

Steigleder: On item f, those twin homes only share one wall, correct?

Jon Manley, Planning Manager: Correct.

Westlund: On item d, is this a typical thing that happens when we reassess a cap fee?

Shelly Enderud, City Administrator: It's not typical. We have some industry standards that we use, and most of the time those numbers are fairly correct. Occasionally, we have someone that is either under or over. We would reassess and then have an additional payment or a refund depending on the situation. It may be an industry that we don't have a standard for. In this case, it was a golf course, restaurant, and hotel together, so it was different from most we deal with. We are going to reevaluate how we set the standards for the initial cap fees that are paid.

Motion by Malloy to accept the Consent Calendar as presented.

Second by Westlund.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Westlund

Motion Carried

3. PUBLIC HEARINGS

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ACTION ITEMS:

- a. North Place Subdivision - File No. APL-24-1

Public Hearing Opened at 6:17 PM

Jon Manley, Planning Manager, and Rob Palus, City Engineer, Presenting: This is a request of Kevin Schneidmiller, on behalf of Schneidmiller Brothers Inc, to subdivide 238.52 acres into 1125 lots within the Residential Mixed (RM) zoning district in multiple phases consistent with the RM Zone Change Development Agreement. The Planning and Zoning Commission approved the subdivision on August 13, 2024. The approval was appealed and per city code we are here to conduct a new hearing. The project location is on the southeast corner of Prairie and Idaho Street. The water providers would be City of Post Falls and Ross Point Water District. The wastewater provider would be the City of Post Falls. The proposed subdivision plan is a mix of lot sizing. Alignment with review criteria was reviewed.

Steigleder: Can you explain how Penrose is a major collector and Syringa is a minor collector?

Palus: When we get to build-out of this subdivision our anticipation is that it will be on the very low end on the major collector for Penrose.

Steigleder: The two-story multifamily restriction still stands?

Manley: Correct.

Applicant Kevin Schneidmiller: We are requesting to subdivide 238.5 acres, generally located north of the Fieldstone subdivision. Work began on the North Place Development in 2015. At that time, it was requested under the R1 Zoning. In 2021, a request to rezone 238 acres to Residential Mixed (RM) was brought to Council and approved. This request was made at this time based on

the fact that the City of Post Falls did not have a residential mixed use zone when the first two subdivisions were proposed. At the time of the zone change, we agreed to cap the number of units at 1400 and that the multifamily was restricted to 2 stories, even though that's not a requirement of the RM zones. For the zone, we are required to set aside 7% of the space for open space. We are above that for this subdivision at 8.75%. North of Penrose, east of Idaho Street, we are currently proposing to do a 55 plus age restricted project there. The site adjacent to Prairie Avenue is where we have entered into a Memorandum of Understanding with the School District. They have five years to make a decision on whether they want to build a school on that site. Renderings of the different proposed buildings and housing products were shown.

Testimony

In Favor: None

Neutral: None

Opposed:

Claudia Collins, Post Falls, not wishing to speak.

Logan Storm, Post Falls, not wishing to speak.

Daniel Kendzierski, Post Falls, not wishing to speak.

Ronda Dudley, Post Falls, not wishing to speak.

Heather Holm, Post Falls, not wishing to speak.

Donald Barker Jr, Post Falls, not wishing to speak.

Christine Malm, Post Falls, not wishing to speak.

Nick Vendetti, Post Falls, not wishing to speak.

Ashley Horst, Post Falls, not wishing to speak.

Keith Plass, Post Falls, not wishing to speak.

Jennifer Knutzen, Post Falls, not wishing to speak.

Tiffany Goodwin, Post Falls, not wishing to speak.

Julie Hensley, Post Falls: Concerned about traffic on Syringa and overcrowding of schools.

Susan Vendetti, Post Falls: Concerned about multifamily housing and traffic.

Kyle Storm, Post Falls: Concerned about the 55-plus planned community and the traffic.

Holly Hatcher, Post Falls: Concerned about the growth the new subdivision would bring.

Jill Storm, Post Falls: Concerned about the multifamily housing in the area.

Catherine Zimmerman, Post Falls: Concerned about the growth the subdivision would bring.

Brett Collins, Post Falls: Opposes the subdivision.

Rebuttal

Schneidmiller: I would stand for any questions.

Steigleder: Is there a way that we can be assured that the area off of Penrose and Idaho will be 55 plus restricted?

Schneidmiller: We have to make sure we can go through the legal process to get adopted. I'm not willing to put a condition on it.

Westlund: What year was the property annexed into the city?

Schneidmiller: 2004 or 2005.

Westlund: What is the procedure for providing notice for public hearings?

Manley: It is a 300-foot radius that is verified through a title company.

Westlund: Is there a sign posted too?

Manley: Yes, it is ten or eleven days prior to the hearing. We get an affidavit of posting of that.

Westlund: Mr. Palus can you further talk about the concerns with Syringa and traffic?

Palus: Our modeling based on this land use shows that with the Penrose, Killdeer, and Syringa connections, Syringa would not get above 3000 vehicle trips per day.

Malloy: For clarification, this is just an appeal of the subdivision.

Field Herrington, City Attorney: Correct, it is not an appeal of the annexation nor the zone change.

Steigleder: We can either approve the subdivision as presented, or if we deny it what happens next?

Herrington: We would come back with a written decision on the denial and then any party could request reconsideration, then they can seek judicial review. Any denial would have to be based on the subdivision criteria.

Public Hearing Closed at 7:55 PM

Review Criteria were Discussed

1. Yes, it has been established and served by two purveyors.
2. Yes, staff said it can.
3. Yes, the City Engineer indicated they can and they are within capacity. Steigleder disagreed.
4. There were no hazards identified.
5. Correct, everything that is being proposed is allowed in the proposed zone and the development agreement is in alignment.
6. This is true, especially with the MOU that has been signed with the School District. Along with the expansion of traffic controls. Steigleder disagreed with this, saying that impact fees don't totally provide for all impacts to the community from a development this large.

Westlund: We are operating in a narrow context here and are acting kind of in the role of a judge. The criteria are set up to ensure we are dealing with everyone's property rights in a fair way. Most of the decisions are made at the time of zoning and the development agreement. If there's a violation of individual property rights, we can be sued under Idaho code title 67 chapter 80.

Malloy: At the public hearing for the zone change in 2021, there was plenty of public comment, and I voted against it. I was on the losing end of that vote. Now we are in the position of having to uphold what was passed by that Council and look at the subdivision only.

Motion by City Council Malloy to deny the appeal and affirm the Planning and Zoning Commission decision for the North Place Subdivision - File No. APL-24-1.

Second by City Council Westlund.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Westlund

Motion Carried

4. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS

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ACTION ITEMS:

- a. Approval of Black Bay Boardwalk Revisions

Robbie Quinn, Parks Planner Presenting: After the StanCraft test piles were done in January 2024, we needed to modify the framework of the boardwalk to make it viable for construction. We

modified the design to add piles which would give more cross-beams and more flexibility in where the piles can be driven. This revised design includes removing the floating boardwalk, reducing the boardwalk size, and removing from shore piles. The total request is to add \$95,076 to the contract with BigSky tonight for the boardwalk changes. That will be paid out of Park Impact Fees. The plan is to start construction in early 2025.

**Motion by City Council Steigleder to Approve the Black Bay Boardwalk Revisions.
Second by City Council Malloy.**

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Westlund

Motion Carried

b. Alcoholic Beverage Fees Discussion

Shelly Enderud, City Administrator Presenting: Questions that Council members had related to previous discussions about the alcoholic beverage fees were answered and discussed.

Steigleder: Are we required by the state to run the full background check?

Police Chief Greg McClean: It is in our best interest to do that because we find that there are issues that were missed by the State or County side that we catch during our city process.

Ziegler: I would advocate reducing that license fee as low as possible, just to cover our cost.

Steigleder: I would advocate reducing it to \$250.

Westlund: I'm hesitant to reduce this given that we had to take foregone to make our budget work this year. It doesn't seem like the greatest time to be cutting license fees. My own take is that it is ridiculous that a business has to go through three different licensing processes to get their liquor license. That requires state level reform. Until that happens, I don't see that we need to take any action.

Malloy: I'm inclined to renew the fees as they are for next year. I would like to lobby the state to have a unified system. I would like to see more data on how often we find things in the background checks. A possible side effect is if we cut our fees down to nothing and none of the surrounding cities do, then everyone will want to get a license in Post Falls.

Jacobson: I disagree, I don't think that the amount the city charges is that much of a burden to businesses.

Motion by City Council Malloy to Approve the Alcoholic Beverage Fees as presented tonight and to continue having a discussion on these fees either quarterly or every six months.

Second by City Council Westlund.

Ayes: City Council Malloy, City Council Ziegler, City Council Westlund

Nays: City Council Steigleder

Motion Carried

c. Water Reclamation Facility Tertiary Treatment Project – Contract Adjustment for Heat Trace Installation

Andrew Arbin Projects Division Manager Presenting: This is a contract increase of \$74,017.90 to add heat trace to the Water Reclamation Facility Tertiary Treatment Project. The additional cost would be paid for through the Water Reclamation Facility budget. The additional heat trace is required to protect outdoor chemicals, equipment, and roof drains that are susceptible to freezing. This includes additional wiring, electrical components, etc. to get electricity to the heat trace. Overall project updates on the project were also presented.

Westlund: The change order was signed on April 10th. Why are we talking about it now?

Arbini: This issue was identified over a year ago. There was a fair amount of conversation that took place between the contractor and the subcontractor determining whose scope that was in. It was not fully included in the design. It took time to develop that change order and in April we agreed on the price. The change order stayed with the contractor from April until two weeks ago. The contractor elected to do the work between then and now, so this is the formalization of the paperwork surrounding that.

Steigleder: How much is left in the contingency if we approve this?

Arbini: It's about \$300,000.

Motion by City Council Malloy to Approve the Water Reclamation Facility Tertiary Treatment Project Contract Adjustment for Heat Trace Installation.

Second by City Council Ziegler.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Westlund

Motion Carried

- d. Vacation Ordinance for a Portion of Right-of-Way at 17th Avenue & Catherine Street
VAC-24-1

Field Herrington, City Attorney: I would like to request this item be continued to another meeting as there's some language that still needs to be worked out.

Motion by City Council Malloy to Table the Vacation Ordinance.

Second by City Council Ziegler.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Westlund

Motion Carried

5. NEW BUSINESS

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ACTION ITEMS:

- a. Process to Fill Council Seat #6 Vacancy

Warren Wilson, Deputy City Attorney Presenting: Seat #6 was vacated on November 1st. Idaho Code provides that the Mayor nominates a replacement councilor. We are proposing a process that includes posting a notice and application process online. We will accept applications from November 6 through November 18. Once the deadline passes, the Mayor will select up to three finalists. The Mayor will interview those and then make a formal nomination to Council. The confirmation vote will likely be at a special call meeting. The goal is to have a new councilor seated by the first meeting in January.

Motion by City Council Malloy to Approve the Process to Fill Council Seat #6 Vacancy.

Second by City Council Steigleder.

Ayes: City Council Malloy, City Council Ziegler, City Council Steigleder, City Council Westlund

Motion Carried

6. CITIZEN ISSUES

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Bob Flowers, Post Falls: Concerned about CityLink not charging fees for riders and the cities subsidizing the business plan of CityLink without a revenue source.

Jacobson: I agree, and I asked that question several years ago.

Westlund: I know we are going to have discussions in the near future about what the cities' roles are in the system.

7. ADMINISTRATIVE / STAFF REPORTS

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

None

8. MAYOR AND COUNCIL COMMENTS

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Jacobson: On the 7th we have a planning session and I won't be there, but I am meeting with them in the morning.

Steigleder: That is open to the public. The Housing Needs Assessment at 6pm in this room. Please come to that.

Westlund: I think it would be a really cool thing to have a City Employee Christmas Party and host it as a Council. For next year.

Steigleder: I wanted to say thank you, Mr. Beacham, and your team for Spokane Street, it's beautiful.

9. EXECUTIVE SESSION

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

ACTION ITEMS:

RETURN TO REGULAR SESSION

ADJOURNMENT

Meeting Adjourned at 9:00 pm.

Ronald G. Jacobson, Mayor

Rhiannon O'Neill, Deputy City Clerk

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

Mayor Ronald G. Jacobson
Councilors: Samantha Steigleder, Josh Walker, Joe Malloy, Nathan Ziegler, Randy Westlund , Kenny Shove

Mission
Building Community.

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Gracie Ficca, CSR/AP

SUBJECT: Accounts Payable and Hand Check Report

ITEM AND RECOMMENDED ACTION:

The Finance Department recommends that the City Council review, and approve, the Post Falls Check Approval and Hand Check Accountability reports dated November 20th, 2024. Approval of the reports acknowledges receipt of the required reports and approves making the payments. No presentation is planned on this item.

DISCUSSION:

As required by Idaho Code 50-1017 *Presentation of Claims* and 50-1018 *Payment of Claims*, the Finance Department provides a report at each council meeting detailing payments to be made on all accounts payable received during the prior two weeks. Generally, claims are presented prior to payment being issued. However, at times, it is necessary for payment to be issued prior to approval (i.e. to avoid late fees), these checks are presented on the Hand Check Accountability Report for ratification at the next council meeting. The attached Post Falls Check Approval reports checks totaling \$1,285,861.77 to be dated November 20th, 2024. The Hand Check Accountability report is for checks issued between October 31st and November 8th, 2024, and totals \$86,272.39.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

1285861.77

BUDGET CODE:

Various

ATTACHMENTS:

1. Post Falls Check Approval Check Run 11.20.24
2. Hand Checks for Check Run 11.20.24

Post Falls Check Approval



City of Post Falls

Packet: APPKT14033 - Check Run 11.8.24
Vendor Set: 01 - Vendor Set 01

Check Date: 11/8/2024

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 001 - GENERAL FUND					
Balance Sheet Accounts					
VEN14891	North Idaho Mushroom Club				
APMWB	Check	11.08.24	Damage Deposit Refund	001-22080	250.00
Balance Sheet Accounts Total:					250.00
Dept: 411 Mayor & Council					
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70201	State of City Lunch for Admin	001-411.0000.64010	75.00
VEN14744	Veritas Advisors, LLP				
APMWB	Check	5890	Veritas Lobbying October 2024	001-411.0000.62040	2,916.66
Dept 411 Total:					2,991.66
Dept: 412 Information Systems					
C140	CDW Government Inc.				
APMWB	Electronic Funds Transf	AB3C58V	FortiAPs for City Hall	001-412.0000.66180	521.25
		INV0149030		001-412.0000.66180	1,288.90
		1CFZ4N5	FortiAnalyzer for network analysis and report	001-412.0000.66180	3,023.46
D070	Dell Marketing LP				
APMWB	Check	10779255137	MS EMS E3 GCC licenses for City Hall	001-412.0000.66014	11,436.16
Dept 412 Total:					16,269.77
Dept: 413 General Services					
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70201	State of City Lunch for Admin	001-413.0000.64010	50.00
Dept 413 Total:					50.00
Dept: 414 Finance					
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70188	Connect4Lunch - State of the City	001-414.0000.64010	75.00
Dept 414 Total:					75.00
Dept: 418 Human Resources					
A1190	A Drug Free Alliance				
APMWB	Check	93568	October 2024 Drug Tests	001-418.4000.72070	110.00
D09750	DeVries Info Management				
APMWB	Check	0186252(2)	HR Shredding	001-418.0000.63060	55.00
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70187	Mayor State of City Lunch	001-418.0000.64010	50.00
Dept 418 Total:					215.00
Dept: 421 Police					
A0690	AccessData Corp				
APMWB	Check	11166073	PD Shredder Services	001-421.0000.62040	111.27
VEN14033	Amerigas Propane LP				
APMWB	Check	3169748649	Blossom Mtn Tower Fuel	001-421.0000.64030	338.47
A0901	AT&T Mobility				
APMWB	Check	2872914081381028	PD Mifis	001-421.0000.65030	962.16
VEN14905	Car Wash Plaza				
APMWB	Check	1243	PD Car Wash Service	001-421.0000.67170	100.00
C140	CDW Government Inc.				
APMWB	Electronic Funds Transf	AA9FG5X	PD IT Power Adapter	001-421.0000.63060	33.74
VEN14145	Charter Communications				
APMWB	Check	189568201101424	PD Internet	001-421.0000.65030	159.98

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
C220	Coleman Oil Co				
APMWB	Check	CP-0185762	PD Fuel	001-421.0000.64030	5,068.09
		CP-0191766	PD Gasoline	001-421.0000.64030	5,865.17
VEN14867	CW Signs				
APMWB	Check	2219	PD Business Cards - Morris & Sjolie	001-421.0000.63210	119.98
		2346	PD Business Cards - Bran, Casey, Borders	001-421.0000.63210	179.97
VEN14874	Debra J Salish				
APMWB	Check	24-127	PD Uniforms - Patch Placement, Dekeles	001-421.4000.72000	6.00
VEN13101	Desert Snow				
APMWB	Check	15730	Training Registration, Grob	001-421.0000.64020	699.00
		15770	Training Registration - Mack	001-421.0000.64020	699.00
		15731	Training Registration, Speer	001-421.0000.64020	699.00
VEN14737	DetectaChem, Inc				
APMWB	Check	INV16439	PD Evidence - MobileDetect Drug Pouches	001-421.0000.63920	879.90
VEN01195	Empire Insignias				
APMWB	Check	2410257	PD Uniform Patches	001-421.0000.64020	62.00
VEN06546	Findlay Chrysler Dodge Jeep Ram				
APMWB	Check	255910	PFPD161 Tires	001-421.0000.67190	217.32
G020	Galls, LLC				
APMWB	Electronic Funds Transf	029416056	New Hire Equipment - Mace Holder, Levno	001-421.0000.67020	40.98
		029416055	New Hire Equipment - Mace Holder	001-421.0000.67020	40.98
		029245455	PD Uniforms - Mack	001-421.4000.72000	62.57
		029521533	PD Uniforms - Brantl	001-421.4000.72000	154.56
VEN01683	Goodyear Tire & Rubber Company				
APMWB	Check	197-1156912	PFPD146 Tires	001-421.0000.67190	564.00
I153	Idaho State Police				
APMWB	Check	IN3097	Quarterly ILETS Fees	001-421.0000.67310	18,762.50
VEN07726	Jon Dekeles				
APMWB	Check	101124	Chaplain Stipend - September	001-421.0000.62370	100.00
K140	Kootenai Electric				
APMWB	Check	1588061 103024	Blossom Mtn Tower	001-421.0000.65021	418.14
N001	Napa Auto Parts				
APMWB	Check	3688-315592	PFPD110 - Canister Vent Valve	001-421.0000.67100	46.06
		3688-313606	PFPD Core Deposits	001-421.0000.67100	-304.62
		3688-314959	PD Returns - Timing Compenent, Water Pump	001-421.0000.67100	-285.22
		3688-314586	PFPD Stock - Oil Filters	001-421.0000.67100	8.88
		317038		001-421.0000.67100	8.88
		317039		001-421.0000.67100	17.76
		3688-314626	PFPD90 - Brake Shoes	001-421.0000.67100	24.40
		3688-314536	PFPD Stock - Engine Oil	001-421.0000.67100	31.08
		317577	PFPD132 Compressor	001-421.0000.67100	316.56
		3688-315702	PFPD Stock - Gear Oil	001-421.0000.67100	53.04
		3688-315673	PFPD117 - Battery, Core Deposit	001-421.0000.67100	289.10
		3688-315008	PFPD Stock - Tire Foam, Rain-x Glass, Towr	001-421.0000.67100	210.19
		3688-313902	PFPD150 - Pencil Type Cop Coil	001-421.0000.67100	73.73
		3688-314587	PFPD Stock - Full Synthetic Supreme	001-421.0000.67100	147.15
		317567	PFPD151 Cop Coil	001-421.0000.67100	73.73
		317578	PFPD132 AC Service Kit	001-421.0000.67100	81.01
		3688-315544	PFPD90 - Gasket, Manifold, Spark Plugs, Et	001-421.0000.67100	123.13
		3688-314606	PFPD90 - Brake Rotors & Pads	001-421.0000.67100	114.99
		3688-315670	PFPD Stock - Premium Capsules	001-421.0000.67100	104.90
VEN04390	Personnel Evaluation, Inc.				
APMWB	Check	52770	PD Applicant Testing	001-421.0000.62040	50.00
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70122	Chamber Lunch	001-421.0000.64010	150.00
P230	Post Falls Press/CDA Press				
APMWB	Check	000028575-100320	Property Auction Notice	001-421.0000.62000	28.02
VEN14880	Public Safety Testing, Inc				
APMWB	Check	2024-1012	PST Portal, July-Sept24	001-421.0000.62040	675.00
VEN04236	Ramey's Yard Care				
APMWB	Check	744909	PD Quarterly Pest Control	001-421.0000.68010	115.00

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN07943	Retail Acquisition & Development, Inc				
APMWB	Check	9002950666	PD CR123A Batteries	001-421.0000.63130	697.00
S0760	Seltice Laundry				
APMWB	Check	8/395	PD Car Wash Usage	001-421.0000.67170	7.88
		8/417		001-421.0000.67170	7.88
R251	Serights Ace Hardware				
APMWB	Check	360699-1	Substation Cleaning Supplies	001-421.0000.63060	33.28
		360095-1	PD IT Tool Returns	001-421.0000.63060	-53.89
		360096-1	PD IT Tools - Hole Saw Kit, Bit Holder, Cord	001-421.0000.63060	53.89
		360528-1	PD Stock - Saw Blades, Tube Sand	001-421.0000.67100	77.70
S275	Solar Eclipse				
APMWB	Check	53329	PD Vehicle Window Tint	001-421.0000.67170	340.00
		53378	PD '18 Tucson Window Tinting	001-421.0000.67170	120.00
VEN14751	Tetiri, LLC				
APMWB	Check	57	Substation Rent - Nov 2024	001-421.0000.62040	1,480.50
		56	Substation Rent - Oct 2024	001-421.0000.62040	1,480.50
VEN14902	The Bunker Tri-Cities LLC				
APMWB	Check	INV/2024/01959	PD Uniforms - Nilson	001-421.4000.72000	1,245.11
T0030	T-Mobile USA				
APMWB	Check	997252888 102024	PD Control Center, October	001-421.0000.65030	1,418.41
		986172479 102124	PD Phones	001-421.0000.65030	696.48
VEN07714	Uniforms2gear, Inc				
APMWB	Electronic Funds Transf	INV/2024/10/0679	PD Uniforms, Dispatch	001-421.4000.72000	66.90
		INV/2024/10/1219		001-421.4000.72000	133.80
VEN14328	ZaccWorks				
APMWB	Check	2024-1019B	PD Website Server Maintenance - Nov24	001-421.0000.62370	135.00
		2024-1019A	PD Website Maintenance - Nov24	001-421.0000.62370	125.00
VEN03255	Ziply Fiber				
APMWB	Check	208-773-3518-0620	PD Phones	001-421.0000.65030	298.21
		208-773-6415-0613	PD Elevator Line	001-421.0000.65030	50.09
		208-197-0075-0408	PD Phones	001-421.0000.65030	1,153.27
		208-777-7569-0714	PD Wifi	001-421.0000.65030	77.72
		208-710-0197-1010	Substation Space Rent	001-421.0000.65030	163.50
Dept 421 Total:					48,305.78
Dept: 424 Legal					
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-424.0000.64030	83.64
D09750	DeVries Info Management				
APMWB	Check	0186252	Shredding	001-424.0000.63040	55.00
L070	LexisNexis Matthew Bender				
APMWB	Check	41883888	ID Court Rule Books	001-424.0000.63010	81.10
		41842596	ID Code 2024 Supp Package	001-424.0000.63010	570.24
		41650379	ID Code Book	001-424.0000.63010	270.31
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70164	Connect4Lunch Meeting	001-424.0000.64010	75.00
VEN14845	Smith & Malek, PLLC				
APMWB	Check	53460	KC Treasury Case	001-424.0000.62040	311.75
		53813	Hwy 41 Borrow Pit Case	001-424.0000.62040	28,166.00
Dept 424 Total:					29,613.04
Dept: 427 Animal Control					
C220	Coleman Oil Co				
APMWB	Check	CP-0185762	PD Fuel	001-427.0000.64030	219.37
		CP-0191766	PD Gasoline	001-427.0000.64030	224.56
VEN04236	Ramey's Yard Care				
APMWB	Check	744911	AC Pest Control	001-427.0000.68010	85.00
Dept 427 Total:					528.93
Dept: 431 Streets					
T096	3M				

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB A365	Check American On-Site Services	9431175248	Black & Red Film	001-431.0000.63260	1,240.47
APMWB VEN05261	Check CDA PAVING	149592	Streets Porta Potty Clean out	001-431.0000.68130	186.00
APMWB	Check	100939	Dumping aphalt/gravel mixed	001-431.0000.68130	14.85
		101467	3/4" Minus crshed base	001-431.0000.68130	270.29
		101084	3/4" Minus Crushed Base	001-431.0000.68130	40.00
C220	Coleman Oil Co				
APMWB G098	Check Grainger	CP-0189259	October 2024 Fuel Usage	001-431.0000.64030	5,156.24
APMWB VEN02994	Check Grimco	9290655951	Uniform requirements diagram	001-431.0000.63110	59.84
APMWB I070	Electronic Funds Transfr Idaho Asphalt Supply, Inc.	33358198-01	36" x 50 yd Yellow Sheeting	001-431.0000.63260	700.71
APMWB VEN01373	Check Intermountain Sign & Safety	4-592513	2024 Durapatcher Oil	001-431.0000.68090	201.50
APMWB	Check	19718	Telspar Posts	001-431.0000.63260	84.00
		19538	Aluminum Blanks	001-431.0000.63260	39.00
		19654	Credit for item on invoice 19580	001-431.0000.63260	-810.00
		19652	30" x 50 yd white HIP reflective	001-431.0000.63260	693.75
		19653	36" x 50 yds White HIP Reflective	001-431.0000.63260	832.50
		19717	Aluminum Blanks	001-431.0000.63260	117.00
I340	Interstate Concrete & Asphalt				
APMWB L071	Electronic Funds Transfr Local Highway Technical Assistance Council-	Pay Application 2	Construction of Spokane Street Rehabilitatio	001-431.1811.95040	467,977.70
APMWB N001	Electronic Funds Transfr Napa Auto Parts	T210172024IIS-1	LHTAC Course - Road Scholar Elective	001-431.0000.64020	180.00
APMWB	Check	317450	Carb Choke Cleaner	001-431.0000.68090	23.16
		317143	Cleaning wipes	001-431.0000.68130	11.16
		317007	Cleaning supplies	001-431.0000.68130	176.14
VEN14930	National Safety Inc				
APMWB	Check	0740796-IN	Gloves	001-431.0000.63110	79.20
		0740426-IN	Uniform allownace - Matt Powell	001-431.4000.72000	49.60
VEN05363	North 40 Outfitters				
APMWB P4835	Check ProPrint	048736/E	Saw Blades	001-431.0000.67090	85.95
APMWB R1913	Check Rockhound Landscape Supply	66331	Door hangers	001-431.0000.68130	368.00
APMWB R251	Check Serights Ace Hardware	10.07.2024	top soil	001-431.0000.68130	87.00
APMWB	Check	360692/1	Shims & adapters	001-431.0000.63260	25.71
		360763/1	Blades, Torch tips, Wrenches, Spade, Socke	001-431.0000.67090	84.52
		360486/1	tools	001-431.0000.67090	42.49
		360593/1	Wire Brush	001-431.0000.67090	12.58
		360722/1	Chain Loop	001-431.0000.67090	35.09
		360766/1	Engine Oil	001-431.0000.68130	15.60
		360914/1	Painters Tape	001-431.0000.68150	8.26
T118	TPI Embroidery				
APMWB	Check	11786	Uniform Allowance - James Mettler	001-431.4000.72000	107.98
		11745	Uniform item	001-431.4000.72000	37.38
T1195	Traffic Safety Supply Co, Inc.				
APMWB	Check	INV075346	Perf square tube	001-431.0000.63260	2,472.50
		INV075126	Square Tube Brackets	001-431.0000.63260	289.49
VEN14310	US Fleet Tracking LLC				
APMWB	Check	483148	Monthly GPS service	001-431.0000.66016	592.68
Dept 431 Total:					481,588.34
Dept: 432 Public Works Administration					
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-432.0000.64030	152.25

Dept 432 Total: 152.25

Packet: APPKT14033 - Check Run 11.8.24

Check Date: 11/8/2024

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Dept: 433 Facility Maintenance					
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-433.0000.64030	90.55
N0991	Norco Inc				
APMWB	Check	00076376520	ice melt	001-433.0000.68010	836.93
P310	Platt Electric Supply				
APMWB	Check	7z95877	batteries	001-433.0000.68010	179.07
R251	Serights Ace Hardware				
APMWB	Check	060509/1	cleaning supplies ch and pd	001-433.0000.63150	49.11
Dept 433 Total:					1,155.66
Dept: 434 Fleet Maintenance					
A1395	Advanced Compressor & Hose Inc				
APMWB	Check	96758	Hydraulic Hoses - S349	001-434.0000.63011	588.04
		97744	Hydraulic Hose - S346	001-434.0000.63011	142.21
VEN14736	Cintas Corporation No. 3				
APMWB	Check	4209572619	Fleet Laundry & Rug Service	001-434.0000.63160	77.42
		4210299215		001-434.0000.63160	69.06
C0790	Cobalt Truck Equipment				
APMWB	Check	S26190	Cable for Sander	001-434.0000.67170	123.48
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-434.0000.64030	353.81
F145	Freightliner Northwest- Spokane				
APMWB	Check	PC001630005 01	Seat replacement - S219	001-434.0000.63011	937.40
VEN01683	Goodyear Tire & Rubber Company				
APMWB	Check	197-1157244	Tires - B106	001-434.0000.67190	1,032.91
		197-1157102	Flat repair - S344	001-434.0000.67210	381.24
VEN08532	Kootenai Truck & Auto Repair				
APMWB	Check	INV0149045	Sublet Service - S220	001-434.0000.67170	2,616.82
N001	Napa Auto Parts				
APMWB	Check	3688-313809	Credit for Battery on 3688-313750	001-434.0000.63011	-1,971.84
		317568	Oil Filter - Stock	001-434.0000.63011	27.64
		313750	Batteries - S355	001-434.0000.63011	1,971.84
		3688-313747	Credit for battery on 3688-313730	001-434.0000.63011	-65.28
		316994	Shocks - S213	001-434.0000.63011	241.76
		313730	Batteries - S355	001-434.0000.63011	614.56
		316809	Oil Filter - P114	001-434.0000.63012	8.88
		317479	Oil Filters	001-434.0000.63012	8.88
		317959	Air Filters - P477	001-434.0000.63012	50.44
VEN05363	North 40 Outfitters				
APMWB	Check	048737/E	Uniform Boot Allowance	001-434.4000.72000	116.99
B100	Owen Equipment Company				
APMWB	Check	00130735	Sublet Repair of S556	001-434.0000.67170	5,710.00
P180	Perfection Tire				
APMWB	Check	1081204	New Tires - S213	001-434.0000.67190	861.25
P4835	ProPrint				
APMWB	Check	66326	Business Cards - R Clark	001-434.0000.63060	31.00
VEN13987	Western Peterbilt, LLC				
APMWB	Check	027P54232	Wiring pigtail - S213	001-434.0000.63011	11.94
Dept 434 Total:					13,940.45
Dept: 435 GIS					
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70190	Connect 4 Lunch	001-435.0000.64010	25.00
Dept 435 Total:					25.00
Dept: 441 Urban Forestry					
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-441.0000.64030	742.05

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
R251	Serights Ace Hardware				
APMWB	Check	360919/1	Propane Refill	001-441.0000.64030	48.53
A565	SiteOne Landscape Supply, LLC				
APMWB	Check	146916419-001	Irrigation compnents for repair	001-441.0000.68230	269.80
		146916419-002	Irrigation parts for repair	001-441.0000.68230	40.85
Dept 441 Total:					1,101.23
Dept: 442 Cemetery					
C2961	Cold Spring Granite Company				
APMWB	Check	2298187 RI	Bronze VA Vase	001-442.0000.63760	965.00
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-442.0000.64030	339.48
VEN07745	Wilbert Funeral Services				
APMWB	Check	mm29627	Chamberlin	001-442.0000.63760	1,109.00
		mm34146	Rash	001-442.0000.63760	422.00
		mm30252	Ward	001-442.0000.63760	422.00
		mm34164	Ziegler	001-442.0000.63760	1,345.00
		mm35052	D. Johnson FD	001-442.0000.63760	192.00
		mm36036	Baldwin FD	001-442.0000.63760	192.00
Dept 442 Total:					4,986.48
Dept: 443 Parks					
A228	A-L Compressed Gases, Inc.				
APMWB	Check	0003042276	Acetylene for Welder	001-443.0000.64030	9.08
A365	American On-Site Services				
APMWB	Check	I49586	Black Bay Portable	001-443.0000.65050	78.00
		I49686	Kiwanis Park Portable	001-443.0000.65050	84.63
		I49677	Q'emiln Park Portables	001-443.0000.65050	379.37
		I49687	White Pine Portable	001-443.0000.65050	84.63
		I49593	Skate Park Portable	001-443.0000.65050	105.00
		I49624	Hilde Kellogg Portable	001-443.0000.65050	105.00
		I49625	Tennis Courts Portable	001-443.0000.65050	105.00
		I49689	Falls Park Portable	001-443.0000.65050	252.08
		I49626	Upper Corbin Portable	001-443.0000.65050	105.00
		I49628	Warren Portable	001-443.0000.65050	105.00
		I49629	The Landings Portable	001-443.0000.65050	105.00
		I49627	Woodbridge Portables	001-443.0000.65050	183.00
		I49649	Singing Hills portable	001-443.0000.65050	105.00
		I49585	4th St. Trailhead Portable	001-443.0000.65050	105.00
		I49587	Corbin Portables	001-443.0000.65050	183.00
		I50035	Tullamore Portable	001-443.0000.65050	84.63
B120	Big Country Communications				
APMWB	Check	22412	Install noise filter for portable radio	001-443.0000.80240	112.45
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-443.0000.64030	4,424.46
C410	Country Lock & Key, Inc.				
APMWB	Electronic Funds Transf	14393	Re-key Beck Restrooms	001-443.0000.62180	444.90
F020	Fastenal Company				
APMWB	Check	IDCOE209332	Hardware for Stock	001-443.0000.67030	32.84
G098	Grainger				
APMWB	Check	9299778754	Door Sweeps for Multiple Restroom Doors	001-443.0000.67030	358.80
H002	H & E Equipment Services Inc				
APMWB	Check	99760438	Air Copressor Rentals for Blow-outs	001-443.0000.67070	4,582.50
L109	Lowe's Credit Services				
APMWB	Check	360788/1	Extension Poles for Lights	001-443.0000.67090	123.87
N001	Napa Auto Parts				
APMWB	Check	317911	Mower Grease	001-443.0000.66190	10.03
S0760	Seltice Laundry				
APMWB	Check	8/416	Car washes	001-443.0000.63150	30.38
		8/394		001-443.0000.63150	23.57
R251	Serights Ace Hardware				

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APMWB	Check	360788/1	Brushes for Cleaning	001-443.0000.63150	23.55
		360746/1	Screws for Shop	001-443.0000.67030	11.24
S460	Spray Center Electronics, Inc.				
APMWB	Check	D3502	Spray tank parts	001-443.0000.66190	296.91
Dept 443 Total:					12,653.92
Dept: 445 Recreation					
VEN14867	CW Signs				
APMWB	Check	2464	Program event advertising @ Treehouse	001-445.0000.63080	945.00
S050	Saturday Night Inc.				
APMWB	Electronic Funds Transf	106838	Tiny Hoopsters coaches shirts	001-445.0000.63430	35.29
S054	Schmidt, Sheila				
APMWB	Electronic Funds Transf	11.01.24	October Contractual Services	001-445.0000.62040	2,113.60
VEN14201	The Spokesman Review				
APMWB	Check	IN103419	IN103419 - Campaign Number 225516	001-445.0000.62000	29.28
		IN103812	IN103812 - Campaign Number 225516	001-445.0000.62000	29.28
U140	UpScale Mail				
APMWB	Check	10.28.24	Postage for returning dance costume	001-445.0000.63080	17.33
Dept 445 Total:					3,169.78
Dept: 451 Planning & Zoning					
C291	Coeur d' Alene Press				
APMWB	Check	0000029242-10222	Public Notice Landmark Place SUBD-24-3	001-451.0000.62000	314.34
		0000029238-10222	Public Notice Westfork Townhomes SUBD-2	001-451.0000.62000	246.63
		0000029244-10222	Public Notice TA-24-2	001-451.0000.62000	74.22
		0000028276-10222	Public Notice North Place East Appeal	001-451.0000.62000	143.76
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-451.0000.64030	55.50
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70190	Connect 4 Lunch	001-451.0000.64010	25.00
Dept 451 Total:					859.45
Dept: 452 Building Inspector					
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-452.0000.64030	474.63
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70190	Connect 4 Lunch	001-452.0000.64010	25.00
P4835	ProPrint				
APMWB	Check	66349	Business cards	001-452.0000.63060	62.00
Dept 452 Total:					561.63
Dept: 453 Engineering					
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	001-453.0000.64030	283.20
P220	Post Falls Area Chamber of Commerce				
APMWB	Check	70190	Connect 4 Lunch	001-453.0000.64010	25.00
VEN14201	The Spokesman Review				
APMWB	Check	IN103812	IN103812 - Campaign Number 225516	001-453.0000.62000	29.28
		IN103419	IN103419 - Campaign Number 225516	001-453.0000.62000	29.28
Dept 453 Total:					366.76
Dept: 454 Community Development Admin					
P050	Panhandle Area Council				
APMWB	Check	02-PFM	Pleasant View Marketing Plan PAC EDA Gra	001-454.0000.62040	2,000.00
Dept 454 Total:					2,000.00
Dept: 481 Capital Improvements/Contracts					
VEN14850	Legacy Heating and Cooling				
APMWB	Check	20797848	PD HVAC Maintenance	001-481.0000.68395	587.50
Dept 482 Total:					587.50

Fund 001 Total: 621,447.63

Packet: APPKT14033 - Check Run 11.8.24

Check Date: 11/8/2024

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 003 - PERSONNEL BENEFIT POOL							
Dept: 482 Personnel Pool							
VEN14039	OneBridge						
APMWB	Check			INV-3418	FSA Admin	003-482.4155.71210	900.00
A6000	Rehn & Associates, Inc.						
APMWB	Check			INV-00205094	COBRA notices October 2024	003-482.0000.62160	56.00
R1249	Uprise Health						
APMWB	Check			2024-10873	EAP Services	003-482.4000.73000	1,647.75
				2024-12760		003-482.4000.73000	1,647.75
Dept 482 Total:							4,251.50
Fund 003 Total:							4,251.50
Fund: 008 - 911 SUPPORT							
Dept: 426 911 Support							
M2005	Motorola Solutions						
APMWB	Electronic Funds Transf			8281989148	3 Dual Band Portables	008-426.0000.91560	23,109.69
Dept 426 Total:							23,109.69
Fund 008 Total:							23,109.69
Fund: 011 - FACILITY BUILDING RESERVE							
Dept: 491 Facility Building Reserve							
C291	Coeur d' Alene Press						
APMWB	Check			0000025228	City Hall Remodel CDA Press Invoice AV Se011-491.1801.93163		36.80
Dept 491 Total:							36.80
Fund 011 Total:							36.80
Fund: 017 - ANNEXATION FEES							
Dept: 410 General Government Services							
VEN14992	Camoin Associates, Inc						
APMWB	Check			20880	October client meeting, logisitics and data wr017-410.0000.62040		2,493.50
Dept 410 Total:							2,493.50
Fund 017 Total:							2,493.50
Fund: 023 - SPECIAL EVENTS							
Dept: 446 Special Events							
H1957	Horizon						
APMWB	Electronic Funds Transf			2S223590	Christmas Light Strands	023-446.1603.63000	986.96
A565	SiteOne Landscape Supply, LLC						
APMWB	Check			1477772090-001	Christmas Light replacement bulbs	023-446.1603.63000	163.80
Dept 446 Total:							1,150.76
Fund 023 Total:							1,150.76
Fund: 034 - KOOTENAI FIRE/EMS IMPACT FEES							
Dept: 428 Kootenai Fire/EMS Impact Fees							
VEN14739	Kootenai County Emergency Medical Services System						
APMWB	Electronic Funds Transf			Oct 2024 Impact Fee	Oct 2024 Impact Fees	034-428.0000.33117	-420.00
						034-428.0000.62040	10,332.12
VEN06795	Kootenai County Fire & Rescue						
APMWB	Electronic Funds Transf			Oct 2024 Impact Fee	Oct 2024 Impact Fee	034-428.0000.33117	-840.00
						034-428.0000.62040	91,038.29
Dept 428 Total:							100,110.41
Fund 034 Total:							100,110.41

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 037 - STREETS IMPACT FEES							
Dept: 431 Streets							
VEN07815	LaRiviere, Inc						
APMWB	Electronic Funds Transf			Pay Request 15 (Fir	Pay Request 15 (Final)	037-431.0000.95200	77,572.81
Dept 431 Total:							77,572.81
Fund 037 Total:							77,572.81
Fund: 038 - PARKS IMPACT FEES							
Dept: 443 Parks							
VEN07815	LaRiviere, Inc						
APMWB	Electronic Funds Transf			PayApp4	Community Garden Project	038-443.1667.95520	168,132.17
Dept 443 Total:							168,132.17
Fund 038 Total:							168,132.17
Fund: 650 - RECLAIMED WATER OPERATING							
Dept: 463 Wastewater Operating							
A090	Accurate Testing Labs LLC						
APMWB	Check			141762	Treatment Composites Testing	650-463.0000.68360	1,400.00
A228	A-L Compressed Gases, Inc.						
APMWB	Check			0003042347	High Pressure Rental	650-463.0000.68025	9.08
A424	Anatek Labs, Inc.						
APMWB	Check			2427227	ALK Compliance Testing	650-463.0000.68360	300.00
				2427520	Wastewater Testing	650-463.0000.68360	370.00
				2424287	Surface Water Testing 9.4.2024	650-463.0000.68360	565.00
				2427354	CBOD Split Testing Oct 2024	650-463.0000.68360	490.00
VEN03129	Barr Tech LLC						
APMWB	Check			10037	Bio Soilds for Oct 2024 18 Loads	650-463.0000.62150	44,085.02
				10016	Bio Solids Sep 2024 20 Loads	650-463.0000.62150	49,409.36
VEN14736	Cintas Corporation No. 3						
APMWB	Check			4208829976	WWTP Uniforms	650-463.4000.72000	166.60
				4210299491		650-463.4000.72000	189.78
				4209573084	WWTP Uniforms	650-463.4000.72000	165.78
C220	Coleman Oil Co						
APMWB	Check			CP-0189259	October 2024 Fuel Usage	650-463.0000.65005	572.84
C3090	Columbia Electric Supply						
APMWB	Check			1120-1018363	DEEP SLOT GALV STRUT	650-463.0000.68025	33.60
VEN03032	DIVCO						
APMWB	Check			SVC101610	Lab Service call	650-463.0000.63400	164.00
G098	Grainger						
APMWB	Check			9296725188	Fire Extinguisher& Safety Signs	650-463.0000.63110	358.23
				9286971867	Glue trap paper	650-463.0000.68025	72.80
				9306301103	GP MOTOR,3/4 HP	650-463.0000.68025	422.56
H030	Hach Company						
APMWB	Check			14234361	Lab Supplies	650-463.0000.63400	1,308.80
				14239657	PHOSPHATE, 50MG/L	650-463.0000.63400	170.98
VEN14990	Mountain West Pumps and Valves						
APMWB	Check			240299	2" 1/2hp 110V Waste Water Pump	650-463.0000.68025	731.00
N001	Napa Auto Parts						
APMWB	Check			317844	Belt	650-463.0000.68025	8.47
				316271	Trico Force Blade	650-463.0000.68025	35.70
				317845	Belts	650-463.0000.68025	50.82
VEN05363	North 40 Outfitters						
APMWB	Check			048749/E	Stall Mat	650-463.0000.68025	799.90
VEN04172	Northwest Scientific, Inc.						
APMWB	Electronic Funds Transf			5184752	Lead acetate paper, 10x75mm, 100/pk	650-463.0000.63400	11.77
				5184616	Lab testing supplies	650-463.0000.63400	1,360.54
				5184981	VWR TUBING .375X.625IN 50FT	650-463.0000.63400	423.12
O040	Overhead Door Company						
APMWB	Check			568735	Bi-Annual Shop Door Inspection	650-463.0000.68010	553.13

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN08121	PacWest Machinery LLC				
APMWB	Check	30424397	Volvo Loader block heater	650-463.0000.67170	2,639.19
R251	Serights Ace Hardware				
APMWB	Check	360318/1	Nut Driver/Bit Sets	650-463.0000.67090	48.56
		360936/1	WWTP Shop Supplies	650-463.0000.67090	56.63
		360697/1		650-463.0000.67090	108.68
		F91393/1	Power Screwdriver Kit	650-463.0000.67090	245.10
		360871/1	Plow Markers	650-463.0000.68010	170.50
		360796/1	Spray Bottle & Supplies	650-463.0000.68025	26.78
VEN14201	The Spokesman Review				
APMWB	Check	IN103812	IN103812 - Campaign Number 225516	650-463.0000.62000	29.29
		IN103419	IN103419 - Campaign Number 225516	650-463.0000.62000	29.29
VEN11958	Ultra-Lawn, LLC				
APMWB	Electronic Funds Transf	107163	WWTP Oct 2024 Mowing	650-463.0000.62180	3,486.00
		107434	Inverness & Chisholm Oct 2024 Mowing	650-463.0000.62180	153.00
W0226	Walter E Nelson Co				
APMWB	Electronic Funds Transf	534949	Lab Supplies	650-463.0000.63400	219.56
		535155		650-463.0000.63400	157.25
VEN09501	Yoke's Foods Inc				
APMWB	Check	05-2358396	Bleach	650-463.0000.68025	58.41
Dept 463 Total:					111,657.12
Dept: 466 Wastewater - Collections					
A1395	Advanced Compressor & Hose Inc				
APMWB	Check	96876	Anchor Shackle & Slip Hook	650-466.0000.63330	78.16
		97690	Tough Scrub Towles	650-466.0000.63330	131.94
A497	Arrow Construction Supply, Inc				
APMWB	Check	417852	Flourescent Green Marking	650-466.0000.63330	138.00
VEN14736	Cintas Corporation No. 3				
APMWB	Check	4208829976	WWTP Uniforms	650-466.4000.72000	166.61
		4209573084	WWTP Uniforms	650-466.4000.72000	165.78
		4210299491	WWTP Uniforms	650-466.4000.72000	189.79
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	650-466.0000.65005	2,103.98
C360	Consolidated Supply Co.				
APMWB	Electronic Funds Transf	S012077701.002	10" Restrained Coupling & 10" Sewer Coupli	650-466.0000.63000	1,212.33
G098	Grainger				
APMWB	Check	9295290671	Shelving & Air Filter	650-466.0000.63006	282.49
K037	Hotstart Sales				
APMWB	Check	CD99570018	HTR 1.5kW 240V 48 IN	650-466.0000.63006	98.21
VEN03517	Kenworth Sales Company				
APMWB	Check	02405W6270	ADD HYDRAULIC FLUID TO T206	650-466.0000.67170	147.60
N001	Napa Auto Parts				
APMWB	Check	316122	Tack Cloth	650-466.0000.63330	3.58
VEN14930	National Safety Inc				
APMWB	Check	0740740-IN	Safety Gloves	650-466.0000.63110	237.75
VEN14559	One Call Concepts, Inc				
APMWB	Check	4105025	Water & Waste Water Locates	650-466.0000.62320	380.25
B100	Owen Equipment Company				
APMWB	Check	00130736	Side Clips	650-466.0000.63330	71.14
O050	Oxarc Inc.				
APMWB	Electronic Funds Transf	0032190574	Gloves & Safety Glasses	650-466.0000.63110	546.64
R251	Serights Ace Hardware				
APMWB	Check	360467/1	Corbin LS Supplies	650-466.0000.63006	22.48
		360767/1	WWTP Shop Supplies	650-466.0000.63330	43.35
		360780/1	Caulkgun & Silicone	650-466.0000.63330	37.77
		360553/1	Shop Supplies	650-466.0000.63330	32.64
S390	Spokane House of Hose Inc.				
APMWB	Check	1088245	replacement 8" hose for the trash pump	650-466.0000.80240	1,776.17
VEN14201	The Spokesman Review				
APMWB	Check	IN103419	IN103419 - Campaign Number 225516	650-466.0000.62000	29.29

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APMWB U0010	Check ULINE	IN103812	IN103812 - Campaign Number 225516	650-466.0000.62000	29.29
APMWB	Check	184883243	FIRE EXTINGUISHER BRACKET	650-466.0000.63110	63.24
Dept 466 Total:					7,988.48
Dept: 468 Wastewater - Surface Water					
VEN05261	CDA PAVING				
APMWB	Check	101198	Dumping Earthfill	650-468.0000.68380	505.50
		101251		650-468.0000.68380	673.00
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	650-468.0000.65005	356.55
N001	Napa Auto Parts				
APMWB	Check	318566	Oil Change Mini-ex	650-468.0000.67170	95.31
		317169	Blade Connector & Ratchet	650-468.0000.68380	73.99
R251	Serights Ace Hardware				
APMWB	Check	360605/1	ACE TALL FESCUE SEED	650-468.0000.68380	32.38
Dept 468 Total:					1,736.73
Fund 650 Total:					121,382.33
Fund: 651 - RECLAIMED WATER CAPITAL - WWTP					
Dept: 463 Wastewater Operating					
A293	Allwest Testing & Engin., LLC				
APMWB	Check	238366	Tertiary Upgrade Allwest Invoice October 20:651-463.3213.90015		1,866.00
A570	AVISTA Utilities				
APMWB	Check	265298	Lundy Blvd Waterline Ext. Avista Easement I651-463.6505.95520		6,849.75
Dept 463 Total:					8,715.75
Fund 651 Total:					8,715.75
Fund: 652 - RECLAIMED WATER CAPITAL - COLLECTOR					
Dept: 463 Wastewater Operating					
VEN14957	Sonray Enterprises LLC				
APMWB	Check	12th Ave Pay App #	12th Ave FM Sonray Pay App #8	652-463.3228.95520	148,477.32
Dept 463 Total:					148,477.32
Fund 652 Total:					148,477.32
Fund: 700 - SANITATION					
Dept: 461 Sanitation					
VEN07913	CANNON HILL				
APMWB	Check	41056	Wood Waste	700-461.0000.65050	350.00
C2150	City of Spokane				
APMWB	Check	111897300 102924	Evidence Drug Burn	700-461.0000.65050	119.17
VEN04268	Coeur d'Alene Garbage Service				
APMWB	Check	2639161	Dumpsters for Parks	700-461.0000.65050	1,284.64
K100	Kootenai County Solid Waste				
APMWB	Check	09-30289/11-06452	Yard waste from park clean-up	700-461.0000.65050	55.25
Dept 461 Total:					1,809.06
Fund 700 Total:					1,809.06
Fund: 750 - WATER OPERATING					
Dept: 462 Water Operating					
A090	Accurate Testing Labs LLC				
APMWB	Check	142250	Nitrate Testing	750-462.0000.68360	30.00
		142377	Coliform Presence/Absence	750-462.0000.68360	30.00
		142223	Coliform/Absence Water Testing	750-462.0000.68360	150.00
		142249		750-462.0000.68360	150.00
C1161	CDA Garbage				
APMWB	Electronic Funds Transf	2638493	Water Recycling Bin	750-462.0000.65050	34.50

Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
C291	Coeur d' Alene Press				
APMWB	Check	0000028781	Well House #4 CDA Press Bid Advert Invoice	750-462.3227.95550	156.32
C220	Coleman Oil Co				
APMWB	Check	CP-0189259	October 2024 Fuel Usage	750-462.0000.64030	2,932.29
C360	Consolidated Supply Co.				
APMWB	Electronic Funds Transf	S012123319.001	3/4" PVC Coupling	750-462.0000.63280	96.40
		S012133844.002	Meter Adapter Flange & Swivel Nut	750-462.0000.63280	934.49
		S012150604.001	Meter Adapter	750-462.0000.63280	965.95
H215	Core & Main LP				
APMWB	Check	V842384	Deep Socket Set	750-462.0000.67090	758.98
G098	Grainger				
APMWB	Check	9293921947	Water Quality Replacement Reagent	750-462.0000.68360	31.75
N0991	Norco Inc				
APMWB	Check	0042073811	BLACK POWDER-FREE GLOVE	750-462.0000.63110	49.69
VEN14559	One Call Concepts, Inc				
APMWB	Check	4105025	Water & Waste Water Locates	750-462.0000.62320	380.25
O040	Overhead Door Company				
APMWB	Check	568735	Bi-Annual Shop Door Inspection	750-462.0000.68010	197.50
R1691	River City Paint & Decorating				
APMWB	Check	57728	Paint for Ford Rock	750-462.0000.68025	168.94
R251	Serights Ace Hardware				
APMWB	Check	360714/1	Connector 20A 125V	750-462.0000.63280	34.18
		360801/1	Tarp & Dust Brush	750-462.0000.63280	12.22
VEN14201	The Spokesman Review				
APMWB	Check	IN103419	IN103419 - Campaign Number 225516	750-462.0000.62000	29.29
		IN103812	IN103812 - Campaign Number 225516	750-462.0000.62000	29.29
Dept 462 Total:					7,172.04
Fund 750 Total:					7,172.04
Report Total:					1,285,861.77



Fund	Account	Amount
001 - GENERAL FUND		
	001-22080	250.00
	001-411.0000.62040	2,916.66
	001-411.0000.64010	75.00
	001-412.0000.66014	11,436.16
	001-412.0000.66180	4,833.61
	001-413.0000.64010	50.00
	001-414.0000.64010	75.00
	001-418.0000.63060	55.00
	001-418.0000.64010	50.00
	001-418.4000.72070	110.00
	001-421.0000.62000	28.02
	001-421.0000.62040	3,797.27
	001-421.0000.62370	360.00
	001-421.0000.63060	67.02
	001-421.0000.63130	697.00
	001-421.0000.63210	299.95
	001-421.0000.63920	879.90
	001-421.0000.64010	150.00
	001-421.0000.64020	2,159.00
	001-421.0000.64030	11,271.73
	001-421.0000.65021	418.14
	001-421.0000.65030	4,979.82
	001-421.0000.67020	81.96
	001-421.0000.67100	1,212.45
	001-421.0000.67170	575.76
	001-421.0000.67190	781.32
	001-421.0000.67310	18,762.50
	001-421.0000.68010	115.00
	001-421.4000.72000	1,668.94
	001-424.0000.62040	28,477.75
	001-424.0000.63010	921.65
	001-424.0000.63040	55.00
	001-424.0000.64010	75.00
	001-424.0000.64030	83.64
	001-427.0000.64030	443.93
	001-427.0000.68010	85.00
	001-431.0000.63110	139.04
	001-431.0000.63260	5,685.13
	001-431.0000.64020	180.00
	001-431.0000.64030	5,156.24
	001-431.0000.66016	592.68
	001-431.0000.67090	260.63
	001-431.0000.68090	224.66
	001-431.0000.68130	1,169.04
	001-431.0000.68150	8.26
	001-431.1811.95040	467,977.70
	001-431.4000.72000	194.96
	001-432.0000.64030	152.25
	001-433.0000.63150	49.11
	001-433.0000.64030	90.55
	001-433.0000.68010	1,016.00
	001-434.0000.63011	2,498.27
	001-434.0000.63012	68.20
	001-434.0000.63060	31.00
	001-434.0000.63160	146.48
	001-434.0000.64030	353.81

001-434.0000.67170	8,450.30
001-434.0000.67190	1,894.16
001-434.0000.67210	381.24
001-434.4000.72000	116.99
001-435.0000.64010	25.00
001-441.0000.64030	790.58
001-441.0000.68230	310.65
001-442.0000.63760	4,647.00
001-442.0000.64030	339.48
001-443.0000.62180	444.90
001-443.0000.63150	77.50
001-443.0000.64030	4,433.54
001-443.0000.65050	2,169.34
001-443.0000.66190	306.94
001-443.0000.67030	402.88
001-443.0000.67070	4,582.50
001-443.0000.67090	123.87
001-443.0000.80240	112.45
001-445.0000.62000	58.56
001-445.0000.62040	2,113.60
001-445.0000.63080	962.33
001-445.0000.63430	35.29
001-451.0000.62000	778.95
001-451.0000.64010	25.00
001-451.0000.64030	55.50
001-452.0000.63060	62.00
001-452.0000.64010	25.00
001-452.0000.64030	474.63
001-453.0000.62000	58.56
001-453.0000.64010	25.00
001-453.0000.64030	283.20
001-454.0000.62040	2,000.00
001-481.0000.68395	587.50
Fund 001 Total:	621,447.63
003 - PERSONNEL BENEFIT POOL	
003-482.0000.62160	56.00
003-482.4000.73000	3,295.50
003-482.4155.71210	900.00
Fund 003 Total:	4,251.50
008 - 911 SUPPORT	
008-426.0000.91560	23,109.69
Fund 008 Total:	23,109.69
011 - FACILITY BUILDING RESERVE	
011-491.1801.93163	36.80
Fund 011 Total:	36.80
017 - ANNEXATION FEES	
017-410.0000.62040	2,493.50
Fund 017 Total:	2,493.50
023 - SPECIAL EVENTS	
023-446.1603.63000	1,150.76
Fund 023 Total:	1,150.76
034 - KOOTENAI FIRE/EMS IMPACT FEES	
034-428.0000.33117	-1,260.00
034-428.0000.62040	101,370.41
Fund 034 Total:	100,110.41
037 - STREETS IMPACT FEES	
037-431.0000.95200	77,572.81
Fund 037 Total:	77,572.81
038 - PARKS IMPACT FEES	
038-443.1667.95520	168,132.17
Fund 038 Total:	168,132.17
650 - RECLAIMED WATER OPERATING	
650-463.0000.62000	58.58
650-463.0000.62150	93,494.38
650-463.0000.62180	3,639.00
650-463.0000.63110	358.23

650-463.0000.63400	3,816.02
650-463.0000.65005	572.84
650-463.0000.67090	458.97
650-463.0000.67170	2,639.19
650-463.0000.68010	723.63
650-463.0000.68025	2,249.12
650-463.0000.68360	3,125.00
650-463.4000.72000	522.16
650-466.0000.62000	58.58
650-466.0000.62320	380.25
650-466.0000.63000	1,212.33
650-466.0000.63006	403.18
650-466.0000.63110	847.63
650-466.0000.63330	536.58
650-466.0000.65005	2,103.98
650-466.0000.67170	147.60
650-466.0000.80240	1,776.17
650-466.4000.72000	522.18
650-468.0000.65005	356.55
650-468.0000.67170	95.31
650-468.0000.68380	1,284.87
Fund 650 Total:	121,382.33
651 - RECLAIMED WATER CAPITAL - WWTP	
651-463.3213.90015	1,866.00
651-463.6505.95520	6,849.75
Fund 651 Total:	8,715.75
652 - RECLAIMED WATER CAPITAL - COLLECTOR	
652-463.3228.95520	148,477.32
Fund 652 Total:	148,477.32
700 - SANITATION	
700-461.0000.65050	1,809.06
Fund 700 Total:	1,809.06
750 - WATER OPERATING	
750-462.0000.62000	58.58
750-462.0000.62320	380.25
750-462.0000.63110	49.69
750-462.0000.63280	2,043.24
750-462.0000.64030	2,932.29
750-462.0000.65050	34.50
750-462.0000.67090	758.98
750-462.0000.68010	197.50
750-462.0000.68025	168.94
750-462.0000.68360	391.75
750-462.3227.95550	156.32
Fund 750 Total:	7,172.04
Report Total:	1,285,861.77

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILITY FOR CHECK F

10/31/2024	\$90.42	98494 AT&T Mobility	Pay Before Due Date
10/31/2024	\$10.43	98495 AT&T Mobility	Pay Before Due Date
10/31/2024	\$152.74	98496 Avista	Pay Before Due Date
10/31/2024	\$156.00	98497 Kootenai County Solid Waste	Pay Before Due Date
10/31/2024	\$216.05	98498 Ricoh USA Inc.	Pay Before Due Date
10/31/2024	\$16.94	98499 Spectrum	Pay Before Due Date
10/31/2024	\$71.67	98503 Zply Fiber	Pay Before Due Date
10/31/2024	\$90.04	98504 Zply Fiber	Pay Before Due Date
10/31/2024	\$169.98	98505 Spectrum	Pay Before Due Date
11/8/2024	\$51.89	98506 AT&T Long Distance	Pay Before Due Date
11/8/2024	\$628.35	98507 AT&T Mobility	Pay Before Due Date
11/8/2024	\$612.54	98508 AT&T Mobility	Pay Before Due Date
11/8/2024	\$42,974.12	98509 Avista	Pay Before Due Date
11/8/2024	\$39,585.49	98510 Kootenai Electric	Pay Before Due Date
11/8/2024	\$139.98	98512 Spectrum	Pay Before Due Date
11/8/2024	\$880.22	98513 Verizon Wireless	Pay Before Due Date
11/8/2024	\$365.44	98514 Verizon Wireless	Pay Before Due Date
11/8/2024	\$60.09	98515 Zply Fiber	Pay Before Due Date
	\$86,272.39		

RUN 11.20.24

001-424.0000.65030

Various

Various

700-461.0000.65050

Various

001-417.0000.63080

650-463.0000.65030

001-445.0000.65030

001-443.0000.65030

001-445.0000.65030

650-463.0000.65030

650-466.0000.65030

Various

Various

001-443.0000.65030

Various

001-443.0000.65030

001-481.0000.68390

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Victoria Howell, Purchasing/CSR

SUBJECT: September Cash and Investments Report

ITEM AND RECOMMENDED ACTION:

The Finance Department recommends that the City Council review, and approve, the Budget Status Report, Treasurer's Report of Cash and Investment Transactions and Cash and Investments Report for the month of September 2024. Approval of the reports acknowledges receipt of the required reports. No presentation is planned on this item.

DISCUSSION:

Each month the Finance Department provides a report detailing the expenditures, to date, under the adopted budget (per Idaho Code 50-208) and a report on the cash and investments for that month (per Idaho Code 50-135) to ensure that the council, and the public is aware of the city's financial position. Idaho Code 50-708 requires at least quarterly during the year council review a treasurer's report that includes the accounts and doings of the chief finance officer of the city. The attached reports are for September 2024. The budget summary report details the budgeted amount by expenditure type and the amount expended through the end of September in both dollars and by percentage. The Cash and Investments Report shows the amounts the city has on deposit with the noted institutions as well as cash on hand. At the end of September, the total of investments and cash on hand was \$192,155,385.16. Finally, the Treasurer's Report of Cash and Investment Transactions details the receipts and disbursements to each fund during the month of September.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

None

APPROVED OR DIRECTION GIVEN:

None

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

192155385.16

BUDGET CODE:

Various

ATTACHMENTS:

1. Budget Status Report
2. Cash & Investments
3. Treasurer's Report of Cash and Investment Transactions

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED September 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
411 - MAYOR COUNCIL	Operating	\$ 156,830.00	\$ 140,354.19	89.5%
	Personnel	126,235.68	117,590.80	93.2%
		<u>283,065.68</u>	<u>257,944.99</u>	91.1%
412 - INFORMATION SYSTEMS	Operating	78,225.00	99,178.69	126.8%
	Capital	-	-	0.0%
	Personnel	408,212.48	393,448.69	96.4%
		<u>486,437.48</u>	<u>492,627.38</u>	101.3%
413 - GENERAL SERVICES	Operating	25,750.00	14,949.92	58.1%
	Personnel	545,410.82	532,547.66	97.6%
		<u>571,160.82</u>	<u>547,497.58</u>	95.9%
414 - FINANCE	Operating	558,310.00	706,929.33	126.6%
	Personnel	651,585.17	657,491.98	100.9%
		<u>1,209,895.17</u>	<u>1,364,421.31</u>	112.8%
415 - CITY CLERK	Operating	50,353.00	31,123.76	61.8%
	Capital	-	-	0.0%
	Personnel	86,293.92	80,439.84	93.2%
		<u>136,646.92</u>	<u>111,563.60</u>	81.6%
417 - MEDIA/CABLE FRANCHISE	Operating	7,200.00	39,831.61	553.2%
	Capital	-	-	0.0%
	Personnel	152,168.84	152,474.63	100.2%
		<u>159,368.84</u>	<u>192,306.24</u>	120.7%
418 - HUMAN RESOURCES	Operating	6,450.00	14,028.12	217.5%
	Personnel	229,055.84	237,337.00	103.6%
		<u>235,505.84</u>	<u>251,365.12</u>	106.7%
421 - POLICE	Operating	1,088,447.43	1,172,821.92	107.8%
	Capital	268,000.00	521,570.29	194.6%
	Personnel	8,827,638.38	8,266,599.44	93.6%
		<u>10,184,085.81</u>	<u>9,960,991.65</u>	97.8%
423 - OASIS	Operating	4,000.00	37,506.01	937.7%
	Capital	-	18,109.00	0.0%
	Personnel	120,791.50	143,440.32	118.8%
		<u>124,791.50</u>	<u>199,055.33</u>	159.5%
424 - LEGAL (PROSECUTING)	Operating	81,550.00	153,335.58	188.0%
	Capital	-	-	0.0%
	Personnel	966,606.62	864,302.46	89.4%
		<u>1,048,156.62</u>	<u>1,017,638.04</u>	97.1%
427 - ANIMAL CONTROL	Operating	16,250.00	10,148.01	62.4%
	Personnel	196,579.03	194,912.20	99.2%
		<u>212,829.03</u>	<u>205,060.21</u>	96.3%
431 - STREETS	Operating	2,086,266.00	1,212,590.35	58.1%
	Capital	6,545,637.00	2,400,244.93	0.0%
	Personnel	1,576,792.45	1,384,730.06	87.8%
		<u>10,208,695.45</u>	<u>4,997,565.34</u>	49.0%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED September 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
432 - PUBLIC WORKS ADMIN.	Operating	19,280.00	11,586.27	60.1%
	Personnel	200.00	-	0.0%
		<u>19,480.00</u>	<u>11,586.27</u>	59.5%
433 - FACILITY MAINTENANCE	Operating	42,080.00	36,265.63	86.2%
	Capital	64,260.47	81,211.74	126.4%
	Personnel	<u>337,784.38</u>	<u>300,724.29</u>	89.0%
		444,124.85	418,201.66	94.2%
434 - FLEET MAINTENANCE	Operating	251,497.00	221,238.52	88.0%
	Capital	3,070,307.01	1,979,371.74	64.5%
	Personnel	<u>484,534.45</u>	<u>393,437.53</u>	81.2%
		3,806,338.46	2,594,047.79	68.2%
435 - -GIS	Operating	60,230.00	54,449.33	90.4%
	Personnel	<u>193,780.63</u>	<u>194,039.99</u>	100.1%
		254,010.63	248,489.32	97.8%
441 - URBAN FORESTRY	Operating	52,750.00	96,505.50	182.9%
	Capital	212,224.06	114,942.30	0.0%
	Personnel	<u>275,303.32</u>	<u>271,484.27</u>	98.6%
		540,277.38	482,932.07	89.4%
442 - CEMETERY	Operating	111,145.00	322,192.34	289.9%
	Capital	30,000.00	28,358.36	0.0%
	Personnel	<u>241,654.51</u>	<u>237,345.17</u>	98.2%
		382,799.51	587,895.87	153.6%
443 - PARKS	Operating	924,624.00	929,854.75	100.6%
	Capital	1,622,062.39	774,227.06	47.7%
	Personnel	<u>1,434,320.84</u>	<u>1,391,821.90</u>	97.0%
		3,981,007.23	3,095,903.71	77.8%
444 - PARKS CONSTRUCTION	Operating	-	-	0.0%
	Capital	<u>466,649.22</u>	<u>473,187.43</u>	101.4%
		466,649.22	473,187.43	101.4%
445 - RECREATION	Operating	219,814.00	262,521.39	119.4%
	Capital	-	5,534.60	0.0%
	Personnel	<u>966,002.14</u>	<u>809,734.72</u>	83.8%
		1,185,816.14	1,077,790.71	90.9%
451 - PLANNING & ZONING	Operating	337,419.00	22,831.00	6.8%
	Capital	50,000.00	26,657.00	100.0%
	Personnel	<u>376,748.90</u>	<u>328,307.99</u>	87.1%
		764,167.90	377,795.99	49.4%
452 - BUILDING INSPECTOR	Operating	30,600.00	40,624.37	132.8%
	Personnel	773,410.60	765,544.75	99.0%
	Capital	-	-	
		<u>804,010.60</u>	<u>806,169.12</u>	100.3%
453 - ENGINEERING	Operating	45,100.00	34,604.74	76.7%
	Capital	30,000.00	23,157.00	100.0%
	Personnel	<u>803,098.02</u>	<u>722,045.70</u>	89.9%
		878,198.02	779,807.44	88.8%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED September 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
454 - Community Development Admin	Operating	85,070.00	92,761.72	109.0%
	Capital	-	-	0.0%
	Personnel	225,457.51	225,857.44	100.2%
		<u>310,527.51</u>	<u>318,619.16</u>	102.6%
465 - STREET LIGHTS	Operating	650,000.00	767,915.16	118.1%
		<u>650,000.00</u>	<u>767,915.16</u>	118.1%
481 - CAPITAL IMPROVMENTS/CONTRACTS	Operating	1,331,114.00	843,023.61	63.3%
	Capital	-	79,680.17	0.0%
		<u>1,331,114.00</u>	<u>922,703.78</u>	69.3%
482 - PERSONNEL POOL	Operating	4,557,500.00	4,557,500.00	100.0%
	Personnel	(263,698.14)	49,005.82	-18.6%
		<u>4,293,801.86</u>	<u>4,606,505.82</u>	107.3%
497 - TRANSFERS OUT	Operating	-	-	0.0%
		<u>-</u>	<u>-</u>	0.0%
TOTAL GENERAL FUND		<u>44,972,962.47</u>	<u>37,167,588.09</u>	82.6%
002 - INSURANCE FUND	Operating	337,326.00	332,627.13	98.6%
		<u>337,326.00</u>	<u>332,627.13</u>	98.6%
003 - PERSONNEL FUND	Operating	51,800.00	42,438.32	81.9%
	Capital	-	-	0.0%
	Personnel	4,660,700.00	4,719,951.32	101.3%
		<u>4,712,500.00</u>	<u>4,762,389.64</u>	101.1%
004-Street Lights	Operating	-	-	0.0%
		<u>-</u>	<u>-</u>	
007 - DRUG SEIZURE FUND	Operating	168,000.00	45,774.91	27.2%
	Capital	-	-	
		<u>168,000.00</u>	<u>45,774.91</u>	27.2%
008 - 911 FUND	Operating	2,873,482.54	312,118.79	10.9%
	Capital	-	526,427.76	0.0%
	Personnel	83,266.04	68,717.71	82.5%
		<u>2,956,748.58</u>	<u>907,264.26</u>	30.7%
011 - FACILITY BUILDING RESERVE FUND	Operating	7,900,000.00	-	0.0%
	Capital	-	293,329.54	0.0%
		<u>7,900,000.00</u>	<u>293,329.54</u>	0.0%
017 - ANNEXATION FUND	Operating	4,640,000.00	643,496.64	13.9%
	Capital	-	-	
		<u>4,640,000.00</u>	<u>643,496.64</u>	13.9%
023 - SPECIAL EVENTS FUND	Operating	52,820.00	28,215.43	53.4%
		<u>52,820.00</u>	<u>28,215.43</u>	53.4%
029 - CEMETERY IMPROVEMENTS FUND	Operating	202,500.00	(6,486.30)	-3.2%
	Capital	-	-	
		<u>202,500.00</u>	<u>(6,486.30)</u>	-3.2%
034- KOOTENAI FIRE/EMS IMPACT FEES	Operating	2,000,000.00	776,796.68	38.8%
		<u>2,000,000.00</u>	<u>776,796.68</u>	38.8%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED September 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
035 - PUBLIC SAFETY IMPACT FEES FUND	Operating	2,355,000.00	57,571.67	2.4%
	Capital	-	-	0.0%
		<u>2,355,000.00</u>	<u>57,571.67</u>	2.4%

CITY OF POST FALLS
BUDGET STATUS REPORT
FOR MONTH ENDED September 30, 2024

FUND OR DEPARTMENT	TYPE OF EXPENDITURE	TOTAL BUDGET	YTD EXPENDITURE	PERCENT EXPENDED
037 - STREET IMPACT FEE FUND	Operating	2,980,000.00	1,290,557.36	0.0%
	Capital	643,647.90	248,962.22	
		<u>3,623,647.90</u>	<u>1,539,519.58</u>	0.0%
038 - PARK IMPACT FEE FUND	Operating	960,000.00	33,883.70	0.0%
	Capital	2,800,000.00	1,410,427.47	50.4%
		<u>3,760,000.00</u>	<u>1,444,311.17</u>	38.4%
039 - STREET CAPITAL PROJECTS	Operating	-	-	0.0%
		-	-	0.0%
402 - LID 99-1 FUND	Operating	-	-	0.0%
		-	-	0.0%
410 - LID 2004	Operating	-	-	0.0%
		-	-	0.0%
450 - LID GUARANTEE FUND	Operating	-	-	0.0%
		-	-	0.0%
650 - RECLAIMED WATER OPERATING FUND incl: wwo, collections, recycled, surface	Operating	15,298,842.41	11,729,283.87	76.7%
	Capital	5,345,000.00	1,228,254.52	23.0%
	Personnel	2,312,097.10	2,245,207.49	97.1%
		<u>22,955,939.51</u>	<u>15,202,745.88</u>	66.2%
651 - RECLAIMED WATER - CAPITAL WWTP FUND	Operating	3,474,925.00	588,517.21	16.9%
	Capital	5,601,350.00	9,357,188.84	167.1%
		<u>9,076,275.00</u>	<u>9,945,706.05</u>	109.6%
652 - RECLAIMED WATER CAPITAL - COLLECTOR FUND	Capital	29,135,000.00	4,218,206.56	14.5%
	Operating	15,000,000.00	16,000,000.00	
		<u>44,135,000.00</u>	<u>20,218,206.56</u>	45.8%
700 - SANITATION FUND	Operating	3,688,815.00	4,519,582.42	122.5%
		<u>3,688,815.00</u>	<u>4,519,582.42</u>	122.5%
750 - WATER OPERATING FUND	Operating	1,783,309.45	1,505,257.62	84.4%
	Capital	3,044,500.00	378,418.86	
	Personnel	952,804.40	908,218.81	95.3%
		<u>5,780,613.85</u>	<u>2,791,895.29</u>	48.3%
753 - WATER CAPITAL FUND	Operating	-	-	0.0%
	Capital	4,037,153.75	795,197.25	19.7%
		<u>4,037,153.75</u>	<u>795,197.25</u>	19.7%
GRAND TOTAL		<u>\$ 167,355,302.06</u>	<u>\$ 101,465,731.89</u>	60.6%

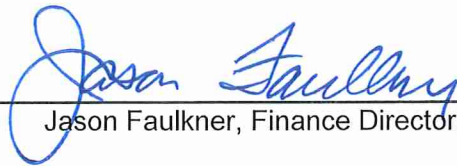
I HEREBY SWEAR UNDER OATH THAT THE AMOUNTS REPORTED ABOVE, ON THE CASH BASIS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Jason Faulkner, Finance Director, City of Post Falls, Idaho.

City of Post Falls
Cash and Investments
9/30/2024

Description	City's Balance
<u>Idaho State Investment Pool</u>	
LGIP Acct 1399	59,451,806.03
LGIP Acct 1441	288,409.48
<u>First Financial Equity Corporation</u>	
General Accts Investments	21,901,800.77
Contingency Accts	9,024,685.84
Replacement & Reserve Accts	60,888,251.18
<u>Moreton Capital Investments</u>	
Moreton Securities	20,500,698.59
<u>Mountain West bank</u>	
Repurchase Sweep Account	20,023,581.41
Checking Account	75,002.86
<u>Cash on Hand</u>	
Finance	300.00
Animal Control	150.00
Police	525.00
Recreation	25.00
Park	(1.00)
Planning and Zoning	150.00
Total	<u><u>\$ 192,155,385.16</u></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.



Jason Faulkner, Finance Director, City of Post Falls, Idaho

City of Post Falls
Treasurer's Report of Cash and Investment Transactions
9/30/2024

FUND	BALANCE 08/31/2024	RECEIPTS	DISBURSEMENTS	BALANCE 09/30/2024
001 - GENERAL FUND	\$ 38,478,652.52	\$ 3,346,581.03	\$ 5,734,577.23	\$ 36,090,656.32
002 - COMPREHENSIVE LIABILITY	645,895.76	\$ 20,123.04	\$ -	666,018.80
003 - PERSONNEL BENEFIT POOL	(447,367.69)	\$ 396,740.28	\$ 606,429.47	(657,056.88)
004 - STREET LIGHTS	-	\$ -	\$ -	-
007 - DRUG SEIZURE PROGRAM	202,140.30	\$ 783.99	\$ 2,891.50	200,032.79
008 - 911 SUPPORT	3,460,208.18	\$ 69,699.88	\$ 105,355.87	3,424,552.19
011 - FACILITY BUILDING RESERVE	12,103,422.98	\$ 42,899.99	\$ 77,185.68	12,069,137.29
017 - ANNEXATION FEES	1,762,660.49	\$ 30,249.38	\$ 53,333.37	1,739,576.50
023 - SPECIAL EVENTS	393,079.83	\$ 1,593.42	\$ 845.00	393,828.25
029 - CEMETERY CAPITAL IMPROVEMENT	514,913.14	\$ 5,370.02	\$ -	520,283.16
034 - KOOTENAI FIRE/EMS IMPACT FEES	64,750.81	\$ 43,485.14	\$ 44,763.33	63,472.62
035 - PUBLIC SAFETY IMPACT FEES	2,907,226.46	\$ 44,667.90	\$ 3,116.47	2,948,777.89
037 - STREETS IMPACT FEES	7,398,216.18	\$ 167,051.17	\$ 3,531.00	7,561,736.35
038 - PARKS IMPACT FEES	5,941,240.33	\$ 196,795.41	\$ 81,358.00	6,056,677.74
039 - STREETS CAPITAL PROJECTS	-	\$ -	\$ -	-
402 - LID 99-1	(30,979.88)	\$ -	\$ -	(30,979.88)
410 - LID 2004	(71,444.03)	\$ 1,266.65	\$ -	(70,177.38)
450 - LID GUARANTEE	18,412.99	\$ 55.73	\$ -	18,468.72
650 - RECLAIMED WATER OPERATING	57,843,363.66	\$ 18,816,669.63	\$ 3,363,413.79	73,296,619.50
651 - RECLAIMED WATER CAPITAL - WWTP	3,337,280.14	\$ 1,523,405.94	\$ 475,485.77	4,385,200.31
652 - RECLAIMED WATER CAPITAL - COLLECTOR	27,657,557.41	\$ 884,420.12	\$ 16,197,663.22	12,344,314.31
653-WASTEWATER STORM WATER	-	\$ -	\$ -	-
700 - SANITATION	1,452,630.40	\$ 422,606.39	\$ 408,208.02	1,467,028.77
750 - WATER OPERATING	24,262,705.19	\$ 983,041.26	\$ 431,608.37	24,814,138.08
753 - WATER CAPITAL	4,813,493.96	\$ 39,798.75	\$ 213.00	4,853,079.71
GRAND TOTAL:	\$ 192,708,059.13	\$ 27,037,305.12	\$ 27,589,979.09	\$ 192,155,385.16

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



 Jason Faulkner, Finance Director, City of Post Falls, Idaho

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Shannon Howard, City Clerk
SUBJECT: Postage Machine Purchase

ITEM AND RECOMMENDED ACTION:

Staff requests that the City Council approve the purchase of a new postage machine.

DISCUSSION:

All postage machines are required to be upgraded by 12/31/24 to IMI compatible which means that the machine has to connect to the USPS servers every 72 hours. Our current machine can only connect every 90 days. The cost of the new machine is \$2800.00 and \$52/month for the postage meter rental. The rental price is the same price for the previous machine.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$2800.00

BUDGET CODE:

001-415.0000.66190

ATTACHMENTS:

1. City of Post Falls Vision A5 IMI FP Meter Rental Upgrade Revised (1)
2. fp_general_terms-conditions clean
3. City of Post Falls Postbase Vision A5 Pricing



FP Mailing Solutions
140 N. Mitchell Ct, Ste 200
Addison, IL 60101-5629
Tel: (800) 341-6052
www.fp-usa.com

Customer Agreement

CUSTOMER INFORMATION

Billing Address	
Customer: City of Post Falls	
Department:	
Street: 408 N. Spokane St	
City: Post Falls	County:
State: ID	Zip: 83854
Tel: 208-777-4504	Fax:
E-mail: Shannon Howard	
Contact Name: showard@postfallsidaho.org	
Deliver To: ☐ Dealer ☐ Customer ☒ Fulfilled from Dealer Inventory	
☐ Existing Customers Only: check box if Billing Address has changed.	

Shipping & Installation Address (if different than Billing)	
Customer:	
Department:	
Street:	
City:	County:
State:	Zip:
Tel:	Fax:
E-mail:	
Contact Name:	
Mailing Address: ☒ Same as Billing	
☐ Existing Customers Only: check box if Shipping & Install Address has changed.	

RENTAL INFORMATION

Quantity	Item #	Item Description	Monthly Rate	Rental Billing Delivery (select one)
1	P400	PostBase Vision A5 Meter	\$52.00	☐ Electronic Billing
1	Unlimited Resets	Unlimited Resets	included	☒ Paper Billing
1	PVCOLORBGRY (Satin Steel)	PostBase Vision Color Satin Steel	included	Rental Billing Frequency (select one)
1	PARCEL SHIP	Parcel Ship, USPS	included	☐ Annual Billing
				☐ Semi-Annual
				☒ Quarterly Billing
Term of Contract: 63 months*			Total Monthly Payment	\$ 52.00

Note: If a payment option is not selected, FP will default to Quarterly Paper Billing.

Terms and Conditions: By signing below, I hereby acknowledge and agree that FP's standard shipping rates and the additional terms and conditions as attached are incorporated by reference into this agreement. * 36 Month Initial Term will apply unless otherwise indicated above.

CUSTOMER ACCEPTANCE (please complete all fields)

Customer Acceptance of Terms		Dealer Information	
Print Name of Authorized Representative: Shannon Howard		Selling Dealer Name: APS, Inc.	Dealer #: 225-0
Tel: 253-845-5454		Address: 9514 E. Montgomery St., Ste 22, Spokane WA 99206	
Tax ID: 91-1129887	State: WA	Tel: 509.299.6144	Fax:
Authorized Signature: X		Sales Representative Name: Ron Cook	
Date: 06/20/24		Servicing Dealer Name: APS, Inc.	Svc. Dealer #: 225-0

DEALER & INTERNAL USE ONLY

☐ New Customer	☐ Lease Company: _____	Promo Code: _____
☒ Upgrade / Model Change	☐ Major Account: _____	Package Code: PV5D
☐ Renewal (no change of equipment)	☐ GSA / State Contract No.: _____	☐ Price or Terms Exception Approval (Form Attached)
☐ Coterminous Add-On: _____	Master Billing Acct. No.: _____	☐ USPS® Location: (CPU Letter Attached)
☐ Change of Ownership	Master Postage Acct. No.: _____	☐ Tax-Exempt (Certificate Attached)
Existing Account No.: 500063587		

Terms and Conditions

These terms and conditions (these “Terms”) are applicable to, and incorporated by reference into, any order form or customer agreement related to the rental or sale of any products or services supplied by Francotyp-Postalia, Inc., d/b/a FP Mailing Solutions, Inc. (“FP”) to the customer (a “Customer”) listed on the applicable order form or customer agreement. The complete agreement between FP and Customer will consist of these Terms and the provisions included on any order form or customer agreement that has been accepted by FP (referred to collectively as the “Agreement”). In the event of any conflict between these Terms and the provisions on an order form or customer agreement, these Terms will control. No additional terms (including any terms included on any Customer generated forms, acknowledgments or other documents) will apply unless FP agrees to those additional terms in writing.

1. DEFINITIONS

- a. “Meter” – A device that manages the financial transactions of a mailing machine and which is rented directly from FP. A Meter may be a stand-alone unit or a device, known as a Postal Security Device (“PSD”), which is inserted into mail handling equipment.
- b. “FP Rental Equipment” – Any equipment, other than a Meter, that is rented by a Customer directly from FP. Examples of FP Rental Equipment include mailing machine bases, scales and other accessories.
- c. “FP Rental Services” – Non-tangible services that are provided by FP to a Customer pursuant to an Agreement between FP and a Customer. Examples of FP Rental Services are RateGuard services and Meter resets.
- d. “Third-Party Purchased or Leased Equipment or Services” – Any equipment or services that are designated on an order form or a customer agreement as being purchased, leased, or financed through a third-party. Examples of Third-Party Purchased or Leased Equipment or Services are products or services obtained pursuant to an FP EZ Lease. Third-Party Purchased or Leased Equipment or Services may require maintenance that FP has not agreed to perform and which maybe invoiced separately.
- e. “Maintenance” – Service that FP has agreed to perform, pursuant to an Agreement, on FP Rental Equipment to ensure that the FP Rental Equipment remains in proper operating condition. Maintenance includes, but is not limited to, the repair or replacement of non-consumable parts.

2. FP WILL:

- a. Rent to the Customer the specified FP Rental Equipment and provide the FP Rental Services at the rates set forth in the Agreement, or as otherwise agreed upon in writing by FP and Customer.
- b. If a Meter, FP Rental Equipment or Third-Party Purchased or Leased Equipment is being provided directly by FP pursuant to an Agreement, FP will ship that equipment, in good working order, to Customer’s installation address as specified in the Agreement or, if no installation address is specified, directly to the Customer’s billing address.
- c. Provide Maintenance on the FP Rental Equipment pursuant to the terms of the Agreement. If maintenance is required on Third-Party Purchased or Leased Equipment, FP may agree to provide perform that maintenance at FP’s then-current applicable rates or such rates as otherwise agreed upon, in writing, by FP and Customer.

3. CUSTOMER WILL:

- a. Be invoiced in advance of payment due dates.
- b. Pay all amounts due to FP within thirty (30) days of the invoice. Payments must be made using one of FP’s acceptable payment methods, including mailing the payment to the address stated on the invoice or paying online at www.fp-usa.com.
- c. Be responsible for the payment of all other fees assessed pursuant to this paragraph. A late fee will be charged if Customer does not pay the amounts due to FP within the thirty (30) days after the date of the invoice and an additional late fee will be charged for each subsequent thirty (30) day period that the amount due remains unpaid. Customer also agrees to pay FP the then-current fee charged by FP’s financial institution for checks returned unpaid and for ACH direct debit transactions which are rejected, also agrees to pay an additional fee equal to the lesser of \$50 or the maximum allowed by law if a check or electronic payment is returned due to non-sufficient funds, plus any changes imposed by the USPS® as a result of non-sufficient funds. Pay FP Failure to pay on-time also may, in FP’s

sole discretion, result in any of the following actions: locking of the Meter, an inability to perform resets, and FP taking steps to recover the Meter.

- d. Pay all sales, use, property, lease or excise taxes, along with any fees or charges imposed on the shipment, transportation, delivery, ownership, lease, rent, sale, purchase, possession, or use of any equipment (except for Federal or State income or franchise taxes imposed on FP). Customer also shall reimburse FP upon demand for any taxes paid by or advanced by FP that are the responsibility of the Customer under this paragraph.
- e. Use reasonable care in the handling and operation of all Meters and FP Rental Equipment and be responsible for any damage to, or the loss of, any Meters and FP Rental Equipment. Customer will procure adequate insurance covering all damage to, or the loss of, all Meters and FP Rental Equipment. Customer also will ensure that the insurance procured pursuant to this paragraph names FP as an “additional insured” and will deliver a current certificate of insurance to FP.
- f. Not use special attachments, printing plates, or other devices, including electronic scales or supplies, with the Meters or FP Rental Equipment, unless FP supplies those items or agrees to their use in a signed writing.
- g. Use postage Meters only for postage imprinting and recording purposes. Customer acknowledges that tampering with or misuse of any postage meter(s) is punishable under the federal postal laws and regulations.
- h. Make immediately available for examination and audit by either FP or the United States Postal Service® (“USPS®”) any Meters in their possession.
- i. Notify FP of any change in location of any Meter or FP Rental Equipment, and reimburse FP for any reasonable cost incurred by FP as a result of the change. Reporting any change in Meter location is required by the USPS®.
- j. Upon the termination of the Agreement, unless directed otherwise by FP, return the Meter and any FP Rented Equipment to FP, at Customer’s expense. Customer will follow the return instructions provided by FP and return any Meter or FP Rented Equipment to a location designated by FP, in good condition, with normal wear and tear accepted. Billing will continue until all Meters and FP Rental Equipment are received into inventory by FP. Customer also agrees to reimburse FP for any costs that FP incurs to restore a Meter or FP Rental Equipment to good condition. In addition, Customer also agrees to pay to FP the return processing fee imposed by FP as found in the “my account” section of FP’s website.
- k. Be responsible for paying for rate updating software if RateGuard coverage is not purchased by Customer.
- l. Be responsible for paying FP’s standard shipping rates and applicable fees when Meters or FP Rental Equipment is shipped, except when an exchange is made pursuant to a warranty claim. The “my account” section of FP’s website lists the current fees and www.fp-usa.com/terms-conditions/ for the standard shipping rates.
- m. Make available the necessary connectivity system required for resetting the Meter. For models MyMail, OptiMail 30, UltiMail, or CentorMail, Customer agrees to make available a functioning analog telephone line (not digital) at the installation site so that the analog telephone line can be connected to the Meter and used for postage resets. For Meters utilizing the MailCredit software or PostBase Series, Customer agrees to make available a functioning high-speed internet connection at the installation site so that the connection can be connected to the Meter and used for postage resets.
- n. Have the proper system requirements necessary on a PC to utilize certain software and or enhanced functions as listed on the product specifications page found at www.fp-usa.com/support/ for your Meter.
- o. Adhere to the Terms and Conditions found online at www.fp-usa.com/terms-conditions/ regarding Postage Payment Options and Postage Payment Terms & Conditions.

4. ADDITIONAL TERMS FOR TELESET METER RENTALS:

- a. A bank designated by the USPS® will act as a depository for Customer’s advance postage payments.
- b. Before resetting a Teleset Meter, Customer must have at least the amount of the reset increment in Customer’s account at the designated bank.
- c. In the event Customer requests an emergency advance for postage, FP may, at its sole discretion, agree to advance the Customer funds to reset its Meter. If FP provides a temporary advance of funds to Customer’s account to allow a Meter to be reset, Customer agrees to repay the full amount advanced by FP within five (5) business days and also to pay FP’s then-current service fee and interest.
- d. FP will invoice Customer quarterly in arrears for the then current reset fee (if applicable) on each completed reset transaction.
- e. If Customer discontinues its Teleset Meter rental account and over \$25.00 remains in the Customer’s account, FP will use commercially reasonable efforts to have the USPS® return the funds in Customer’s account within 90 days after Customer’s written request, per USPS® CFR Volume 73, Number 210, pages 61255-61356 and Domestic Mail Manual 604.9.2.8 regulations (or any applicable successor regulations). FP, however, does not guarantee that Customer’s funds will be returned by any specific date.

- f. Teleset downloads must be performed on compatible line as specified above in Section 3.m.

5. RATEGUARD:

- a. FP RateGuard is a service that provides rate updates to Customers when a USPS® rate change occurs. If a Customer purchases RateGuard, the Customer will pay a monthly charge that is billed on the same billing cycle as their Meter or FP Rental Equipment. Customer will receive updated rates (in the form of a rate chip, rate card, software download, or other necessary products) without additional charge from FP pursuant to the RateGuard program.
- b. FP will provide eligible Customers the opportunity to receive the necessary updated rates (in the form of a rate chip, rate card, software download, or other necessary products). The Customer's account must be current and in good standing at the time of each rate change to receive a RateGuard upgrade.
- c. The RateGuard Program must remain in effect on the Customer's account for a minimum of the Initial Term. Once the Initial Term is ended, RateGuard will remain in effect until the end of the Term.
- d. RateGuard does not cover USPS® rate changes made within 60 days from the date that an existing Customer signs up for the RateGuard program. This restriction does not apply to new Customers who enter into a new Agreement fewer than 60 days before a USPS® rate change.

6. GENERAL PROVISIONS:

- a. Customer acknowledges FP's exclusive ownership of the Meters and FP Rental Equipment and that Customer has no rights except for use for the Term of the Agreement and will take all actions requested by FP in order to protect FP's ownership interest.
- b. Customer agrees to indemnify and defend FP from any claims, legal actions, and costs (including attorneys' fees) arising from Customer's use and operation of the Meters or FP Rental Equipment.
- c. UNDER NO CIRCUMSTANCES WILL FP'S LIABILITY TO CUSTOMER FOR CLAIMS OF ANY NATURE EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER TO FP DURING THE SIX MONTH PERIOD IMMEDIATELY PRIOR TO THE EVENT GIVING RISE TO THE CLAIM OR CLAIMS. UNDER NO CIRCUMSTANCES WILL FP BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, OR ANY OTHER FORM OF DAMAGES, ARISING OUT OF, OR RELATED IN ANY WAY TO, ANY AGREEMENT BETWEEN FP AND CUSTOMER, REGARDLESS OF WHETHER FP WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- d. EXCEPT AS EXPRESSLY STATED HEREIN, FP MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, REGARDING ANY MATTER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF SUITABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.
- e. THESE TERMS, ALONG WITH THE OTHER TERMS OF THE AGREEMENT (AS THAT TERM IS DEFINED ABOVE) CONSTITUTE THE ENTIRE AGREEMENT BETWEEN CUSTOMER AND FP AND SUPERSEDE ANY PRIOR UNDERSTANDINGS OR WRITINGS BETWEEN THE PARTIES.
- f. Customer acknowledges that, if it enters into any contract or agreement with a party or entity other than FP related to any postal meter, related equipment or services (for example, an agreement entered into with an FP dealer or with a third-party financing company), FP will not be deemed to be a party to that contract or agreement and FP will have no obligations or liability arising from such a contract or agreement, regardless of whether the contract or agreement relates to products produced by FP or services offered by FP and regardless of whether the contract or agreement provides that the non-FP party or entity will bill and collect amounts that are otherwise due to FP.
- g. Customer acknowledges that the use of consumables that are not provided or produced by FP in Meters or FP Rental Equipment (such as ink and rate chips) could result in damage to, or a malfunction of, Meters or FP Rental Equipment. Customer also acknowledges that it will be solely responsible for all costs associated with any repairs, maintenance or replacement that becomes necessary as a result of Customer's use of consumables that were not provided by FP.
- h. All notices provided under this Agreement must be given in writing and addressed to Customer's or FP's main office or to another address specified in writing by Customer or FP.
- i. When a Meter or FP Rental Equipment is received by a Customer, the Meter or FP Rental Equipment must be set up within fourteen (14) days and the billing cycle will begin at the end of that fourteen day period.
- j. Should the Customer require an on-site installation of a Meter or FP Rental Equipment, an additional fee may be charged.

- k. FP reserves the right to replace, at any time, Meters or FP Rental Equipment with other comparable Meters or FP Rental Equipment that includes similar or enhanced features in the event that an identical Meter or FP Rental Equipment is not available or if a Meter or FP Rental Equipment has been decertified by the USPS®.
- l. Customer authorizes FP, from time to time, to access and download information from any Meter to provide FP with information about Customer's postage usage and FP may disclose that information to the USPS® or any other governmental agency. FP will not otherwise share individually identifiable information that we obtain about Customer's postal usage unless otherwise required to do so by law. FP reserves the right to share aggregate data about its Customers' postage usage with third-parties.
- m. Customer authorizes FP to send communications, via email, written correspondence or any other means, regarding account activity or advertising material concerning FP's products or equipment, including, but not limited to, information concerning software updates, account changes, and FP product availability.
- n. In the event Customer fails to perform in accordance with the terms set forth in this Agreement, then FP may, in its sole discretion and without notice, repossess or disable any Meter and FP Rental Equipment, immediately terminate any Agreement between FP or an FP Affiliate and Customer; and pursue any other remedies available to FP at law or in equity.
- o. If the Post Falls City Council does not appropriate the funding needed by the City to make payments under this Agreement for any fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. In such event, the City will promptly notify FP of the non-appropriation, and this Agreement will be terminated at the end of the fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to the non-appropriation of funds shall constitute a breach of or default under this Agreement. City shall pay all costs due to FP for services completed in the fiscal year for which the funds were appropriated.

7. IF CLAIMS OR DISPUTES BETWEEN CUSTOMER AND FP SHOULD ARISE:

- a. If Customer fails to pay any amounts due FP in accordance with this Agreement, or if any legal action commences which may result in a third-party taking possession of any Meters or FP Rental Equipment, FP can immediately terminate this Agreement, without notice or legal action, and Customer will allow FP to enter its location for the purpose of repossessing any Meters and FP Rental Equipment. Under those circumstances, Customer will pay FP all amounts due up to the repossession date or through the end of current Term, whichever period is longer, plus a delinquency charge of 1.5% per month (but not in excess of the lawful maximum) on any unpaid amounts until FP has been paid all amounts due to it. Customer further agrees that, should FP decide to place its account with a collection agency or attorney, Customer will pay all collection costs and attorneys' fees incurred by FP, in addition to other amounts due.
- b. This Agreement has and shall be construed as having been made and delivered in the State of Idaho, and the laws of the State of Idaho shall apply to the construction and enforcement of this Agreement or any provision hereto. Any civil action arising from this Agreement shall be brought in the District Court for the First Judicial District of the State of Idaho at Coeur d'Alene, Kootenai County, Idaho, and may not thereafter be removed to any other state or federal court.
- c. In the event any provision of this Agreement shall be deemed to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties agree to replace any invalid provision with a valid provision, which most closely approximates the intent and economic effect of the invalid provision.

8. ACKNOWLEDGMENT OF DEPOSIT REQUIREMENT:

- a. Customer hereby acknowledges that it must transfer funds to the USPS®, through a lockbox bank ("lockbox bank") for the purpose of prepayment of postage on Computerized Meter Resetting System (CMRS)-equipped Meters ("Deposits").
- b. Customer may make Deposits in the lockbox bank account, identified as United States Postal Service-CMRS-FP. The USPS® may, at its discretion, designate itself or a successor as recipient of Deposits by Customer.
- c. Any Deposit made by Customer shall be credited by the USPS® only for the payment of postage through CMRS-equipped meters. Customer shall not receive or be entitled to any interest or other income earned on such Deposits.
- d. The USPS® will provide a refund in accordance with the rules and regulations governing deposit of funds for CMRS, published in the Domestic Mail Manual or its successor.
- e. As provided above, FP may agree to deposit funds on behalf of Customer. The USPS® will make no such

advances. Any relationship concerning advances is between Customer and FP.

f. Customer acknowledges that the terms of this Acknowledgment of Deposit section may be changed, modified, or revoked by the USPS®, with appropriate notice.

g. Postal regulations governing the deposit of funds for CMRS are published in the Domestic Mail Manual or its successor. Customer acknowledges that it shall be subject to all applicable rules, regulations, and orders of the USPS®.

h. By signing any Agreement between Customer and FP, Customer represents that it has read this Acknowledgment of Deposit Requirement section and is familiar with its terms. Customer agrees that, upon execution of any Agreement with FP, it also will be bound by all terms and conditions of the Acknowledgment of Deposit Requirement, as it may be amended from time to time.

9. ASSIGNMENTS:

a. No right or interest in this Agreement may be assigned by Customer without the prior written consent of FP.

10. TERM AND TERMINATION:

a. This Agreement shall be NON-CANCELLABLE during the Initial Term and any Renewal Term, as set forth in Section 10.b. below. The Initial Term and any Renewal Terms are collectively referred to as the “Term” of the Agreement.

b. Provided FP has accepted the order form or customer agreement, the Agreement shall be for the Initial Term set forth on the applicable order form or Customer Agreement or as otherwise agreed upon in writing by the Customer and FP, commencing on the date the order form or Customer Agreement was signed by the Customer, and shall automatically, without any action by either party, renew for an additional period of one year (a “Renewal Term”) at the end of such Initial Term. At the end of such Renewal Term, this Agreement, again, automatically renews for an additional Renewal Term, unless terminated in accordance with the terms of Section 10. FP will not notify the Customer that the Initial Term or any Renewal Term is ending.

c. Either party to this Agreement may provide notice to the other party of its intent not to renew this Agreement pursuant to paragraph (b) above. Such notice must be in writing and must be delivered to the other party no later than ninety (90) days prior to the end of the Initial Term or then-current Renewal Term.

11. USPS® ACKNOWLEDGMENT:

a. To the extent that the USPS® is obliged to perform particular functions with respect to the any Meter or FP Rental Equipment, those functions will be governed by the Domestic Mail Manual, as may be amended from time to time, or its successor, in effect at the time of the obligation. Specifically, to the extent that the USPS® provides refunds to Customers using postage evidencing devices, the policy and procedure governing the payment of refunds will be conducted in accordance with the Domestic Mail Manual, as amended, in effect at that time.

b. If the Equipment is used in any fraudulent or unlawful scheme or enterprise, or is not used for any consecutive 12 month period, or if the Customer takes the Equipment or allows the Equipment to be taken outside the United States without proper written permission of the USPS®, Washington, DC 20260-6807, or if the Customer otherwise fails to abide by applicable postal regulations and this Agreement regarding care and use of Equipment, then this Agreement and any related Equipment rental may be revoked. Customer further acknowledges that any use of Equipment that fraudulently deprives the USPS® of revenue can cause Customer to be subject to civil and criminal penalties applicable to fraud and/or false claims against the United States. The submission of a false, fictitious or fraudulent statement can result in imprisonment of up to five (5) years and fines of up to \$10,000 (18 U.S.C. 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (3 U.S.C. 3802). A false statement in this application or the mailing of matter bearing a fraudulent postage meter imprints are examples of violations of these statutes.

c. The Customer is responsible for immediately reporting (within twenty-four hours) the theft or loss of Equipment that is the subject of this Agreement to FP. Failure to comply with this notification provision in a timely manner may result in the denial or refund of any funds remaining on the Equipment at the time of loss or theft.

d. The Customer understands that the rules and regulations regarding the use of the Equipment as documented in the Domestic Mail Manual may be updated from time to time by the USPS®, and it is Customer's obligation to comply with any current and future rules and regulations regarding its use.

e. By signing this Lease, Rental or Use agreement with your Provider, the undersigned acknowledges they are also entering into an Agreement with the United States Postal Service (USPS®) in accordance with the Domestic Mail Manual

(DMM) 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (Postage-Evidencing Systems) and accepts responsibility for control and use of the PES contained therein.

f. The undersigned also acknowledges they have read the Domestic Mail Manual 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (Postage Evidencing Systems) and agrees to abide by all rules and regulations governing its use. Failure to comply with the rules and regulations contained in the DMM or use of the PES in any fraudulent or unlawful scheme or enterprise may result in the revocation of this Lease, Rental or Use Agreement.

g. The undersigned further acknowledge that any use of this PES that fraudulently deprives the USPS® of revenue can cause me to be subject to civil and criminal penalties applicable to fraud and/or false claims against the United States. The submission of a false, fictitious or fraudulent statement can result in imprisonment of up to five (5) years and fines of up to \$10,000 (18 U.S.C. 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (3 U.S.C. 3802).

h. The undersigned further understands that the rules and regulations regarding the use of this PES as documented in the DMM may be updated from time to time by the USPS® and it is the undersigned obligation to comply with any current and future rules and regulations regarding its use.

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

- a. **Boycotting Israel:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and FP employs ten (10) or more persons, then FP certifies that it is not currently engaged in and will not, for the duration of this Agreement, engage in a boycott of the goods or services of the state of Israel or territories under its control as those terms are defined in the "Anti-Boycott Against Israel Act" (Idaho Code 67-2346).
- b. **Boycotting Certain Sectors:** If payments under this Agreement exceed one hundred thousand dollars (\$100,000) and FP employs ten (10) or more persons, then FP certifies that it is not currently engaged in and will not, for the duration of this Agreement, engage in a boycott of the goods or services of companies engaged in or supporting the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or the manufacture, distribution, sale, or use of firearms as those terms are defined in Idaho Code 67-2347A.
- c. **Government of China:** FP certifies that it is not and will not, for the duration of this Agreement, be owned or operated by the government of China as those terms are defined in Idaho Code Title 67, Chapter 23.
- d. **Contract with Abortion Providers:** To the extent this Agreement is subject to the use of public funds, FP certifies that it is not, and will not, for the duration of this Agreement, become an abortion provider or an affiliate of an abortion provider as those terms are defined in the "No Public Funds for Abortions Act" (Idaho Code Title 18, Chapter 87).

THESE TERMS AND CONDITIONS APPLY ONLY TO THE METERS, FP RENTAL EQUIPMENT AND FP RENTAL SERVICES SUBJECT TO THIS AGREEMENT AND DO NOT APPLY TO ANY OTHER EQUIPMENT OBTAINED FROM A SOURCE OTHER THAN FP. Any person executing this Agreement on behalf of an organization or entity represents and warrants that he or she is a duly authorized representative and agent of the organization or entity and has the power and authority to bind such organization or entity to the Agreement.



PostBase[®] vision Auto A5

Proposal For: City of Post Falls, Rhiannon O'Neill



Prepared by: Ron Cook

Date: 06/20/24



Automatic Envelope Feeding



Easy Ink Replacement

Features

USPS [®] IMI Approved Meter	Yes
Feeding pendulum for thin letter stacks	Yes
Letter thickness	0.40"
5" touchscreen with motorized tilting	Yes
Processing speed (up to)	50 lpm
Integrated scale	10 std., 15 option
Cost Account Printing (via Vision360)	Yes
Quick select rate shortcuts	10
Rate Wizard for selecting USPS [®] Postal Products	Yes
Full set of USPS [®] rates and Extra Services	Yes
Automatic postal rate downloads	Yes
Integrated label dispenser	Yes
PIN code access protection	Yes
Envelope graphics	6 std., 30 custom
Text message & QR code generator	12 custom
"Feed-Only" count mail pieces stamp	Yes
Connected to MyFP Customer Portal	Yes

MyFP Customer Portal Advanced Online Portal



Advanced portal options offer full online control of your mailing system. Including meter operator and cost account management, orders and invoices, support and FP digital products and services.

The PostBase[®] vision Auto is equipped with hands-free auto feeding, SealCheck envelope security, and top-of-the-line technology such as cloud-based analytics, advanced online account management, and scalable digital solutions.

Color:

Std. Satin Steel

Configuration:

☒ INCL	Automatic Letter Feed
☒ INCL	SealCheck Envelope Sealer
☐	15lb. Integrated scale upgrade
☐	Differential Weighing Scale
☒ INCL	FP Parcel Shipping (FPPS) online application - USPS [®]
☐	FPPS online subscription - Multi Carrier
☐	FPPS online subscription - Additional Users
☐	FP Parcel Shipping PC scale
☐	FP Parcel Shipping Thermal Label Printer

Std. Vision360 - Essential Subscription (3 Cost Accounts)

Investment Summary:

Purchase \$2800, and \$52 p/mo FP meter rental

Promotion:

Includes training, transfer postage, swapping out unused ink

Price above does not include tax.
The proposal estimated here is valid for 30 days.

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Robert Palus, City Engineer

SUBJECT: Amendment I to the Teton Meadows Construction Improvement Agreement

ITEM AND RECOMMENDED ACTION:

Staff requests that City Council approve Amendment I to the Construction Improvement Agreement for the Teton Meadows subdivision. Approval will authorize the Mayor to execute the amendment.

DISCUSSION:

The Construction Improvement Agreement (CIA) for the Teton Meadows subdivision was executed in September 2021 with Creative Way, LLC. Strizhak's Haven Ranch, LLC has acquired the subdivision. As such, the CIA needs to be amended to reflect the new ownership. Amendment I confirms the change in ownership but makes no other changes. Strizhak's Haven Ranch, LLC acknowledges responsibility for completion of the project and all requirements as the Developer under the original Construction Improvement Agreement with the City.

The public infrastructure for the Teton Meadows subdivision is substantially complete and Strizhak's Haven Ranch, LLC is currently working on completing the final plat documentation.

**Draft Amendment I attached. Original to Clerk prior to meeting.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

On September 21, 2021, the City Council approved the original Construction Improvement Agreement.

APPROVED OR DIRECTION GIVEN:

Approved

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

There is no fiscal impact from updating the CIA to reflect the current ownership. Upon acceptance of the public improvements, there will be operational and maintenance costs for the public roadway and sanitary sewer system.

BUDGET CODE:

N/A

ATTACHMENTS:

1. AMENDMENT I - Teton Meadows CIA (Change of Ownership)

AMENDMENT I
TO THE CONSTRUCTION IMPROVEMENT AGREEMENT
BETWEEN THE CITY OF POST FALLS AND

Strizhak's Haven Ranch, LLC

FOR

Teton Meadows

This Amendment acknowledges a change in ownership of the Project by reason of transfer from the original Developer, Creative Way, LLC to Strizhak's Haven Ranch, LLC.

Strizhak's Haven Ranch, LLC substitutes in and acknowledges responsibility for completion of the project and all requirements as Developer under the Construction Improvement Agreement with the City of Post Falls dated September 21, 2021.

Paul Lavrentiev, as Vice President
Strizhak's Haven Ranch, LLC

Date

Ronald G. Jacobson, Mayor
City of Post Falls

Date

Shannon Howard, City Clerk
City of Post Falls

Date

ACKNOWLEDGEMENT

STATE OF _____)
:SS
County of _____)

On this ____ day of _____, 20____, before me, a Notary for the state of _____, personally appeared **Paul Lavrentiev** known, or identified to me to be the **Vice President** of the limited liability company that executed this instrument or the person who executed the instrument on behalf of said limited liability company, and acknowledged to me that such limited liability company executed the same.

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

Notary Public for the state of _____
Residing at: _____
Commission Expires: _____

ACKNOWLEDGEMENT

STATE OF IDAHO)
: SS
County of Kootenai)

On this _____ day of _____, 20____ before me, a Notary for the State of Idaho, personally appeared **Ronald G. Jacobson and Shannon Howard** known, or identified to me to be the **Mayor** and **City Clerk**, respectively of the City of Post Falls, Kootenai County, Idaho, executing the herein instrument, and acknowledged to me that such City of Post Falls executed the same.

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

Notary Public for the State of Idaho
Residing at: _____
Commission Expires: _____

**CITY OF POST FALLS
AGENDA REPORT
CONSENT CALENDAR
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Robert Palus, City Engineer
SUBJECT: The Pointe - Expo & Baugh Final Subdivision Plat

ITEM AND RECOMMENDED ACTION:

Staff recommends approval of the final plat of The Pointe - Expo & Baugh minor subdivision project. Approval of this item will authorize the Mayor to sign the final plat.

DISCUSSION:

The Pointe - Expo & Baugh is a 2-lot minor subdivision located at the southeast corner of W. Expo Pkwy and N. Baugh Way. Under the City's subdivision ordinance, the plat is returned to City Council for authorization of the Mayor's signature. Surety has been provided to guarantee the completion of planting trees within the City rights-of-way along the frontage of the project as all other improvements are existing.

**Approved plat attached. Original Mylars to Clerk prior to meeting.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. The Pointe - Expo & Baugh

THE POINTE - SEC OF EXPO & BAUGH SUBDIVISION

AMENDING LOT 6, THE POINT AT POST FALLS FIRST ADDITION
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 1,
TOWNSHIP 50 NORTH, RANGE 6 WEST, BOISE MERIDIAN,
CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO

COUNTY TREASURER'S CERTIFICATE

I hereby certify this _____ Day of _____, _____, that the required taxes on the herein described land have been paid through _____.

County Treasurer Chief Deputy

HEALTH DISTRICT CERTIFICATE

Sanitary restrictions as required by Idaho Code, Title 50, Chapter 13 have been satisfied based on a review by a Qualified Licensed Professional Engineer (QLPE) representing The City of Post Falls and the QLPE approval of the design plans and specifications and the conditions imposed on the developer for continued satisfaction of the sanitary restrictions. Water and sewer lines have been completed and services certified as available. Sanitary restrictions may be re-imposed, in accordance with Section 50-1326, Idaho Code, by the issuance of a Certificate of Disapproval.

Date: _____ Health District Signature: _____

COUNTY SURVEYOR'S CERTIFICATE

I hereby certify that I have examined the herein Plat and checked the plat computation thereon and have determined that the requirements of the Idaho State Code have been met regarding surveys and plats.

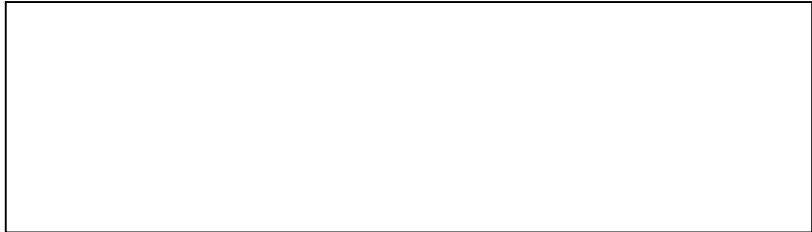
Dated this _____ Day of _____, _____.

Rodney E. Jones, PLS 12463
Kootenai County Surveyor

COUNTY RECORDER'S CERTIFICATE

I hereby certify this plat was filed for record in the Office of the Recorder of Kootenai County, Idaho, at the request of _____, this day of _____, 2024 at _____, and duly recorded in Plat Book _____, Page _____,
Instrument Number _____.

Kootenai County Recorder



OWNER'S DEDICATION

Know all men by these presents: that the undersigned are the lawful OWNERS of the tract of land included within the boundary description shown hereon and has caused the same to be platted and divided into blocks, lots, streets, and easements to be hereafter known as **THE POINTE - SEC OF EXPO & BAUGH SUBDIVISION**, a subdivision, be it further known that we do hereby dedicate to the public all streets and right-of-way shown hereon that we also grant and convey to the public all public utility easements and that we hereby warrant and shall defend the estate subject to such dedication and conveyances in the quiet and peaceful possession of the public against said owners and their heirs and assigns, and against every person whomsoever who lawfully holds or who later claims to have lawfully held any rights in said estate as of the date hereof.

- * Sanitary Sewer shall be provided by the City of Post Falls.
- * Domestic Water shall be provided by the City of Post Falls.
- * A 10-foot sidewalk, drainage and utility easement upon Lot 2, as shown on sheet 1, is hereby dedicated to the City of Post Falls
- * The parcels of this plat are subject to the CC&R's as recorded under instrument # 2596773000, records of Kootenai County Idaho

IN WITNESS WHEREOF, OWNER has hereunto subscribed its seal and signature this _____ day of _____, 2024.

Pointe Partners, LLC

Authorized Signer Name & Title

ACKNOWLEDGMENT

STATE OF _____)
_____:SS.
COUNTY OF _____)

On this _____ day of _____, 20____, before me the undersigned, a notary public in and for said state, personally appeared _____, known or identified to me, to be the _____ in Pointe Partners LLC, and the _____ who subscribed said partnership's name to the foregoing OWNER'S Dedication, and acknowledged to me that he executed the same in said partnership's name as a person authorized to bind said partnership.

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

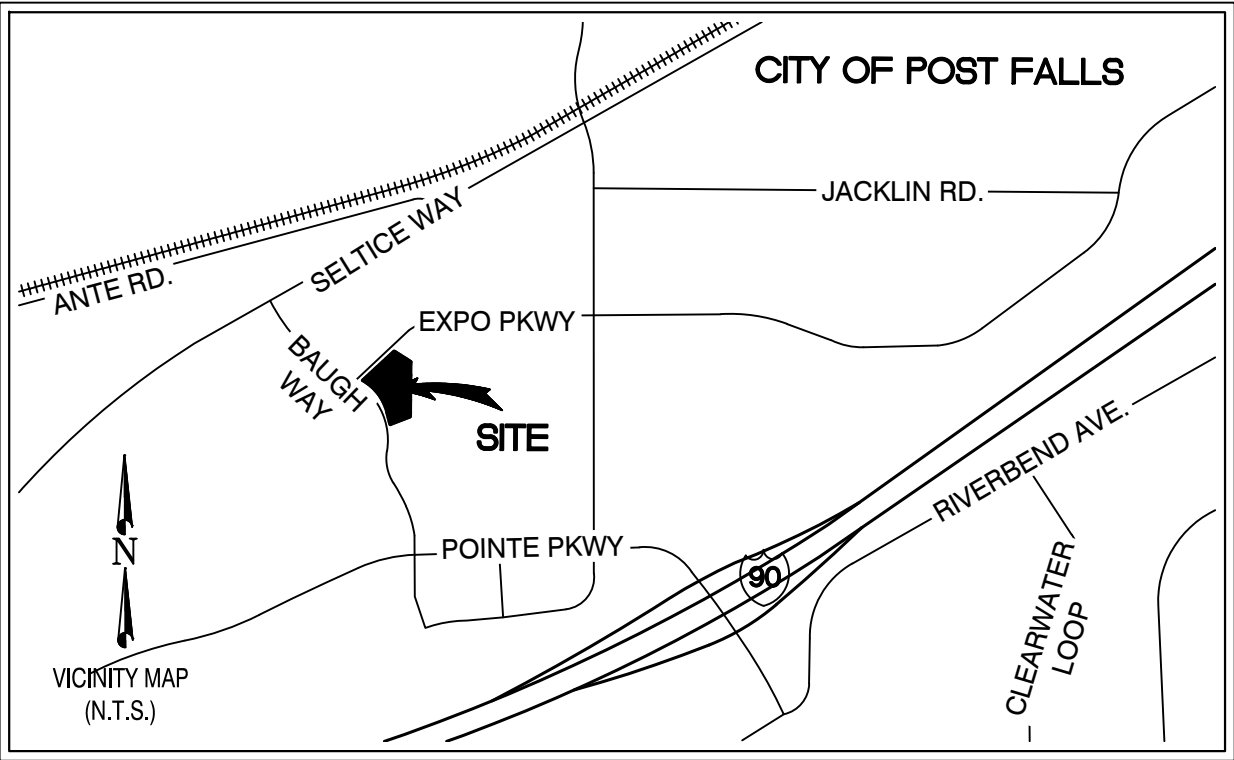
Notary Public for the State of _____
Residing at: _____
Commission Expiration Date: _____

DEVELOPER:
Nate Ballard
Wadsworth Development Group
166 E. 14000 South
Draper, Utah 84020

OWNER:
The Pointe Partners, LLC., an Utah limited liability company
166 E. 14000 South
Draper, Utah 84020

PREPARED BY:

C1R CIVIL ENGINEERING
+SURVEYING
10718 South Beckstead Lane, Suite 102, South Jordan, Utah 84095
Phone: 435-503-7641



BOUNDARY DESCRIPTION

All of Lot 6, The Pointe at Post Falls First Addition located in the Southeast Quarter of Section 1, Township 50 North, Range 6 West, Boise Meridian, City of Post Falls, Kootenai County, Idaho.

Containing 103,499 square feet or 2.376 acres, more or less. 2 Lots

CITY OF POST FALLS CERTIFICATE

This plat has been approved and accepted by The City of Post Falls, Idaho, this _____ Day of _____, 2024.

Robert S. Palus, PE #10039 City Engineer

This plat has been approved and accepted by The Post Falls City Council, this _____ Day of _____, 2024.

Ronald L. Jacobson, Mayor

Shannon Howard, City Clerk

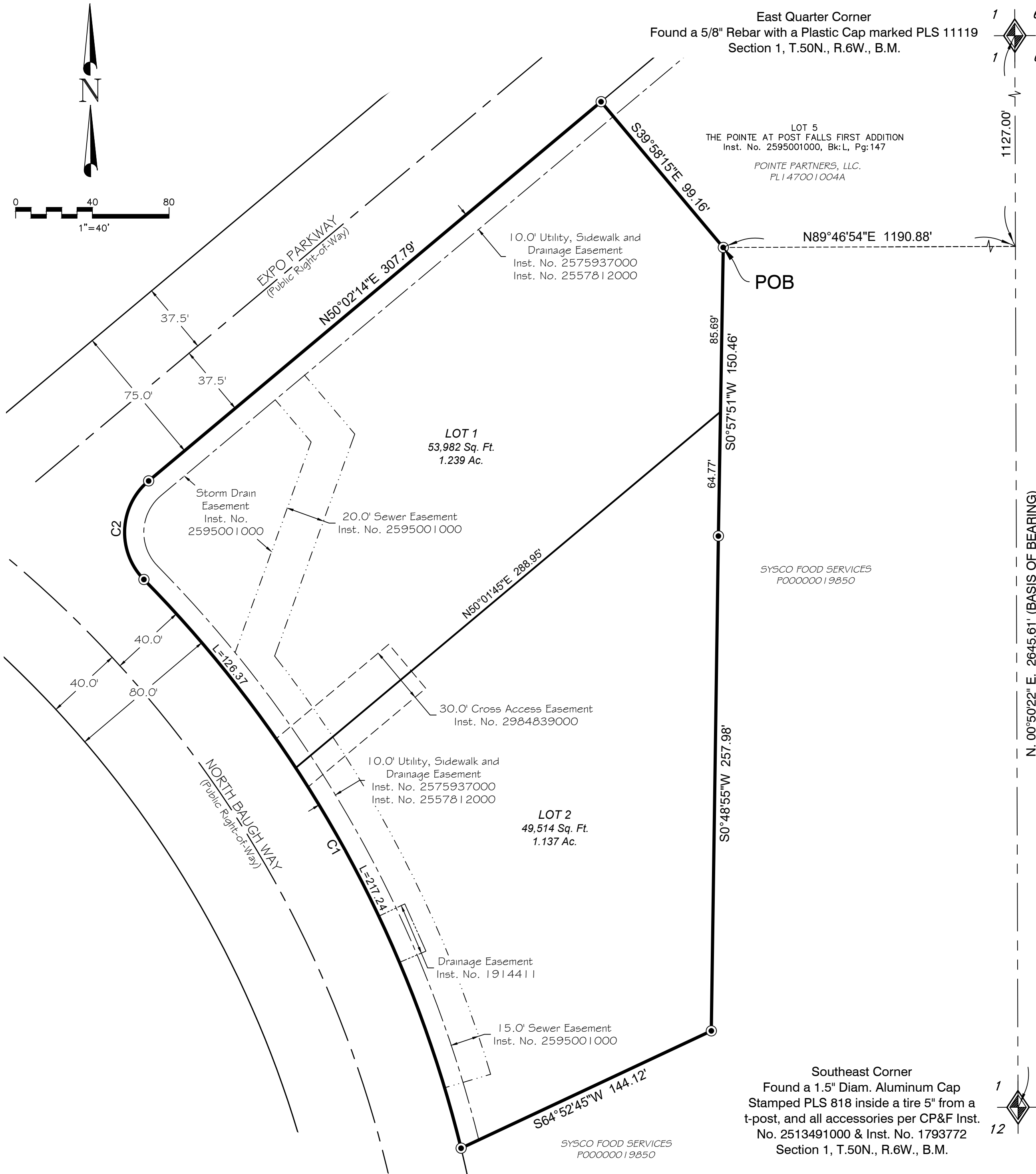
SURVEYOR'S CERTIFICATE

I, Gary G. Christensen, a licensed professional land surveyor in the State of Idaho, do hereby certify that the survey of this subdivision, designated as **THE POINTE - SEC OF EXPO & BAUGH SUBDIVISION**, was made under my direction, and that said subdivision is truly and correctly surveyed and staked as provided by law and in accordance with the accompanying plat as described hereon.



SHEET
1
2

THE POINTE - SEC OF EXPO & BAUGH SUBDIVISION
AMENDING LOT 6, THE POINTE AT POST FALLS FIRST ADDITION
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 1,
TOWNSHIP 50 NORTH, RANGE 6 WEST, BOISE MERIDIAN,
CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO



Legend of Symbols
& Abbreviations

- Boundary Line
- Section Line
- Road Center Line
- Adjacent Parcel
- Utility, Sidewalk & Drainage Easement Line
- Sewer Easement Line
- Cross Access Easement Line
- Drainage Easement Line
- Right-of-Way Line
- Set 5/8" rebar and plastic cap stamped "PLS 13930"

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	343.62	640.00	30°45'44"	N29° 09' 05"W	339.50
C2	57.77	35.00	94°34'10"	N2° 45' 09"E	51.43

PLAT NOTES:

- Offset pins to be set in top back of curb and 5/8"x 24" rebar and cap stamped "LS 13930" to be set at all other lot and boundary corners.

SURVEYOR'S CERTIFICATE

I, Gary G. Christensen, a licensed professional land surveyor in the State of Idaho, do hereby certify that the survey of this subdivision, designated as **THE POINTE - SEC OF EXPO & BAUGH SUBDIVISION**, was made under my direction, and that said subdivision is truly and correctly surveyed and staked as provided by law and in accordance with the accompanying plat as described hereon.



PREPARED BY:

**C1R CIVIL ENGINEERING
+ SURVEYING**

10718 South Beckstead Lane, Suite 102, South Jordan, Utah 84095
Phone: 435-503-7641

SHEET

2

2

THE POINTE - SEC OF EXPO & BAUGH SUBDIVISION
AMENDING LOT 6, THE POINTE AT POST FALLS FIRST ADDITION
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 1,
TOWNSHIP 50 NORTH, RANGE 6 WEST, BOISE MERIDIAN,
CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO

**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jason Faulkner, Finance Director
SUBJECT: Sanitary Fee Amendment

ITEM AND RECOMMENDED ACTION:

Staff scheduled a public hearing to allow the City Council to consider amendments to the adopted fee resolution for sanitary fees. If the City Council approves the amended fees, a resolution adopting the revised fees will be presented at a future City Council meeting. No PowerPoint presentation is planned. However, staff will discuss this item during the hearing.

DISCUSSION:

There are a few sanitary fees amendments/additions to the fees contained in the current fee resolution.

Post Falls Sanitation currently provides service for a 6-yard ADA dumpster and an 8-yard ADA dumpster, but our current fee resolution does not include fees for these categories. The fees for these services are:

6-yard front load ADA

1 x a week: \$164.06
2 x a week: \$329.12
3 x a week: \$478.49
4 x a week: \$630.41
5 x a week: \$782.31

8-yard front load ADA

1 x a week: \$193.30
2 x a week: \$307.58
3 x a week: \$447.19
4 x a week: \$589.16
5 x a week: \$955.66

2-yard front load

6 x a week: \$320.05

6-yard front load

6 x a week: \$821.68

96-gallon cart

2 x a week: change to \$36.44

**each additional pick-up on a 96 gallon cart should be \$12.86 and not the \$15.01 currently listed.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

The City Council approved the current fee resolution in August during the budget process.

APPROVED OR DIRECTION GIVEN:

Approved the FY '25 fee resolution.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. Fee Resolution FY 2025_Revised 10242024

RESOLUTION NO. _____

RESOLUTION ADOPTING CITY OF POST FALLS' FEE SCHEDULE

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

WHEREAS, periodic revisions to fees may be necessary; and

WHEREAS, the City has fees already established; and

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

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

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

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

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

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

The revised fee schedule shall be effective beginning November 19th, 2024, unless another date is otherwise indicated in the resolution, and shall remain in force until revised by subsequent Resolution of the Post Falls City Council.

DATED this _____ day of _____, 2024.

Ronald G. Jacobson, Mayor

ATTEST:

Shannon Howard, City Clerk

ATTACHMENT 1 - UTILITY FEES

WATER:

Capitalization Fees:

<u>Service Size</u>	<u>Capitalization Fee</u>
3/4 - 1"	\$ 3,320
1" (Commercial)	\$ 5,534
1 1/2"	\$ 11,068
2"	\$ 17,709
3"	\$ 35,418
4"	\$ 55,340
6"	\$ 110,680
8"	\$ 160,350

Use Fees:

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

A. BASE FEE FOR ALL USERS:

<u>Meter Size</u>	<u>Monthly Fee</u>
1" or less	\$ 13.21
1.5"	\$ 22.10
2"	\$ 32.84
3"	\$ 58.00
4"	\$ 93.70
6"	\$ 183.20
8"	\$ 317.12

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

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

0 to 49,000 gallons	\$ 1.47
50,000 gallons +	\$ 2.09

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

0 + gallons	\$ 1.47
-------------	---------

RECLAIMED WATER:

Capitalization Fees:

Basic Capitalization Fee

Commercial/Industrial Capitalization Fee - A minimum of \$7,675 plus an additional \$7,675 for each 5,000 gallons of reclaimed water flow based upon water consumption, above the first 5,000 gallons per month.

User Fees:

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

The equivalent residential user base charge for reclaimed water service shall be increased to seventy dollars and eighteen cents (\$70.18) per month, and \$14.08 per 1,000 gallons of water use over 5,000 gallons for commercial units.

SOLID WASTE:

- A. That the base rate for current 35 gallon cart residential users shall be \$10.43 per month, with such service to provide an opportunity to recycle as authorized by the contract between the City and its contract hauler. Maintenance of such rate for existing 35 gallon cart customers shall depend upon compliance with the administrative rules established for the one-can rate;
- B. That the base rate for 96 gallon cart residential users shall be \$13.96 per month, with such service to provide an opportunity to recycle as authorized by the contract between the City and its contract hauler;
- C. That the base rate for one-can (now known as 35 gallon cart customers) residential users was discontinued as a rate option effective June 1, 1999, with those currently signed up for this option, and in compliance with the required sticker on their garbage can, being allowed to keep this option until such time garbage rates are changed in the future. New residential customers shall be charged the base residential rate of \$13.96 per month with a 96 gallon cart weekly disposal allowance;
- D. That all garbage placed for collection which exceeds the per-can base rate established for the account shall be charged at the rate of two dollars and ninety-three cents (\$2.93) per can equivalent, per pickup;
- E. Commercial and additional rates will be as follows:

FL = Front Load

RL = Rear Load

Container Type	Pick-ups Per Week					
	1	2	3	4	5	6
96 Gallon Cart	\$ 23.58	\$ 36.44	\$	\$ -	\$ -	\$ -
300 Gallon Cart	\$ 40.69	\$ 89.91	\$ 134.89	\$ -	\$ -	\$ -
400 Gallon Cart	\$ 57.81	\$ 115.60	\$ 173.41	\$ -	\$ -	\$ -
FL Dumpster - 1 YD	\$ 35.22	\$ 70.66	\$ 100.64	\$ 130.59	\$ 160.56	\$ -
FL Dumpster - 1.5 YD	\$ 49.25	\$ 94.22	\$ 137.01	\$ 179.82	\$ 222.64	\$ -
FL Dumpster - 2 YD	\$ 61.05	\$ 116.67	\$ 171.28	\$ 224.79	\$ 278.29	\$ 320.05
FL Dumpster - 3 YD	\$ 89.91	\$ 171.28	\$ 252.60	\$ 325.41	\$ 413.13	\$ -
FL Dumpster - 4 YD	\$ 109.18	\$ 207.29	\$ 308.27	\$ 402.46	\$ 496.67	\$ 602.49
FL Dumpster - 6 YD	\$ 147.73	\$ 278.29	\$ 404.49	\$ 533.01	\$ 661.45	\$ 821.68
FL Dumpster - 6 YD ADA	\$ 164.06	\$ 329.12	\$ 478.49	\$ 630.41	\$ 782.31	\$ -
FL Dumpster - 8 YD	\$ 192.69	\$ 361.80	\$ 528.77	\$ 695.74	\$ 860.55	\$ 1,190.21
FL Dumpster - 8 YD ADA	\$ 193.30	\$ 307.58	\$ 447.19	\$ 589.16	\$ 955.60	\$ -
RL Dumpster - 1 YD	\$ 39.94	\$ 70.66	\$ 100.64	\$ 128.45	\$ 156.25	\$ -
RL Dumpster - 1.5 YD	\$ 56.75	\$ 98.48	\$ 143.46	\$ 169.12	\$ 207.65	\$ -
RL Dumpster - 2 YD	\$ 63.17	\$ 116.70	\$ 171.28	\$ 224.79	\$ 278.29	\$ -
RL Dumpster - 3 YD	\$ 92.04	\$ 171.28	\$ 252.60	\$ 325.41	\$ 413.13	\$ -
RL Dumpster - 4 YD	\$ 111.31	\$ 209.80	\$ 306.12	\$ 402.46	\$ 500.93	\$ -
RL Dumpster - 6 YD	\$ 190.54	\$ 333.95	\$ 475.22	\$ 614.40	\$ 753.53	\$ -
RL Dumpster - 8 YD	\$ 237.63	\$ 432.43	\$ 627.24	\$ 822.01	\$ 1,016.83	\$ -
Compactor - 4 YD	\$ 321.11	\$ 642.22	\$ 909.81	\$ -	\$ -	\$ -
Compactor - 5 YD	\$ 396.03	\$ 792.06	\$ 1,188.07	\$ -	\$ -	\$ -
Compactor - 6 YD	\$ 428.17	\$ 856.29	\$ 1,284.38	\$ -	\$ -	\$ -
Compactor - 10 YD	\$ 642.22	\$ 1,284.37	\$ 1,926.60	\$ -	\$ -	\$ -
Compactor - 15 YD	\$ 224.79	\$	\$	\$ -	\$ -	\$ -
Compactor - 20 YD	\$ 299.83	\$	\$	\$ -	\$ -	\$ -
Compactor - 30 YD	\$ 428.17	\$	\$	\$ -	\$ -	\$ -
Compactor - 40 YD	\$ 927.36	\$	\$	\$ -	\$ -	\$ -
Construction Only - 8 YD	\$ 237.63	\$ 432.43	\$ 627.24	\$ 822.01	\$ 1,016.83	\$ -
Construction Only - 10 YD	\$ 282.58	\$ 524.46	\$ 768.51	\$ 1,008.28	\$ 1,252.31	\$ -

Additional commercial sanitation will be charged at:

\$12.86 each additional pick up on a 96 gallon cart

\$20.38 each additional yard

Roll Off Boxes:

Special Hauls:

20 YD delivery	\$ 94.22	4 YD compactor	\$ 117.77
20 YD dump	224.79	5 YD compactor	139.17
30 YD delivery	94.22	6 YD compactor	154.14
30 YD dump	224.79	10 YD compactor	181.98
Roll off return trip	68.55		
Roll off round trip	42.82		
Roll off turn around	21.45		

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

Resolution No. Effective Date:

5

96 Gallon commercial	\$	12.86	4 YD	\$	47.12
300 Gallon	\$	21.45	6 YD FL	\$	64.25
400 Gallon	\$	28.95	6 YD RL	\$	77.64
1 YD	\$	12.86	8 YD FL	\$	83.55
1.5 YD	\$	25.70	8 YD RL	\$	94.30
2 YD	\$	27.86	10 YD RL	\$	107.03
3 YD	\$	34.26			

Bin Placement or Removal:

96 Gallon	\$	10.75
300 Gallon	\$	53.54
400 Gallon	\$	53.54
1 - 8 YD FL	\$	53.54
1 - 10 YD RL	\$	53.54

Daily Rent:

96 Gallon	\$	0.58	1 - 4 YD RL	\$	2.40
300 Gallon	\$	2.40	6 - 8 YD FL & RL	\$	4.85
400 Gallon	\$	2.40	10 YD RL	\$	5.40
1 - 4 YD FL	\$	2.40	20 & 30 YD Roll Off	\$	6.36

Other Service Rates:

Delivery/Removal of Permanent Svc Container	\$	53.54
Make Container Lockable	\$	70.94
Special Haul Return Fee	\$	53.54
Gate Fee (each time)	\$	10.69
Driver Assistance Residential (each time)	\$	6.47
Driver Assistance Commercial (each time)	\$	6.47
Man and Truck 1 hour minimum (hour)	\$	139.17
Commercial Recycling Bin (month)	\$	12.86
Fighting Creek Trip Charge (each time)	\$	203.38
Return Trip Residential (each time)	\$	10.75
Return Trip Container (each time)	\$	53.54
Additional Cart Service	\$	10.74
96 Gallon Cart Exchange (each time)	\$	12.86
Return Trip Recycling (each time)	\$	10.69
Recycling Bin Removal (each time)	\$	10.69
Pack-out Service (special consideration for disabled and elderly) - (month)	\$	8.59
Saturday Pickup (each time)	\$	21.45
Container Wash (each time)	\$	70.94

F. The City Administrator is hereby authorized to establish specific rates for special services or circumstances which do not fit with the categories established hereby, maintaining a proper relationship between the service provided and costs charged by the City's contractor.

MINIMUM MONTHLY UTILITY CHARGE:

The City of Post Falls finds it appropriate and necessary that property owners benefited by municipal utility systems pay, at a minimum, the fixed capital and operational costs of the utility systems maintained to serve their property. The following provisions establish a base

rate for availability of reclaimed water services and allowing a temporary waiver of solid waste collection fees when the property is unoccupied for thirty days or more.

- A. Notwithstanding any provisions of prior resolution to the contrary, every residential connection to the City reclaimed water collection and treatment system shall pay a minimum monthly charge (base rate) of \$23.93 for each month, or part thereof, for every month that reclaimed water disposal and treatment service are available to the property by connection but the residence is unoccupied and has been for a period of thirty (30) days or more. Commercial or industrial uses shall likewise pay a base monthly reclaimed water charge of \$23.93 per month per equivalent residential unit for those months during which the property is connected to the reclaimed water collection and treatment system but is unoccupied and has been for a period of thirty (30) days or more.
- B. Further, notwithstanding any provision of prior resolutions to the contrary, the monthly sanitation (solid waste) collection charge for any property to which water service is temporarily discontinued for a period of thirty (30) days or more may be temporarily waived proportionate to the time that water service is discontinued. The standard disconnect fee will be charged in association with this water disconnection if disconnection is restored earlier than thirty (30) days.

MISCELLANEOUS UTILITY FEES:

Water Shut Off Fee - Per Occurrence (City of Post Falls)		\$50.00
Water Shut Off Fee - Per Occurrence (Ross Point Water Dist.).		\$50.00
Delinquent Hang Tag Fee - Per Occurrence, Per Dwelling Unit		\$35.00
Pre-Treatment Sampling	Cost plus 15% admin fee	
Dye Test	\$	50.00
Locate Disk (refundable on return)	\$	15.00
Meter Fee	Cost of Meter	
Dig-in-fee	Cost of Labor and Equipment	

ATTACHMENT 2 - RECREATION FEES**Recreation Activities Fees:**

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

		<u>Resident</u>	<u>Non-Resident</u>
Adult Flag Football	Team	\$ 551.00	\$ 592.00
extra player		\$ 30.00	\$ 30.00
Adult Volleyball Leagues	Team	\$ 220.00	\$ 240.00
extra player		\$ 30.00	\$ 30.00
Archery		\$ 66.00	\$ 66.00
Art in the Park		\$ 34.00	\$ 34.00
Arts Enrichment		\$ 40.00	\$ 40.00
Basketball, Open Gym		\$ 5.00	\$ 5.00
Camp No School Days - per day.		\$ 55.00	\$ 55.00
Camping 101		\$ 55.00	\$ 55.00
Cross Country Skiing		\$ 36.00	\$ 36.00
	Add gear rental	Cost	Cost
Parent Child Program		\$ 40.00	\$ 40.00
extra child		\$ 8.00	\$ 8.00
Day Camp (K - 8th Grade) - per week.		\$ 250.00	\$ 250.00
Dodgeball Tournament	Team	\$ 150.00	\$ 150.00
E-Sports Tournaments		\$ 50.00	\$ 50.00
Flag Football Camp - per week.		\$ 145.00	\$ 145.00
Golf Lessons		\$ 110.00	\$ 110.00
Guitar, Intro.		\$ 50.00	\$ 50.00
Gym, Parent Tot		\$ 45.00	\$ 50.00
Gymnastics		\$ 65.00	\$ 65.00
Hockey Lessons		\$ 70.00	\$ 70.00
Ice Skating Lessons		\$ 110.00	\$ 110.00
Intro. To Bowling		\$ 39.00	\$ 39.00
JACC Classes		\$ 250.00	\$ 250.00
Kickball League		\$ 200.00	\$ 250.00
Kickball Tournament	Team	\$ 150.00	\$ 150.00
Ladies Day Out		\$ 70.00	\$ 80.00
Landscaping Class/Gardening		\$ 22.00	\$ 22.00
Lifeguard Classes		\$ 210.00	\$ 210.00
Martial Arts Classes		\$ 50.00	\$ 50.00
Men's Basketball League	Team	\$ 427.00	\$ 459.00
extra player		\$ 26.00	\$ 26.00
Murder Mystery Party		\$ 70.00	\$ 70.00
Photography Classes		\$ 30.00	\$ 30.00
Pickleball Lessons		\$ 50.00	\$ 50.00
Pickleball Tournament		\$ 75.00	\$ 75.00
Pre K - Kind. Instructional Basketball		\$ 45.00	\$ 53.00
Preschool - Discovery Art		\$ 45.00	\$ 45.00

ATTACHMENT 2 - RECREATION FEES (Continued)

Preschool Holiday Art		\$ 20.00	\$ 20.00
Preschool Workshops		\$ 20.00	\$ 20.00
River City Basketball Tournament	Team	\$ 300.00	\$ 315.00
Rock Climbing: indoor		\$ 31.00	\$ 31.00
Rock Climbing: outdoor	Plus equipment	\$ 155.00	\$ 155.00
Running shoes & Microbrews - 5K		\$ 40.00	\$ 50.00
Safe Sitter		\$ 90.00	\$ 90.00
SkyHawk Camp		\$ 200.00	\$ 200.00
Smart Start Flag Football		\$ 59.00	\$ 65.00
Snow Tubing Trip		\$ 45.00	\$ 50.00
Snowshoe Classes		\$ 36.00	\$ 36.00
Spokane Chiefs Tickets		\$ 25.00	\$ 30.00
Sponsorships	Negotiated		Negotiated
Spring Day Kamp - per week.		\$ 225.00	\$ 225.00
Summer Dance Camp - per week.		\$ 60.00	\$ 60.00
Tennis Camp - per week.		\$ 120.00	\$ 120.00
Tennis, Individual		\$ 50.00	\$ 60.00
Theater Arts		\$ 60.00	\$ 65.00
Triathlon - Adult	Individual	\$ 85.00	\$ 85.00
	Team	\$ 165.00	\$ 165.00
	Late Fee	\$ 15.00	\$ 15.00
Volleyball and Football Clinics		\$ 45.00	\$ 55.00
Volleyball Tournament		\$ 110.00	\$ 110.00
Volleyball, Open Gym		\$ 5.00	\$ 5.00
White Water Rafting Trips		Cost + 50%	Cost + 50%
Winter Day Kamp		\$ 225.00	\$ 225.00
Yoga Class		\$ 39.00	\$ 39.00
Youth Baseball		\$ 45.00	\$ 53.00
	Late Fee	\$ 8.00	\$ 8.00
Youth Baseball - Smart Hitters		\$ 53.00	\$ 66.00
	Late Fee	\$ 8.00	\$ 8.00
Youth Basketball		\$ 45.00	\$ 53.00
	Late Fee	\$ 8.00	\$ 8.00
Youth Basketball Camp - per week.		\$ 92.00	\$ 92.00
Youth Competitive Basketball	Team	\$ 478.00	\$ 495.00
extra player		\$ 46.00	\$ 46.00
Youth Dance		\$ 105.00	\$ 105.00
Youth Flag Football		\$ 56.00	\$ 60.00
	Late Fee	\$ 8.00	\$ 8.00
Youth Golf Camp - per week.		\$ 120.00	\$ 135.00
Youth Soccer		\$ 45.00	\$ 53.00
	Late Fee	\$ 8.00	\$ 8.00
Youth Soccer Camp - per week.		\$ 145.00	\$ 145.00
Youth Sponsorship		\$ 275.00	\$ 275.00
Youth Volleyball		\$ 55.00	\$ 59.00
	Late Fee	\$ 8.00	\$ 8.00
Youth Volleyball - Competitive	Team	\$ 188.00	\$ 214.00
extra player		\$ 29.00	\$ 29.00
Youth Volleyball - Open Gym		\$ 5.00	\$ 5.00
Youth Volleyball Camp - per week.		\$ 120.00	\$ 120.00

Festival/Special Event Fees:

10 X 10 Food Booth	\$335.00
10x15 Food Booth	\$460.00
10x20 Food Booth	\$620.00
10 X 10 Craft Booth	\$175.00
10x20 Craft Booth	\$345.00
10x10 Prepackaged Food Booth	\$280.00
Electricity Fees	\$65.00 per plug / 220 volt outlet @ \$225
Camping Fees	\$150.00
One Day Craft Booth	\$75.00
Odd sized and special activities based upon negotiated activities.	
Event Sponsorship	Negotiated
Other Booth	\$75.00

Centennial Trail User Fee:

Request for special events to use the Centennial Trail will be charged a \$1.00 per user fee that will go towards the upkeep and maintenance of the Centennial Trail. There is also a re-fundable \$500.00 performance deposit required.

Contracted Programs:

Fees for contracted programs will be that amount established in the contract between the Contractor and the City of Post Falls, which will take into consideration the number of participants, supplies, equipment and Contractor's other costs.

New Programs:

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

Tournaments

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

Miscellaneous Recreation Fees:

A \$75 fee is charged for the rescheduling and/or forfeit of games in League Sports programs. Late registrations (following the pre-season meeting) for youth sports programs will be assessed an additional \$15.00.

Special Event application fee is \$75.00. Fees set to cover staff time in review of commercial and fund raising event request.

Block Trailer is \$50.00 plus a \$250.00 re-fundable damage deposit.

ATTACHMENT 3 - PARK FEES**Picnic Shelter Fees:**

Grand Pavilion & Tullamore Amphitheater:

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

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

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

Gazebo/Corbin Park/Falls Park/Syringa

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

General Picnic Shelters:

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

Trailhead Shelter

	Weekday *	Weekend/ Holiday **
	(Mon-Thur)	Fri/Sat/Sun)
Regular:	\$100.00/hr.	\$195.00/hr.
Holiday:	\$275.00/hr.	\$295.00/hr.
	* Minimum of 2 hours.	
	** Minimum of 4 hours.	

Daily Fees:

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

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

Season Pass **

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

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

Ball/Sports Field Usage Fees:

Use/Reservation of field	\$15.00/hr.
Pre-game prep of baseball fields	\$40.00/time
Pre-game prep of soccer & football fields	\$75.00/time
Additional material (ex: drying agent)	Charged at cost

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

Miscellaneous Items:

Gym Rental	\$20.00/hr.
Community Garden	
4 X 8 Plot	\$ 30.00
20 X 20 Plot	\$ 80.00
Deposit	\$ 40.00

ATTACHMENT 4 - CEMETERY FEES

Burial Lots

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

Blocks 101, 103, 106, 107 & 108

All lots	\$	2,500.00
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Double depth lots are 1.5 X the lot cost

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

Niches Blocks 100 -155

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

Opening and Closing - Lots

Single depth	Weekdays	\$	600.00
Double depth - 1st	Weekdays	\$	750.00 *
Double depth - 2nd	Weekdays	\$	600.00
Single depth/Top double	Saturday (No Sunday)	\$	800.00
Double depth - 1st	Saturday (No Sunday)	\$	1,050.00 *
Additional to above pricing:			
	After 3 PM	\$	250.00
	Winter Surcharge	\$	75.00
	Holiday Weekend/Saturday	\$	450.00

* plus rental cost of shoring.

Opening and Closing - Niche

Weekdays	\$	400.00
Saturday (No Sunday)	\$	650.00

Additional to above pricing:

After 3 PM	\$	250.00
Holiday Weekend/Saturday	\$	450.00

Miscellaneous

Headstone Locations	\$	125.00
Setting Military Markers	\$	125.00
Setting Markers*		
Moving Markers/Headstones*		
Oversize Headstones*		
Liners	2.5 X Cost	
Deed Transfer	\$	75.00
Engraving	2.5 X Cost	
Sell Lot Back to City	\$	75.00
Temporary Markers	2.5 X Cost	
Markers	2.5 X Cost	
Ancillary Items	2.5 X Cost	
Memorial Tree	\$	1,250.00

*Based upon scope of job

ATTACHMENT 5 - COMMUNITY DEVELOPMENT FEES**ANNEXATION (Standard)**

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

BUILDING

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

TOTAL VALUATION

\$1.00 to \$500
\$501 to \$2,000
\$2,001 to \$25,000
\$25,001 to \$50,000
\$50,001 to \$100,000
\$100,001 to \$500,000

PERMIT FEE WORKSHEET

\$23.50
\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.
\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.

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

MECHANICAL PERMIT FEES

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

RESIDENTIAL/COMMERCIAL/INDUSTRIAL

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

MAPS

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

MAILING AND PUBLICATIONS

Public Notice Mailings	\$1.00 each
Published Notices (billed to applicant)	\$300.00

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

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

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

Table A-33-B - Grading Permit Fees¹

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

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

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

Road Closure/Lane Closure	\$150.00
Street/Plat Vacation	\$750.00
Off-Site Improvement Waiver	\$150.00

Special Pre-Application Meeting Requests	\$250.00 (1st Meeting No Charge, 2nd request \$250.00)
Floodplain Permit	\$50.00

SUBDIVISION

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

ZONING (Standard & Smart Code)

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

SPECIAL EVENTS

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

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

PLUMBING

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

ATTACHMENT 5 - COMMUNITY DEVELOPMENT FEES (Continued)

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

IMPACT FEES

Type of Use	Parks	Public Safety	Streets	Multimodal	Fire	EMS	Total
Residential							
Per Housing Unit							
Multi-Family	\$ 4,907.00	\$ 959.00	\$ 1,836.00	\$ 1,056.00	\$ 1,273.00	\$ 139.00	\$ 10,170
Single-Family	\$ 6,591.00	\$ 1,289.00	\$ 3,247.00	\$ 1,419.00	\$ 1,273.00	\$ 139.00	\$ 13,958
Non-Residential							
Commercial /Shopping Center	N/A	\$ 1.27	\$ 6.49	\$ 1.40	\$ 0.63	\$ 0.09	\$ 9.88
Office	N/A	\$ 0.51	\$ 2.54	\$ 0.55	\$ 0.63	\$ 0.09	\$ 4.32
Light Industrial	N/A	\$ 0.26	\$ 1.29	\$ 0.29	\$ 0.63	\$ 0.09	\$ 2.56
Manufacturing	N/A	\$ 0.21	\$ 1.03	\$ 0.23	\$ 0.63	\$ 0.09	\$ 2.19
Warehousing	N/A	\$ 0.10	\$ 0.46	\$ 0.11	\$ 0.63	\$ 0.09	\$ 1.39
Mini-Warehouse	N/A	\$ 0.09	\$ 0.40	\$ 0.10	\$ 0.63	\$ 0.09	\$ 1.31
Elementary School	N/A	\$ 0.66	\$ 3.36	\$ 0.72	\$ 0.63	\$ 0.09	\$ 5.46
Middle School/Junior High	N/A	\$ 0.68	\$ 3.47	\$ 0.76	\$ 0.63	\$ 0.09	\$ 5.63
High School	N/A	\$ 0.48	\$ 2.42	\$ 0.54	\$ 0.63	\$ 0.09	\$ 4.16
Day Care	N/A	\$ 1.61	\$ 8.19	\$ 1.75	\$ 0.63	\$ 0.09	\$ 12.27
Church	N/A	\$ 0.36	\$ 1.81	\$ 0.40	\$ 0.63	\$ 0.09	\$ 3.29
Assisted Living	N/A	\$ 0.22	\$ 1.09	\$ 0.24	\$ 0.63	\$ 0.09	\$ 2.27
Nursing Home	N/A	\$ 0.34	\$ 1.73	\$ 0.37	\$ 0.63	\$ 0.09	\$ 3.16
Recreational Community Center	N/A	\$ 1.48	\$ 7.51	\$ 1.62	\$ 0.63	\$ 0.09	\$ 11.33
Hotel (per room)	N/A	\$ 425.65	\$ 2,176.85	\$ 466.07	N/A	N/A	\$ 3,068.57
Hotel (per sq. foot)	N/A	N/A	N/A	N/A	\$ 0.63	\$ 0.09	\$ 0.72

ATTACHMENT 6 - PUBLIC SAFETY FEES

All Violations of Title 6 - Animal Control Violations

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

Animal Control Impound Fees

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

Animal Control Licenses

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

Police Department Fees and Fines

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

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

Use of Police Department Community Room

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

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

Title 5 Fees

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

ATTACHMENT 7 - ADMINISTRATIVE FEES**Business Licenses & Regulations****Alcoholic Beverage Licenses**

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

Media Department

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

City Hall Area Use Fee

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

Deposit

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

Miscellaneous

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

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

ATTACHMENT 9 - RECORDS & COPY FEES

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

Black and White Copies	\$0.05 per page (not to exceed 11"x17")
Color Copies	\$0.10 per page (not to exceed 8 1/2"x11")
DVD Copies	\$1.00 each
CD Copies	\$1.00 each
Photos	\$2.00 each per 8 1/2"x10" or smaller image
VHS Tape (PD)	\$2.00 each
Oversized Documents (greater than 11"x17")	Net cost of duplication by outside vendor
Records examination oversight (for services beyond 2 hours in any calendar year)	Lowest hourly wage plus benefited amount of any employee qualified to assist in the records research and oversight
Examination for redaction of confidential information	Lowest hourly wage plus benefited amount of any employee qualified to assist in the records research and oversight. Legal services concerning redaction examination will be charged at the hourly wage plus benefited amount, of the least paid attorney who is qualified to process the request.

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

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

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

ATTACHMENT 9 - RECORDS AND COPY FEES (Continued)

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

**CITY OF POST FALLS
AGENDA REPORT
PUBLIC HEARINGS
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Jason Faulkner, Finance Director
SUBJECT: FY 2025 Budget Amendment #1

ITEM AND RECOMMENDED ACTION:

Staff requests that the City Council consider any testimony received during the public hearing and determine if FY 2025 Budget Ordinance Amendment #1 should be approved. If approved, a budget amendment ordinance will be presented at a future meeting.

DISCUSSION:

Staff are requesting 2 changes to the approved budget for fiscal year 2025. First, Public Works Director Beacham and Police Chief McLean have been discussing adding police department vehicles to the City's vehicle replacement financial planning. For many years, the Police Department has requested three patrol cars in each budget cycle. The new cars were first used to equip newly hired officers. If less than three new officers are hired in that year, the remaining cars are used to replace aged patrol vehicles. If more than three officers are hired, spare cars are utilized. The City has moved to a more programmatic replacement program, in which each vehicle has funds set aside for its replacement. Staff recommend migrating the patrol fleet into the vehicle replacement system and funding the replacement of six patrol vehicles from the FY 2025 vehicle replacement fund. This expense will total \$492,000. Currently, the balance available for vehicle replacement is approximately \$14.0 million. Staff have made an effort to set funds aside each fiscal year based on an end-of-year fund balance.

Secondly, the Parks Department is requesting an amendment to fund the replacement of 11 power pedestals at Qemelin Park. This project will cost \$72,000 and will be funded by the Special Events Fund. At the end of fiscal year 2024, the cash available in the Special Events Fund is approximately \$394,000. These funds are restricted and designated strictly for special events.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

If approved, the budget amendment will allocate \$492,000 from the vehicle replacement account and \$72,000 from the special event fund.

BUDGET CODE:

001-434.0000.90010: \$492,000

023-446.1601.62040: \$72,000

ATTACHMENTS:

1. FY 2025 budget amendment No 1
2. 2024.11.19 2025 Budget Amendment Hearing

FY 2025
CITY OF POST FALLS
PROPOSED BUDGET AMENDMENT #1

DESCRIPTION	ACCT #	AMOUNT	DESCRIPTION	ACCT #	AMOUNT
1 FY 2025 Patrol Vehicle Replacements	001-434.0000.90010	492,000.00	Carryover - designated	001-410.1920.37201	492,000.00
2 Q'Emlin Park Power Pedestal Replacement Project	023-446.1601.62040	72,000.00	Carryover - designated	023-446.1920.37200	72,000.00
		<u>564,000.00</u>			<u>\$ 564,000.00</u>

Subtotals

\$ 564,000.00
\$ -

City Administrator  Date 11/4/24
*Approves to advertise for Public Hearing

Budget Amendment FY 2025

Jason Faulkner, Finance Director
Finance
11/19/2024



Item #1: Replacement Vehicles for Police Department

- Staff recommends amending the budget to begin increased replacement of patrol vehicles in FY 2025.
- Staff recommends replacing 6 patrol vehicles of \$492,000.
- The funding is from the City's Vehicle Replacement Fund.
- Vehicle Replacement Fund is funded by unspent budget during the fiscal year, auction monies, and a portion of unspent fund balance at year-end.

Patrol Vehicle Replacement Program



Patrol Vehicle Replacement Program

- Existing Program
 - Purchase 3 cars per year
 - Use for new hires first, then replace if possible
 - Provides financial certainty
 - Does not provide for necessary replacements over time

Patrol Vehicle Replacement Program

- Overall Replacement Program
 - Allocates annual funding for programmed replacement of assets
 - Planning is done by expected life
 - Actual replacements selected by condition of assets
- Patrol Vehicles Program
 - 7 Year Life Expected
 - 5 Years for K9 units

Patrol Vehicle Replacement Program

Request: Amend the budget to fund this program at \$492K in the current fiscal year, FY25.

Individual purchases to implement the program will be authorized by staff within their delegated authority.

Patrol Vehicle Replacement Program

Why Now?

- Funds are available
- Purchase at current vs future escalated prices
- Replacements are needed

Item #2: Q'Emiln Park Power Pedestal Replacement Project

- Staff recommends addressing the electrical safety concerns related to the park's aging power pedestals.
- Power pedestals are used by vendors during events such as Post Falls Festival.
- Thorco Inc. submitted the lowest bid of \$71,195.
- The pedestal replacement project will be paid by the Special Events Fund (023).

**CITY OF POST FALLS
AGENDA REPORT
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Ethan Porter, Associate Planner

SUBJECT: Vacation Ordinance for a Portion of Right-of-Way at 17th Avenue & Catherine Street
VAC-24-1

ITEM AND RECOMMENDED ACTION:

Staff recommends that the city council approve, and the mayor sign, the attached ordinance vacating a 5-foot section of right-of-way on W. 17th Avenue and 7.5 feet of right-of-way along N. Catherine Street.

DISCUSSION:

Connie Krueger, on behalf Chad Johnson, requested a vacation of right-of-way along the northeast intersection of W. 17th Avenue and N. Catherine Street. On September 3rd, 2024 the proposal was heard by the city council as a public hearing. City council approved the request and directed staff to prepare an ordinance to vacate the right of way.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This item was heard at the September 3rd, 2024 City Council hearing.

APPROVED OR DIRECTION GIVEN:

At the September 3rd, 2024 City Council hearing the vacation was approved.

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. 2024.11.12 17th and Catherine Vacation ORD

ORDINANCE NO. [Category]

**VACATION OF A PORTION OF RIGHT-OF-WAY AT 17th AVENUE AND
CATHERINE STREET**

(File No. VAC-24-1)

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR VACATION OF A PORTION OF THE RIGHTS-OF-WAY CONSISTING OF APPROXIMATELY 0.034 ACRES OF W. 17TH AVENUE AND N. CATHERINE ST. BORDERING LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION TO POST FALLS ON THE SOUTH AND THE WEST RESPECTIVELY. LYING WITHIN THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

WHEREAS, the owners of the real property east of N. Catherine Street and north of W. 17th Avenue have petitioned the City to vacate the adjacent rights of way as described herein; and

WHEREAS, on the 3rd day of September 2024, the City Council conducted a public hearing to receive public comment on the proposed vacation of the subject rights of way;

WHEREAS, after a public hearing on the hereinafter provided, it is deemed by the Mayor and City Council to be in the best interests of the citizens of the City of Post Falls that the following be adopted.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Post Falls as follows:

SECTION 1. That the following described right-of-way situated at the northeastern corner of the N. Catherine Street and W. 17th Avenue intersection is hereby vacated:

A PORTION OF THE RIGHTS-OF-WAY OF W. 17TH AVENUE AND N. CATHERINE ST. BORDERING LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION TO POST FALLS ON THE SOUTH AND THE WEST RESPECTIVELY. LYING WITHIN THE NORTHWEST QUARTER

OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 5, BLOCK 4 OF ROBERT'S 1ST ADDITION TO POST FALLS; THENCE, ALONG THE EAST LINE OF SAID LOT 5, BLOCK 4 SOUTH 0°56'46" WEST A DISTANCE OF 142.00 FEET TO THE TRUE POINT OF BEGINNING BEING THE SOUTHEAST CORNER OF LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION TO POST FALLS RECORDED IN BOOK "D" OF PLATS AT PAGE 60 UNDER INSTRUMENT NUMBER 288326, RECORDS OF KOOTENAI COUNTY;

THENCE, SOUTH 0°56'46" WEST A DISTANCE OF 5.00 FEET;

THENCE, NORTH 88°44'03" WEST A DISTANCE OF 82.50 FEET;

THENCE, NORTH 0°56'46" EAST A DISTANCE OF 147.00 FEET;

THENCE, SOUTH 88°44'03" EAST A DISTANCE OF 7.50 FEET TO THE NORTHWEST CORNER OF LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION;

THENCE, ALONG THE WEST LINE OF SAID LOT 5, BLOCK 4 SOUTH 0°56'46" WEST A DISTANCE OF 142.00 FEET TO THE SOUTHWEST CORNER;

THENCE, ALONG THE SOUTH LINE OF SAID LOT 5, BLOCK 4 SOUTH 88°44'03" EAST A DISTANCE OF 75.00 FEET TO THE TRUE POINT OF BEGINNING.

SAID PARCEL CONTAINING 1,477.52 SQUARE FEET, MORE OR LESS.

SECTION 2. The right of way described above shall revert to the adjacent property described as Lot 5, Block 4 of Roberts 1st Addition to Post Falls.

SECTION 3. All provisions of the current Post Falls Municipal Code or ordinances of the City of Post Falls and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 4. The city clerk shall cause the Post Falls Municipal Code, to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

SECTION 5. The city attorney may correct scrivener’s errors in this ordinance by filing a corrected copy with the city clerk.

SECTION 6. The provisions of this ordinance are severable, and if any provision, clause, sentence, subsection, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid, or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein, and if such person or circumstance to which the ordinance or part thereof is held inapplicable had been specifically exempt therefrom.

SECTION 7. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Post Falls, and upon such publication shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Post Falls at a regular session of the City Council on November ____ 2024.

APPROVED, ADOPTED, and SIGNED this day of November, 2024.

Ronald G. Jacobson, Mayor

ATTEST:

Shannon Howard, City Clerk

SUMMARY OF POST FALLS ORDINANCE NO. [Category]

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR VACATION OF A PORTION OF THE RIGHTS-OF-WAY CONSISTING OF APPROXIMATELY 0.034 ACRES OF W. 17TH AVENUE AND N. CATHERINE ST. BORDERING LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION TO POST FALLS ON THE SOUTH AND THE WEST RESPECTIVELY. LYING WITHIN THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

The City of Post Falls, Kootenai County, Idaho, hereby gives notice of the adoption of Post Falls Ordinance No. [Category], which vacates approximately 0.034 acres along W. 17th Avenue and N. Catherine Street. The property is located at the northeast corner of W. 17th Avenue and N. Catherine Street; and is legally described as:

A PORTION OF THE RIGHTS-OF-WAY OF W. 17TH AVENUE AND N. CATHERINE ST. BORDERING LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION TO POST FALLS ON THE SOUTH AND THE WEST RESPECTIVELY. LYING WITHIN THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 51 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF POST FALLS, KOOTENAI COUNTY, IDAHO AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 5, BLOCK 4 OF ROBERT'S 1ST ADDITION TO POST FALLS; THENCE, ALONG THE EAST LINE OF SAID LOT 5, BLOCK 4 SOUTH 0°56'46" WEST A DISTANCE OF 142.00 FEET TO THE TRUE POINT OF BEGINNING BEING THE SOUTHEAST CORNER OF LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION TO POST FALLS RECORDED IN BOOK "D" OF PLATS AT PAGE 60 UNDER INSTRUMENT NUMBER 288326, RECORDS OF KOOTENAI COUNTY;

THENCE, SOUTH 0°56'46" WEST A DISTANCE OF 5.00 FEET;

THENCE, NORTH 88°44'03" WEST A DISTANCE OF 82.50 FEET;

THENCE, NORTH 0°56'46" EAST A DISTANCE OF 147.00 FEET;

THENCE, SOUTH 88°44'03" EAST A DISTANCE OF 7.50 FEET TO THE NORTHWEST CORNER OF LOT 5, BLOCK 4 OF ROBERTS 1ST ADDITION;

THENCE, ALONG THE WEST LINE OF SAID LOT 5, BLOCK 4 SOUTH 0°56'46" WEST A DISTANCE OF 142.00 FEET TO THE SOUTHWEST CORNER;

THENCE, ALONG THE SOUTH LINE OF SAID LOT 5, BLOCK 4 SOUTH 88°44'03" EAST A DISTANCE OF 75.00 FEET TO THE TRUE POINT OF BEGINNING.

SAID PARCEL CONTAINING 1,477.52 SQUARE FEET, MORE OR LESS.

The ordinance is effective upon publication of this summary. The full text of Ordinance No. [Category] is available at Post Falls City Hall, 408 N. Spokane Street, Post Falls, ID 83854, in the office of the City Clerk. Dated this ____ day of November, 2024.

Shannon Howard, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Field K. Herrington, the legal advisor for the City of Post Falls, have examined the attached summary of Ordinance No. [Category], which vacates approximately 0.034 acres along W. 17th Avenue and N. Catherine Street. The property is located at the northeast corner of W. 17th Avenue and N. Catherine Street, and I find it to be a true and complete summary of said ordinance and provides adequate notice of the contents to the public.

Dated this ____ day of November, 2024.

Field K. Herrington, City Attorney

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Chris Gabbert, Deputy City Attorney

SUBJECT: Ordinance on Planning and Zoning Commission Members and Updating Electrical Code References.

ITEM AND RECOMMENDED ACTION:

Staff requests that the City Council review and approve the proposed housekeeping ordinance correcting the number of Planning and Zoning Commission members to 7 and updating City Code references to Idaho's currently adopted National Electrical Code. The Council is asked to consider, and adopt, the proposed ordinance as presented.

DISCUSSION:

The two proposed code changes clean up existing code sections. First, the City of Post Falls temporarily increased the number of Planning and Zoning Commissioners to 8 members from 7. The Planning Commission also serves as the City's Impact Fee Advisory Committee, which requires 2 members to be active in development, construction, or real estate. A former member, who was necessary to meet this membership requirement, desired to resign from the Commission but agreed to remain on the Commission so that he could serve on the Impact Fee Advisory Committee until the last impact fee update was completed. As such, the number of commissioners was increased to 8 to accommodate him. There is no longer a need for 8 members and staff is requesting to return to 7 members, which prevents the chance of a tie vote.

The second amendment is necessary to adopt the 2023 electrical code. The State of Idaho recently adopted the 2023 National Electrical Code as the Idaho Electric Code. The City is required to adopt the 2023 electrical code effective in January 2025. The code amendment changes the version of the electrical code in effect in the city and updates the citation to the state administrative code that adopted the electrical code. The amendment is necessary for the City to continue conducting electrical inspections.

As a routine housekeeping ordinance, following the Council's review and questions, staff recommends adoption of the proposed ordinance without the necessity of bringing the matter back to Council at a subsequent meeting.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This is the first review of the ordinance by Council.

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

ATTACHMENTS:

1. 2024.11.12 Ordinance P&Z Commissioners members and Electrical code update

ORDINANCE NO. [Category]

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE AMENDMENT OF POST FALLS MUNICIPAL CODE SECTION 2.12.010 TO ESTABLISH THE NUMBER OF PLANNING AND ZONING COMMISSION MEMBERS AT SEVEN; PROVIDING FOR THE AMENDMENT OF POST FALLS MUNICIPAL CODE SECTION 15.04.080 TO UPDATE REFERENCES TO THE NATIONAL ELECTRICAL CODE; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT ON JANUARY 1, 2025 AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

WHEREAS, the Mayor and City Council find that it is in the city's best interest to amend City Code to confirm the number of planning and zoning commission at seven members.

WHEREAS, the Mayor and City Council find that it is in the city's best interest to amend City Code to update references to the state's adoption of the 2023 National Electrical Code and IDAPA regulations to perform electrical inspections.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Post Falls as follows:

SECTION 1. That Post Falls Municipal Code Chapter 2.12.010. – Establishment of Planning and Zoning Commission is hereby amended as follows:

2.12.010. – ESTABLISHMENT OF PLANNING AND ZONING COMMISSION

A. There is hereby established the Post Falls planning and zoning commission, which shall consist of ~~eight (8)~~ seven (7) members. The mayor shall appoint these members, with consent of the city council as provided by state law. A quorum of four (4) members is required to conduct business. Appointed members may be removed as provided in state law. Commission members shall be appointed for a term of four (4) years, or until a successor is appointed and qualified. Terms shall expire on the last day of February of the last year of the designated term. Vacancies on the commission occurring other by expiration of the term shall be filled by appointment by the mayor

with consent of the city council for the remainder of the unexpired term. The planning and zoning commission shall be responsible for carrying out duties assigned by relevant provisions of this Code in the manner directed by state law and provisions of this Code, and other duties as may be assigned by the mayor, city council and city administration pertaining to land use, planning and development. The city clerk shall approve and designate a recording secretary to create and maintain records for the commission.

B. At its first meeting following the seating of new members by mayoral apportionment and city council confirmation of members filing expired terms of service during any year, commission members shall meet and organize by electing one member chairman and choosing such other officers as necessary.

SECTION 2. That Post Falls Municipal Code Chapter 15.04.080 – National Electrical Code Adopted is hereby amended as follows:

15.04.080. – NATIONAL ELECTRICAL CODE ADOPTED

A. Adoption. The City is authorized by Idaho Code section 54-1001B to perform electrical inspections and to adopt an Electrical Code for the City provided that the National Electrical Code is used as the minimum standard for the adopted Electrical Code. As such, the City adopts the National Electrical Code, ~~2017~~ 2023 edition, as adopted and revised by the State of Idaho under IDAPA ~~07.01.06.011~~ 24.39.10, as the Electrical Code for the City of Post Falls, which will serve as the basis for electrical inspections conducted by the City.

SECTION 3. All provisions of the current Post Falls Municipal Code or ordinances of the City of Post Falls and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 4. Neither the adoption of this ordinance nor the repeal of any ordinance shall, in any manner, affect the prosecution for violation of such ordinance committed prior to the effective date of this ordinance or be construed as a waiver of any license or penalty due under any such ordinance or in any manner affect the validity of any action previously taken by the City of

Post Falls City Council or the validity of any such action to be taken upon matters pending before the City Council on the effective date of this ordinance.

SECTION 5. The city clerk shall cause the Post Falls Municipal Code, to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

SECTION 6. The city attorney may correct scrivener's errors in this ordinance by filing a corrected copy with the city clerk.

SECTION 7. The provisions of this ordinance are severable, and if any provision, clause, sentence, subsection, word, or part thereof is held illegal, invalid, unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid, or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein and if such person or circumstance to which the ordinance or part thereof is held inapplicable had been specifically exempt therefrom.

SECTION 8. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Post Falls, and shall be in full force and effect as of January 1, 2025.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Post Falls at a regular session of the City Council on November__ 2024.

APPROVED, ADOPTED, and SIGNED this day of November, 2024.

Ronald G. Jacobson, Mayor

ATTEST:

Shannon Howard, City Clerk

SUMMARY OF POST FALLS ORDINANCE NO. [Category]

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE AMENDMENT OF POST FALLS MUNICIPAL CODE SECTION 2.12.010 TO ESTABLISH THE NUMBER OF PLANNING AND ZONING COMMISSION MEMBERS AT SEVEN; PROVIDING FOR THE AMENDMENT OF POST FALLS MUNICIPAL CODE SECTION 15.04.080 TO UPDATE REFERENCES TO THE NATIONAL ELECTRICAL CODE; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT ON JANUARY 1, 2025 AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

The City of Post Falls, Kootenai County, Idaho, hereby gives notice of the adoption of Post Falls Ordinance No. [Category], which amends PFMC section 2.12.010 to establish the number of planning and zoning commissioners at seven and amends PFMC section 15.04.080 to update code references and providing repeal of conflicting ordinances and providing severability. The ordinance is effective upon publication of this summary. The full text of Ordinance No. [Category] is available at Post Falls City Hall, 408 Spokane Street, Post Falls, ID 83854, in the office of the City Clerk. Dated this ____ day of November, 2024.

/s/

Shannon Howard, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Field K. Herrington, the legal advisor for the City of Post Falls, have examined the attached summary of Ordinance No. [Category], amends PFMC section 2.12.010 to establish the number of planning and zoning commissioners at seven and amends PFMC section 15.04.080 to update code references, and find it to be a true and complete summary of said ordinance and provides adequate notice of the contents to the public.

Dated this ____ day of November, 2024.

Field K. Herrington, City Attorney

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Field Herrington, City Attorney

SUBJECT: Ordinance Prohibiting Disruption or Obstruction of City Government Operations and Offices

ITEM AND RECOMMENDED ACTION:

Staff requests that the City Council review the proposed ordinance prohibiting interference, harassment, and disruption of City government operations and offices. The ordinance would amend existing Post Falls Municipal Code Section 9.08.020 and add a new Section 9.08.025, expanding and clarifying protections for City personnel and functions. The Council is asked to consider the proposed ordinance, and if approved, it will be brought back for formal adoption at a future meeting.

DISCUSSION:

City employees occasionally face interference, which hinders their ability to effectively serve the public. The proposed ordinance reinforces protections contained in our current code by clarifying and expanding upon existing code language. Post Falls Municipal Code Section 9.08.020, titled "Resisting or Interfering with Officer Prohibited," states:

"It is unlawful for any person to interfere willfully with(sic), resist, delay, obstruct, molest or threaten to molest any officer of the municipality in the exercise of his official duties."

The proposed amendment enhances the existing language, specifying prohibited behaviors, such as interference, harassment, and threats, that impact City employees and officials while they perform their official duties. The ordinance also adds a new Section 9.08.025 to address disruptions within City government offices and buildings. The draft has been reviewed by the City Prosecutor and the Chief of Police, who have affirmed that it provides better tools for enforcement and aligns with the City's goals for safety and operational integrity. Violations of these provisions are misdemeanors.

Following the Council's review, and any recommended adjustments, staff will prepare the ordinance for formal adoption at a subsequent meeting.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

This is the first city Council review of the proposed ordinance.

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

No fiscal impact is anticipated. Enforcement will be conducted within the scope of existing resources.

BUDGET CODE:

ATTACHMENTS:

1. 2024.10.15 Ordinance Harassment Abuse City

ORDINANCE NO. [Category]

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR REPEAL AND REPLACEMENT OF POST FALLS MUNICIPAL CODE SECTION 9.08.020 PROHIBITING DISRUPTION OF CITY GOVERNMENT OPERATIONS; PROVIDING FOR ADOPTION OF A NEW POST FALLS MUNICIPAL CODE SECTION 9.08.025 PROHIBITING DISRUPTION OF CITY GOVERNMENT OFFICES; PROVIDING FOR PENALTIES; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

WHEREAS, the City of Post Falls is committed to ensuring the safety, security, and well-being of its employees while they are engaged in the performance of their official duties; and

WHEREAS, city employees perform critical functions that are essential to the operation of city government and the provision of services to the public; and

WHEREAS, the City Council recognizes the importance of maintaining an environment where city employees can carry out their duties without fear of obstruction, interference, harassment, or threats of harm; and

WHEREAS, actions that obstruct or interfere with the performance of official city business undermine the city's ability to function effectively and provide essential services to its residents; and

WHEREAS, the City Council finds it necessary to adopt an ordinance to prohibit any obstruction of city business and to provide specific protections for city employees engaged in their official duties; and

WHEREAS, this ordinance is intended to enhance the enforcement of existing laws by clearly defining prohibited conduct and establishing penalties for violations to safeguard the effective operation of city government; and

WHEREAS, the City of Post Falls is authorized, pursuant to its police powers and applicable state laws, to enact ordinances that protect the public safety, health, and welfare of its employees and the community;

WHEREAS, after the recommendation of the Post Falls Police Department and the Legal Services Department, the Mayor and City Council deem it to be in the best interests of the citizens of the City of Post Falls and that the following be adopted.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Post Falls as follows:

SECTION 1. That Post Falls Municipal Code Section 9.08.020 hereby repealed and a new Section 9.08.020 is adopted as follows:

9.08.020. - Obstruction of city government functions and personnel prohibited.

A person is guilty of obstructing city government operations if they intentionally resist, delay, obstruct, interrupt, prevent, or hinder the peaceful process or the performance of any governmental function or duty by any elected or appointed officer, employee, or agent of the City in any manner, including by harassment, abuse, or using or threatening to use violence, force or physical interference or obstacle. A violation of this section is a misdemeanor.

SECTION 2. That a new Section 9.08.025, is added to the Post Falls Municipal Code as follows:

9.08.025. - Disruption of government offices prohibited.

A person is guilty of disruption of government offices if they come into or remain in any government building, office, or public way adjacent thereto, without lawful reason, and intentionally causes

substantial and unreasonable disruption of the activities or functioning of a government office. As used in this section, the term “government office” has its ordinary meaning, including city, county, state, or federal government offices. A violation of this section is a misdemeanor.

SECTION 3. All provisions of the current Post Falls Municipal Code or ordinances of the City of Post Falls and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 4. Neither the adoption of this ordinance nor the repeal of any ordinance shall, in any manner, affect the prosecution for violation of such ordinance committed before the effective date of this ordinance or be construed as a waiver of any license or penalty due under any such ordinance or in any manner affect the validity of any action previously taken by the City of Post Falls City Council or the validity of any such action to be taken upon matters pending before the City Council on the effective date of this ordinance.

SECTION 5. The city clerk shall cause the Post Falls Municipal Code, to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

SECTION 6. The city attorney may correct scrivener’s errors in this ordinance by filing a corrected copy with the city clerk.

SECTION 7. The provisions of this ordinance are severable, and if any provision, clause, sentence, subsection, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid, or unconstitutional provision, clause sentence, subsection, word, or part had not been

included therein, and if such person or circumstance to which the ordinance or part thereof is held inapplicable had been specifically exempt therefrom.

SECTION 8. After its passage and adoption, a summary of this Ordinance, under the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Post Falls, and upon such publication shall be in full force and effect.

Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Post Falls at a regular session of the City Council on October ____ 2024.

APPROVED, ADOPTED, and SIGNED this day of October, 2024.

Ronald G. Jacobson, Mayor

ATTEST:

Shannon Howard, City Clerk

SUMMARY OF POST FALLS ORDINANCE NO. [Category]

AN ORDINANCE OF THE CITY OF POST FALLS, KOOTENAI COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR REPEAL AND REPLACEMENT OF POST FALLS MUNICIPAL CODE SECTION 9.08.020 PROHIBITING DISRUPTION OF CITY GOVERNMENT OPERATIONS; PROVIDING FOR ADOPTION OF A NEW POST FALLS MUNICIPAL CODE SECTION 9.08.025 PROHIBITING DISRUPTION OF CITY GOVERNMENT OFFICES; PROVIDING FOR PENALTIES; PROVIDING THAT REMAINING SECTIONS OF POST FALLS CITY CODE SHALL REMAIN IN EFFECT; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW

The City of Post Falls, Kootenai County, Idaho, hereby gives notice of the adoption of Post Falls Ordinance No. [Category], which revises Section 9.08.020 to expand the prohibition against obstructing city government operations to include the interference, resistance, or delay of elected or appointed officers, employees, or agents of the city. The ordinance also adds a new Section 9.08.025, making it unlawful for any person to disrupt the activities or functioning of a government office by entering or remaining in any government building or adjacent public way without lawful reason and causing substantial and unreasonable disruption. Both violations are classified as misdemeanors. It provides for the repeal of conflicting ordinances, codification, correction of errors, and severability. The ordinance is effective upon publication of this summary. The full text of Ordinance No. [Category] is available at Post Falls City Hall, 408 N. Spokane Street, Post Falls, ID 83854, in the office of the City Clerk. Dated this ____ day of October, 2024.

/s/

Shannon Howard, City Clerk

STATEMENT OF LEGAL ADVISOR

I, Field K. Herrington, the legal advisor for the City of Post Falls, I have examined the attached summary of Ordinance No. [Category], which revises Section 9.08.020 to expand the prohibition against obstructing city government operations to include the interference, resistance, or delay of elected or appointed officers, employees, or agents of the city. The ordinance also adds a new Section 9.08.025, making it unlawful for any person to disrupt the activities or functioning of a government office by entering or remaining in any government building or adjacent public way without lawful reason and causing substantial and unreasonable disruption. Both violations are classified as misdemeanors. I find it to be a true and complete summary of said ordinance and provides the public adequate notice of the contents.

Dated this ____ day of October, 2024.

Field K. Herrington, City Attorney

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Victoria Howell, Purchasing/CSR

SUBJECT: Removing Items from Asset Inventory

ITEM AND RECOMMENDED ACTION:

Finance staff recommends that the City Council authorize removing the items listed in the attached spreadsheet from the city's asset tracking system. Staff also requests that Council authorize removing the decommissioned Pioneer Ridge Lift Station and the old HVAC system from the Museum building from the asset list.

DISCUSSION:

The city tracks many types of non-depreciable assets in an inventory system housed in the Finance Department. This includes items that are classified as "small and attractive" assets, which are typically valued at less than \$5,000 and are vulnerable to loss. The Finance Department is updating how it manages the city's asset tracking system to ensure accuracy of the system by implementing an annual inventory audit. As such, finance staff recently completed an audit of assets that had been listed in the system for many years to confirm which assets may still be owned by the city and which may have been disposed of without being removed from the system. Removing assets that are no longer owned by the city is important to ensure the accuracy of the city's asset list, as to not overstate our assets in Financial Reports, and to ensure that the city is not paying insurance premiums for items that the city no longer owns.

To complete the audit, each department was sent a list of items and asked to verify if the asset was still in the city's inventory. The audit confirmed that the items listed on the attached spreadsheet are no longer in the city's inventory and need to be removed from the system. Staff found disposal dates for some, but not all, of the assets. Many of these items have been in the system for years, if not decades.

Given the length of time involved, it is not possible to fully reconcile the list and confirm when the asset was disposed of. The bulk of the list is outdated computer and communication equipment that were replaced over the years. Staff requests City Council authorization to remove these items from the asset tracking system.

In addition to the non-depreciable assets discussed above, the city replaced the failing HVAC system for the Post Falls Museum building in FY 2024 and decommissioned the Pioneer Ridge lift station in 2020. Both of these projects were approved by the City Council at the time they were decommissioned but they were not removed from the asset list. The council is requested to approve removing these items from the asset list as well.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

None

APPROVED OR DIRECTION GIVEN:

None

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

The items in question are no longer in the city's inventory and most haven't been in many years.

Removing the assets from the inventory list ensures that the city is not paying for insurance on items that the city no longer owns.

BUDGET CODE:

None

ATTACHMENTS:

1. Class 3 Disposal List

	Description	Class
It-412	3343 Gateway P5-120 Computer	3
	5428 Optiplex 980 SFF, 160G HD, 4G DDR3, Keyboard and M	3
	5429 Gateway Mini Laptop No CD's, No Office, Vista Home P	3
	5117 17" LCD Monitor Black	3
	5232 Dell Dimension 3100	3
Finance-414-Some in IT Email		
	3635 Dell Dimension 4100 PIII/Office 2000	3
	ND-0116 INTERNAL/EXTERNAL COMM.	3
	2274 HP J201A HUB (24 PORT)	3
	ND-0118 11 NETWORK CARDS-NICS	3
	ND-0117 HARDWARE WIRING COSTS	3
	3621 HP LJ8000N LASER PRINTER	3
	3636 HP PROCURVE 4000M SWITCH	3
	3638 DELL DIMENSION 4100 PIII/OFFICE 2000	3
	5145 Dell 17" Flat Panel Monitor	3
	ND-0140 View Sonic LCD Monitor	3
Planning-451-Hard copy no email		
	3479 Computer System	3
	3230 Laser Jet 4 Plus Printer HP	3
	2987 Digital Lettering System (Kroy)	3
	ND-0158 CITYVIEW	3
	3504 Dell Computer & Monitor	3
Building-452-Hard copy no email		
	2240 Printer (Intelli Plat)	3
	ND-0259 CITYVIEW SOFTWARE	3
	ND-0263 Monitor Ref: 3488	3
	ND-0261 Monitor Ref. 3487	3
	5657 Phillips 10' HDMI Cable with Ethernet	3
	5662 Apple Lightning to Digital AV Adapter	3
Engineering-453-Hard copy no email		
	ND-0296 Dell Monitor 19" VGA/DVI flat panel	3
Police-421		
	3673 Gateway Computers	3
	3676 Gateway 2000	3
	3672 Gateway Computers	3
	3674 Gateway Computer	3
	3678 Computer- TCP Pro 25-PC V5062	3
	3689 Gateway Computers	3
	146-195 Body Worn Video Camera	3
	198-203 In car docking station for PD vehicles	3

204 In car docking station for PD vehicles	3
231-233 Charger Dock for Camera	3
4509 Dell Latitude E5500 Intel Core 2 Duo T9600 Laptop	3
4510 Dell Latitude E5500 Intel Core 2 Duo T9600 Laptop	3
4511 CineMassive Quad Meridian 20D Array DIspatch Display	3
4531 OptiPlex 960 FLX with Hard Drive SFF Base Standard PS	3
4532 OptiPlex 960 FLX with Hard Drive SFF Base Standard PS	3
4545 OptiPlex 960 Core 2 Duo E8400 with VT/3.0GHz, 6M, 13	3
4546 OptiPlex 960 Core 2 Duo E8400 with vt/3.0GHz,6M,133	3
4589 Dell Optiplex 990	3
4593 Open Eye DVR	3
4607 Optiplex 990 Minitower	3
4608 Dell Optiplex 990 Minitower	3
4609 Dell Optiplex 990 Minitower	3
4610 Dell Optiplex 990 Minitower	3
4611 Dell optiplex 990 Minitower	3
4612 Dell Optiplex 990 Minitower	3
4617 GIS Cad Server	3
4657 Apple iPad	3
4662 Dell Latitude E6530, 3rd Gen Intel Core Processor, 4.0 C	3
4663 Dell Latitude Laptop, 3rd gen intel core, 320 GB, Windo	3
4664 Apple iPad	3
4666 Dell Professional 23" Wide Screen	3
4667 Apple iPad WiFi 16GB Black	3
4680 Dell Professional 23" Wide Screen	3
4681 Dell professional P22113 22" Monitor Wide Screen	3
4683 Apple iPad	3
4684 Apple iPad	3
4685 Apple iPad	3
4687 Apple iPad	3
4688 Apple iPad	3
4690 Apple iPad	3
4691 Apple iPad	3
4717 42" LED 1080P 60Hz HDTV/DVD Combo	3
4718 42" LED 1080P 60Hz HDTV/DVD Combo	3
4719 42" LED 1080P 60Hz HDTV/DVD Combo	3
4720 Apple i-Pad with warranty	3
4721 Dell Latitude E6540, 8GB, 1600MHz, DDR3L Memory, 3	3
4762 M6 CPU Mobile Data Computer	3
4763 M6 CPU Mobile Data Computer	3
4765 M6 CPU Mobile Data Computer	3
4766 M6 CPU Mobile Data Computer	3
4767 M6 CPU Mobile Data Computer	3
4768 M6 CPU Mobile Data Computer	3
4770 M6 CPU Mobile Data Computer	3
4771 M6 CPU Mobile Data Computer	3
4772 M6 CPU Mobile Data Computer	3

4773	M6 CPU Mobile Data Computer	3
4774	M6 CPU Mobile Data Computer	3
4775	M6 CPU Mobile Data Computer	3
4776	M6 CPU Mobile Data Computer	3
4777	M6 CPU Mobile Data Computer	3
4784	Microsoft Surface Pro 3, 15 256GB, 4GB, W8P	3
4785	Microsoft Surface Pro 3, 15 256GB, 4GB, W8P	3
4786	Microsoft Surface Pro 3, 15 256GB, 4GB, W8P	3
4822	MS Surface Pro Cover	3
4823	MS Surface Pro Cover	3
4824	Surface Pro 3 Docking Station	3
4825	Surface Pro 3 Docking Station	3
4831	M6 CPU; C2D 2.2 4 GB SSD (CPU WITH UNIVERSAL BLO'	3
4833	Dell OptiPlex 9020 Ultra Small Form Factor	3
4834	Dell OptiPlex 9020 Ultra Small Form Factor	3
4836	M6 CPU; C2D 2.2 4 GB SSD (CPU WITH UNIVERSAL BLO'	3
4838	M6 CPU; C2D 2.2 4 GB SSD (CPU WITH UNIVERSAL BLO'	3
4859	M6 CPU; C2D 2.2 4 GB SSD (CPU WITH UNIVERSAL BLO'	3
4860	M6 CPU; C2D 2.2 4 GB SSD (CPU WITH UNIVERSAL BLO'	3
4885	Radio Modem, CalAmp, Gemini G3; ADB 700/800MHz F	3
4888	Titan M7 Mobile Computer 128 GB W/G3CPU Module:	3
4889	Titan M7 Mobile Computer 128 GB W/G3CPU Module:	3
4890	Titan M7 Mobile Computer 128 GB W/G3CPU Module:	3
4934	Replacement Dell Computer	3
4935	Replacement Dell Computer	3
4936	Replacement Dell Computer	3
4937	Replacement Dell Computer	3
4939	Surface Computer	3
4940	Surface Computer	3
4941	Surface Computer	3
4942	Surface Computer	3
4943	Surface Computer	3
4944	Surface Computer	3
4945	Surface Computer	3
5365	Sony 16.9 LCD Projector	3
5372	20" Digital Quad Monitor Display	3
5379	OptiPlex 760 Minitower Base Standard PSU	3
5380	Laser Scanner Unit	3
5381	Dell Precision T3400 Convertible Mini Tower Processor	3
5387	Terastation Pro II 8TB 2URM NA	3
5388	Terastation Pro II 8TB 2URM NA	3
5393	OptiPlex 960 Small Form Factor Base Standard PSU Cor	3
5406	ORiNOCO AP-4000MR-LR Tri-mode High Power Outdoc	3
5407	ORiNOCO AP-800 US 802.11 a/b/g/n Access Point-Single	3
10742	Network Storage Computer 8TB Terastation III RM-NAS	3
3632	SVI Projector & Theater Screen	3
3668	GATEWAY PROFILE 700XL	3

3675	Gateway computer & monitor	3
3680	Gateway Solo 5300 & Accessories	3
3684	GATEWAY COMPUTERS 3684 (19886205) 3673 (198699	3
3685	GATEWAY COMPUTER	3
3686	GATEWAY COMPUTER	3
3693	COMPUTER SYSTEM	3
3708	ROUTER CISCO1601-R	3
3727	Gateway Computer & monitor 550PC	3
3728	GATEWAY 2000 COMPUTER SYSTEM	3
3760	Gateway Laptop Computer	3
3834	Gateway 5350 Laptop	3
3836	Gateway 5350 Laptop	3
3839	Gateway 5350 Laptop	3
4069A	Mobile data computer Replacement PFPD99	3
ND-0203	GATEWAY COMPUTERS	3
ND-0207	GATEWAY COMPUTERS	3
ND-0210	FireBox II	3
ND-0250	Projektor	3
ND-0444	GATEWAY 2000	3
4764	M6 CPU Mobile Data Computer	3

Media-417

3640	Dell Dimension 8100	3
3796	JVC DV CAMCORDER	3
3928	Sony HDV Camcorder	3
4781	Samsung Galaxy Note 10.1	3

Cemetery-442

5221	Toro 828 Snowthrower	3
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Capital Improvement-481-Parks Email

5136	Ricoh Copier	3
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Fleet-434

1014	POWER WASHER AALADIN	3
2015	WIRE FEED MILLER	3

Mayor & Council-411-IT Email

3628	Dell Computer-Laptop	3
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Water-462

5417	Brother IntelliFAX 4100E Laser Fax	3
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Recreation-445

5183	Dell E173FP 17" Flat Panel Monitor	3
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Parks-443

ND-0308	35 FENCE SECTIONS DEMOUNTABLE	3
ND-0310	8 BRICK BBQ	3
3168	CURB MACHINE HONDA MOTOR	3
5176	Turfpro Field Marking Machine	3
5177	Vertex Portable Radio w/charger	3
5224	NS00 John Deere JX75 21" mower	3
5294	Vertex Standard Hand Held Radio	3
5296	Vertex Standard Hand Held Radio	3
5295	Vertex Standard Hand Held Radio	3
5313	Vertex Standard Hand Held Radio VX 160	3
4624	Toro Snowblower Powermax	3
4692	Apple iPad Wi-fi Cellular 16GB Verizon, MEID 99000409	3
4957	STIHL Back Pack Blower	3

Original Cost	Acq. Date	Control Account	Disposal Dates
1787.00	9/23/1996	980-15900	3/1/2006
1864.80	6/23/2010	980-15900	2/19/2019
370.97	7/15/2010	980-15900	
0.00	11/9/2003	980-15900	2/19/2019
1277.00	7/3/2009	980-15900	10/2/2012
1611.00	8/1/2000	980-15900	3/1/2006
1717.00	5/1/1994	980-15900	
1911.00	5/1/1994	980-15900	
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1800.00	8/1/2000	980-15900	
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0.00	9/30/2008	980-15900	
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1500.00	3/1/1998	980-15900	
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0.00	12/1/1998	980-15900	
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1902.00	3/1/2000	980-15900	3/1/2006
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453.00-ea	10/30/2018	980-15900	
457.15-ea	10/28/2018	980-15900	

457.10	10/28/2018	980-15900
495.00	10/10/2018	980-15900
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1626.80	10/30/2009	980-15900
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1554.60	9/14/2010	980-15900
1223.56	5/2/2012	980-15900
742.00	5/14/2012	980-15900
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1622.60	5/24/2012	980-15900
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1622.60	5/24/2012	980-15900
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1507.40	3/19/2013	980-15900
1125.36	3/7/2013	980-15900
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548.00	9/27/2013	980-15900
548.00	9/27/2013	980-15900
548.00	9/27/2013	980-15900
548.00	9/27/2013	980-15900
500.00	9/30/2013	980-15900
500.00	9/30/2013	980-15900
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629.00	11/22/2013	980-15900
544.98	11/22/2013	980-15900
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1019.03	2/3/2014	980-15900
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445.00	5/5/2009	980-15900
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1578.00	4/19/2002	980-15900
1578.00	4/19/2002	980-15900
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1250.00	12/7/2005	980-15900
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3215.85	4/7/2004	980-15900
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2200.00	1/1/1991	980-15900

2129.00	12/1/1999	980-15900	9/4/2007
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199.99	3/26/2010	980-15900
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0.00	5/5/2005	980-15900
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4900.00	6/1/1976	980-15900
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4524.20	12/1/1994	980-15900
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800.00	10/4/2005	980-15900
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349.95	5/28/2008	980-15900
349.95	5/28/2008	980-15900
349.95	9/15/2008	980-15900
1614.99	12/20/2012	980-15900
629.00	9/30/2013	980-15900
449.96	5/8/2017	980-15900

**CITY OF POST FALLS
AGENDA REPORT
NEW BUSINESS
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Robert Palus, City Engineer

SUBJECT: Grant Application Resolution/Agreement - Prairie Avenue Widening (Greensferry to Cecil)

ITEM AND RECOMMENDED ACTION:

Staff requests City Council approval of a grant application to widen Prairie Avenue to five lanes from Greensferry Road to Cecil Road. The grant application requires adoption of a resolution authorizing the Federal Aid application and execution, by the Mayor, of a Local Federal-Aid Project Request (ITD Form 2435) authorizing the City to sponsor the grant application.

DISCUSSION:

In September 2024, Kootenai Metropolitan Planning Organization (KMPO) requested applications for projects to be considered for funding within the Surface Transportation Block Grant Program (STBG). The earliest funding is estimated for Fiscal Year 2031, based on the current funding obligations of the State of Idaho's approved Transportation Improvement Program.

Staff reviewed the City's currently adopted Transportation Capital Improvement Plan (CIP) and compared projects on that list with the estimated amount and timing of funding available from this grant program as well as reviewing the local and regional benefits from the projects in our CIP. This methodology was successful in the last STBG application submitting in 2019, which obtained funding to improve the Chase Road / BNSF Rail Crossing (Construction 2025) as well as the shared application with the Post Falls Highway District for to widen Prairie Avenue from Highway 41 to Meyer Road (Construction 2028).

A grant application has been prepared, requesting \$4,092,000 of Federal Aid funding to widen Prairie Avenue between Greensferry Road and Cecil Road to 5-lanes. Prairie Avenue is classified in the City's Transportation Master Plan as a Principal Arterial Roadway, providing local and regional connectivity. Prairie Avenue is also identified by the Kootenai Metropolitan Planning Organization as a Critical Arterial Corridor. The City's Transportation Master Plan expects this section to need expansion to 5 lanes by 2035. If this grant is awarded, the Prairie Avenue section from Cecil Road and Highway 41 will also need to be expanded to 5 lanes in order to function properly. Staff anticipates this additional work will be constructed as development occurs in this area, as a separate impact fee funded project, or in conjunction with the Post Falls Urban Renewal Agency by 2035.

The grant, if awarded, will fund right-of-way acquisition from one parcel, reconstruction of the Prairie Avenue/Greensferry Road traffic signal, widening and reconstruction of the roadway along the north side of Prairie, installation of curb and gutter, roadway illumination, and multimodal pathways. The 5-lane road section will include bike lanes in both directions and maintain a speed limit of 40-45 mph.

If successful, the City will be responsible for providing \$308,000 in matching funds, which is 7% of the estimated project costs in 2024 dollars. The City's match will be funded by Transportation Impact Fees. It is also estimated that the City would expend an additional \$25,000 in City staffing costs to manage this project through completion.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

\$4,092,000 (Grant funding, reimbursable to City) for FY2031

\$308,000 (Grant City matching funds, non-reimbursable) estimated for FY2031

\$25,000 (Staff management, non-reimbursable) estimated for FY2031

BUDGET CODE:

Transportation Impact Fees - for City matching funds

General Fund - for staff management

ATTACHMENTS:

1. Grant Application
2. 2024 Prairie Grant App
3. RESOLUTION - Prairie Ave Five Lanes 11.19.24 (1)
4. 07-24-075_PrairieAveSTBGCompiled_2024.11.07
5. City Grant Request Approval Form (Original to Clerk for Signature by Mayor)

CITY OF POST FALLS GRANT REQUEST APPROVAL FORM

PLEASE COMPLETE THIS FORM TO HAVE YOUR GRANT REQUEST APPROVED.

The form must be completed and returned prior to grant application.

GRANT NAME Prairie Avenue, 5-lanes (Greensferry to Cecil)
BASIC DESCRIPTION Widen Prairie Avenue and install urban improvements
STATE/FEDERAL? State # OF YEARS 2-3
CITY FY? 2031 \$ VALUE OF GRANT \$4,400,000
MATCHING CITY \$ \$308,000 IN-KIND CITY \$ 25,000

EXPLAIN THE PURPOSE OF THE GRANT AND HOW IT BENEFITS THE CITY. (DOES IT EFFECT YOUR DEPARTMENT'S LEVEL OF SERVICE?) Construct roadway capacity improvements along Prairie ave. from Greensferry Rd. to Cecil Rd. as a 5-lane roadway with pedestrian and bicycle facilities. Improvements are identified in the Transportation CIP (M-R216A) as a 2032 project and are anticipated as being needed prior to 2035 to maintain adequate levels of service in the City's Transportation Master Plan. Widening of the roadway will require reconfiguration of the existing traffic signal at Prairie Ave. / Greensferry Rd. and construction of 3/4 turn restrictions at Lynn St. One (1) parcel is identified for rights-of-way acquisition. Improvements on Prairie Avenue between Cecil Rd. and SH41 are presumed to be in place by the time of this project.

EXPLAIN ALL OBLIGATIONS/COMMITMENTS THE CITY HAS WITH ACCEPTING THIS GRANT. With acceptance of the Grant, the City would be responsible for selecting a consultant for design services. In-Kind dollars are identified to reflect estimated staffing costs to manage the project through design and construction. City Matching funds would be 7% of the total project cost. In-kind dollars are not reimbursable as part of the State's Surface Transportation Block Grant Program. Upon completion the City would be responsible for continued maintenance and operational costs of the constructed facilities.

DEPT SIGNATURE _____ DATE _____

FINANCE SIGNATURE _____ DATE _____

MAYOR SIGNATURE _____ DATE _____

*Please attach an executive summary of grant if available.

State Transportation Block Grant Program

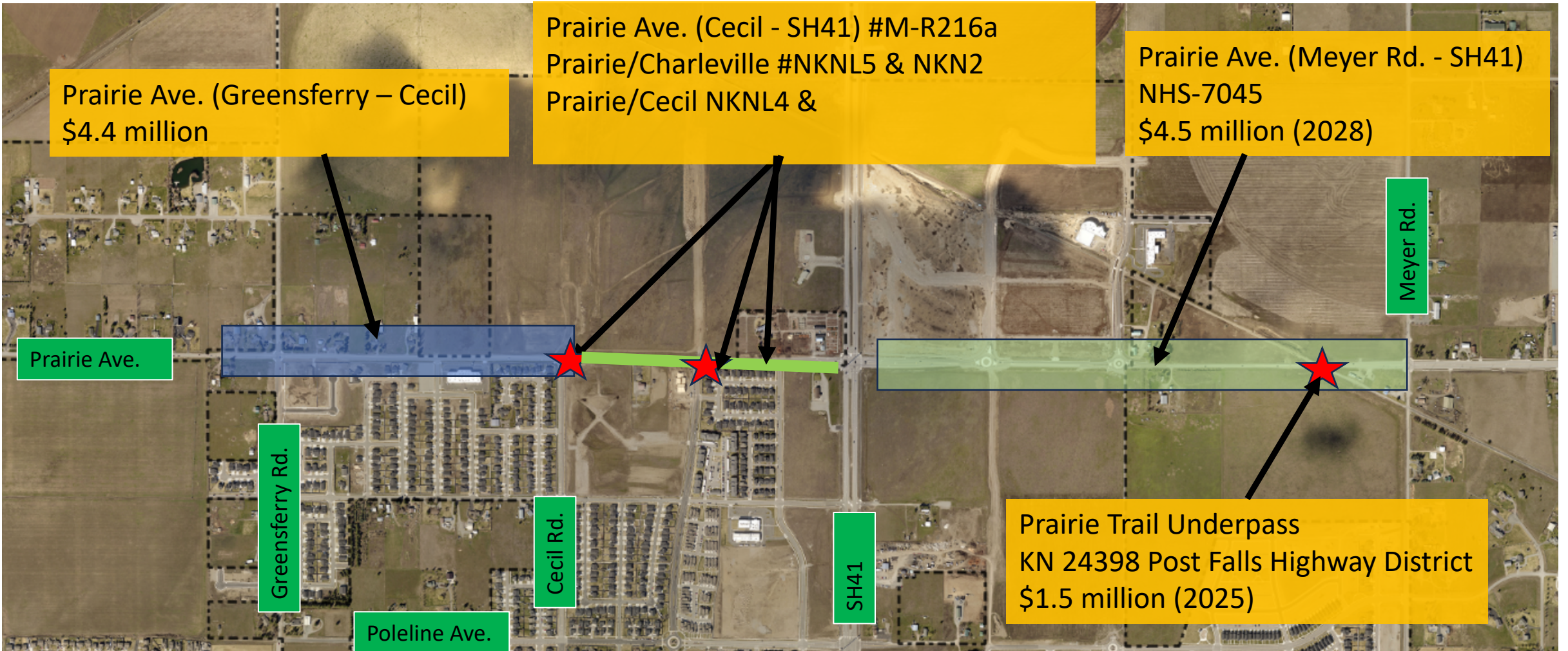
Prairie Avenue, Five Lanes Greensferry Rd. to Cecil Rd.

Robert S. Palus, PE –
City Engineer

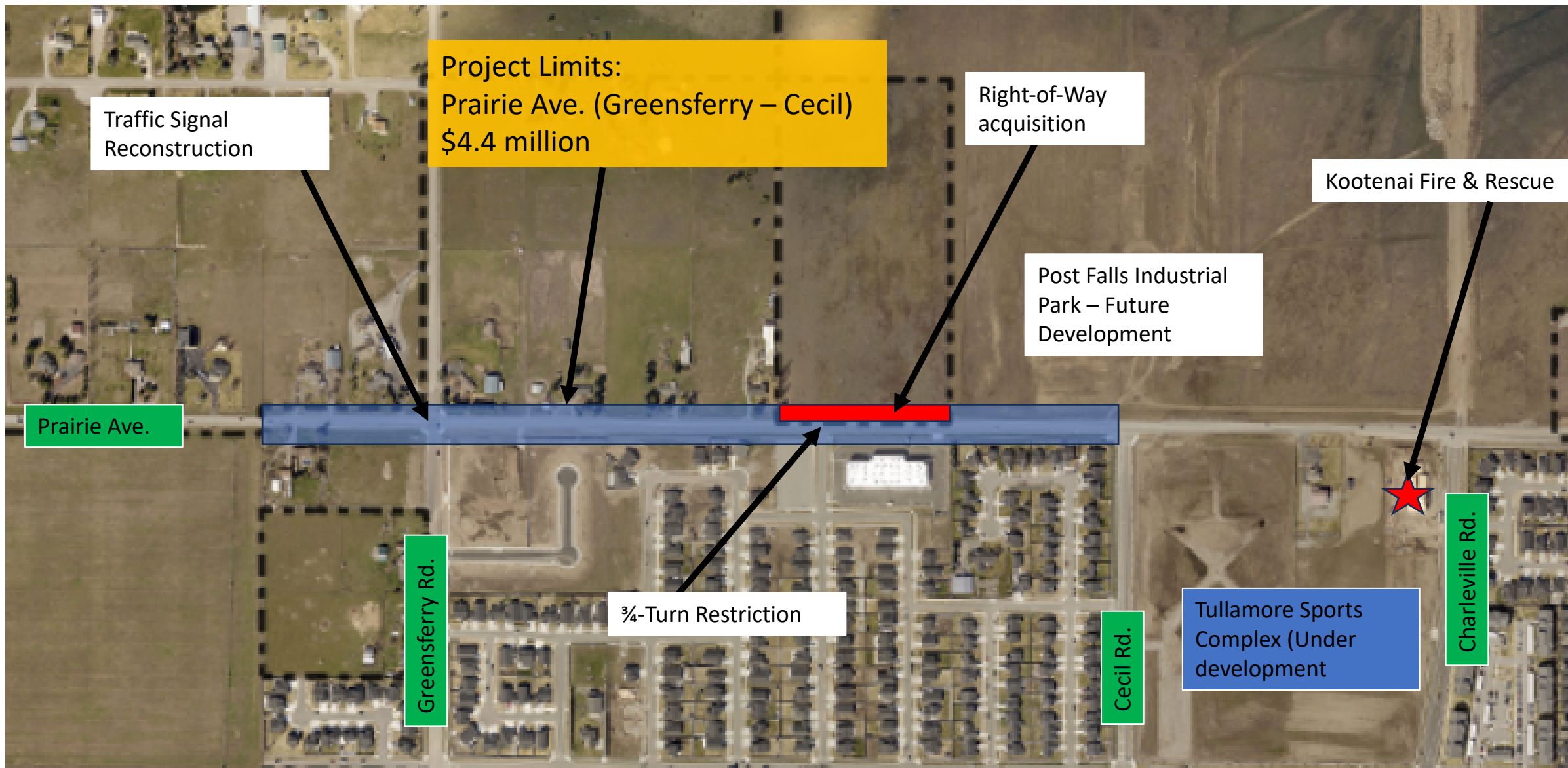
Community Development /
Engineering

November 19, 2024





Project - Overview



Project Details



Surface Transportation Block Grant Application (2025-2031)

- Prairie Avenue – Five Lanes
(Greensferry Road to Cecil Road)

Funding Allocation

- \$4,400,000 Total Project (2024)
 - \$4,092,000 – State / Federal
 - \$ 308,000 - City Match
 - \$ 25,000 - City staff

FY2031 Estimated Cost: \$5,300,000

RESOLUTION NO. 24-

AUTHORIZING FEDERAL AID GRANT APPLICATION FOR PRAIRIE AVENUE, FIVE LANES GREENSFERRY ROAD TO CECIL ROAD

WHEREAS, the City Council of the City of Post Falls has authorized the Mayor's signature on the Surface Transportation Block Grant Application for the Prairie Avenue, Five Lanes Greensferry Avenue to Cecil Road, and

WHEREAS, the Mayor and City Council recognize the need to have construction of the Prairie Avenue, Five Lanes Greensferry Avenue to Cecil Road, and

WHEREAS, the Mayor and Council acknowledge that the grant application is for the construction in the KMPO Surface Transportation Block Grant Program (2025 – 2031) and that the estimated 2025 construction cost of \$4,400,000.00, of which the City of Post Falls will need to provide a matching dollar amount of \$308,000.00.

NOW, THEREFORE, the Mayor and City Council of the City of Post Falls, Idaho do hereby resolve as follows:

That the grant application as prepared is appropriate and that Mayor of the City is authorized to sign the Grant Application which will require the City of Post Falls to provide the matching dollar fund amount if the application is successful.

Approved by the City council of the City of Post Falls on this 19th day of November, 2024.

CIYT OF POST FALLS

Ronald G. Jacobson, Mayor

ATTEST:

Shannon Howard, City Clerk

Surface Transportation Block Grant Program APPLICATION 2025-2031 URBAN Program Funds

Project Key # and Name: KN: _____ **Prairie
Avenue, Five Lanes Greensferry Rd to Cecil
Ave**

Federal Functional System Route #:
SMA 7045 & STC 8575

Jurisdiction: City of Post Falls - Idaho

Federal Funds Requested: \$4,092,000 (maximum allowable is 93% of total project cost)

STP ☒ **Urban**

Funding is requested for the following (check all that apply):

☐ **Engineering Study** ☒ **PE** ☒ **RW** ☒ **CN**

Project Category (see descriptions on last page):

☐ **New Construction** ☒ **Reconstruction** ☐ **Preservation** ☐ **Planning**

Project Type:

☒ **Reconstruction/Rehabilitation** ☐ **Safety Improvements** ☐ **Bridge** ☐ **Railroad**

Crossing ☐ **Planning** ☐ **Other Describe**

Has your project been selected for prior STP/STBG federal funding?

☐ **Yes** ☒ **No** **If Yes, year?** _____

Applicant

Contact Person: Robert S. Palus, P.E.

Title: City Engineer

Address: 408 N Spokane St
Post Falls, ID 83854

Telephone: 208-457-3331

Fax:

Email: rpalus@postfalls.gov

Project Location: City of Post Falls- Prairie Avenue (SMA 7045) from between Cecil Avenue and 660 feet west of Greensferry Road (approximately 0.6 miles).

Attachments:

Provide Vicinity Map, detailed scope of work and ITD Forms 1150 and 2435

Cost Summary:

Matching Funds Summary		Is right-of-way needed?	☒ Yes ☐ No
Federal:	\$4,092,000 <i>(maximum allowable is 93% of total project cost)</i>		
State:	\$	Is property purchase needed?	☒ Yes ☐ No
Local:	\$308,000		
Private:	\$	Estimated # of parcels/relocations:	1
Total Project Cost:	\$4,400,000	<i>(local match required at obligation of each phase)</i>	
Estimated Total Cost in Year of Expenditure (2031): \$5,300,000			

Structural Condition (20 points maximum):

Is this a new facility? ☐ Yes ☒ No **5 points**

If not, please describe the current structural condition of the existing facility. Please indicate Overall Condition Index (OCI) or other rating and list year of last inspection:

- | | |
|--|------------------|
| ☐ OCI: 0 – 40 (Other 0-3) | 10 Points |
| ☒ OCI: 41 – 60 (Other 4-7) | 7 Points |
| ☐ OCI: 61 – 80 (Other 8-10) | 2 Points |

Other rating = **7 - The city does not use OCI rating system. However, the section of roadway in question was rated in 2022 and has 55% rated as Satisfactory (PCI = 71-85), 21% rated as Good (PCI = 86-100) and remainder was not inventoried by the City as it was located in the County (PFHD) at the time the PCI was collected. The section that was not inventoried should be in the Good category as it was reconstructed in 2019 with the PFHD's construction of the traffic signal.**

Notes: Gravel to Paved Road = Other (0) Zero
Scale (i.e., 0 to 10 with 0=worst 10=best): 7

How will the project address any existing facility design deficiencies or improve overall system performance measures, e.g. safety, pavement condition, travel time reliability, state of good repair. If so, please describe how:

Safety	☒ Yes	☐ No	☐ Not applicable	5 Points
Pavement Condition	☒ Yes	☐ No	☐ Not applicable	5 Points
Bridge Condition	☐ Yes	☐ No	☒ Not applicable	5 Points
Travel Time Reliability	☒ Yes	☐ No	☐ Not applicable	5 Points
Freight Reliability	☒ Yes	☐ No	☐ Not applicable	5 Points

Prairie Avenue between SH 41 and Spokane Street is identified as a Principal Arterial in the City of Post Falls current Transportation Master Plan (2017) and is classified as a Minor Arterial on the Federal Functional Classification Map (2014). Prairie Avenue serves as an alternate route to Interstate 90. It runs parallel to I-90 just 2.5 miles to the north. Prairie Avenue is a major thoroughfare for roadway users to travel between the cities of Coeur d'Alene, Post Falls and over to the State of Washington with connections to SH-53, SH-41 and US-95. Prairie Avenue between US-95 and Meyer Road consists of a 5-lane section with

multi-use paths. There are funded plans to continue that section from Meyer Road to SH 41. This project is programmed for construction in 2028 (KN23028). The segment of Prairie Avenue between SH 41 and Cecil Avenue is within the City of Post Falls, and the portion between Cecil Avenue and SH 41 is planned for widening under a separate project. The project will be funded jointly between Post Falls Urban Renewal Agency and the City of Post Falls prior to the funding year of this request. The proposed project will complete a critical piece of a regional plan to widen this key arterial.

The proposed project in this application will continue the planned typical section from Cecil Avenue to just west of Greensferry Road. The existing section currently consists of one westbound lane, a two-way left turn lane, and two eastbound lanes. The southern portion of this section was recently improved due to nearby development. The development has also constructed a multi-use trail on the south side of Prairie Avenue. The planned section will have two lanes in each direction with a two-way left turn lane, a three-quarter movement intersection at Lynn Street (in conformance with KMPO's corridor policy), buffered bike lanes, and a 10 ft multi-use path on both sides. This project would also include replacement of the signal poles and heads at the intersection of Prairie Avenue and Greensferry Road that will not work with the new 5 lane section. It would add additional storage, increase the overall level of service, and provide new PROWAG and ADA compliant ramps and push buttons.

Overall, this project will alleviate traffic congestion by allowing for greater volume through the corridor, safer passing of vehicles and decrease delay at the signalized intersection. Additionally, it will give pedestrians and bikers increased mobility and safety within the 10 ft multi-use paths and bike lanes. This project is a continuation of a long term, multi-jurisdictional plan to improve Prairie Avenue for all modes of transportation.

Capacity Issues (20 points maximum):

Provide the most current volume-to-capacity (V/C) ratio. List the source for the projected V/C ratio (KMPO model, actual counts). If available, please provide a quantitative discussion of future forecast volumes and potential capacity issues that need to be addressed with the 20 year design life of the project:

Is this on a designated truck route? ☒ **Yes** ☐ **No** If yes, % trucks: 9.3% **10 Points**

Current
V/C ratio 2020 Base Model: <0.32

**Based on the Post Falls-refined
KMPO model:**

V/C Ratio	With Improvements		Without Improvements	
	LOS	Points	LOS	Points
<0.60	A	5	A	0
0.61 to 0.70	B	4	B	1
0.71 to 0.80	C	3	C	2
0.81 to 0.90	D	2	D	3
0.91 to 1.00	E	1	E	4
>1.00	F	0	F	5

**Projected 2045 No-Build Model (without
improvements)**
V/C ratio: >0.92

0 – 5 Points

**Projected 2045 Build Model (with
improvements)**
V/C ratio: <0.42

0 – 5 Points

Please describe how the proposed improvements address traffic volume capacity issues.
If this is a new route, please provide evidence of how this will alleviate capacity issues for other facilities:

This project will complete a critical section of the regionally planned Prairie Avenue corridor widening to five lanes. The sections directly adjacent to the east and west are planned for widening under separate projects, and leaving this section as is would create a bottleneck in the corridor. The City recently completed a project on Prairie Avenue between Chase Road and Spokane Street (1.5 miles to the west) which included widening to five lanes and multi-lane roundabout at Spokane Street. The current master plan for the City of Post Falls indicates that the conversion of Prairie Ave from a 2-lane section to a 5-lane section is needed by 2035.

In a separate planning effort, the City of Post Falls worked with KMPO and a consultant to refine the regional KMPO model with updated future land use and TAZ information. The 2020 volume-to-capacity ratio (v/c) is 0.32, and the 2045 no-build v/c ratio is expected to be >0.92. By improving this corridor widening, the expected 2045 Build v/c is 0.42.

Improvements to this section of Prairie Avenue would alleviate capacity issues for Poleline Avenue to the south and Hayden Avenue to the north, as well as provide an alternative east-west route potentially alleviating capacity issues for I-90 and SH-53.

0 – 5 Points

Ability to Advance (15 points maximum):

Please describe your agency's ability to advance the project. Give status of PE, design, right-of-way, utilities and environmental permits.

Is environmental 100% complete?	☐ Yes	☒ No	5 Points
Is right-of-way 100% complete?	☐ Yes	☒ No	5 Points
Is PE 100% complete?	☐ Yes	☒ No	5 Points
Are utility agreements in place?	☐ Yes	☒ No	3 Points

Prairie Avenue, from Cecil Avenue to 660 feet west of Greensferry Road has had some improvements to the roadway and pedestrian facilities on the south side of the road, which occurred with a private development. The ability for the City of Post Falls to advance the project and work through these components is something the city has successfully accomplished with a consultant on multiple projects within their jurisdiction, including the section of Prairie Ave between Chase and Spokane Street, Spokane Street between Prairie Avenue and Poleline Avenue, and the intersection of Cecil Road and Poleline Avenue.

The project shall either demonstrate how it fits into an approved system/route plan, or how it matches facilities adjacent and connected to the proposed project (system continuity).

Does this project complete a missing or significantly deficient segment on the regionally transportation system plan? ☒ **Yes** ☐ **No** **10 Points**

If Yes, please explain:

In the City of Post Falls Transportation Master Plan, it was identified that the portion of Prairie Avenue between Meyer Road to Greensferry Road would need to be reconstructed to a 5-lane section by the year 2025 to ensure adequate capacity. This section is also a continuation of multiple projects and regional efforts to improve mobility along Prairie Avenue and widen the corridor to a 5-lane section. There are currently no bike lanes in this section, and a portion of sidewalk that does not connect into the greater system. The multi-use path would allow users access to the future Prairie trail system.

Is this proposal a multi-jurisdictional project? ☐ Yes ☒ No

5 Points

If Yes, please explain how and to what extent each is involved:

Even though the City of Post Falls is the sole jurisdiction on this project, there will be coordination needed with the Post Falls Highway District and KMPO to tie into the previous project east of Cecil Road and ensure proper planning for future projects on Prairie Avenue.

Does this project have public support and the support of the sponsoring jurisdiction's Council/Commission? ☒ Yes ☐ No

15 Points

Provide the documentation or website address where the documentation can be accessed

The project is a part of an adopted project within the City's current Transportation Master Plan and Impact Fee Capital Improvement Plan which were adopted by the City Council. The City of Post Falls has provided a resolution of support for the project application, development and construction. Support letters from Post Falls Highway District, as well as from the community including Kootenai County Fire & Rescue, the Post Falls School District, Kootenai County Public Transit, and Post Falls Urban Renewal Agency are included in the attachments.

Is the proposal identified in the MTP, local transportation plan or jurisdictions comprehensive plans?

☒ Yes ☐ No

If Yes, cite the document and attach the relevant pages or website:

5 Points

City of Post Falls Transportation Master Plan – 2017 Update; pg. 91

<https://www.postfalls.gov/PZDept/Engineering/EngProjects/TMPfinalMainDocument.pdf>

KMPO Metropolitan Transportation Plan 2020-2040; Appendix E, Project number 9

<https://www.kmpo.net/wp-content/uploads/2020/04/Appendix-E-FINAL-3-20-20.pdf>

Alternative Modes/Mobility – (10 points maximum):

Projects may include connections, expansion, enhancement or construction of facilities which create modal interfaces. Indicate how this project facilitates alternative transportation modes and or improves the efficient movement of freight and goods.

Pedestrian Facilities:

0 - 2 Points

Does this project add or enhance pedestrian facilities (beyond ADA)?

☒ Yes

☐ No

If Yes, please explain:

This project would continue existing pedestrian facilities that connect to the SH-41 trail and Cecil Road. This expansion would connect to the future Tullamore Sports Complex, and the Post Falls high School as well as the extension of the Prairie Trail, planned to be constructed under Prairie Avenue west of Meyer Road.

Bicycle Facilities:

0 - 2 Points

Does this project add or enhance bike facilities?

☒ Yes

☐ No

Is this project on a current or proposed bike route?

☒ Yes

☐ No

If Yes, please explain:

The City of Post Falls is providing an 8-foot buffered bicycle lane on each side of Prairie Ave as well as 10-foot multi-use paths, with a 15-foot buffer from the road. The bike and pedestrian paths along this section will directly connect with the future expansion of the Prairie Trail, as well as the existing bike lanes along Prairie Avenue.

Does this project enhance connections to key destinations (i.e., schools, parks, retail, employment, transit)? ☒ **Yes** ☐ **No**

If Yes, please explain:

This project will connect to the existing facilities on Cecil Road that will provide access to Post Falls High School just a mile to the south. The Bike/Ped paths along this section of Prairie Avenue will directly connect with the future extension of the Prairie Trail to connect with the Union Pacific Rail to Trail Conversion planned from SH-41 to the existing Prairie Trail crossing at Prairie Avenue just west of Meyer Road. This will also add a sidewalk connection from west of SH 41 to the Kootenai Classical Academy, a K-9 school. There are also planned improvements for a Prairie Shopping Center. This project would link users west of SH-41 to the retail center.

Transit:

0 - 2 Points

Is this project on a bus route? ☐ **Yes** ☒ **No**

If Yes, has this project has been coordinated with Citylink? ☒ **Yes** ☐ **No**

If yes, provide documentation supporting coordination

Though this project is not currently on a bus route, with Prairie Avenue being a principal arterial, it has the potential to become a bus route in the future. Citylink has been contacted and is supportive of this project. A Citylink support letter is included in Attachment 4.

Freight and Goods Movement:

0 – 5 Points

Does this project improve the safe and efficient movement of Freight and Goods?

☒ **Yes** ☐ **No**

If Yes, please explain how this will be accomplished within the project.

Prairie Avenue currently consists of 9.3% truck traffic and is listed as a freight route to the east of SH-41. The current 2-lane configuration of Prairie Avenue does not allow for safe zones in respect to freight / delivery trucks and passenger vehicles. A new five-lane configuration would allow for safe passing and separation of the eastbound and westbound travel.

Safety (20 points maximum):

Accidents per million vehicles

0 – 10 Points

Example:

	Year	Annual Average Daily Traffic (AADT)	No. of PDOs	No. of Injuries	No. of Fatalities	Total Collisions
Prairie Road – Cecil to Greensferry Road	2021		1	0	0	1
Prairie Road – Cecil to Greensferry Road	2022		1	1	0	2
Prairie Road – Cecil to Greensferry Road	2023	9688	1	0	0	1
	Totals		3	1	0	3

Formula:

Avg. collisions / year: _____ (Total collisions: (Year 1 + Year 2 + Year 3) / 3)

Avg. collisions / million vehicles: (Avg. collisions per year / (365*AADT/1,000,000))

Primary cause(s) of collisions from police report(s): Failed to Yield _

Specific design elements to be incorporated to address safety: _____

Rate of Collisions per million Vehicles:Avg. collisions / year: 1 (Total collisions: (Year 1 + Year 2 + Year 3) / 3)Avg. collisions / million vehicles: 0.3 (Avg. collisions per year / (365*AADT/1,000,000))**Rate of Collisions per million Vehicles = 0.3****Primary cause(s) of collisions from police report(s): Failed to Maintain Lane, Inattention, Failed to Obey Signal, Improper Overtaking**

Specific design elements to be incorporated to address safety: This project will enhance safety by widening the corridor to multiple lanes in each direction and reducing the potential for improper overtaking. The project will include new striping and signage and finish the continuous center turn lane for left-turn movements. In 2019, Post Falls Highway District installed a signal at Greensferry Road and Prairie Avenue as part of an LHSIP safety grant, and this project would make the needed revisions to accommodate the future build out section. This project would also address safety by restricting turning movements at Lynn Street by adding a three-quarter turn restriction. The project will add additional roadway lighting, further improving safety for vehicles and pedestrians. A missing piece of the multi-use trail on the south side of Prairie Avenue will be completed, creating an important connection for bicyclists and pedestrians. A multi-use trail will be constructed on the north side of Prairie Avenue, providing a new, separated facility.

Additional Requirements:

- 1) Applying jurisdiction must provide collision history from the most recent, concurrent 3-years for each intersection within the project area that the applicant is seeking to get credit for.
- 2) The AADT only needs to be provided for 1 of the 3 years, within the 3-year period of collision history.

3) The applicant should provide additional sheets as necessary for each intersection that they are applying credit for those within the project area.

Existing Conditions (0-5 points):

0 – 5 Points

Based on average rate of collisions per million vehicles

Rate / million vehicles	points
<0.5	0 pts
0.5 -0.9	1 pts
1.0 - 1.9	2 pts
2.0 – 2.9	3 pts
3.0 – 3.9	4 pts
> 3.9	5 pts

Safety Improvements (0-15 points) Maximum of 15 points:

0 – 15 Points

Based on addressing identified safety needs:

2 points	Each “primary collision cause ” addressed by the project.
5 points	Design element improvement that addresses primary cause of collisions, with an avg. of 5 or more CPY.
5 points	Design element improvement that addresses primary cause of collisions, with an avg. annual injury occurrence of 2 or more IPY.
7 points	Design element improvement that addresses primary cause of collisions, with an avg. injury occurrence of 5 or more IPY.
10 points	Design element improvement that address primary cause of collisions, with an avg. collision occurrence of 15 or more CPY.
14 points	Design element improvement that address primary cause of collisions, with an avg. injury occurrence of 10 or more IPY.
15 points	Design element improvement that address primary cause of collisions, with an avg. annual fatality rate greater than 0.5 FPY.

Avg = Average

CPY = Collisions per year

IPY = Injuries per year

FPY = Fatalities per year

Total for all sections = _____

Project Category Descriptions:

New Construction projects will include elements such as constructing a new roadway or widening the roadway to place additional lanes or turn lane, placing new sidewalks, new bike facilities or replacing existing facilities, addressing any deteriorated curbs or sidewalks, placing concrete intersections, new signals or upgrades to existing signals. Full reconstruction of the roadway is eligible as well as the addition to the roadway width while preserving the existing roadway section.

Reconstruction projects are intended to rebuild the full depth roadway section. Project includes replacing deteriorated curb and sidewalks, ADA improvements, installing or updating bike facilities, replacing asphalt intersections with concrete, updating ITS at the intersections, communication conduit, existing signal system improvements, sight distance improvements.

Preservation projects are intended to improve/preserve structural integrity of the existing roadway with no significant geometric improvements. These would include projects such as grind and overlays. It is reasonable that alternative mode improvements/preservation can occur but should be minor and less than five percent of the total cost.

Planning projects encompass transportation studies relating to infrastructure improvements including alleviating safety problems, addressing capacity issues or other enhancements.

ATTACHMENT 1

VICINITY MAPS

**2025
URBAN
FEDERAL
FUNCTIONAL
CLASSIFICATION**

KMPO Board Approved
December 12, 2013

**FHWA Approval
Signature & Date**

R. Scott Frey
November 17, 2014

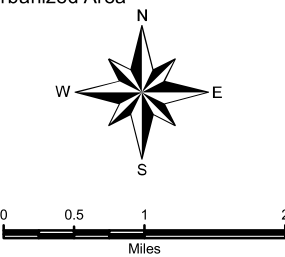
LEGEND

Classification

- Interstate
- Other Freeways or Expressways
- Other Principal Arterials
- Minor Arterial
- Major Collector
- Minor Collector
- Future Interstate
- Future Other Freeway/Expressway
- Future Other Principal Arterial
- Future Minor Arterial
- Future Major Collector
- Future Minor Collector

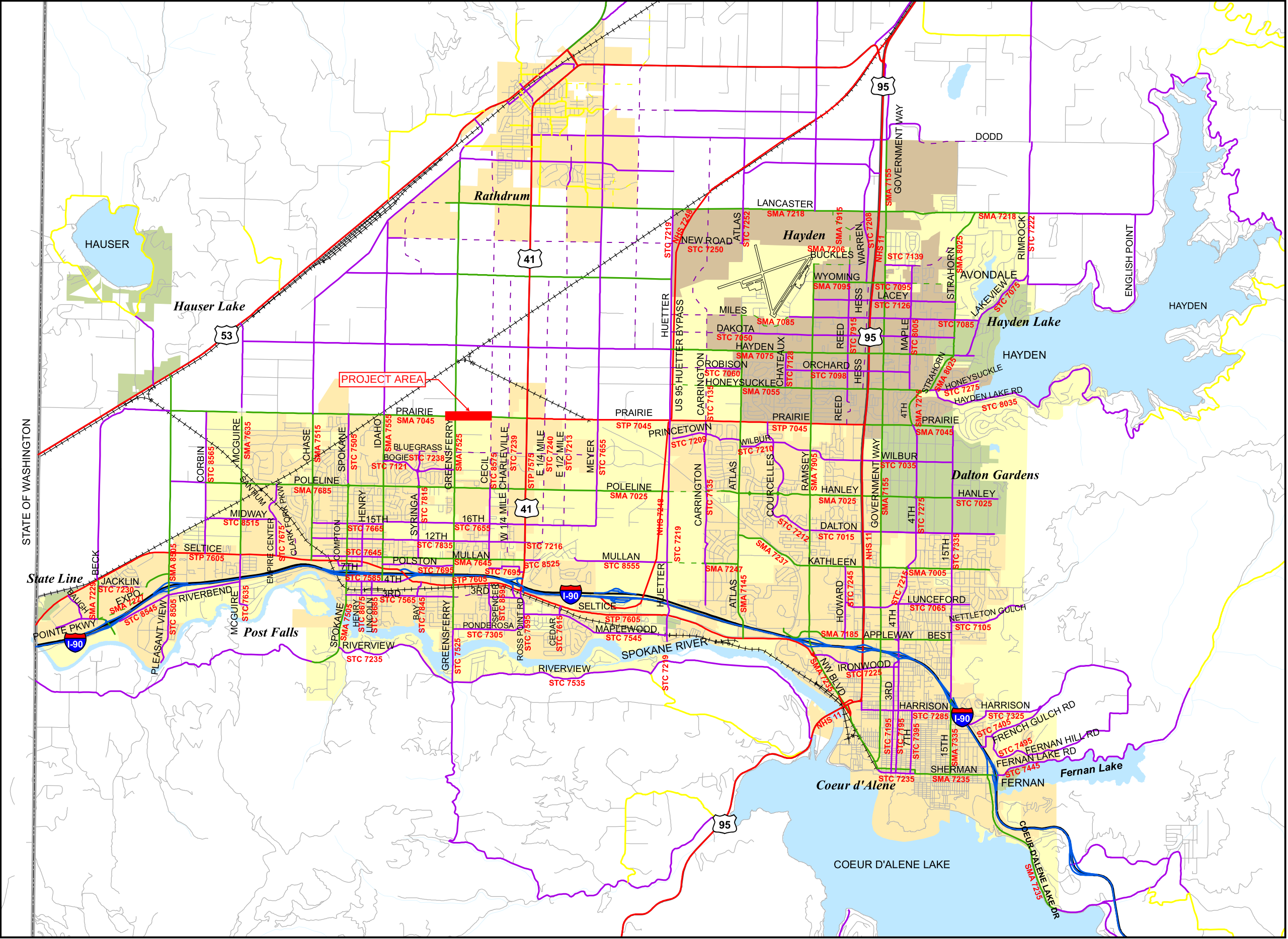
Jurisdictions & Other Features

- CDA; Post Falls; Rathdrum
- Hayden
- Other Jurisdictions
- Water Features
- Urbanized Area



KOOTENAI METROPOLITAN PLANNING ORGANIZATION
250 Northwest Blvd., Suite 209, Coeur d'Alene, Idaho 83814

*Data based on best available information.
*Data for illustrative purposes only.



Prairie Ave Widening

Greensferry Rd to Cecil Rd

Greensferry Rd.

PROJECT AREA

Prairie Ave.

"The Junction" - Post Falls Industrial Park

Cecil Rd.

Tullamore Sports Complex

Kootenai County Fire & Rescue

SH-41

Google Earth

Image © 2024 Airbus

41



1000 ft

ATTACHMENT 2

SCOPE OF WORK
PROPOSED DESIGN - PLAN
AND TYPICAL SECTION

Prairie Avenue Widening, Greensferry Rd to Cecil Rd

Scope of Work

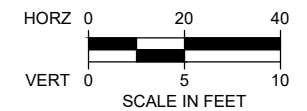
The City of Post Falls and the Post Falls Highway District have been working to improve and widen Prairie Avenue from SH-41 to US-95. This project will continue those efforts by widening Prairie Avenue from Greensferry Rd to Cecil Rd, west of the previously improved areas. The project improvements will begin 660 feet west of Greensferry Road and end at Cecil Road. The roadway improvements will include widening Prairie Ave from a two-lane section to a five-lane section with curb and gutter and roadside swales, reconstructing the signalized intersection at Greensferry Rd, adding illumination along the corridor, and implementing 10-ft multi-use trails on both sides. See the Typical Section below.

The proposed section mimics the recently completed five-lane section of Prairie Road constructed east and west of SH-41. The southern half of Prairie Road, from 660 feet to the east of Greensferry Road to Cecil Road has already been widened, with 15-ft drainage swales and a 10-ft multi-use trail on one side. This project will tie into this previously reconstructed area.

The proposed design will also include adding islands at the intersection of Prairie Road and Lynn Street to restrict northbound and southbound left-turns and create a three-quarter movement intersection. No upgrades or changes to the existing sewer and water facilities are anticipated with this project.

Plot Date: 1/10/2024 3:18 PM Plotted By: Hamish Gilman
Date Created: 8/5/2024 JUB.COM\CENTRAL\CLIENT\SID\POSTFALL\CITYPROJECTS\07-24-075 PRAIRIE AVENUE SURFACE BLOCK GRANT EXHIBIT\BLOCK GRANT EXHIBIT\07-24-075 OVERHEAD EX.DWG

PRAIRIE AVENUE WIDENING BLOCK GRANT EXHIBIT



LAST UPDATED: 8/5/2024

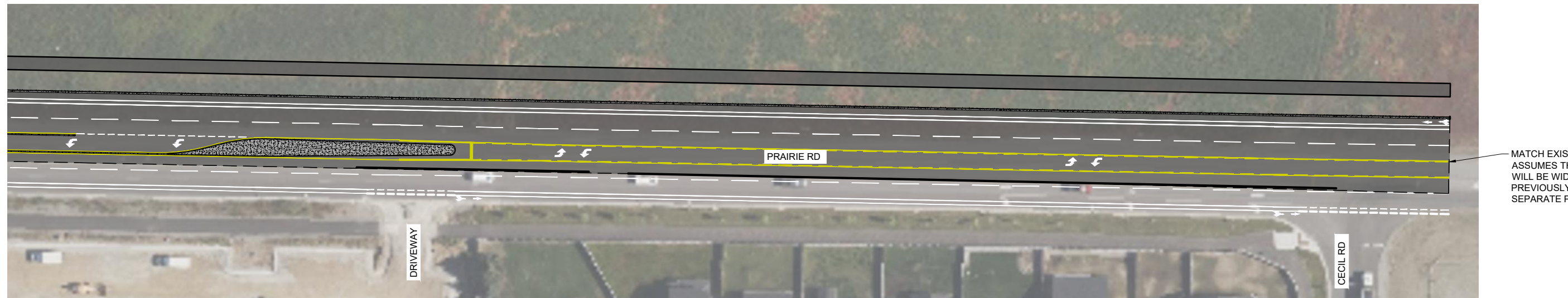
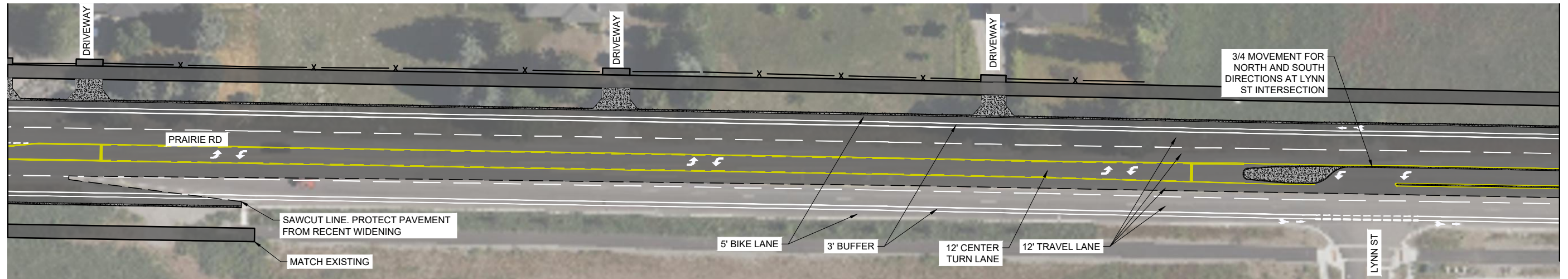
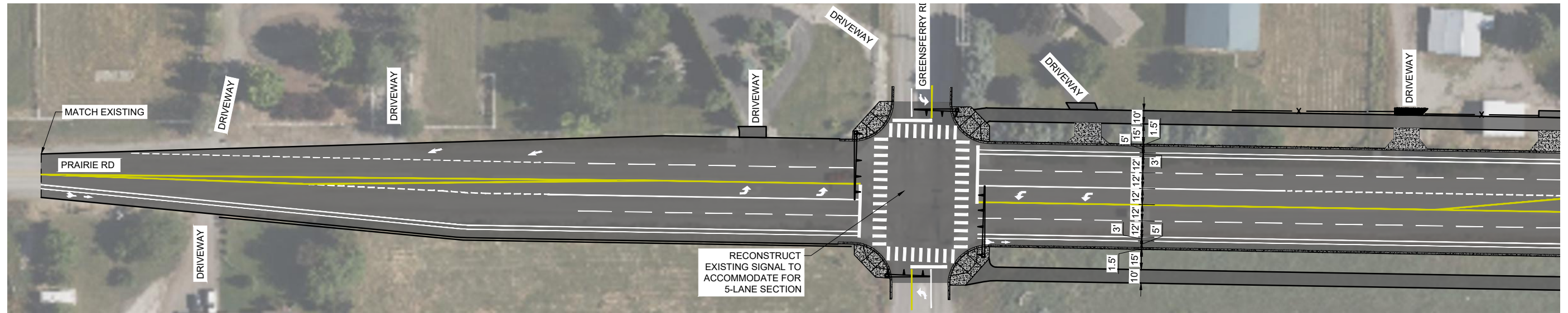
SHEET:

01

DRAWING:

PrairAveEx

Page 157 of 186



ATTACHMENT 3

ITD FORMS



Project Cost Summary Sheet

ITD 1150 (Rev. 06-17)
itd.idaho.gov

Round Estimates to Nearest \$1,000

Key Number	Project Number	Date
19682	Prairie Avenue, Five Lanes Greensferry Rd to Cecil Rd	10/25/2024
Location		District
Prairie Avenue, from 660 feet west of Greensferry Rd to Cecil Rd		1
Segment Code	Begin Mile Post	End Mile Post
		Length in Miles
		0.6

	Previous ITD 1150	Initial or Revise To
1a. Preliminary Engineering (PE)		\$160,000
1b. Preliminary Engineering by Consultant (PEC)		\$570,000
2. Right-of-Way: Number of Parcels 1 Number of Relocations N/A		\$83,000
3. Utility Adjustments: ☐ Work ☐ Materials ☐ By State ☒ By Others		
4. Earthwork		\$229,000
5. Drainage and Minor Structures		\$10,000
6. Pavement and Base		\$884,000
7. Railroad Crossing:		
Grade/Separation Structure _____		
At-Grade Signals ☐ Yes ☐ No		
8. Bridges/Grade Separation Structures:		
☐ New Structure Length/Width _____		
Location _____		
☐ Repair/Widening/Rehabilitation Length/Width _____		
Location _____		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		\$585,000
10. Temporary Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		\$50,000
11. Detours		
12. Landscaping		\$60,000
13. Mitigation Measures		\$30,000
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items)		\$256,000
15. Cost of Constructions (Items 3 through 14)		\$2,104,000
16. Mobilization 10 % of Item 15		\$210,000
17. Construction Engineer and Contingencies 55 % of Items 15 and 16		\$1,273,000
18. Total Construction Cost (15 + 16 + 17)		\$3,587,000
19. Total Project Cost (1 + 2 + 18)		\$4,400,000
20. Project Cost Per Mile		\$7,333,000

Prepared By:

K Gullickson

Local Federal-Aid Project Request

**Instructions**

1. Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
2. Attach a Vicinity Map showing the extent of the project limits.
3. Attach an ITD 1150, Project Cost Summary Sheet.
4. Signature of an appropriate local official is the only kind recognized.

Note: In Applying for a Federal-Aid Project, You are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency) City of Post Falls			Date 11/07/2024		
Project Title (Name of Street or Road) Prairie Ave, Five Lanes Greensferry Rd to Cecil Ave		F.A. Route Number STP 7045	Project Length 0.6 mile	Bridge Length	
Project Limits (Local Landmarks at Each End of the Project) Prairie Avenue from Greensferry Road to Cecil Road					
Character of Proposed Work (Mark Appropriate Items)					
☒ Excavation	☒ Bicycle Facilities	☐ Utilities	☒ Sidewalk		
☒ Drainage	☒ Traffic Control	☒ Landscaping	☐ Seal Coat		
☒ Base	☐ Bridge(s)	☐ Guardrail	☐ _____		
☒ Bit. Surface	☒ Curb & Gutter	☒ Lighting			
Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)					
Preliminary Engineering (ITD 1150, Line 1) \$ 730,000					
Right-of-Way (ITD 1150, Line 2) \$ 83,000					
Construction (ITD 1150, Line 18) \$ 3,587,000					
Preliminary Engineering By: ☐ Sponsor Forces ☒ Consultant					
Checklist (Provide Names, Locations, and Type of Facilities)					
Railroad Crossing	N/A - None				
Within 2 miles of an Airport	N/A - None				
Parks (City, County, State or Federal)	Tulamore Sports Complex (City) - Southeast corner of Prairie/Cecil				
Environmentally Sensitive Areas	N/A - None				
Federal Lands (Indian, BLM, etc.)	N/A - None				
Historical Sites	N/A - None				
Schools	Greensferry Elementary School, 0.5 miles south of Prairie Ave				
Other	Post Falls High School, 1.0 mile south of Prairie Ave				
Additional Right-of-Way Required: ☐ None ☒ Minor (1-3 Parcels) ☐ Extensive (4 or More Parcels)					
Will any Person or Business be Displaced: ☐ Yes ☒ No ☐ Possibly					

Standards	Existing	Proposed	Standards	Existing	Proposed
Number of Lanes	3-4	5	Roadway Width (Shoulder to Shoulder)	40-52 ft	77 ft
Pavement Type	Asphalt	Asphalt	Right-of-Way Width	55-110 ft	110 ft

Sponsor's Signature	Title
---------------------	-------

Additional Information to be Furnished by the District

Functional Classification	Terrain Type	20	ADT/DHV
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ATTACHMENT 4

LETTERS OF
SUPPORT



October 16, 2024

Robert Palus, P.E.
City Engineer
City of Post Falls
408 N Spokane Street
Post Falls Idaho 83854

**Re: Letter of Support for the Prairie Avenue, Five Lanes from Greensferry Road to Cecil Road
Through the KMPO Surface Transportation Block Grant Program – Call for Projects (2025 - 2031)**

Dear Mr. Palus,

The Post Falls Highway District fully supports the Prairie Avenue, Five Lanes from Greensferry Road to Cecil Road, through the KMPO Surface Transportation Block Grant (STBG) Program – Call for Projects (2025 – 2031). The Post Falls Highway District agrees that this project will complete a critical link on Prairie Avenue. Expanding Prairie Avenue to five lanes will improve this major arterial, substantially reduce congestion, enhance connectivity and improve safety for all users along a regionally significant principal roadway that serves the public from the Washington state line, thru Post Falls and into Coeur d'Alene.

We hope you are successful with your grant application.

Sincerely,

Michael Lenz
Director of Highways
Post Falls Highway District



POST FALLS

SCHOOL DISTRICT #273

DISTRICT OFFICE
P.O. Box 40
Post Falls, ID 83877
PHONE 208-773-1658
FAX 208-773-3218
www.pfsd.com

10/21/2024

Robert Palus, P.E.
City Engineer
City of Post Falls
408 N. Spokane Street
Post Falls, ID 83854

Re: Letter of Support for the Prairie Avenue Improvements

Dear Mr. Palus,

The Post Falls School District fully supports the Prairie Avenue, Five Lanes from Greensferry Road to Cecil Road through the KMPO Surface Transportation Block Grant (STBG) Program – Call for Projects (2025-2031). The school district agree this project will complete a critical link on Prairie Avenue, improving a major arterial and making a safer travel route for our students, their families, and our staff.

We hope you are successful with your grant application.

Sincerely,

Dena Naccarato, Superintendent of Schools
Post Falls School District #273



October 17, 2024

Robert Palus, P.E.
City Engineer
City of Post Falls
408 N. Spokane Street
Post Falls, ID 83854

Re: Letter of Support for the Prairie Avenue, Five Lanes from Greensferry Road to Cecil Road
through the KMPO Surface Transportation Block Grant Program – Call for Projects (2025-2031)

Dear Mr. Palus,

The Post Falls Urban Renewal Agency fully supports the Prairie Avenue, Five Lanes from Greensferry Road to Cecil Road through the KMPO Surface Transportation Block Grant (STBG) Program – Call for Projects (2025-2031). The Post Falls Urban Renewal Agency looks forward to this project that will complete a critical link on Prairie Avenue, improving a major arterial and making it a safer travel route. Development of this section of roadway would supplement identified improvements to Prairie Avenue, east of Cecil Road, that are part of the Agency's Post Falls Technology Park District and would aid in providing reliable transportation infrastructure needed in realizing the economic development from an urban renewal district.

We hope you are successful with your grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Jame Davis", is written over the word "Sincerely,".

Jamé Davis, Chairman
Post Falls Urban Renewal Agency

Kootenai County Fire & Rescue

Headquarters

5271 E. Seltice Way
Post Falls, ID 83854
Tel: 208-777-8500
Fax: 208-777-1569
www.kootenaifire.com

October 28, 2024

Robert Palus, P.E.
City Engineer
City of Post Falls
408 N. Spokane Street
Post Falls, ID 83854

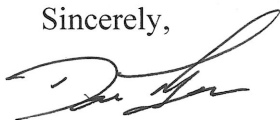
Re: Letter of Support for the Prairie Avenue, Five Lanes from Greensferry Road to Cecil Road
through the KMPO Surface Transportation Block Grant Program – Call for Projects
(2025-2031)

Dear Mr. Palus,

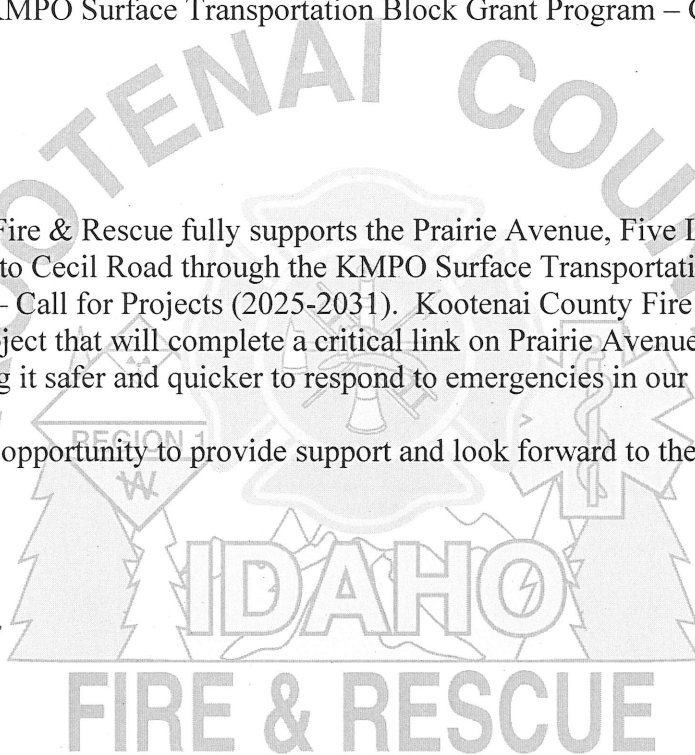
Kootenai County Fire & Rescue fully supports the Prairie Avenue, Five Lanes from Greensferry Road to Cecil Road through the KMPO Surface Transportation Block Grant (STBG) Program – Call for Projects (2025-2031). Kootenai County Fire & Rescue looks forward to this project that will complete a critical link on Prairie Avenue, improving a major arterial and making it safer and quicker to respond to emergencies in our community.

We appreciate the opportunity to provide support and look forward to the improvements on Prairie Avenue.

Sincerely,



Dan Ryan, Deputy Chief
Kootenai County Fire & Rescue





KOOTENAI COUNTY

PUBLIC TRANSPORTATION

October 25, 2024

Robert Palus, P.E.
City Engineer
City of Post Falls
408 N. Spokane Street
Post Falls, ID 83854

Re: Letter of Support for the Prairie Avenue, Five Lanes from Greensferry Road to Cecil Road through the KMPO Surface Transportation Block Grant Program – Call for Projects (2025-2031)

Dear Mr. Palus,

Kootenai County Public Transportation (Citylink North) wholeheartedly supports the Prairie Avenue, Five Lanes project from Greensferry Road to Cecil Road, as part of the KMPO Surface Transportation Block Grant (STBG) Program – Call for Projects (2025-2031).

Citylink North recognizes that this project will finalize an essential connection on Prairie Avenue, enhancing a key arterial route and providing a safer travel option for our future services and the community at large.

We hope you are successful with your grant application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chad Ingle".

Chad Ingle, Program Manager
Kootenai County Public Transportation

ATTACHMENT 5

POST FALLS TRANSPORTATION MASTER PLAN 2017, pg. 91
KMPO METROPOLITAIN TRANSPORTATION PLAN 2020-2040, Appendix E

9.1.5 Medium Term Projects (2025)

The improvement projects identified for the 2025 planning year are summarized in Table 9-3. Additionally, detailed descriptions of the projects are provided on the subsequent pages. Effective mitigation of projected deficiencies and system operations by 2025 are predicated on the completion of the short term projects summarized in the previous section.

Figure 9-4. 2025 Build Operations

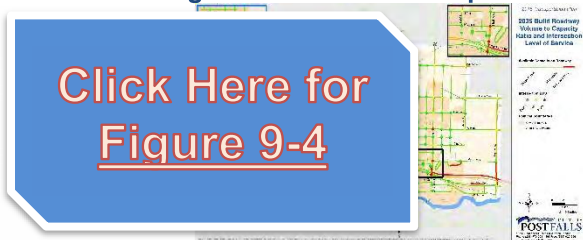


Table 9-3. CIP Project List - Medium Term

(M-R216) – Prairie: Meyer to Greensferry – Rebuild to 5-Lane Minor Arterial - \$4,973,000. The segment of Prairie Avenue between Meyer Road and SH-41 is a principal arterial. The segment between SH-41 and Greensferry Road is a minor arterial. Based on projected growth by 2025, the intersections along Prairie Avenue as far west as Greensferry will need the additional capacity of a 4 to 5-lane section on Prairie Avenue to maintain operations. As a result, it is recommended that the expansion of Prairie Avenue extend from the current terminus west of Meyer Road to the west through the Greensferry Road intersection. The expansion of Prairie Avenue includes the improvements at Greensferry Road to include a dual-lane roundabout or traffic signal. This project will complement improvements to intersection of SH-41 at Prairie Avenue (see project A-56s).

Construction of this project is an operational improvement and will also impact economic growth and livability by improving east-west mobility. Additional improvements to multimodal facilities are included. This project improves the access to the northeastern areas of Post Falls, which are expected to experience the most growth. This project is expected to be funded by a variety of sources: right-of-way will be collected as development occurs, partnering jurisdictions such as ITD and PFHD are assumed to play a role, and grant funding will be pursued.

Additional right-of-way is required for this improvement.

(D-R20m) – Spokane Street: Prairie to Bodine – Build as Major Collector - \$1,612,000. In order to improve connectivity from the downtown core to the northern areas of the ACI, it is recommended to extend Spokane Street from Prairie Avenue to Hayden Avenue (1-mile). The ½-mile segment of Spokane Street north of Prairie Avenue is proposed to continue as a major collector with center turn locations determined during preliminary engineering and multimodal facilities. The construction of this project is expected to be completed as development occurs in the area and is assumed to incorporate an interim typical section including travel lanes, bicycle lanes, and a shared use path on one side per City standard.

Construction of this project will provide a systemic improvement by reducing volumes and improving operations on existing streets and will also impact economic growth, livability, and infill development by creating additional access to the north.

Table E.1 Short-Term Road Improvement Projects, 2025

Note: Projects with gold highlighted ID numbers are not illustrated on the maps.

ID	Design Year	Sponsors	Roadway	From	To	Description	Est. Cost (2020)
1	2021	Coeur d'Alene	Kathleen Ave	US 95	Government Way	Add EB turn lane	\$785,000
2	2022	Coeur d'Alene	15th St	I90	Best Ave	Widen to three lanes	\$2,400,000
3	2023	Coeur d'Alene	Atlas Rd	I90	Prairie Ave	Widen to three lanes	\$6,900,000
4	2024	Coeur d'Alene	Kathleen Ave/ Margaret Ave	4th St	15th St	Widen to three lanes	\$1,550,000
5	2025	Coeur d'Alene	Sherman Ave	8th St	23rd St	Revitalization	\$6,000,000
6	2020	Hayden	Hayden Ave	US 95	Government Way	Reconstruct 4 lane section	\$1,500,000
7	2022	Hayden	Ramsey Rd Extension	Wyoming Ave	Lancaster Rd	Construct new 3 lane segment	\$6,900,000
8	2025	Post Falls	12th Ave	W 1/2 Mile	E 1/4 Mile	ADD <i>proposed</i> urban collector	\$458,000
9	2025	Post Falls	Prairie Ave	Meyer Rd	Greensferry Rd	Reconstruct to 5 lane Minor Arterial	\$4,973,000
10	2025	Post Falls	Spokane St	Bodine Ave	Hayden Ave	ADD proposed Major Collector	\$652,000
11	2025	Post Falls	Cecil Rd	16th Ave	Horsehaven Ave	Reconstruct as Major Collector	\$205,000
12	2025	Post Falls	Cecil Rd	Horsehaven Ave	Poleline Ave	Reconstruct as Major Collector	\$294,000
13	2025	Post Falls	Cecil Rd	Poleline Ave	Hope Ave	Reconstruct as Major Collector	\$393,000
14	2025	Post Falls	16th Ave	SH 41	E 1/2 Mile	Widen to 40 ft. optional retrofit section with sidewalks	\$800,000
15	2025	Post Falls	Horsehaven Ave	Cecil Rd	Greensferry Rd	ADD proposed Minor Collector	\$928,000
16	2025	Post Falls	Bluegrass/Hope Ave	Cecil Rd	Greensferry Rd	ADD proposed Major Collector	\$1,236,000
17	2025	Post Falls	Hope Ave	SH 41	E 1/4 Mile	ADD proposed Major Collector	\$686,000
18	2025	Post Falls	McGuire Rd	Seltice Way	Midway Ave	Reconstruct to 4 lanes	\$737,000
19	2020	Rathdrum	Boekel Rd	Cassia St	SH 41	New 3 lane segment	\$244,000
20	2021	Rathdrum	Meyer Rd	Boekel Rd	SH 53	Reconstruct to 3 lanes	\$1,830,000
21	2020	Rathdrum	Meyer Rd	Lancaster Rd	Boekel Rd	Reconstruct to 4 lanes	\$3,700,000
22	2020	Rathdrum	Boekel Rd	SH 41	Meyer Rd	Reconstruct to 3 lanes	\$2,330,000
23	2020	Rathdrum	Lancaster Rd	SH 41	Meyer Rd	Reconstruct to 2 lanes	\$1,160,000
24	2020	WHD	Rockford Bay Rd	Solitaire Rd	Loff's Bay Rd	Rebuild	\$600,000
25	2022	WHD	Loff's Bay Rd	Tall Pines Rd	0.41 miles	Rebuild	\$328,000
26	2020	WHD	Kidd Island Rd	Tall Pines Rd	Hull Lp	Reconstruct	\$3,415,000
27	2024	ESHD	French Gulch/Fernan Hill Rds	City limits	City limits	Overlay and safety Improvements	\$1,600,000
28	2025	PFHD	Prairie Ave	Meyer Rd	SH 41	Reconstruct to 5 Lanes	\$4,500,000
29	2023	PFHD	Beck Rd	Seltice Way	Prairie Ave	Overlay and widen shoulders	\$2,100,000
30	2021	ITD/Post Falls	SH 41	12 th Ave	Prairie Ave	Rebuild as 4-lane divided highway	\$39,700,000
31	2022	ITD/Rathdrum	SH 53	Latah St	SH 41	Widen to 3 lanes	\$4,500,000
32	2024	ITD	SH 53	Washington line	Cloverleaf Rd	Widen roadway with turn bay	\$3,500,000
33	2022	ITD	SH 53	Hauser Lake Rd	Bruss Rd	Widen roadway with center and right turn bays and illumination	\$9,000,000
34	2020	ITD	US 95	Ironwood Dr	Garwood Rd	Corridor access improvements	\$7,300,000
35	2020	ITD/Coeur d'Alene	Wilbur Rd	Government Way	US 95	Construct new segment	\$2,000,000
36	2020	ITD	SH 41	Prairie Ave	Lancaster Rd	Reconstruct to 4 lane divided hwy	\$28,000,000
37	2020	ITD	SH 41	Lancaster Rd	Boekel Rd	Reconstruct to 4 lane divided hwy	\$11,900,000
38	2021	ITD	SH 41	Nagel Ln	Meyer Rd	ADA Improvements	\$440,000
39	2022	ITD	I90	Cedars	Dudley Rd	Install concrete median	\$6,300,000
40	2020	ITD	SH 54	MP 1	MP 6	Mill and Overlay	\$600,000
41	2021	Coeur d'Alene	1 st to 8 th St	Sherman/Lakeside	N/A	Upgrade 11 signals	\$1,251,000
42	2020	Hayden	Ramsey Rd	Honeysuckle Ave	N/A	Roundabout	\$1,164,000
Project Cost Sub-Total This Sheet							\$174,859,000

CITY OF POST FALLS GRANT REQUEST APPROVAL FORM

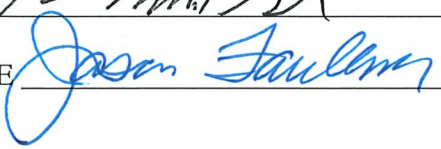
PLEASE COMPLETE THIS FORM TO HAVE YOUR GRANT REQUEST APPROVED.

The form must be completed and returned prior to grant application.

GRANT NAME Prairie Avenue, 5-lanes (Greensferry to Cecil)
BASIC DESCRIPTION Widen Prairie Avenue and install urban improvements
STATE/FEDERAL? State # OF YEARS 2-3
CITY FY? 2031 \$ VALUE OF GRANT \$4,400,000
MATCHING CITY \$ \$308,000 IN-KIND CITY \$ 25,000

EXPLAIN THE PURPOSE OF THE GRANT AND HOW IT BENEFITS THE CITY. (DOES IT EFFECT YOUR DEPARTMENT'S LEVEL OF SERVICE?) Construct roadway capacity improvements along Prairie ave. from Greensferry Rd. to Cecil Rd. as a 5-lane roadway with pedestrian and bicycle facilities. Improvements are identified in the Transportation CIP (M-R216A) as a 2032 project and are anticipated as being needed prior to 2035 to maintain adequate levels of service in the City's Transportation Master Plan. Widening of the roadway will require reconfiguration of the existing traffic signal at Prairie Ave. / Greensferry Rd. and construction of 3/4 turn restrictions at Lynn St. One (1) parcel is identified for rights-of-way acquisition. Improvements on Prairie Avenue between Cecil Rd. and SH41 are presumed to be in place by the time of this project.

EXPLAIN ALL OBLIGATIONS/COMMITMENTS THE CITY HAS WITH ACCEPTING THIS GRANT. With acceptance of the Grant, the City would be responsible for selecting a consultant for design services. In-Kind dollars are identified to reflect estimated staffing costs to manage the project through design and construction. City Matching funds would be 7% of the total project cost. In-kind dollars are not reimbursable as part of the State's Surface Transportation Block Grant Program. Upon completion the City would be responsible for continued maintenance and operational costs of the constructed facilities.

DEPT SIGNATURE  DATE 11/7/24
FINANCE SIGNATURE  DATE 11/12/2024
MAYOR SIGNATURE _____ DATE _____

*Please attach an executive summary of grant if available.

**CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 11/19/2024**

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Kevin Palmer, Cemetery Sexton
SUBJECT: Cemetery Update

ITEM AND RECOMMENDED ACTION:

Staff will provide an update on operations at the cemetery. No action is required on this item.

DISCUSSION:

Staff will provide an update on cemetery operations and history.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. Evergreen Cemetery

EVERGREEN CEMETERY

COUNCIL PRESENTATION
11/19/2024



HISTORY OF EVERGREEN CEMETERY

- Land donated by Fredrick Post 1879
- Treaty Rock- Treaty with Chief Seltice 1871 8 yrs earlier
- First recorded burial- Mamie Wood 1881
- 1894 Fire destroys most records and wooden headstones
- 1917 Taken over by City of Post Falls/Deeds Village of Post Falls
- Young House – 1900
- Chapin Drug/Museum 1920

- Evergreen Cemetery is an 18-acre site
- Over several expansions 13.5-acres are developed
- Remaining 4.5-acres are available for future development (possible 2800 gravesites)
- Currently over 4000 burials
- 1400 lots in reserve



EVERGREEN CEMETERY STAFF AND DUTIES

Evergreen Cemetery is currently staffed by 3 fulltime employees

- Duties include:
- All grounds including mowing, irrigation, fertilization and weed control
- Opening and closing of the gravesites, set up and recording burial
- Snow removal
- Design, sell, install and pour concrete for headstones and personalized memorials
- Show, sell and record lot sales
- Budget, coding and purchase of cemetery items
- Assist in all matters pertaining to cemetery when dealing with public
- Assist other City departments when called upon



2024 STATS AND INFORMATION

Services: 88

15 weekend services
Services 2-5 hrs per service

Lot sales: 88

Lot sales average 1 hr per meeting

Headstone sales: 106/22 veterans stones

Design/Meeting 1.5 hrs per headstone

Pouring concrete/setting 2 hrs per stone

QUESTIONS

CITY OF POST FALLS
AGENDA REPORT
ADMINISTRATIVE / STAFF REPORTS
MEETING DATE: 11/19/2024

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Ross Junkin, Maintenance Manager
SUBJECT: 2024-2025 Snow Operations Presentation

ITEM AND RECOMMENDED ACTION:

Staff will present the 2024-2025 Snow Operations Plan. No action is required on this item.

DISCUSSION:

N/A

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. 2024-25 Snow Operations report

2024-2025 Snow Operations Report

Ross Junkin/Maintenance Manager
Public Works Department
November 19, 2024



Overview

- Staffing
- Equipment
- Winter plowing outreach



Staffing

- 18/20 FTE positions filled
- 1 Streets Supervisor
- 1 Manager
- 1 Department Specialist
- 2/4 Mechanic positions filled



Current Equipment

- 8 Plow Trucks
- 6 De-icer units
- 5 Sanders
- 5 years ago: average age (2003)
- Today's average age (2016)
- 8 City Loaders each w/ gated plow
- Looking into new technology



Outreach



2024-2025

Winter Operations Plan

Maintaining City streets during snow & ice events can be very challenging. Our mission is to manage the snow and ice removal operation safely and efficiently for drivers, residents, and businesses of the City. Plowing the City's streets is a big job, our goal is to do this in the most cost-effective manner while still maintaining a high level of service.

Snow routes are typically prioritized based on traffic volumes as well as emergency service needs.

The City continues to use Snow Gates on our loader plows to minimize driveway berms. Snow gates do not eliminate driveway berms, but they do help to reduce them.

Unfortunately, using these gates at driveways can leave snow in front of mailboxes.



PLOWING

The City of Post Falls puts our Snow Plowing Operations into motion when snow accumulations reach at least 2" on Priority 1 & 2 routes (Arterials and neighborhood collectors).

Priority 3 (residential) routes do not begin until Priority 1 & 2 routes are completed and sustainable. Plows typically begin neighborhood operations once there is 4"+ of snow on the roadways.

If, however the Priority 1 & 2 routes need more attention due to continued snowfall, crews will pull out of neighborhood zones and return to Priority 1 and 2 routes. Crews will resume plowing neighborhoods as soon as feasible.



SAND, SALT & DE-ICER

What, When & How

The City uses Magnesium Chloride as a pre-treatment, or "de-icer" Mag is typically applied on priority routes and major intersections in preparation for icy conditions.

When temperatures fall too far for Mag to be effective, Sand will be spread at major intersections as icy conditions are identified.

Salt is a tool the City uses as part of our snow removal operations and will be applied as conditions are appropriate.

Social Medial

CITY OF POST FALLS **KNOW YOUR SNOW RESPONSIBILITY**

Clearing snow is a mutual project between the City of Post Falls and our residents. Knowing your snow responsibility for clearing or removing snow will make for a safe winter season for all of Post Falls.

STREETS



City Streets and Roadways are the responsibility of the City of Post Falls Streets Department. They are cleared in the following order:

- Priority 1 Routes
- Priority 2 Routes
- Residential Streets

SIDEWALKS



It is the responsibility of the property owner to clear their driveway and sidewalk bordering their property. Snow from sidewalks and driveways cannot be placed in the streets per City Code.

MAILBOXES



Mailboxes are the responsibility of the person(s) that receive mail at that location. Contact USPS for recommendations on what needs to be cleared.

OTHER CONSIDERATIONS

- It is recommended that vehicles be parked off of the street during a snow event. If your vehicle is plowed in, it is the vehicle owners responsibility to clear the snow.
- Basketball hoops that are in the street or that hang over into the street must be moved to avoid disrupting plow operations.
- Follow the City on X (Twitter) @PFSnowPlow for most recent status updates. We also share these updates on Facebook and the City's website, postfalls.gov.

Scan the QR Code for more information including maps, contact information & the Snow Operations Plan



'Paint a Plow' Program

- West Ridge Elementary
- Mullan Trail Elementary
- Prairie View Elementary
- Ponderosa Elementary



In closing

- Our Team continues to gain experience
- They know their responsibilities and take pride in their work
- We know and operate within our Snow Operations Plan (found on our Streets Snow Operations Web Page)
- We take calls and concerns seriously
- We care about the safety of those who drive our streets
- We appreciate the support Council has consistently shown to our Team

Questions?