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**PARKS AND RECREATION COMMISSION  
MEETING AGENDA**

**June 24, 2025  
6:00 PM**

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

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**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**

**PLEDGE OF ALLEGIANCE**

**WELCOME – PLEASE TURN OFF CELL PHONES – Thank you**

**ROLL CALL OF PARKS & RECREATION COMMISSION MEMBERS**

James Hail, Jayson Cornwell, Geena Hall, Krista Noyes, Devon Braithwaite, Deborah Patterson, Dani Zibell-Wolfe

**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 Commission.

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

- a. July meeting date change

**DECLARATION OF CONFLICT**

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

**1. CONSENT CALENDAR**

The consent calendar includes items which require formal Commission action, but which are typically routine or not of great controversy. Individual Commission 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 Commission agenda packet regarding these items and any contingencies are part of the approval.

**ACTION ITEMS:**

- a. Meeting Minutes 05.27.25

**2. CITIZEN ISSUES**

This section of the agenda is reserved for citizens wishing to address the Commission on an issue that is not on the agenda. Comments on issues that are planned for future meeting agendas should be held for that meeting.

- 3. UNFINISHED / OLD BUSINESS**
  - a. Commercial Use Temporary Vendors
  
- 4. NEW BUSINESS**
  
- 5. ADMINISTRATIVE / STAFF REPORTS**
  - a. Upcoming Parks & Recreation Special Events
  - b. Brightly Software Implementation Update
  
- 6. COMMISSION COMMENT**
  
- 7. ADJOURNMENT**

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

Commission Chair: Geena Hall Vice-Chair:

Members: Jayson Cornwell, Dani Zibell-Wolfe, James A. Hail III, Krista Noyes, Deborah Patterson, Devon Braithwaite

Mission  
Building Community



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**PARKS AND RECREATION COMMISSION  
MEETING MINUTES**

**May 27, 2025  
6:00 PM**

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

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**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**

**PLEDGE OF ALLEGIANCE**

**WELCOME – PLEASE TURN OFF CELL PHONES – Thank you**

**ROLL CALL OF PARKS & RECREATION COMMISSION MEMBERS**

James Hail, Jayson Cornwell, Geena Hall, Krista Noyes, Devon Braithwaite, Deborah Patterson, Dani Zibell-Wolfe

**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 Commission.

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

- a. Recognition of Bryan Myers and Jason Wiley for recent Award they received from the Idaho Recreation and Park Association.

Recreation Manager, Traci Stevenson, spoke about the Professional of Excellence award that Bryan Myers received at Idaho Parks and Recreation Association conference for Parks and Trail Conservationist. Jason Wiley received the Dr. Leon Green Fellowship award. This is the highest honor.

**DECLARATION OF CONFLICT**

Commission members are requested to declare if there is a conflict of interest, real or potential, pertaining to items on the agenda.

**1. CONSENT CALENDAR**

The consent calendar includes items which require formal Commission action, but which are typically routine or not of great controversy. Individual Commission 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 Commission agenda packet regarding these items and any contingencies are part of the approval.

**ACTION ITEMS:**

- a. Minutes from Parks and Recreation Commission meeting 04/22/25

A motion to approve the minutes for 04/22/25, was given by Hail. Hail seconded. A vote was held and minutes were approved.

**2. CITIZEN ISSUES**

This section of the agenda is reserved for citizens wishing to address the Commission on an issue that is not on the agenda. Comments on issues that are planned for future meeting agendas should be held for that meeting.

**3. UNFINISHED / OLD BUSINESS**

- a. Election of Chair and Vice Chair

Commissioner Zibell-Wolfe nominated Geena Hall as Chair. Commissioner Hail seconded. The vote was unanimous. Geena Hall will remain Chair. Commissioner Zibell-Wolfe nominated Devon Braithwaite for Vice Chair. Commissioner Noyes seconded. The vote was unanimous. Devon Braithwaite was elected to be Vice Chair.

- b. Falls Park - Dam Construction Update

Parks Manager, Bryan Myers, gave an update on the dam's construction and Falls Park. Avista is still currently doing a remodel of the dam and ran into some issues that are being addressed and will be needing permits to go through the process. Falls Park parking lot has been closed due to the dam project. The parking lot is being opened this summer. There will still be some closures in the park. The pond has been filled and has been stocked by Idaho Fish and Game.

**4. NEW BUSINESS**

**5. ADMINISTRATIVE / STAFF REPORTS**

- a. Summer BBQ

Traci Stevenson spoke on Dave Fair's behalf while looking at the dates for the Summer BBQ. Kirsten is to send out potential dates and get the Commissioners' thoughts.

- b. Department Head Recruitment Process

Deputy Administrator, Warren Wilson, spoke about the process of finding Dave Fair's position of Parks and Recreation Director. Prothman is retained to help in the process. They will interview managers and other staff to get input. The target time to have this done is the end of July. Parks and Recreation are hoping to bring someone on by the end of November, so there is an overlap before Dave leaves.

- c. Urban Forester's Monthly Report

City Arborist, Randy Cenell, gave the monthly report in the absence of Preston Hill. The staff have completed construction of three foot bridges within the Community Forest. Volunteers and staff worked hard in the mud to get the job completed. Tree pruning at Warren playfield was done before any improvements started to the playfield and the surrounding parking area. Improvements are done to the nursery in the shop. They have improved the draining of water, irrigation and the installation of a cable system to help trees with wind damage. Urban Forestry hosted a 4th grade field trip. Four different schools participated. They visited the Community

Forest and learned about the life cycles of trees and bugs. The 2025 Arbor Day Celebration was a success. There was vandalism on the steal grate to get into the mine that took about 8 hours to repair. The crew will continue working on street tree pruning.

**6. COMMISSION COMMENT**

**7. ADJOURNMENT**

6:29pm

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Attest: \_\_\_\_\_

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Commission Chair: Geena Hall Vice-Chair:

Members: Jayson Cornwell, Dani Zibell-Wolfe, James A. Hail III, Krista Noyes, Deborah Patterson, Devon Braithwaite

Mission  
Building Community



**Term: This Temporary food vendor permit is valid until the ending date on \_\_\_\_\_.**

**Daily setup:** The permittee must set-up and leave on a daily basis. **NO overnight use is allowed.**

**Fees:** Each Permittee will pay daily fee of \$25 plus 10% of gross sales over \$500 (daily). The fees and commission for the previous month will be paid by the 3<sup>rd</sup> of each month.

**Required Reports:** All Permittees will submit a sales report each week listing days of operation and daily sales. The report must be received by 3:30pm each Monday. At the end of the season the vendor will provide an end of season sales / usage report to the City Parks and Recreation Department no later than 10 days after the final day of operation for the season.

**Termination:** The city reserves the right to cancel the permit for failure to provide required reports, make payments, failure to follow park rules, damage facilities, or follow any of the guidelines for temporary food vendors. This cancellation is immediate and remains in effect for the remainder of the season.

**Business Transactions:** This permit does not authorize the Permittee to solicit business, advertise, collect fees, or sell any goods or services on property owned or managed by the City of Post Falls outside of permitted (listed) food. This includes, but is not limited to, receiving or exchanging money or compensation by barter, cash, credit card, or other financial instrument; entering into any contracts or rental agreements; soliciting for signatures, waivers or hold harmless agreements from business customers. The Permittee shall make no representation to the public that says Permittee is authorized to transact business on City property by virtue of this Permit.

**Advertising:** Displaying signs, banners, or other advertisements for the purposes of soliciting business on property owned or managed by the City is prohibited. Logos and signs painted or attached to vehicles are permissible, provided they are permanently affixed. The permittee may not distribute any brochures, flyers, or other promotional literature on property owned or managed by the City of Post Falls.

**Non-Exclusive Use:** This permit is not exclusive and does not preclude the City of Post Falls from issuing similar permits for the same or similar activities in the area covered by this permit. This permit does not grant the Permittee an exclusive right to use any City of Post Falls owned or managed property, including parking or vending spaces. **The temporary vending is on a first come, first serve basis.** Days may be excluded when vending conflicts with city programs and scheduled activities.

**Lawful Operations:** The Permittee agrees to operate in accordance with submitted operating plan, all local, state, and federal laws, and regulations. Permittee must obtain all required local, state, and federal licenses, tags, permits, registrations, and certifications that are applicable to Permittee's activities. Permittee shall ensure compliance by its employees or agents.

**Protection of Public Health, Safety and Welfare:** The Permittee must exercise diligence in protecting the health, safety and welfare of clients and the public. City of Post Falls may require the Permittee to submit copies of any applicable industry standards and require the permittee to adhere to those standards.

**Natural Hazards:** The Permittee recognizes and understands that natural hazards are likely to exist within the area of his/her operation. The Permittee agrees to take all reasonable precautions to make himself/herself aware of these hazards and to advise all clients of the hazards. The Permittee is responsible for ensuring the safety of the clients under his/her supervision.

**Protection of Lands, Facilities and Resources:** The commercial activity must not damage, destroy, or diminish City Property, natural amenities, or facilities beyond normal wear and tear. No natural vegetation can be cut, pruned, cleared, or altered and no soil disturbed without prior approval of the City of Post Falls. City of Post Falls reserves the right to observe and inspect the area affected by the commercial activity and take whatever action it deems necessary to protect natural resources and people on the site.

**Other Permits:** Permittee must obtain and be in possession of all necessary permits and licenses required for the permitted use including a copy of this approved Commercial User Permit. **An approved temporary food vending permit acts as a valid parking pass at Q'emilin Park while vending only. Commercial use still requires a valid parking pass.**

**Insurance:** Permittee is required to have general liability insurance with coverage limits not less than \$1,000,000 per occurrence. The liability insurance policy must list the City of Post Falls as an additional insured and provide that the policy cannot be cancelled without 30-day advance notice to the City. Permittee must submit a copy of the policy to the City of Post Falls Parks and Recreation Department. The required insurance must remain in effect for the entire term of the commercial use permit.

**Indemnity and Waiver:** By signing the permit application, Permittee agrees to indemnify, defend (at the City's sole option), and hold the City of Post Falls and its officers, employees and agents harmless, from liability of any nature or kind including costs and expenses for or on account and any and all legal actions or claims of character whatsoever resulting from any actual or alleged claims, losses or lawsuits directly or indirectly resulting from use of City owned or managed land. Permittee further waives all claims that Permittee may have or acquire against the city arising, in any manner, from the issuance of the commercial use permit or the activities authorized under the permit.

# Temporary Food Vendor Guidelines

## Purpose

The objective of permitting concession privileges in parks is to provide the public with access to complementary products and services while generating revenue to support ongoing park programs. The temporary vendor process is to provide a streamline process for a food vendor who provides a limited selection of products. Examples of this would be an ice cream, hot dog, or a shaved ice vendor.

For those wanting to provide a more comprehensive menu a formal concession process is used.

These guidelines will be used to determine the specific parks where concessions will be permitted, and the types of concessions allowed. Concession privileges will be granted only when the Director of Post Falls Parks & Recreation (PF P&R) or his/her designee has determined that the products or services offered will provide an enhancement to the park and the community.

## Description

Concessions are a privilege permitted to an individual or organization to provide business activity on park premises.

### Application Submission Process

1. Complete an application form available at the City of Post Falls Recreation Office at Post Falls City Hall: 408 N Spokane St., Post Falls, ID 83854 / 208-773-0539
2. The application will be reviewed within 10 business days.
3. If approved, the vendor will need to provide:
  - o Copy of a current City of Post Falls Business License
  - o Liability insurance
  - o Fire department permit (if required)
  - o Insurance certificate naming City of Post Falls as additional insured
  - o Full payment is required. No vending is permitted until a contract is fully executed.
4. Once an application is approved and all requirements are met, a License to Use City Property contract will be executed, which may take up to 14 business days to complete.

## Approved Concession Products and Services

All concessions are subject to City of Post Falls Municipal Code and are subject to control and conditions of operation as set forth by Post Falls Parks and Recreation. Pre-approved concession products and services may include, but are not limited to:

- Food and beverages for immediate consumption

## Park Categories & Fees

Each park has been designated within one of the following categories:

Category	Description	Fee
A	Parks with water features, large gathering areas, play equipment, and high visibility. (i.e. Q'emiln Park, Tullamore Park, Park, & White Pine/Sportsman Park)	\$25/Day
B	Parks with moderate visibility and proximity to customers. (i.e. Woodbridge Park, Beck Park,)	\$20/Day

Each park may have more than one concession site, each with specific limitations. Fees are reviewed annually.

## Concession Vending Apparatus and Facilities

Vendors must provide 3-5 photos of their vending apparatus. Approved types include:

### Push Carts

- Limited to 6 feet in length, 4 feet in width, and 5 feet in height (excluding canopy).
- Canopy limited to 40 square feet.
- Must be removed daily.

### Motorized Mobile Vending

- Must be a licensed vehicle, max length 20 feet, max height 12 feet.
- Canopy limited to 80 square feet.
- Must be removed daily.

## General Concession Requirements

### Liability Insurance

- Vendors must maintain liability insurance covering at least \$1,000,000 per occurrence.
- The City of Post Falls, Parks and Recreation Department, 408 N. Spokane St., Post Falls, ID 83854. 208.773.0539 must be named as an additional insured party.
- Failure to maintain insurance results in immediate permit termination.

### Independent Contractor Status

- Vendors are not employees of the City of Post Falls and are responsible for all applicable taxes.

### Fire Inspection and Permit

- Vendors using propane appliances or Temporary Tents must obtain a permit from the Kootenai County Fire and Rescue Office.

- Vendor is responsible for any applicable fees associated with the permit and inspections.

### **Licenses, Fees, and Compliance with Laws**

- Vendors must hold a current City of Post Falls Business License.
- Compliance with all federal, state, and local regulations is required.
- Idaho State Tax Commission sales tax is the responsibility of the vendor.

### **General Conditions of Use**

- Vendors may not sell glass containers, alcohol, tobacco or vaping products.
- All products offered must be legal for sale in the State of Idaho and the City of Post Falls.
- The Vendor is responsible for payment of all business-related taxes including sales tax for the products and services being offered.
- Vendors must clean the area within 100 feet of their concession site.
- No concession shall compete directly with adjacent businesses unless approved by Post Falls P&R Department.
- A competing “business” would be considered “adjacent to the park” only if its business facade overlooks the park or if the main entrance opens onto a street directly across from the park. Exceptions may be considered for especially large parks.
- The Concession permit or privilege therein provided may not be assigned or transferred. Failure to comply with this provision will result in termination of the permit.
- The Concessionaire shall not subcontract work, in whole or in part.
- The Concessionaire is confined to the park specified in its permit or subsequently determined to be satisfactory by the Parks and Recreation Director or their designee. Such areas may vary from time to time and may be extended or restricted by Post Falls Parks and Recreation.
- The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.
- Utilities used by or for the benefit of the Concessionaire shall be paid for by the Concessionaire on a rate to be determined by the Parks and Recreation Director.
- The Concessionaire shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit without approval from City Staff.
- Pushcarts, and mobile units must be removed from Park property daily.
- Prices of items and/or services sold or offered shall be visibly posted.
- **Concessionaire shall not sell or distribute alcoholic beverages or tobacco products under the privileges provided herein.**
- Concessionaires shall eliminate any unsafe condition or public hazard resulting from or associated with Concessionaire’s activities without delay as directed by the City.
- Concessionaires shall be responsible for cost of repair or replacement for any damage to park property from Concessionaire’s activities.
- Notwithstanding the conditions of operation included herein, the Concessionaire shall abide by all park rules and regulations.

- Parks may revoke or suspend a vending permit or may deny the renewal of said permit if it finds any of the following:
  - Any required permit, license or document has been suspended, revoked, or canceled.
  - The Permittee no longer has current and effective insurance that meet permit requirements.
  - The Permittee has violated or failed to meet any of the provisions of the Post Falls Municipal Code.
  - Concessionaire vends any product or services that are regulated by city or state code (e.g. tobacco, alcohol, etc.)
  - The vendor fails to provide required reports or to make payments.
- No amplified sound allowed above 60 db.
- Generators used must be whisper quiet types – under 60 db. and meet approval by The City of Post Falls, Parks and Recreation Department, 408 N. Spokane St., Post Falls, ID 83854. 208.773.0539 reserves the right to revoke permits if regulations are not followed.

## **Non-Exclusive Use:**

This permit is not exclusive and does not preclude the City of Post Falls from issuing similar permits for the same or similar activities in the park covered by this permit. This permit does not grant the Permittee an exclusive right to use any City of Post Falls owned or managed property, including no guaranteed parking or vending space. **The temporary vending is on a first come, first serve basis.**

**Days may be excluded when vending conflicts with city programs and scheduled activities.** i.e. Post Falls festival, Triathlon, community picnic, etc. **Or when in conflict of other city contracts, leases, or MOU's.**

## **Payment and Commencement of Work**

- Full payment is due at the end of each month, by the 3rd.
- Accepted payments: VISA, MasterCard, or check payable to the City of Post Falls, Parks and Recreation Department, 408 N. Spokane St., Post Falls, ID 83854. 208.773.0539.
- Vendors must complete an onsite meeting with park staff before their first business day.

## **Important Links**

- City of Post Falls, Community Development Department, 408 N. Spokane St., Post Falls, ID 83854. 208.773.3372 Business License:  
<https://www.postfalls.gov/174/Community-Development>

- Idaho State Tax Commission: <https://tax.idaho.gov/taxes/sales-use/>
- Panhandle Health District: <https://panhandlehealthdistrict.org/licensing-and-permitting/food-establishments/>
- Kootenai County Fire and Rescue: <https://kootenaifire.com/>
- For further inquiries, contact City of Post Falls Parks and Recreation at 208-773-0539.

# Recreation Special Events Update

Presenter

Traci Stevenson, Recreation Manager

July 1, 2025

City Council Meeting



# 2025 Upcoming Summer Special Events

- Ka-Mee-Lin Summer Camp
- Movies in the Park
- Post Falls Festival
- Post Falls Sprint Triathlon/Duathlon
- Pickleball Palooza

# Summer Camp at Kiwanis Park

- 11 weeks full of outdoor enrichment activities for K-6<sup>th</sup> graders
  - K (Explorers)
  - 1<sup>st</sup> – 2<sup>nd</sup> (Adventures)
  - 3<sup>rd</sup>-4<sup>th</sup> (Voyagers)
  - 5<sup>th</sup>-6<sup>th</sup> (Navigators)
- Weekly themes, special field trips and swimming
- Approximately 150 Kids registered weekly
- 11 core staff, 5 PT lifeguard staff, 4 PT extended care staff & 3 specialty instructors
- 12 days of intense staff training



## Themes

Blast off to Space

Red, White & Blue

Super Hero Showcase

Carnival Creations

Back to the Future

Sports & Games

Pirates Cove

Grand Finale

Wild Wild West

Ka-Mee-Lins Got Talent

# Movies In The Park

**FREE**  
**MOVIES IN THE PARK**

GATHER YOUR FAMILY, LAWN CHAIRS AND BLANKETS FOR AN EVENING OF FAMILY ENTERTAINMENT.

**MOVIES START AT SUNSET!**

Block Party Yard Games for the whole family starting at 7:00pm

Sponsored by

**JUNE 27**  
**TULLAMORE PARK**

**JULY 11**  
**Q'EMILN PARK**

**JULY 25**  
**CROWN POINTE PARK**

**PADDINGTON IN PERU**  
3673 E Bogie Drive  
Post Falls

**NIM'S ISLAND**  
12201 W. Parkway Drive  
Post Falls

**CHEAPER BY THE DOZEN**  
8615 N. Spokane Street  
Post Falls

Brought to you by City of Post Falls Police & Parks & Recreation Department

A successful partnership with Post Falls Police with over 300+ community families coming together for a fun family night of free entertainment thanks to our sponsors.

POST FALLS PARKS & RECREATION



# Post Falls

IDAHO

## festival

**BIGGEST**  
Summer Festival

July 11, 12, & 13



Q'emiln Park & Post Falls Community

LIVE MUSIC

PARADE ON  
SELTICE

CAR SHOW AT  
CITY HALL

MOVIE IN THE  
PARK

FOOD & CRAFT  
VENDORS



## SIX WEEK OUTDOOR MARKET

**Farmers Market:**  
5:00 - 8:00 pm

**Live Band:**  
6:00 - 8:00 pm

**FREE EVENT**

This six-week outdoor market features live music and 40+ local vendors offering handmade and homegrown goods, creating a vibrant community experience in Post Falls each summer.

## WEDNESDAY NIGHTS

JULY 16 - AUGUST 20, 2025  
5:00 PM - 8:00 PM

📍 The Landing  
305 W. 4th Ave.  
Post Falls, ID 83854



## ARTIST LINEUP:

**7/16** ---- **Royale**  
Multi-genre

**7/23** ---- **Last Chance Band**  
Country Rock

**7/30** ---- **The Spins**  
Multi-genre

**8/6** ---- **Nu Jack City**  
Soul RnB

**8/13** ---- **Paeton Rae**  
Country

**8/20** ---- **Rhythm Dawgs**  
Dance Band

[www.visitpostfalls.org](http://www.visitpostfalls.org)





**Sunday, August 3**

**Time: 7:00am**

**Location: Q'emiln Park,  
12201W. Parkway Drive, Post Falls**



**Click or SCAN  
the QR code to  
register**



**Fees: event choice  
Individual \$85 • Team \$165**

**POSTFALLS**  
TRIATHLON



# Pickleball Palooza

Ages: 16 & up Saturday & Sunday, September 20 & 21 at Q'emiln Park



Join Post Falls Parks and Recreation for Year One of this electrifying and one-of-a-kind street pickleball tournament, where the asphalt turns into a battleground of fun and finesse.

This isn't just a game—it's a full-on celebration of skill, spirit, and community that'll leave you buzzing with excitement!

The tournament structure will flex to fit the number of entries, ensuring every player gets their shot at glory.

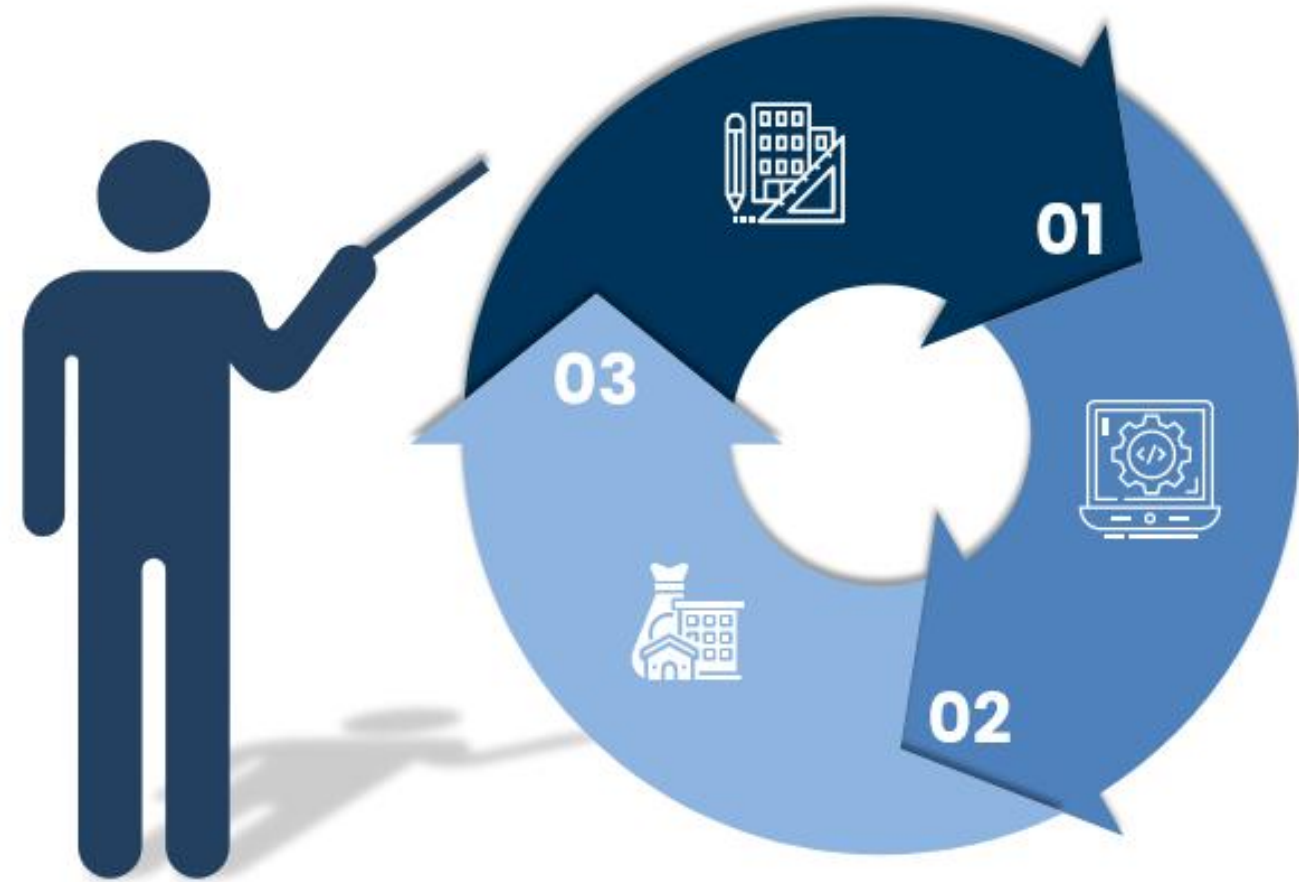
Prizes await the top three teams in each division, so rally your crew, perfect your dink, and aim for the podium. Don't miss out—join us for a day of epic rallies, big laughs, and unbeatable vibes!

Questions?



# Parks Asset Management CMMS

Bryan Myers, Parks Manager  
Parks & Recreation Department  
6/24/2025





## Asset Management Overview

Asset Tracking and  
Condition Reporting

## Asset Essentials CMMS

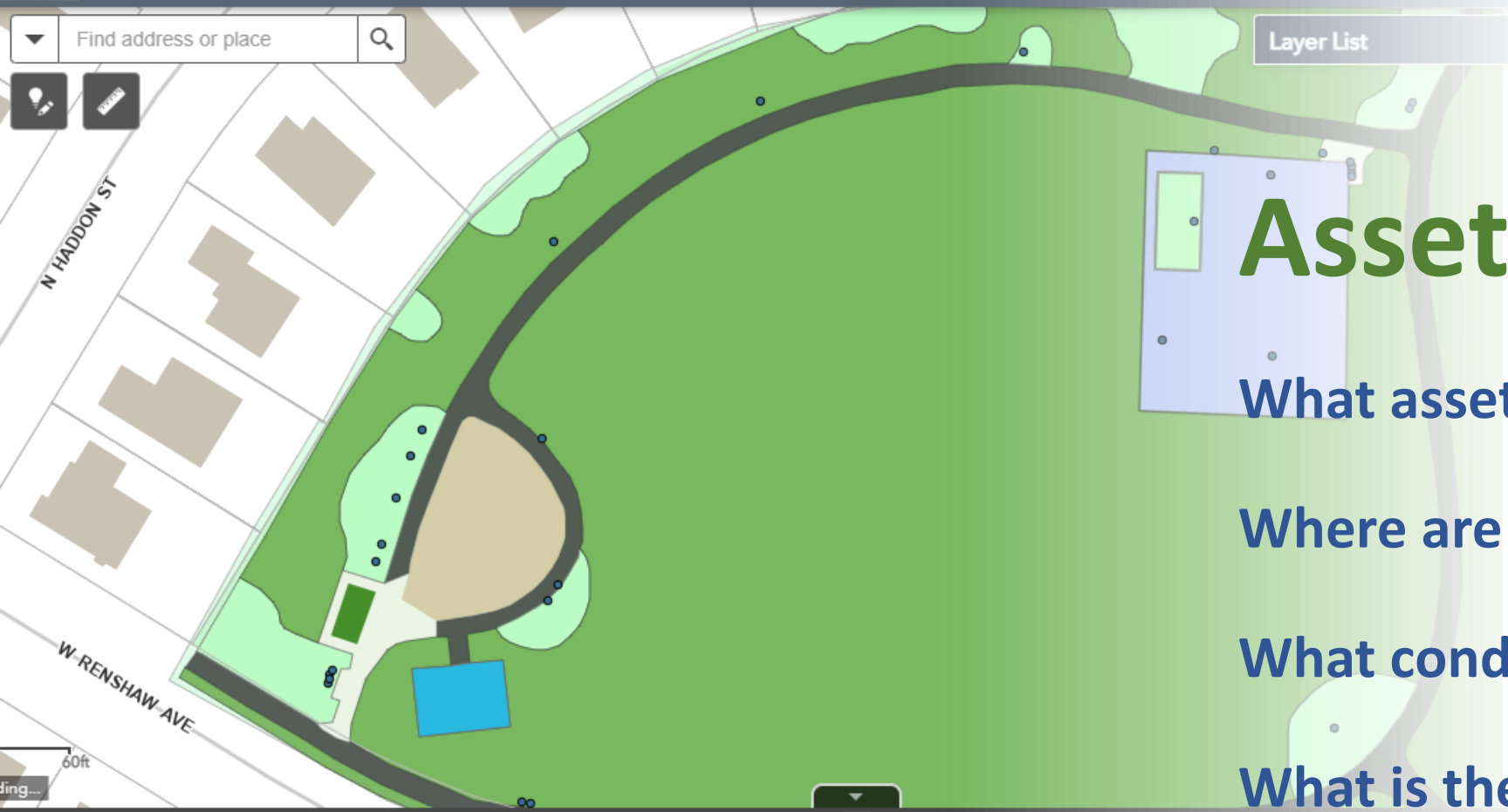
Streamline work orders and tasks

Plan and schedule preventive  
maintenance

## Reporting and Capital Predictor

360-degree view of  
operations

Data Informed Budget  
Decision that protect your  
assets for the long-term



# Asset Inventory

What assets do we own/maintain?

Where are those items located?

What condition are they in?

What is the current replacement value of these assets?

What is the life expectancy of the asset?

Parcels | BrightlyAssetCreator - Fencing | BrightlyAssetCreator - Structures | BrightlyAssetCreator - Parks Furniture | BrightlyAssetCreator - Parking Area

Filter by map extent | Zoom to | Clear selection | Refresh

Location	FurnitureType	OtherDescription	MakeModel	Color	Material	Status	InstalDate	Condition	OwnedBy	Maintained
own Pointe	Dog Station							Very Good	Parks Department	Parks Department
own Pointe	Dog Station							Very Good	Parks Department	Parks Department
own Pointe	Bike Rack		bike rack	Red	Steel		May 1, 2023	Very Good	Parks Department	Parks Department
own Pointe	Bench		CreatePlay Haybale Bench				January 1, 2021	Very Good	Parks Department	Parks Department
own Pointe	Bench		Create Play					Very Good	Parks Department	Parks Department

# Asset Management

establishes the ability to track, manage and maintain assets associated with facilities or infrastructure to keep them operational.

# Strategic Asset

**Management** helps us understand where labor and budget resources are being spent to optimize operations.

## IMPROVE OPERATIONS

**Streamline work orders**

**Inspect and analyze conditions**

**Report on performance and  
Maximize time in service**

## OPTIMIZE & PLAN

**Leverage asset lifecycle  
modeling to balance budget**

**Improve plans and align goals  
across the organization**

**Report on performance**



# Outputs of Strategic Asset Management

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Based on your budget, treatments and current service state-SAM aims to achieve the optimal outcome based on the given constraints.

What is the LEAST amount of \$\$\$\$ I can expend to keep this facility at \_\_\_\_\_service level?

When my priorities or constraints change, how do we anticipate this changing the future condition of the assets?

What condition do I expect my assets to be in 5 years if my budget is X ?

More on service level later...



## Asset Management Overview

Asset Tracking and  
Condition Reporting

## Asset Essentials CMMS

Streamline Work  
Orders and Tasks

Plan and Schedule  
Preventive  
Maintenance

## Reporting and Capital Predictor

360-degree view of  
operations

Data Informed Budget  
Decision that protect your  
assets for the long-term

# Work Order Summary

Total # of Work Orders

**5,193**

Total # of Reactive Orders

**882**

# of PMs

**4,311**

Ratio of PM to Reactive

**81.8%**

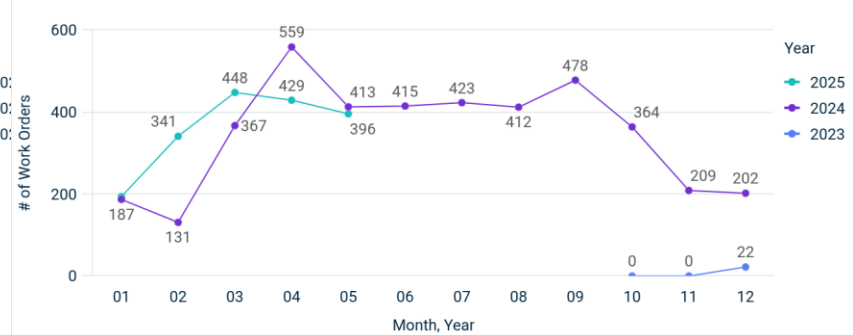
NUMBER OF WORK ORDERS



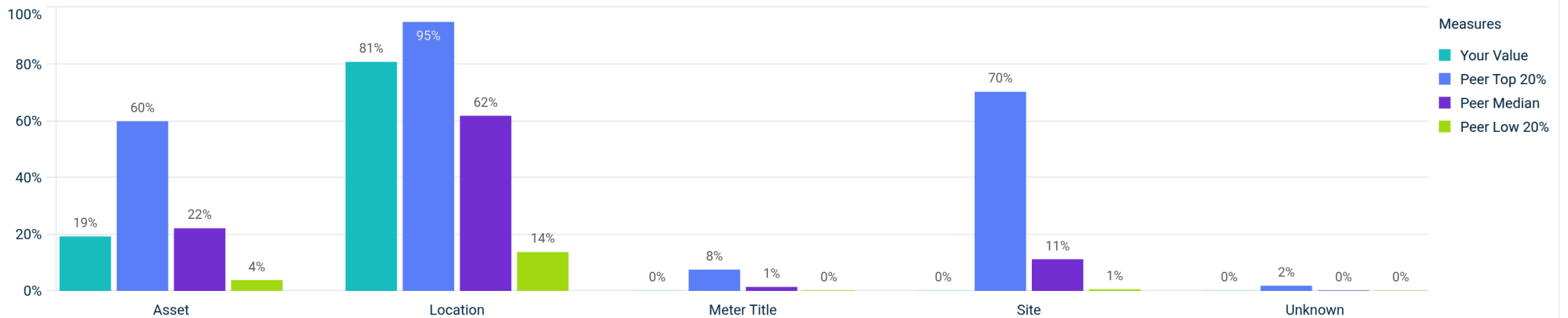
REACTIVE: # OF WORK ORDERS BY MONTH/YEAR



PM: # OF WORK ORDERS BY MONTH/YEAR

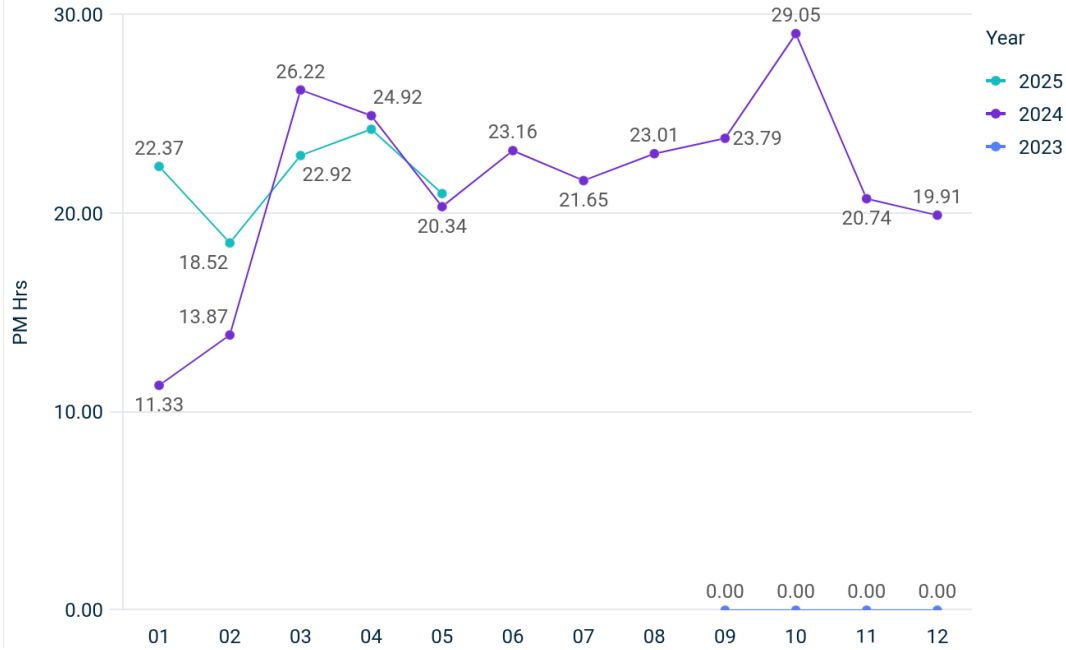


WORK ORDERS BY SOURCE

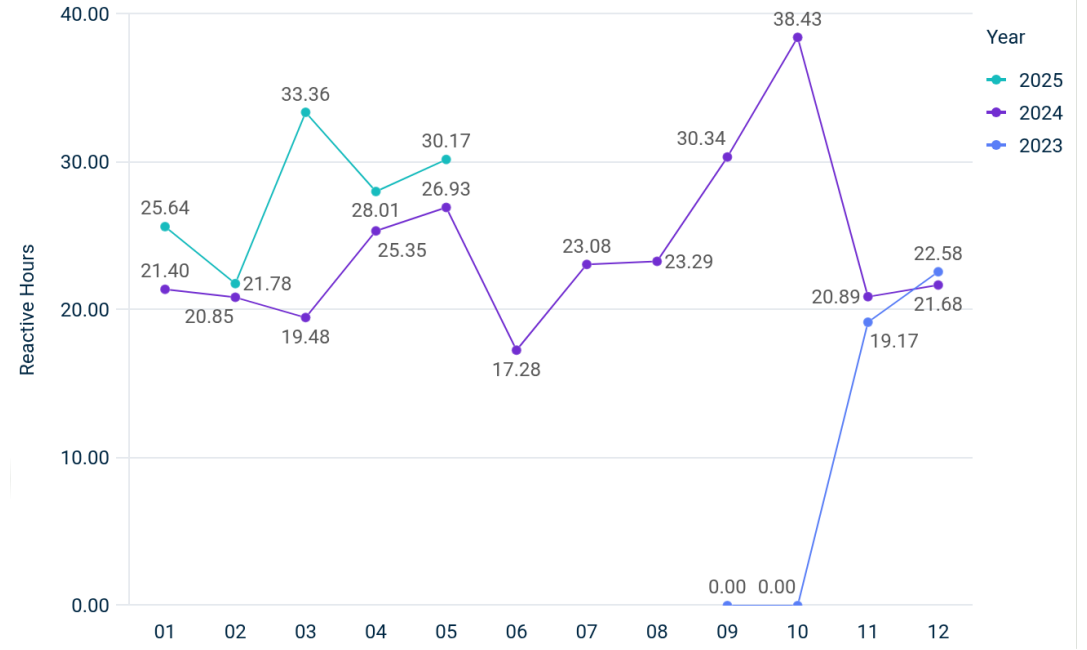


# Work Order Summary

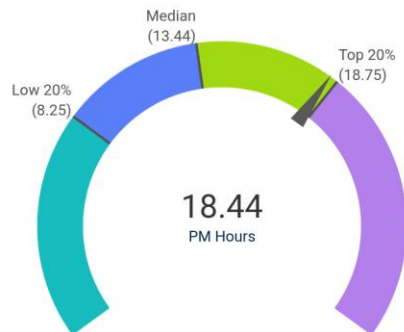
**PM: # OF WORK ORDER HOURS PER WEEK: YEAR/MONTH**  
AVG # of Work Order Hours Per Week and Maintenance User



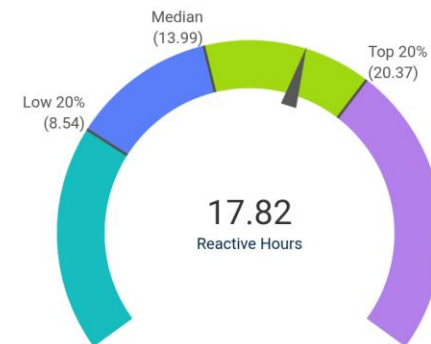
**REACTIVE: # OF WORK ORDER HOURS PER WEEK: YEAR/MONTH**  
AVG # of Work Order Hours Per Week and Maintenance User



**PM: AVG MAINTENANCE LABOR HOURS PER WEEK**  
Technicians: 11



**REACTIVE: AVG MAINTENANCE LABOR HOURS PER WEEK**  
Technicians: 10





## Asset Management Overview

Asset Tracking and  
Condition Reporting

## Asset Essentials CMMS

Streamline Work  
Orders and Tasks

Plan and Schedule  
Preventive  
Maintenance

## Reporting and Capital Predictor

360-degree view of  
operations

Data Informed  
Budget Decision that  
protect your assets  
for the long-term

# WORK ORDER COSTS BY WORK TYPE 2024 Calendar Year

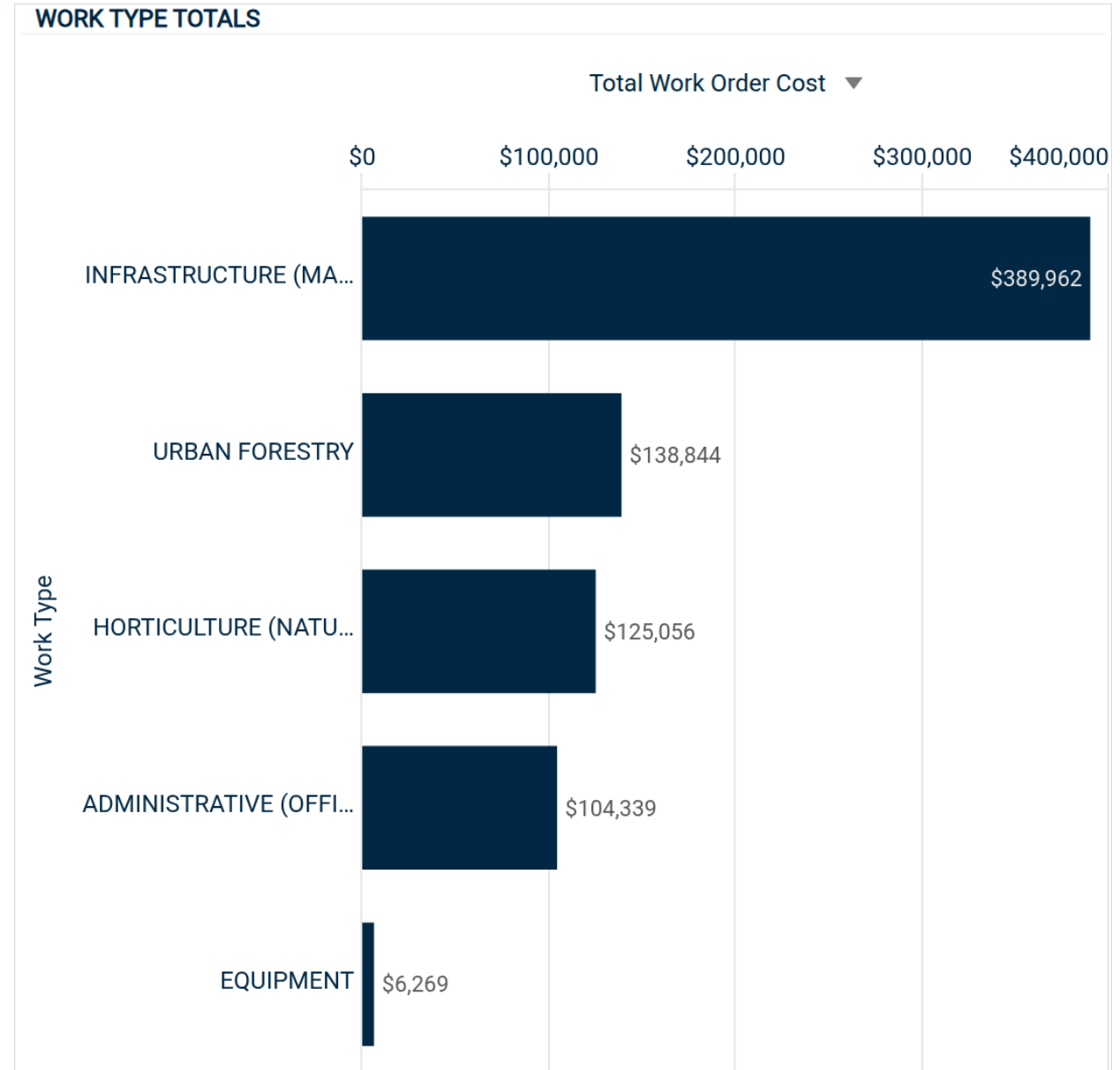


Chart only displays data where Work Type is not missing.

# WORK ORDER COSTS BY WORK CATEGORY 2024 Calendar Year



Chart only displays data where Work Category is not missing.

# Service Level

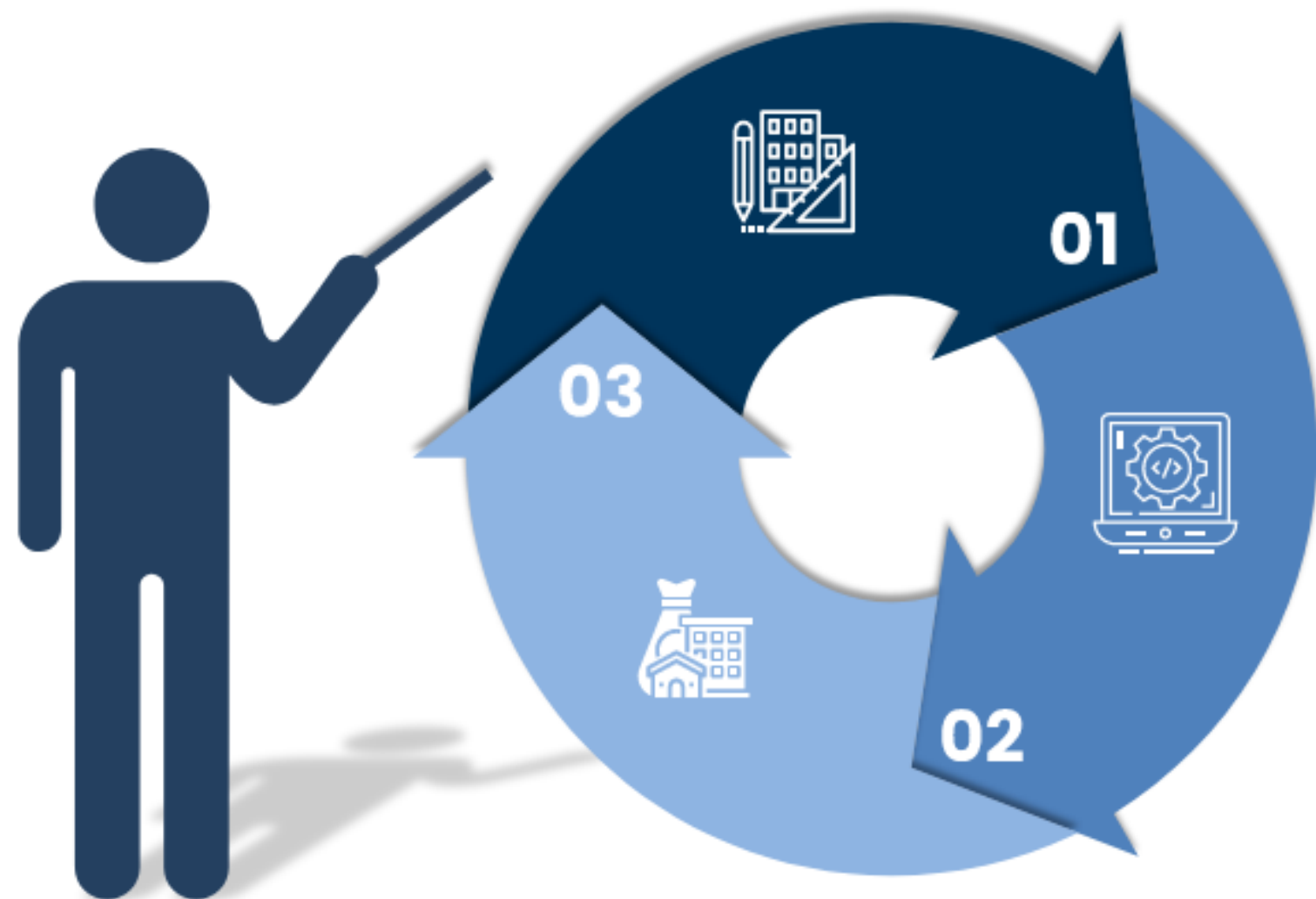
- When does something in a park fall below exceptional?
- Is that the same definition within every park?
- How does this expectation change as things get older?

## Mission Statement:

**To Provide exceptional parks, services, facilities and recreational opportunities to our customers and the citizens of Post Falls.**

# MAINTENANCE & CAPITAL INTERRELATIONSHIP

CRITICAL FOR THE LONG-TERM VIABILITY AND PRESERVATION OF OUR PHYSICAL INFRASTRUCTURE



## 01 CAPITAL PROJECT

All buildings and major systems typically begin as capital projects. From these projects come **Building Maintenance Plans (BMPs)** and warranties that are provided at turnover to Facilities, Maintenance & Operations (FM&O) to inform maintenance practices over the lifecycle of the building and its systems.

## 02 MAINTENANCE PROGRAM

FM&O uses the BMP and warranty information to plan routine and preventive maintenance activities that control the effects of normal usage and deterioration of the building and its systems over its expected lifecycle. FM&O tracks these activities along with emergencies, minor and major repairs, replacements and upgrades. All maintenance activities are dictated by the operating budget.

## 03 CAPITAL RENEWAL

When a system is at the end of its lifecycle it should be presented for **capital renewal** considering all maintenance records and current physical condition. A repair may be presented for capital renewal when the scope of work extends beyond keeping the asset working.

# Smarter Reporting & Analytics

## Example Long Range Planning Model

### Simulation

Reports History Settings

Predictor Demo > Metropolis Agency > Increased Spend 20 Year Financial Plan

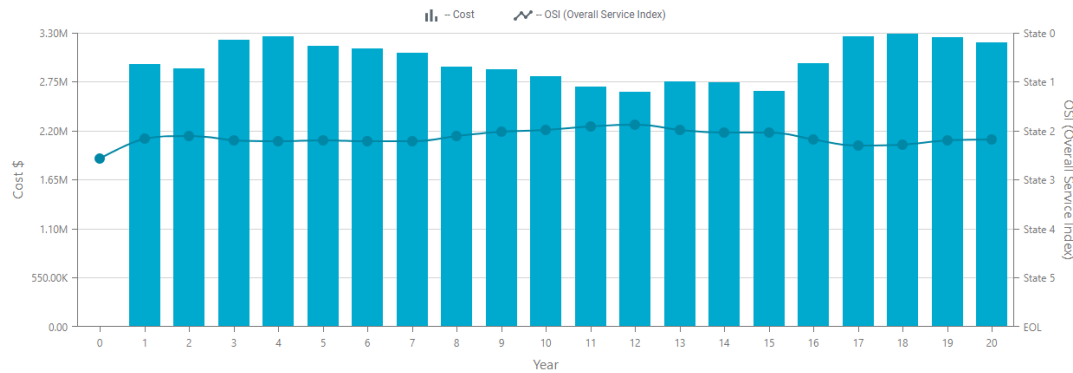
### Increased Spend 20 Year Financial Plan

Admin

Overview **READY** Lite Reports **READY** Advanced Reports **READY** Export **READY** Results Feed

Overview shows the total cost and service state by year for the simulation.

Total Budget **\$19,000,000.00** Total Assets **760** Total Network Measure **46,509,264 Replacement Value**



### Portfolio

Workspaces Resources Activities **Reports** Members Settings

Predictor Demo

### Report

Funding Aggregation Report

Showing 10 years  
Starting 28/01/2022

Cost Type

All Maintenance Treatment **Asset Qty** Asset Value

Report Type

Admin

### Workspaces

- > Metropolis Footpaths
- > Metropolis Fences
- Support Structures (Poles)
- > Metropolis Roads

Predictor

### Funding Aggregation Report

Chart Table

Save as PNG



REFRESH

**\$49.83M**

Total Cost

**\$701.06K**

Average Annual Treatment Cost

**\$26.69M**

Total Maintenance Cost

**2.56**

Final OSI

# We are Here

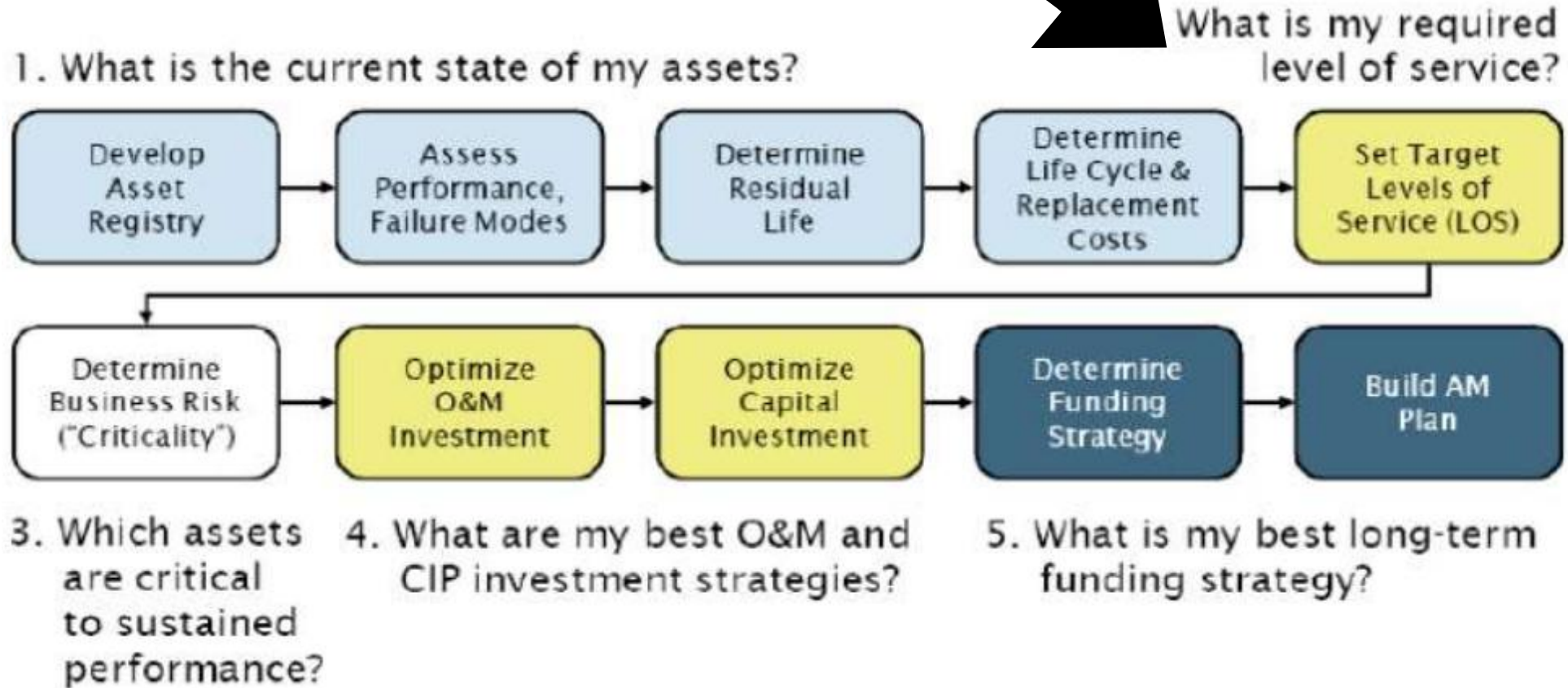
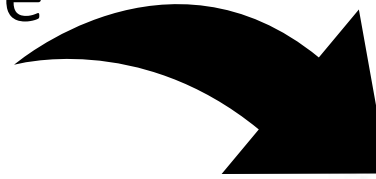



Figure 2-11. Ten-Step Asset Management Process Utilized in SIMPLE.  
(U.S. EPA, 2002)



Thank You  
Questions

The background is an aerial site plan map. It features a large green area, possibly a lawn or field, with several buildings represented by colored polygons: a large purple rectangle on the right, a brown trapezoidal shape on the left, and a blue square at the bottom left. A dark grey road or path curves around the green area. To the right of the map, a vertical road is labeled 'N SPOKANE ST'. On the left side, the letters 'VE' are partially visible. The text 'Thank You Questions' is centered in white, with a white wavy underline beneath it.

N SPOKANE ST

VE