

CITY OF DALTON GARDENS
Fiscal Year 2024 Proposed Budget

	FY 2021		FY 2022		FY 2023		FY 24 PROJECTION	
	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Notes
ARPA FUND PROJECTED USAGE								518,331.57
FISCAL YEAR ROLLOVER FUNDS						197,028.39		
Income								
301-000 · COMMUNITY DEV. INCOME								
301-03 · BUILDING PERMIT REVENUE								
301-031 · Fence Permit	60.00		180.00		0.00			
301-032 · MECHANICAL PERMIT REVENUE	2,186.00		12,466.00		9,674.50			
301-033 · ROOF PERMIT REVENUE	1,000.00		2,600.00		1,000.00			
301-034 · SIGN PERMIT FEES	0.00	0.00	600.00	300.00	600.00			
301-03 · BUILDING PERMIT REVENUE - Other	98,410.26	65,000.00	81,542.80	84,980.50	51,770.26	75,300.00	90,000.00	
Total 301-03 · BUILDING PERMIT REVENUE	101,656.26	65,000.00	97,388.80	85,280.50	63,044.76	75,300.00	90,000.00	
301-04 · BUSINESS LICENSE REVENUE								
301-041 · HOME BASED BUS LICENSE	325.00	300.00	175.00	250.00	200.00	250.00	250.00	
301-04 · BUSINESS LICENSE REVENUE - Other	7,000.00	7,500.00	4,550.00	7,500.00	1,250.00	7,500.00	7,500.00	
Total 301-04 · BUSINESS LICENSE REVENUE	7,325.00	7,800.00	4,725.00	7,750.00	1,450.00	7,750.00	7,750.00	
301-05 · FACILITY RESERVATION REVENUE	600.00	0.00	825.00	500.00	450.00	500.00	750.00	
301-06 · FINES	120.00		456.00		0.00			
301-07 · SPECIAL USE FEES	1,330.00	1,000.00	2,400.00	1,000.00	2,477.25	3,000.00	3,000.00	
301-08 · SUBDIVISION REVENUE	2,000.00	0.00	400.00	1,000.00	200.00	1,000.00	1,000.00	
301-10 · Door to Door Solic Permit	200.00		0.00		0.00			
301-11 · ROW PERMITS	0.00		2,773.36	0.00	4,542.50	1,500.00	1,500.00	
301-12 · Alcohol Licenses	0.00		470.00	0.00	500.00	600.00	600.00	
Total 301-000 · COMMUNITY DEV. INCOME	113,231.26	73,800.00	109,438.16	95,530.50	72,664.51	89,650.00	104,600.00	
302-000 · FRANCHISE FEES								
302-01 · FRANCHISE FEE AVISTA	27,245.90	25,000.00	28,949.63	26,000.00	25,092.74	28,000.00	28,000.00	
302-02 · FRANCHISE FEE TWC/SPECTRUM	24,195.10	22,000.00	23,304.58	22,976.27	17,531.83	10,000.00	10,000.00	
302-03 · FRANCHISE FEE TDS	77.68	0.00	3,827.93	1,000.00	3,295.69	5,000.00	5,000.00	
302-04 · FRANCHISE FEE VERIZON	0.00		0.00		0.00	0.00	0.00	
302-05 · FRANCHISE FEE ZIPLY	0.00		0.00	0.00	0.00	1,000.00	1,000.00	
Total 302-000 · FRANCHISE FEES	51,518.68	47,000.00	56,082.14	49,976.27	45,920.26	44,000.00	44,000.00	
303-000 · HIGHWAY FUNDS								
303-01 · HIGHWAY USERS REVENUE	117,363.68	71,497.00	127,223.46	344,076.87	53,448.48	95,527.00	92,496.00	
303-02 · NEW HIGHWAY USER REVENUE	28,217.48	22,144.00	20,844.17	29,604.00	38,551.77	47,657.00	44,025.00	
303-03 · TRANSFER HWY DISTRICT LEVY	62,221.22	40,000.00	65,811.87	65,811.87	43,680.16	57,000.00	60,831.00	
338.15 · Excess Highway District Funds	0.00		0.00		3,270.23			
303-000 · HIGHWAY FUNDS - Other	0.00		0.00		0.00			
Total 303-000 · HIGHWAY FUNDS	207,802.38	133,641.00	213,879.50	439,492.74	138,950.64	200,184.00	197,352.00	
303-04 · Load Limit Permits	0.00		0.00		1,850.00			
304-000 · LID ASSESSMENTS								
304-01 · LID # 1 Assessments								
304-011 · LID#1 Assessments Interest	4,974.76	0.00	3,766.49		849.76			
304-01 · LID # 1 Assessments - Other	14,831.79	35,000.00	15,948.99	33,533.00	14,895.12	20,809.00	20,809.00	
Total 304-01 · LID # 1 Assessments	19,806.55	35,000.00	19,715.48	33,533.00	15,744.88	20,809.00	20,809.00	
304-02 · LID #2 - GOVERNMENT WAY								
304-021 · LID #2 Assessment Interest	16,808.36		18,745.74		9,600.10		3,423.14	

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304-02 · LID #2 - GOVERNMENT WAY - Other	70,463.79	65,213.00	131,964.24	309,432.60	266,677.77	35,826.00	8,379.14
Total 304-02 · LID #2 - GOVERNMENT WAY	87,272.15	65,213.00	150,709.98	309,432.60	276,277.87	35,826.00	11,802.28
304-03 · LID Interest Income	281.00		70.35		0.00		
Total 304-000 · LID ASSESSMENTS	107,359.70	100,213.00	170,495.81	342,965.60	292,022.75	56,635.00	32,611.28
305-000 · PROPERTY TAXES							
305-01 · AG EQUIP REPLACEMENT	1.00		2.00	0.00	1.50	2.00	2.00
305-02 · CURRENT REAL PROPERTY TAX							
305-05 · PERSONAL PROP TAX REPLACE	0.00		2,169.36		1,171.72		
305-02 · CURRENT REAL PROPERTY TAX - Other	165,805.68	160,589.00	169,231.53	170,334.95	110,912.11	175,095.00	180,841.00
Total 305-02 · CURRENT REAL PROPERTY TAX	165,805.68	160,589.00	171,400.89	170,334.95	112,083.83	175,095.00	180,841.00
305-03 · DELINQUENT REAL PROPERTY TAX	1,816.72	1,411.00	1,120.61	1,500.00	996.23		
305-04 · PENALTY & INTEREST	516.13	500.00	599.31	500.00	22.01		
Total 305-000 · PROPERTY TAXES	168,139.53	162,500.00	173,122.81	172,334.95	113,103.57	175,097.00	180,843.00
306-000 · STATE REVENUE SHARE							
306-01 · STATE LIQUOR ALLOCATION	117,404.00	88,000.00	110,807.00	110,826.00	66,747.00	117,000.00	117,000.00
306-02 · STATE REVENUE SHARING	225,812.35	169,872.00	305,807.62	290,311.51	149,217.48	300,695.00	311,897.00
306-03 · STATE SALES TAX	0.00	44,000.00	0.00		0.00		
Total 306-000 · STATE REVENUE SHARE	343,216.35	301,872.00	416,614.62	401,137.51	215,964.48	417,695.00	428,897.00
307-000 · OTHER INCOME							
307-02 · COURT REVENUE-TRAFFIC FINES	5,277.74	5,000.00	12,340.35	5,000.00	22,983.75	5,000.00	15,000.00
307-03 · INTEREST INCOME	4,902.68	5,000.00	17,448.26	5,000.00	55,099.94	2,000.00	2,000.00
307-05 · REFUNDS & REIMBURSEMENTS	629.97		1,249.09		599.82		
307-06 · RENT	6,240.00	6,240.00	6,240.00	6,240.00	9,350.00	10,986.00	10,986.00
307-08 · UNENCUMBERED BANK FUNDS	0.00	329,201.50	0.00	157,796.86	0.00		
307-09 · ARPA	0.00	0.00	0.00	259,190.78	0.00		
307-10 · CARES ACT	77,023.44		0.00		0.00		
307-000 · OTHER INCOME - Other	40.00		0.00	0.00	73.85	10,800.00	0.00
Total 307-000 · OTHER INCOME	94,113.83	345,441.50	37,277.70	433,227.64	88,107.36	28,786.00	27,986.00
308-000 · GRANT FUNDS							
308-03 · CONTRIBUTIONS & DONATIONS	0.00	1,000.00	2,300.00	0.00	2,692.65	1,000.00	1,000.00
308-07 · SCHOLARSHIPS	335.00		0.00		0.00		
308-000 · GRANT FUNDS - Other	0.00		0.00		0.00		
Total 308-000 · GRANT FUNDS	335.00	1,000.00	2,300.00	0.00	2,692.65	1,000.00	1,000.00
340 · CHARGES FOR SERVICES	0.00		50.00		0.00		
Total Income	1,085,716.73	1,165,467.50	1,179,260.74	1,934,665.21	971,276.22	1,210,075.39	1,017,289.28
	1,085,716.73	1,165,467.50	1,179,260.74	1,934,665.21	971,276.22	1,210,075.39	1,017,289.28
Expense							
201-000 · Audit Adjustments	0.00		0.00		0.00		
401-000 · GENERAL & ADMIN							
401-01 · CAPITAL OUTLAY							
401-012 · CAPITAL OUTLAY-EQUIPMENT	38,772.67	50,000.00	0.00		0.00		
Total 401-01 · CAPITAL OUTLAY	38,772.67	50,000.00	0.00		0.00		
401-016 · TRAINING TRAVEL EXPENSE	0.00	0.00	2,601.01	3,200.00	4,324.00	8,400.00	10,500.00
401-03 · COUNCIL EXPENSES							
401-031 · CITY COUNCIL PAYROLL TAXES	1,346.40	1,500.00	0.00		0.00		
401-032 · CITY COUNCIL RETIREMENT	1,591.04	2,200.00	0.00	0.00	0.00		
401-033 · CITY COUNCIL SALARIES	19,200.00	19,200.00	19,200.00	19,200.00	13,600.00	19,200.00	19,200.00

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401-034 · MAYOR PAYROLL TAXES	715.28	780.00	0.00		0.00		
401-035 · MAYOR STATE RETIREMENT	1,116.39	1,325.00	0.00	0.00	0.00		
401-036 · MAYOR WAGES	10,200.00	10,200.00	10,200.00	10,200.00	7,225.00	10,200.00	10,200.00
Total 401-03 · COUNCIL EXPENSES	34,169.11	35,205.00	29,400.00	29,400.00	20,825.00	29,400.00	29,400.00
401-04 · OFFICE EXPENSES							
401-041 · BLDG MAINT CONTRACTED	2,640.00	3,000.00	4,205.76	3,000.00	2,278.75	4,000.00	4,000.00
401-042 · BLDG & GROUNDS MAINTENANCE	7,240.15	5,000.00	4,986.40	5,000.00	10,310.00	30,000.00	10,000.00
401-043 · DUES & SUBSCRIPTIONS	2,539.81	2,500.00	2,353.93	2,500.00	1,837.76	2,500.00	4,000.00
401-045 · GARBAGE COLLECTION & DISPOSAL	548.60	500.00	697.25	500.00	443.20	1,000.00	1,000.00
401-046 · OFFICE MAINTENANCE	635.25	600.00	117.98	600.00	0.00		
401-047 · OFFICE SUPPLIES & POSTAGE	19,395.17	8,000.00	5,281.97	8,000.00	2,317.25	6,000.00	6,000.00
401-048 · SOFTWARE PURCHASE & IT SERVICE	61,951.57	20,000.00	16,304.75	20,000.00	8,834.32	15,000.00	15,000.00
401-049 · REFUNDABLE EXPENSE	0.00		984.17		528.25		
401-04 · OFFICE EXPENSES - Other	0.00		0.00		0.00		
Total 401-04 · OFFICE EXPENSES	94,950.55	39,600.00	34,932.21	39,600.00	26,549.53	58,500.00	40,000.00
401-05 · PERSONNEL EXPENSE							
401-050 · COMPANY PAYROLL TAX EXPENSE							
401-05A · COMPANY RETIREMENT EXPENSE	0.00	0.00	13,394.19	14,325.00	12,560.11		
401-050 · COMPANY PAYROLL TAX EXPENSE - Other	1,953.05	0.00	10,679.33	12,078.00	9,276.38	40,932.00	47,000.00
Total 401-050 · COMPANY PAYROLL TAX EXPENSE	1,953.05	0.00	24,073.52	26,403.00	21,836.49	40,932.00	47,000.00
401-051 · CLERK PAYROLL TAXES	3,655.47	4,120.85	0.00		0.00		
401-052 · CLERK RETIREMENT	5,776.51	6,431.15	0.00	0.00	0.00		
401-053 · CLERK UI TAXES	134.87	138.00	0.00		0.00		
401-054 · CLERK WAGES	56,417.60	53,862.00	57,212.57	52,000.00	52,706.99	75,406.00	78,000.00
401-055 · DEPUTY CLERK-PAYROLL TAXES	1,112.92	1,418.31	0.00		0.00		
401-056 · DEPUTY CLERK RETIREMENT	1,654.44	2,213.69	0.00	0.00	0.00		
401-057 · DEPT CLERK-UI TAXES	40.12	60.00	0.00		0.00		
401-058 · DEPUTY CLERK WAGES	17,375.28	18,540.00	22,291.67	38,000.00	30,517.74	43,672.38	45,000.00
401-059 · EMP HEALTH INSURANCE	9,041.00	24,000.00	12,063.50	26,400.00	20,448.00	27,336.00	31,000.00
Total 401-05 · PERSONNEL EXPENSE	97,161.26	110,784.00	115,641.26	142,803.00	125,509.22	187,346.38	201,000.00
401-06 · PROFESSIONAL SERVICES							
401-061 · AUDIT AND ACCOUNTING	10,450.50	12,000.00	13,391.20	20,565.73	15,022.75	15,000.00	17,000.00
401-062 · LEGAL PUBLISHING	4,863.91	4,000.00	6,975.15	4,000.00	2,606.22	8,000.00	8,000.00
401-06 · PROFESSIONAL SERVICES - Other	62,489.00	80,000.00	69,041.00	64,000.00	15,040.00	50,000.00	40,000.00
Total 401-06 · PROFESSIONAL SERVICES	77,803.41	96,000.00	89,407.35	88,565.73	32,668.97	73,000.00	65,000.00
401-07 · UTILITIES							
401-071 · BLDG & GROUNDS UTILITIES	7,920.84	8,000.00	7,563.73	8,000.00	6,419.93	11,000.00	9,000.00
401-072 · INTERNET	229.96	0.00	1,382.30	1,708.00	959.92	1,680.00	1,500.00
401-073 · TELEPHONE	5,499.43	2,800.00	979.36	1,092.00	3,081.68	480.00	480.00
Total 401-07 · UTILITIES	13,650.23	10,800.00	9,925.39	10,800.00	10,461.53	13,160.00	10,980.00
401-08 · ANNUAL PICNIC	0.00	3,500.00	4,006.84	3,500.00	8.40	3,500.00	3,500.00
401-11 · GENERAL CONTINGENCY FUND	40,438.62	30,000.00	0.00	31,142.05	0.00	17,471.00	30,000.00
401-12 · INSURANCE	8,151.00	7,500.00	6,657.50	7,500.00	6,263.00	7,500.00	7,500.00
401-13 · MISCELLANEOUS SERVICE & CHARGES	13,790.06	1,800.00	0.00	0.00	0.00		
401-15 · Uncategorized Expenses	0.00	0.00	0.00	259,190.78	0.00		
411-047 · CITY COUNCIL TRAVEL/MEETINGS	160.00	1,000.00	0.00		0.00		
413-047 · MAYOR TRAVEL & MEETINGS	315.00	500.00	0.00		0.00		

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415-047 · CLERK TRAVEL @ MEETINGS	2,326.15	1,500.00	0.00		0.00		
401-000 · GENERAL & ADMIN - Other	0.00		0.00		0.00		
Total 401-000 · GENERAL & ADMIN	421,688.06	388,189.00	292,571.56	615,701.56	226,609.65	398,277.38	397,880.00
402-000 · LAW ENFORCEMENT							
402-02 · CODE ENFORCEMENT-PAYROLL TAXES	294.72	1,147.50	0.00		0.00		
402-03 · CODE ENFORCMENT- RETIREMENT	460.00	1,791.00	0.00		0.00		
402-04 · CODE ENFORCEMENT-UI TAX	8.80	40.00	0.00		0.00		
402-05 · CODE ENFORCEMENT-WAGES	3,172.50	15,000.00	2,886.28	12,000.00	620.00	10,000.00	10,000.00
402-06 · PROSECUTING ATTORNEY	1,740.00	1,740.00	1,740.00	1,740.00	0.00	1,740.00	1,740.00
402-08 · SPECIAL LAW ENFORCEMENT EXP	0.00	0.00	54,750.01	146,000.00	83,333.36	146,000.00	125,000.00
402-000 · LAW ENFORCEMENT - Other	0.00		0.00		1,842.68		
Total 402-000 · LAW ENFORCEMENT	5,676.02	19,718.50	59,376.29	159,740.00	85,796.04	157,740.00	136,740.00
403-000 · STREETS							
403-05 · FIRE HYDRANTS	0.00	0.00	0.00	0.00	1,155.43	10,000.00	10,000.00
403-06 · FUEL AND LUBRICANTS	1,130.54	2,000.00	2,980.22	2,000.00	1,918.44	4,500.00	3,500.00
403-10 · ROADS-ENG PLANS & SERVICES	41,449.70	50,000.00	45,731.00	37,000.00	8,884.19	25,000.00	25,000.00
403-11 · SNOW & ICE CONTROL-REMOVAL							
403-11A · Snow Removal- WAGES	0.00		0.00		12,154.50	0.00	15,000.00
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	8,900.99	30,000.00	3,360.00	30,000.00	4,580.00	10,000.00	10,000.00
Total 403-11 · SNOW & ICE CONTROL-REMOVAL	8,900.99	30,000.00	3,360.00	30,000.00	16,734.50	10,000.00	25,000.00
403-12 · STREET EQUIPMENT MAINTENANCE	1,753.06	7,000.00	1,918.46	7,000.00	532.12	5,000.00	4,000.00
403-13 · STREET MAINT- PAYROLL TAXES	800.39	2,000.00	0.00		0.00		
403-14 · STREET MAINT- CONTRACTED	49,342.18	399,000.00	446,586.28	571,727.55	720.00	360,000.00	197,352.00
403-16 · STREET MAINT-SUPPLIES	2,323.33	0.00	9,110.83	1,000.00	709.49	3,000.00	2,500.00
403-17 · STREET MAINT- UI TAX	29.61	55.00	0.00		0.00		
403-18 · STREET MAINT - WAGES	12,188.42	25,000.00	16,295.01	25,000.00	2,116.01	20,715.60	20,715.60
403-20 · STREET SIGNAL LIGHTS	385.04	500.00	423.09	500.00	325.67	500.00	575.00
Total 403-000 · STREETS	118,303.26	515,555.00	526,404.89	674,227.55	33,095.85	438,715.60	288,642.60
404-000 · PARKS							
404-01 · HORSE ARENA EXPENSES	1,952.18	9,000.00	1,738.82	9,000.00	457.90	7,000.00	7,000.00
404-02 · PARK EQUIPMENT	0.00		49.98		0.00		
404-03 · PARK MAINTENANCE- CONTRACTED	18,918.10	35,000.00	17,197.13	30,000.00	4,086.86	24,000.00	24,000.00
404-04 · PARK MAINTENANCE- PAYROLL TAX	425.82	475.00	0.00		0.00		
404-06 · PARK MAINTENANCE- UI TAX	6.11	30.00	0.00		0.00		
404-07 · PARK MAINTENANCE- WAGES	5,141.00	6,000.00	4,723.63	6,000.00	3,229.75	5,660.00	6,000.00
404-09 · SUPPLIES- PARK MAINT	906.20	1,500.00	1,975.18	1,500.00	10,908.89		
Total 404-000 · PARKS	27,349.41	52,005.00	25,684.74	46,500.00	18,683.40	36,660.00	37,000.00
405-000 · LID							
405-01 · Gov't Way Sewer Project/LID #1							
405-011 · Loan Principal Payment - LID #1	29,837.46		30,896.28		43,137.83		
405-012 · Loan Interest Payment - LID #1	3,633.54		2,574.72		0.00		
405-01 · Gov't Way Sewer Project/LID #1 - Other	62.00	34,000.00	62.00	34,000.00	25.00	34,000.00	0.00
Total 405-01 · Gov't Way Sewer Project/LID #1	33,533.00	34,000.00	33,533.00	34,000.00	43,162.83	34,000.00	0.00
405-02 · LID PHASE 2							
405-021 · LID 2 Principal Payment	42,229.37		290,790.37	0.00	287,420.73	27,552.14	8,379.14
405-022 · LID 2 Interest Expense	22,984.23		18,641.23	0.00	12,579.27	12,579.27	3,423.14
405-02 · LID PHASE 2 - Other	22.00	65,500.00	6.00	308,965.60	0.00		

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Total 405-02 · LID PHASE 2	65,235.60	65,500.00	309,437.60	308,965.60	300,000.00	40,131.41	11,802.28
Total 405-000 · LID	98,768.60	99,500.00	342,970.60	342,965.60	343,162.83	74,131.41	11,802.28
407-000 · COMMUNITY DEV.							
407-01 · PLANNING & ZONING							
407-011 · PLANNING CONSULTANT	43,232.56	50,000.00	40,933.47	32,230.50	21,862.50	25,000.00	25,000.00
407-012 · PLANNING SOFTWARE	0.00	0.00	8,622.75	13,300.00	11,527.00	11,500.00	11,500.00
417-043 · P & Z TRAVEL & MEETING EXP	0.00	500.00	0.00		0.00		
407-01 · PLANNING & ZONING - Other	16.24		0.00		0.00		
Total 407-01 · PLANNING & ZONING	43,248.80	50,500.00	49,556.22	45,530.50	33,389.50	36,500.00	36,500.00
407-02 · BUILDING INSPECTOR SERVICES	59,743.77	40,000.00	41,086.00	50,000.00	28,134.00	65,000.00	68,000.00
407-03 · KOOTENAI AREA TRANSPORTATION SY	0.00		3,051.00	0.00	3,051.00	3,051.00	3,143.00
Total 407-000 · COMMUNITY DEV.	102,992.57	90,500.00	93,693.22	95,530.50	64,574.50	104,551.00	107,643.00
Total Expense	774,777.92	1,165,467.50	1,340,701.30	1,934,665.21	771,922.27	1,210,075.39	979,707.88
	310,938.81	0.00	-161,440.56	0.00	199,353.95	0.00	37,581.40

Budget 2024

This benefit summary has been created to show that, in addition to hourly wages, the City of Dalton Gardens offers multiple benefits and covers additional costs that are very important to you as an employee.

Park Maintenance- Seasonal P/T (non-benefitted)

Hourly Wage \$29.50 @180 hours \$5,310.00

Snow Removal- Seasonal P/T (non-benefitted)

Hourly Wage \$43.00 @145 hours \$6,235.00

Street Maintenance- P/T (non-benefitted)

Hourly Wage \$29.50 @320 hours \$9,440.00

Total Employee Cost: \$20,985.00

Fully loaded City cost is \$33.36-\$48.59 per hour to include the required Employer paid taxes.

Budget 2024

This benefit summary has been created to show that, in addition to hourly wages, the City of Dalton Gardens offers multiple benefits and covers additional costs that are very important to you as an employee.

Snow Removal- Seasonal P/T (non-benefitted)

Hourly Wage \$40.00 @60 hours	\$2,400.00
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Street Maintenance- P/T (non-benefitted)

Hourly Wage \$26.50 @60 hours	\$1,590.00
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Total Employee Cost:	\$3,990.00
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Fully loaded City cost is \$29.95-\$45.20 per hour to include the required Employer paid taxes.

Budget 2024

This benefit summary has been created to show that, in addition to hourly wages, the City of Dalton Gardens offers multiple benefits and covers additional costs that are very important to you as an employee.

City Clerk/Treasurer/Permit Technician

Salary	\$78,000.00
Employer Contribution State retirement	\$ 8,720.40
Employer Provided Health Insurance	<u>\$ 8,640.00</u>
Total Employee Cost:	\$95,360.40

Based upon a 40 hour work week x 52 weeks at 2080 annual hours, the per hour benefit to the employee is:
\$45.85 per hour.

Fully loaded City cost is \$50.72 per hour to include the required Employer paid taxes.

Other benefits include but are not limited to:

Holiday pay, Vacation & sick leave

For a more detailed explanation of listed and additional benefits please refer to your employee handbook.

Budget 2024

This benefit summary has been created to show that, in addition to hourly wages, the City of Dalton Gardens offers multiple benefits and covers additional costs that are very important to you as an employee.

Deputy Clerk

Salary	\$45,000.00
Employer Contribution State retirement	\$ 5,031.00
Employer Provided Health Insurance	<u>\$ 8,640.00</u>
Total Employee Cost:	\$58,671.00

Based upon a 31.25 hour work week x 52 weeks a year or 1625 hours, plus an extra 59 hours to cover Clerk time off and required after-hours meeting attendance for a total of 1681 annual hours, the per hour benefit to the employee is:
\$34.90 per hour.

Fully loaded City cost is \$38.38 per hour to include the required Employer paid taxes.

Other benefits include but are not limited to:

Holiday pay, Vacation & sick leave

For a more detailed explanation of listed and additional benefits please refer to your employee handbook.

401-016 TRAINING & TRAVEL EXPENSE

TRAINING	ANNUAL COST	NOTES
AIC CONFERENCE	\$ 1,500.00	1 PERSON
APT US & C	\$ 2,500.00	1 PERSON
DISTRICT AIC	\$ 900.00	6 PEOPLE 2/YEAR
GFOA	\$ 2,500.00	1 PERSON
ICCTOFA INSTITUTE	\$ 5,500.00	2 PEOPLE
IDABO INSTITUTE	\$ 1,000.00	1 PERSON
IIMC	\$ 3,000.00	1 PERSON
PERMIT TECH TRAINING	\$ 400.00	1 PERSON-NOT CERTIFICATION
	\$ 17,300.00	

401-043 DUES & SUBSCRIPTIONS

<u>CURRENT</u>	<u>ANNUAL COST</u>	<u>NOTES</u>
AIC	\$ 1,100.00	
APT US&C	\$ 159.00	
APWA	\$ 10.00	
GFOA	\$ 160.00	
ICC	\$ 150.00	
ICCTFOA	\$ 90.00	2 PEOPLE
ICCTFOA- DISTRICT 1	\$ 20.00	2 PEOPLE
ICCU- SAFE DEPOSIT BOX	\$ 25.00	
IDABO/NICE	\$ 190.00	
IDPT	\$ 30.00	
IIMC	\$ 185.00	
INDEED		UNKNOWN- DEPENDS ON JOB LISTINGS
KOOTENAI COUNTY -AQUIFER PROTECTION	\$ 100.00	
PAC	\$ 305.00	
	<u>\$ 2,524.00</u>	

401-047 OFFICE SUPPLIES & POSTAGE

FISCAL YEAR	AVERAGE PER MONTH		ANNUAL NOTES
FY 20	\$	645.42	\$ 7,745.04
FY 21	\$	450.00	\$ 5,400.00 CARES funds purchases removed
FY 22	\$	441.67	\$ 5,300.04
FY 23	\$	325.67	\$ 3,908.04 9 MONTH AVERAGE
	\$	1,862.76	\$ 22,353.12
4 YEAR AVERAGE	\$	465.69	\$ 5,588.28

401-048 SOFTWARE

CURRENT	ANNUAL COST	NOTES	PROPOSAL	ANNUAL COST	NOTES
					monthly subscription and cost has already gone up \$14/month
ADOBE PRO DC	\$ 420.00		ADOBE PRO DC	\$ 576.00	gone up \$14/month
BIT DEFENDER	\$ 429.00		BIT DEFENDER	\$ 500.00	projected increase
CATALIS-WEBSITE ANNUAL	\$ 2,660.00		CATALIS-WEBSITE ANNUAL	\$ 2,660.00	
LASERFICHE	\$ 5,900.00		LASERFICHE	\$ 5,900.00	
MICROSOFT 365-EMAILS	\$ 210.00		CASELLE- IMPLEMENTATION	\$ 38,000.00	*ONE-TIME True Fund Accounting w/ LID, Inventory, Payroll, A/P, A/R
MICROSOFT SUITE-3 COMPUTERS	\$ 1,872.00		CASELLE- MONTHLY \$2800	\$ 33,600.00	
QUICKBOOKS DESKTOP PRO	\$ 750.00	going up to 1000	ZOOM	\$ 150.00	
QUICKBOOKS PAYROLL	\$ 1,000.00	going up to 1300	ZOOM RECORDINGS	\$ 500.00	
ZOOM	\$ 150.00			\$ 81,886.00	
ZOOM RECORDINGS	\$ 500.00				
	\$ 13,891.00		<i>Proposed Annual without implementation</i>	\$ 43,886.00	

401-048 IT

CURRENT		PROPOSAL	
ON-CALL COMPUTERS	\$ 4,435.00	SANDPOINT COMPUTERS	\$ 4,800.00
	\$ 4,435.00		\$ 4,800.00
			INCLUDES MICROSOFT SUIT

SUMMARY	CURRENT	PROPOSAL- FY 24	PROPOSAL FY24 w/o IMPLEMENTATION
SOFTWARE	\$ 13,891.00	\$ 81,886.00	\$ 43,886.00
IT	\$ 4,435.00	\$ 4,800.00	\$ 4,800.00
	\$ 18,326.00	\$ 86,686.00	\$ 48,686.00



Agenda for the FY24 Budget Workshop and the Regular Meeting of City Council

Thursday, July 13, 2023

5:00 PM FY24 Budget Workshop/ 6:00 PM City Council

Location: DALTON GARDENS CITY HALL, 6360 N 4th St., Dalton Gardens, ID

Meeting will be conducted in person and via Zoom.

Please use this link to join the webinar via computer/smartphone:

<https://us02web.zoom.us/j/89236272348?pwd=aFhscEcwTnBwclQ3MzZnMTFTTVBSUT09>

Webinar ID: 892 3627 2348; Passcode: 242873

5:00 PM FY24 BUDGET WORKSHOP

6:00 PM REGULAR CITY COUNCIL MEETING

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL CONSENT CALENDAR- **ACTION**

- a. Minutes from the Regular Meeting June 8, 2023
- b. Ratification of Bills from June 1-30, 2023
- c. Monthly Financial Statement June 1-30, 2023
- d. Quarterly Treasurer's Report June 30, 2023

5. CITY REPORTS

- a. City Engineer
- b. City Planner
- c. City Attorney
- d. KCSO

- 6. PUBLIC COMMENT PERIOD:** Each speaker will be allowed a maximum of three (3) minutes to address the City Council on matters that relate to City government business. Comments related to future public hearings should be held for that public hearing. Please be advised that the City Council can only take official action this evening for those items already listed on the agenda.

7. CITY BUSINESS

- a. Consideration of Pavement marking Bids- **ACTION**
- b. Consideration of Dalton Horse Arena Sign- **ACTION**
- c. Discussion of ARPA Expenditures
- d. Discussion of August Agenda Items
 - Fee Schedule Update
 - FY 24 Budget Public Hearing
 - Lot Line Adjustment Public Hearing

8. EXECUTIVE SESSION (if needed, Idaho Statute 74-206)- **ACTION**

9. ADJOURNMENT- ACTION

Original Posting: 07/11/2023

The purpose of this Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when Item: Public Comments is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time. Please, no repetitive or abusive comments. Workshops are for Council Members discussion only on a topic, no action or decisions occur at that time. No Public Comment is taken during Workshops. Assistance for persons with disabilities will be provided upon 24-hour notice prior to the meeting by calling the City Clerk at (208) 772-3698 ext 102.

**City of Dalton Gardens FY24 Budget Workshop,
Fee Schedule Workshop &
Regular City Council Meeting Minutes
Thursday June 8, 2023**

4:30 PM FY24 Budget Workshop

5:30 PM Fee Schedule Workshop

6:00 PM City Council Meeting

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER FY24 BUDGET WORKSHOP:** Council President Tyler Dreschel called workshop to order 4:30 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Scott Jordan, and Tyler Drechsel were physically present. Delayed arrival: Mayor Dan Edwards. Absent: Councilmember Aaron O'Brien. Also present: Teresa Janzen-City Clerk/Treasurer
The City Clerk reviewed the FY23 budget vs the proposed FY24 budget and updated the council of the increases from CODG contractor fees and services, traffic and improvements within the city and recommended areas to adjust accordingly. The council determined which budget items would be addressed at the July 13, 2023, workshop and agreed to discuss ARPA funds once the base budget is complete.
1. **CALL TO ORDER FEE SCHEDULE WORKSHOP:** Opened 5:51PM- City Clerk presented the current fee schedule and reviewed the increases from KCFR and the associated increases for building permits, commercial business licenses, facility reservations, load limit fees, and adding solar permits. The City Clerk suggested a continued discussion at the July 13, 2023, meeting. The council discussed adding a provision of load trip fees and modifying the current load limit fees. The City Attorney expressed that the fees associated with the load limit fees for commercial trucks should reflect the impact of maintenance needed to maintain the integrity of the roads. The council agreed to discuss resolutions for load limits at the July 13, 2023, meeting. RWuest requested that Dalton Gardens residents have facility reservation fees waived or discounted. Mayor Edwards and the City Clerk discussed the fees associated with the use of City Hall and the administrative time to complete the facility reservations. The council agreed that no changes to the City Hall facility reservation fee will be waived at this time.
1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 6:10 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Tyler Drechsel, Scott Jordan, and Mayor Edwards were physically present; Also present: Teresa Janzen-City Clerk/Treasurer, Ryan Hughes-City Planner, and Chris Gabbert- City Attorney. Absent: Councilmember Aaron O'Brien
3. **PLEDGE OF ALLEGIANCE:** Lead by Chris Gabbert
4. **APPROVAL OF CONSENT CALENDAR:**
 - a. Minutes from the Regular Meeting May 9, 2023
 - b. Minutes from the Special Meeting May 22, 2023
 - c. Ratification of Bills from May 1-31, 2023
 - d. Monthly Financial Statement May 1-31, 2023

RWuest made a motion to approve the consent calendar items a through d. SJordan seconded. TDrechsel: yes SJordan: yes RWuest: yes Motion carries.

5. CITY REPORTS

- a. **City Engineer:** Christine Baker gave an update on 2023 Chip Seal project and the Child Pedestrian Safety projects, both scheduled to begin in July. More details to follow as they become available. City Engineer provided the requested RPI quote for potential repairs on Hanley, from Government to 15th street and assessed damage. She advised the council that the findings determined that repairs are not as emergent as the current planned repairs to city streets. She suggested the best financial plan is to maintain the plan to address Hanley in 2025, recommended keeping Prairie Ave as an upcoming priority and partnering with Hayden to execute repairs. Pavement markings have been open to bid and are due June 20, 2023. Approval to be on the July 13, 2023, agenda. Asphalt to be performed on June 23, 2023. Councilmember SJordan requested a quote to gravel and oil Dalton Ave, East of 17th Street. Mayor approved and council agreed to have city staff to grade and hire a company to oil Dalton Ave East of 17th Street.
- b. **City Planner:** Ryan Hughes gave updates on increases in building permits and 2 special use permits that have been approved, subject to conditions. Commercial corridor community engagement discussion postponed until P&Z commission is in full attendance.
- c. **City Attorney:** City attorney Chris Gabbert reminded the council that city staff is working towards an updated Sewer Management Agreement and will present updated agreement when complete.
- d. **KCSO:** TJanzen gave the monthly update of 53 traffic stops and 37 citations in the month of May.
- e. **Code Enforcement:** TJanzen updated the council that the Code Enforcement position is still vacant and currently no applicants.

6. PUBLIC COMMENT: Opened 6:34 PM - Closed 6:42 PM

Sue Supp 7024 N 16th Street: Suggested contracting a professional specialized in determining allocation and disbursement of ARPA funds.

Cheryl Christopherson 2423 E Dalton Ave: Expressed her desire to have her street paved.

Rose Backs 1271 E Dalton Ave: School Plus request for a waiver for the commercial zoning code proof of compliance to receive funding from health and welfare to continue to provide childcare in the public schools for financially struggling families.

7. CITY BUSINESS:

- a. **Consideration of School Plus Program at Dalton Elementary:** City Attorney CGabbert reviewed the proposal and suggested there is no zoning issue present but also reminded the council that they could require a business license.

TDrechsel made a motion to approve the School Plus request to continue to operate without a variance and waive business license requirement. SJordan seconded.

TDrechsel: yes SJordan: yes RWuest: yes Motion carries.

- b. Consideration of potential additions to chip seal FY23:** The council discussed the additional area on Valley Street where chipseal is needed and the cost to complete. The City Engineer gave the cost and recommended adding the additional area to the 2023 project.

SJordan made a motion to complete the crack seal and chip seal on Valley St to Dalton Ave. TDrechsel seconded.

TDrechsel: yes SJordan: yes RWuest: yes Motion carries.

- c. Chip Seal Project Review:** The council explored the option of potentially applying a portion of ARPA funds towards necessary additions.
- d. Discussion of ARPA Expenditures:** The council discussed incorporating a project manager experienced in working with ARPA funds to assist in the best practices of applying funds to the city's needs. The council agreed to submit itemized suggestions before July 4, 2023, to the City Clerk.
- e. Discussion of July Agenda Items:**
- Potential Continuation of Public Hearing for Lot Line Adjustment
 - ARPA Funds Expenditures
 - Budget Workshop 5:00 PM
 - Fee Schedule
 - Pavement Marking Approval

8. EXECUTIVE SESSION (if needed) Idaho Statute 74-206:
None

9. ADJOURNMENT: TDrechsel made motion to adjourn. SJordan seconded. All in favor. Adjourned 7:12 PM

Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

Ratified Bills List
06/01/2023 to 06/30/2023

Vendor	Amount	Note
American Legal Services	\$ 250.00	Codification and inserts
American On-Site Services	\$ 78.00	Arena Porta Potty
Avista Utilities	\$ 268.56	Monthly Electric & Gas
Catalis	\$ 2,660.00	Annual Website Fee- year 3 of 3 year agreement
Coeur d'Alene Garbage Service	\$ 31.00	Garbage
Dalton Water Association	\$ 507.12	Quarterly potable water- 4
HMH Engineering	\$ 1,581.45	City Engineer
ICCU	\$ 25.00	Safety Deposit Box Annual Fee
ICCU Credit Card	\$ 3,529.38	\$139.98- Zoom, Adobe, and Microsoft license; \$474- USPS stamps; \$97.82 Office Supplies; \$164.17 park plants; \$2,653.41 Clerk training and travel w/ CPFO 2 year program
III-A	\$ 2,272.00	Health Insurance
Intuit	\$ 80.00	Payroll processing
Kootenai County Auditor	\$ 10,416.67	KCSO Deputy
Kootenai County Fire & Rescue	\$ 4,376.00	Building Inspector
Lyman Dust Control	\$ 934.20	Oil for Dalton Ave East of 17th Street
Lyons O'Dowd	\$ 4,220.00	City Attorney
Nexus Planning	\$ 2,437.50	City Planner
Payroll	\$ 9,883.56	June
Payroll Retirement	\$ 2,696.57	June
Payroll Liabilities	\$ 2,868.40	June
Sacco de Campos	\$ 4,128.34	Park Services
Service Master Cleaning	\$ 325.00	Monthly City Hall Cleaning
Spectrum	\$ 119.99	Internet
Verizon	\$ 41.63	Monthly Bill
	\$ 53,730.37	

CITY OF DALTON GARDENS
Budget vs. Actual
October 1, 2022 to June 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
301-000 · COMMUNITY DEV. INCOME				
301-03 · BUILDING PERMIT REVENUE	71,962.56	75,300.00	-3,337.44	95.57%
301-04 · BUSINESS LICENSE REVENUE				
301-041 · HOME BASED BUS LICENSE	200.00	250.00	-50.00	80.0%
301-04 · BUSINESS LICENSE REVENUE - Other	3,410.00	7,500.00	-4,090.00	45.47%
Total 301-04 · BUSINESS LICENSE REVENUE	3,610.00	7,750.00	-4,140.00	46.58%
301-05 · FACILITY RESERVATION REVENUE	700.00	500.00	200.00	140.0%
301-07 · SPECIAL USE FEES	2,477.25	3,000.00	-522.75	82.58%
301-08 · SUBDIVISION REVENUE	200.00	1,000.00	-800.00	20.0%
301-11 · ROW PERMITS	4,542.50	1,500.00	3,042.50	302.83%
301-12 · Alcohol Licenses	500.00	600.00	-100.00	83.33%
Total 301-000 · COMMUNITY DEV. INCOME	83,992.31	89,650.00	-5,657.69	93.69%
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	25,092.74	28,000.00	-2,907.26	89.62%
302-02 · FRANCHISE FEE TWC/SPECTRUM	17,531.83	10,000.00	7,531.83	175.32%
302-03 · FRANCHISE FEE TDS	3,295.69	5,000.00	-1,704.31	65.91%
302-05 · FRANCHISE FEE ZIPLY	0.00	1,000.00	-1,000.00	0.0%
Total 302-000 · FRANCHISE FEES	45,920.26	44,000.00	1,920.26	104.36%
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	53,448.48	95,527.00	-42,078.52	55.95%
303-02 · NEW HIGHWAY USER REVENUE	38,551.77	47,657.00	-9,105.23	80.89%
303-03 · TRANSFER HWY DISTRICT LEVY	46,111.30	57,000.00	-10,888.70	80.9%
338.15 · Excess Highway District Funds	3,270.23			
Total 303-000 · HIGHWAY FUNDS	141,381.78	200,184.00	-58,802.22	70.63%
303-04 · Load Limit Permits	1,850.00			
304-000 · LID ASSESSMENTS				
304-01 · LID # 1 Assessments	15,744.88	20,809.00	-5,064.12	75.66%
304-02 · LID #2 - GOVERNMENT WAY	278,061.75	35,826.00	242,235.75	776.15%
Total 304-000 · LID ASSESSMENTS	293,806.63	56,635.00	237,171.63	518.77%
305-000 · PROPERTY TAXES				
305-01 · AG EQUIP REPLACEMENT	1.50	2.00	-0.50	75.0%
305-02 · CURRENT REAL PROPERTY TAX	118,190.83	175,095.00	-56,904.17	67.5%
305-03 · DELINQUENT REAL PROPERTY TAX	1,037.30			
305-04 · PENALTY & INTEREST	22.01			
Total 305-000 · PROPERTY TAXES	119,251.64	175,097.00	-55,845.36	68.11%
306-000 · STATE REVENUE SHARE				
306-01 · STATE LIQUOR ALLOCATION	88,996.00	117,000.00	-28,004.00	76.07%
306-02 · STATE REVENUE SHARING	149,217.48	300,695.00	-151,477.52	49.62%
Total 306-000 · STATE REVENUE SHARE	238,213.48	417,695.00	-179,481.52	57.03%
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	25,227.00	5,000.00	20,227.00	504.54%
307-03 · INTEREST INCOME	55,214.16	2,000.00	53,214.16	2,760.71%

CITY OF DALTON GARDENS
Budget vs. Actual
October 1, 2022 to June 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
307-05 · REFUNDS & REIMBURSEMENTS	599.82			
307-06 · RENT	10,450.00	10,986.00	-536.00	95.12%
307-000 · OTHER INCOME - Other	73.85	10,800.00	-10,726.15	0.68%
Total 307-000 · OTHER INCOME	91,564.83	28,786.00	62,778.83	318.09%
308-000 · GRANT FUNDS				
308-03 · CONTRIBUTIONS & DONATIONS	2,692.65	1,000.00	1,692.65	269.27%
Total 308-000 · GRANT FUNDS	2,692.65	1,000.00	1,692.65	269.27%
Total Income	1,018,673.58	1,013,047.00	5,626.58	100.56%
	1,018,673.58	1,013,047.00	5,626.58	100.56%
Expense				
401-000 · GENERAL & ADMIN				
401-016 · TRAINING TRAVEL EXPENSE	7,384.41	8,400.00	-1,015.59	87.91%
401-03 · COUNCIL EXPENSES				
401-033 · CITY COUNCIL SALARIES	14,400.00	19,200.00	-4,800.00	75.0%
401-036 · MAYOR WAGES	7,650.00	10,200.00	-2,550.00	75.0%
Total 401-03 · COUNCIL EXPENSES	22,050.00	29,400.00	-7,350.00	75.0%
401-04 · OFFICE EXPENSES				
401-041 · BLDG MAINT CONTRACTED	3,253.75	4,000.00	-746.25	81.34%
401-042 · BLDG & GROUNDS MAINTENANCE	10,310.00	30,000.00	-19,690.00	34.37%
401-043 · DUES & SUBSCRIPTIONS	1,862.76	2,500.00	-637.24	74.51%
401-045 · GARBAGE COLLECTION & DISPOSAL	512.05	1,000.00	-487.95	51.21%
401-047 · OFFICE SUPPLIES & POSTAGE	2,889.07	6,000.00	-3,110.93	48.15%
401-048 · SOFTWARE PURCHASE & IT SERVICE	11,674.30	15,000.00	-3,325.70	77.83%
401-049 · REFUNDABLE EXPENSE	528.25			
Total 401-04 · OFFICE EXPENSES	31,030.18	58,500.00	-27,469.82	53.04%
401-05 · PERSONNEL EXPENSE				
401-050 · COMPANY PAYROLL TAX EXPENSE	23,027.25	40,932.00	-17,904.75	56.26%
401-054 · CLERK WAGES	55,848.91	75,406.00	-19,557.09	74.06%
401-058 · DEPUTY CLERK WAGES	32,232.42	43,672.38	-11,439.96	73.81%
401-059 · EMP HEALTH INSURANCE	22,720.00	27,336.00	-4,616.00	83.11%
Total 401-05 · PERSONNEL EXPENSE	133,828.58	187,346.38	-53,517.80	71.43%
401-06 · PROFESSIONAL SERVICES				
401-061 · AUDIT AND ACCOUNTING	15,055.75	15,000.00	55.75	100.37%
401-062 · LEGAL PUBLISHING	2,856.22	8,000.00	-5,143.78	35.7%
401-06 · PROFESSIONAL SERVICES - Other	20,194.20	50,000.00	-29,805.80	40.39%
Total 401-06 · PROFESSIONAL SERVICES	38,106.17	73,000.00	-34,893.83	52.2%
401-07 · UTILITES				
401-071 · BLDG & GROUNDS UTILITIES	6,990.98	11,000.00	-4,009.02	63.55%
401-072 · INTERNET	1,079.91	1,680.00	-600.09	64.28%
401-073 · TELEPHONE	3,123.31	480.00	2,643.31	650.69%
Total 401-07 · UTILITES	11,194.20	13,160.00	-1,965.80	85.06%
401-08 · ANNUAL PICNIC	8.40	3,500.00	-3,491.60	0.24%
401-11 · GENERAL CONTINGENCY FUND	0.00	17,471.00	-17,471.00	0.0%

CITY OF DALTON GARDENS
Budget vs. Actual
October 1, 2022 to June 30, 2023

	Actual	Budget	\$ Over Budget	% of Budget
401-12 · INSURANCE	6,263.00	7,500.00	-1,237.00	83.51%
Total 401-000 · GENERAL & ADMIN	249,864.94	398,277.38	-148,412.44	62.74%
402-000 · LAW ENFORCEMENT				
402-05 · CODE ENFORCEMENT-WAGES	620.00	10,000.00	-9,380.00	6.2%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	93,750.03	146,000.00	-52,249.97	64.21%
402-000 · LAW ENFORCEMENT - Other	1,842.68			
Total 402-000 · LAW ENFORCEMENT	96,212.71	157,740.00	-61,527.29	60.99%
403-000 · STREETS				
403-05 · FIRE HYDRANTS	1,155.43	10,000.00	-8,844.57	11.55%
403-06 · FUEL AND LUBRICANTS	1,918.44	4,500.00	-2,581.56	42.63%
403-10 · ROADS-ENG PLANS & SERVICES	10,465.64	25,000.00	-14,534.36	41.86%
403-11 · SNOW & ICE CONTROL-REMOVAL				
403-11A · Snow Removal- WAGES	12,154.50	0.00	12,154.50	100.0%
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	4,580.00	10,000.00	-5,420.00	45.8%
Total 403-11 · SNOW & ICE CONTROL-REMOVAL	16,734.50	10,000.00	6,734.50	167.35%
403-12 · STREET EQUIPMENT MAINTENANCE	532.12	5,000.00	-4,467.88	10.64%
403-14 · STREET MAINT- CONTRACTED	1,000.00	360,000.00	-359,000.00	0.28%
403-16 · STREET MAINT-SUPPLIES	709.49	3,000.00	-2,290.51	23.65%
403-18 · STREET MAINT - WAGES	2,175.01	20,715.60	-18,540.59	10.5%
403-20 · STREET SIGNAL LIGHTS	357.15	500.00	-142.85	71.43%
Total 403-000 · STREETS	35,047.78	438,715.60	-403,667.82	7.99%
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	709.05	7,000.00	-6,290.95	10.13%
404-03 · PARK MAINTENANCE- CONTRACTED	8,215.20	24,000.00	-15,784.80	34.23%
404-07 · PARK MAINTENANCE- WAGES	3,775.50	5,660.00	-1,884.50	66.71%
404-09 · SUPPLIES- PARK MAINT	11,073.06			
Total 404-000 · PARKS	23,772.81	36,660.00	-12,887.19	64.85%
405-000 · LID				
405-01 · Gov't Way Sewer Project/LID #1	43,162.83	34,000.00	9,162.83	126.95%
405-02 · LID PHASE 2	300,000.00	40,131.41	259,868.59	747.54%
Total 405-000 · LID	343,162.83	74,131.41	269,031.42	462.91%
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	24,300.00	25,000.00	-700.00	97.2%
407-012 · PLANNING SOFTWARE	11,527.00	11,500.00	27.00	100.24%
Total 407-01 · PLANNING & ZONING	35,827.00	36,500.00	-673.00	98.16%
407-02 · BUILDING INSPECTOR SERVICES	32,510.00	65,000.00	-32,490.00	50.02%
407-03 · KOOTENAI AREA TRANSPORTATION SY	3,051.00	3,051.00	0.00	100.0%
Total 407-000 · COMMUNITY DEV.	71,388.00	104,551.00	-33,163.00	68.28%
Total Expense	819,449.07	1,210,075.39	-390,626.32	67.72%
	199,224.51	-197,028.39	396,252.90	-101.12%

CITY OF DALTON GARDENS
Budget vs. Actual
October 1, 2022 to June 30, 2023

<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Current Assets			
	Checking/Savings		
	1-101.5 · Gen Checking- ICCU		106,089.93
	1-101.6 · LID# 2- ICCU		28,839.43
	1-101.7 · ARPA- ICCU		254.60
	1-101.8 · 18th St- ICCU		2,443.35
	1-101.9 · General Fund-ICCU		2,039.66
	1-102.0 · LGIP #1404-General Fund		2,755,659.48
	1-102.1 · LGIP #2380-18th St		43,787.77
	1-102.2 · LGIP #3726-ARPA		529,526.75
	Total Checking/Savings		<u>3,468,640.97</u>

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CITY OF DALTON GARDENS
Treasurer's Quarterly Financial Report
Quarter Ending June 30, 2023

	<u>Actual</u>	<u>Budget</u>
Income		
Reserve Fund Draw		197,028.39
301-000 · COMMUNITY DEV. INCOME	83,992.31	89,650.00
302-000 · FRANCHISE FEES	45,920.26	44,000.00
303-000 · HIGHWAY FUNDS	141,381.78	200,184.00
303-04 · Load Limit Permits	1,850.00	
304-000 · LID ASSESSMENTS	293,806.63	56,635.00
305-000 · PROPERTY TAXES	119,251.64	175,097.00
306-000 · STATE REVENUE SHARE	238,213.48	417,695.00
307-000 · OTHER INCOME	91,564.83	28,786.00
308-000 · GRANT FUNDS	2,692.65	1,000.00
Total Income	<u>1,018,673.58</u>	<u>1,210,075.39</u>
Gross Profit	1,018,673.58	1,210,075.39
Expense		
401-000 · GENERAL & ADMIN	249,864.94	398,277.38
402-000 · LAW ENFORCEMENT	96,212.71	157,740.00
403-000 · STREETS	35,047.78	438,715.60
404-000 · PARKS	23,772.81	36,660.00
405-000 · LID	343,162.83	74,131.41
407-000 · COMMUNITY DEV.	71,388.00	104,551.00
Total Expense	<u>819,449.07</u>	<u>1,210,075.39</u>
Net Income	<u><u>199,224.51</u></u>	<u><u>0.00</u></u>

NOTE: Citizens are invited to inspect the detailed supporting records of the above financial report.

Teresa Janzen, City Clerk/Treasurer July 10, 2023

To: Mayor Edwards, City of Dalton Gardens

From: HMH Engineering

Date: July 6, 2023

Re: July Engineering Update

1. Chip Sealing 2023 – RPI anticipates chip sealing to occur mid-end of July. We are in the process of coordinating a pre-construction meeting with Road Products LLC.
2. Child Pedestrian Safety Project – We are in the process of coordinating a pre-construction meeting with RPI.
3. Pavement Markings – We solicited bids from three contractors for the yearly striping project and received two responses. Please see attached proposals from StripeRite, and Road Products LLC.



2311 E Main Ave
 Spokane, WA 99202
 Ph. (509) 535-4965
 Fax: (509) 534-3755
 www.striperite.com
 eric@striperite.com

BID PROPOSAL BY: Eric Craig
SEND CONTRACT AND/OR SIGN AND RETURN TO ACCEPT BID

SCHEDULING: PLEASE CALL: (509) 535-4965

Bid Number: 23-3165

East Spokane

June 19, 2023

COMPANY NAME	
ALL PRIME BIDDERS	
Email:	
Office:	Fax:

PROJECT	
DALTON GARDENS PAVEMENT MARKINGS	
0	
CITY OF DALTON GARDENS, ID Ph:	
Rep's Name:	Fax:
Email:	Prevailing: No

Sales Tax Charged? Contract on File Plans on File

ITEM #	EST QTY	UNITS	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	29,520	LF	ITEM 1104.4.1.A.1.1 4" DOUBLE SOLID YELLOW LINE	\$ 0.25	\$ 7,380.00
	4,620	LF	ITEM 1104.4.1.A.1.2 4" WHITE SOLID LINE	\$ 0.15	\$ 693.00
	46,310	LF	ITEM 1104.4.1.A.1.3 6" WHITE SOLID LINE	\$ 0.20	\$ 9,262.00
	40	LF	ITEM 1104.4.1.A.1.4 12" WHITE SOLID STOP BAR	\$ 9.85	\$ 394.00
	4	EA	ITEM 1104.4.1.A.1.5 TURN ARROW	\$ 95.00	\$ 380.00
	36	EA	ITEM 1104.4.1.A.1.6 BIKE SYMBOL	\$ 46.00	\$ 1,656.00
	1	LS	ITEM 1103.4.1.A.1 TRAFFIC CONTROL	\$ 3,600.00	\$ 3,600.00
EXCLUDES:					
1.) REMOVAL OF CONFLICTING PAVEMENT MARKINGS					
2.) SWEEPING OR SURFACE PREP					
Total (Sales Tax Not Included)					\$ 23,365.00

*ANY ITEM NOT EXPRESSLY STATED ABOVE SHALL BE EXCLUDED FROM BID

NOT RESPONSIBLE FOR CONCRETE DISCOLORATION

THIS IS A NON-UNION WAGE BID UNLESS OTHERWISE SPECIFIED

****BID PROPOSAL IS GOOD FOR 30 DAYS AND MAY BE SUBJECT TO AN ESCALATION/SUPPLY CHAIN CLAUSE****

BID PROPOSAL TERMS:

- * By signing below, the customer accepts the terms and conditions of this bid proposal, including scope of work, and agrees to incorporate and/or attach this proposal to any final contract.
- * Any contrary provisions to any contract are not permitted.
- * This bid proposal includes a one (1) year workmanship warranty and does not include normal wear and tear.
- * This bid proposal is based on one (1) mobilization. If additional mobilizations are required due to scheduling conflicts out of Stripe Rite's control, a mobilization fee of \$950 will be charged.
- * **Excludes: All overtime, permits, traffic control, preliminary spotting and layout, referencing, removal of temporary tape, core drilling, sales tax and any other item(s) not specifically mentioned in this bid proposal.**
- * Scheduled work may be canceled by unfavorable weather. Stripe Rite, Inc. shall solely determine unfavorable weather conditions, as Stripe Rite, Inc. bears the responsibility for installation.
- * Stripe Rite, Inc. shall not bear any financial responsibility for delays caused by strikes, weather conditions, delay in obtaining materials or other causes beyond its control.
- * Payment terms are as follows: Within 30 days of receipt of invoice. All past due invoices shall bear interest at 18% per annum until paid or the maximum rate allowed by law.
- * In the event that it becomes necessary to employ an attorney to enforce the rights of any part of this signed bid/contract or any modification hereof, the prevailing party shall be entitled to recover their collections costs, attorneys' fees, and court fees, etc., regardless if actual suit is brought.

Customer Acceptance: _____ Title: _____ Date: _____

Pavement Markings/Removal • Road/Parking Lot Striping • Crack Seal • Sealcoat • Curbing • Traffic Control • Sign Manufacturing/Sales/Install



**2023 City of Dalton Gardens Pavement Markings
June 2023**

Item No.	Item Name	Approx. Quantity	Units	Unit Price	Total
1104.4.1.A.1.1	4" Double Solid Yellow Line	29,520	LF	0.25	7,380.00
1104.4.1.A.1.2	4" White Solid Line	4,620	LF	0.15	693.00
1104.4.1.A.1.3	6" White Solid Line	46,310	LF	0.20	9,262.00
1104.4.1.A.1.4	12" White Solid Stop Bar	40	LF	6.00	240.00
1104.4.1.A.1.5	Turn Arrow	4	EA	65.00	260.00
1104.4.1.A.1.6	Bike Symbol	36	EA	65.00	2,340.00
1103.4.1.A.1	Traffic Control	1	LS	6,500.00	6,500.00
				Total	26,675.00

All work shall be completed in conformance with the Idaho Standards for Public Works Construction, 2020 Edition.



City of Dalton Gardens

6360 N Fourth Street, Dalton Gardens,
ID 83815 Phone: (208) 772-3698 Fax:
(208) 772-3698

Monthly Planner Activity Report

June 30, 2023

Code amendments

No code amendments are currently under review by the Planning and Zoning (P&Z) Commission. The P&Z recommended Lot Line Adjustment code amendments were tabled at the June City Council regular meeting. The public hearing and City Council action is to be determined at a later Council meeting. The P&Z Commission has tabled continued discussion of the Commercial District design considerations until the full membership of the Commission is present. Staff has prepared the costs breakdown of conducting a visual preference survey. If desired, the VPS could be displayed at City Hall for the public's comments with the purpose of gauging the community's desire for change along the corridor.

Variances / Special Use Permits

No new special use permits requests have been submitted.

Subdivisions

No new subdivision requests have been submitted.

Building Permits

The City continues to receive and manage a variety permit request. Building permits are received weekly and are reviewed on a rolling basis. A large influx of commercial business permits have been submitted in run up to the July 1st deadline. Additional permit reviews, home based business permits, and others. The City consistently receives permit applications for both accessory structures and new home construction.

Code enforcement

Code compliance activities include review of an un-permitted Accessory Dwelling Unit. Other compliance concerns include water overage issued to non-compliant properties in the commercial district. With the continued backlog of code enforcement cases logged in OpenGov, staff recommends that a dedicated code compliance staff member is hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,
City Planner

City of Dalton Gardens
Building Permits Issued for June 2023

Record #	Record Type	Applicant Name	Address
BP-23-19	Building Permit	Troy Hahn	5664 N 16TH ST, DALTON GARDENS, ID 83815
BP-23-21	Building Permit	Jared Martini	2055 E HANLEY AVE, DALTON GARDENS, ID 83815
BP-23-22	Building Permit	Adrienne Blackstone	716 E WILBUR AVE, DALTON GARDENS, ID 83815
BP-23-24	Building Permit	Benjamin Murphy	6848 N 4TH ST, DALTON GARDENS, ID 83815
BP-23-26	Building Permit	Steve Hall	1519 E WOODLAND DR, DALTON GARDENS, ID 83815
BP-23-27	Building Permit	Troy Hahn	5664 N 16TH ST, DALTON GARDENS, ID 83815
MECH-23-19	Mechanical Permit	Gordon Myers	6479 N MT CARROL ST, DALTON GARDENS, ID 83815
MECH-23-20	Mechanical Permit	LeaAnn Brouillard	5815 N COLFAX ST, DALTON GARDENS, ID 83815
MECH-23-21	Mechanical Permit	Gabe Heun	7396 N MT CARROL STREET, DALTON GARDENS, ID 83815
ROOF-23-7	Roof Permit	James Dixon	6479 N MT CARROL ST, DALTON GARDENS, ID 83815
ROOF-23-8	Roof Permit	Aaron Mote	1764 E WILBUR AVE, DALTON GARDENS, ID 83815



Kootenai Co Sheriff's Office

Law Total Incident Report, by Agency, Nature

Agency: KOOTENAI CO SHERIFF'S OFFICE

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abuse	1
Animal Problem	1
Battery	1
CHECK / CONTACT BUSINESS	1
General Public Assistance	1
DIRECTED PATROL AREA	14
DUI Alcohol or Drugs	1
HEALTH & WELFARE REF	1
Information Report	3
Sex Offense	1
Stalking	1
Traffic Violation	1
Traffic Stop	65
EXTRA PATROL TRAFFIC	1
Total Incidents for This Agency	93

Total reported: 93

Total Citations: 46

Report Includes:

All dates between `00:00:00 06/01/23` and `23:59:59 06/30/23`, All agencies matching `KCSD`, All natures, All locations matching `33`, All responsible officers matching `G.WALLACE`, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes

From: [Aaron O'Brien](#)
To: [Teresa Janzen](#)
Subject: Fwd: Dalton Horse Arena Sign - Proposal --
Date: Tuesday, June 6, 2023 11:25:41 PM
Attachments: [Dalton Gardens - Community Horse Arena - 1.pdf](#)

I wanted to have this on the meeting this month. I called last week, but we didn't connect. Since I will not make the meeting on the 8th can we add. "New Sign at Arena Proposal" to the agenda for next month.

Aaron

Sent from my iPad

Begin forwarded message:

From: Silver Creek Signs <silvercreeksigns@gmail.com>
Date: May 18, 2023 at 3:17:25 PM PDT
To: Aaron O'Brien <aobrien@daltongardens.com>
Subject: Dalton Horse Arena Sign - Proposal --

Aaron --

Here is a design for the Community Horse Arena sign that you called about. This design is similar to the design for the NW Realty Group sign that you saw and liked on our website. The sign panels may be either single-sided or double-sided, either with the same copy on both sides, or something different on the back side.

This sign and posts would be made of custom-milled local cedar, as was the sign for NW Realty. Cedar is a very durable wood and stable in the weather. It holds paint well and is easy to care for. Mostly it just needs a good washing with soap and water yearly when the weather is nice, to remove airborne dirt and grime, just like you would wash your car.

PRICES:

(1) Cedar sign and structure, per drawing	\$ 6,875.00
(1) Additional for lettering on the reverse side	1,250.00
(1) Idaho sales tax -- exempt	0.00
(1) Install sign on stone base or concrete footings	<u>700.00</u>

TOTAL

\$ 8,825.00

DELIVERY:

2 - 3 months.

TERMS:

50% deposit with order, balance due upon completion, net 30 days.

NOTES:

This drawing is in black and white at the moment. I will send you a color drawing soon. Please let me know if you like the basic design. If you don't want any graphics on the reverse side, please deduct that amount from the total. We don't typically get involved with concrete work, but we can bid this part of the job too, if you don't have a mason available.

Let me know how all this looks to you.

Thank you,

Jeff

Jeff Connaway

Silver Creek Signs
140 Spruce Avenue, #3
Coeur d'Alene, Idaho 83814
(208) 765-3635 - Shop
(208) 699-5445 - Cell
silvercreeksigns@gmail.com
www.silvercreeksigns.com

On 5/9/2023 2:07 PM, Aaron O'Brien wrote:

Thanks for or the Chat, here is some basics

"DALTON GARDENS ARENA"

Or

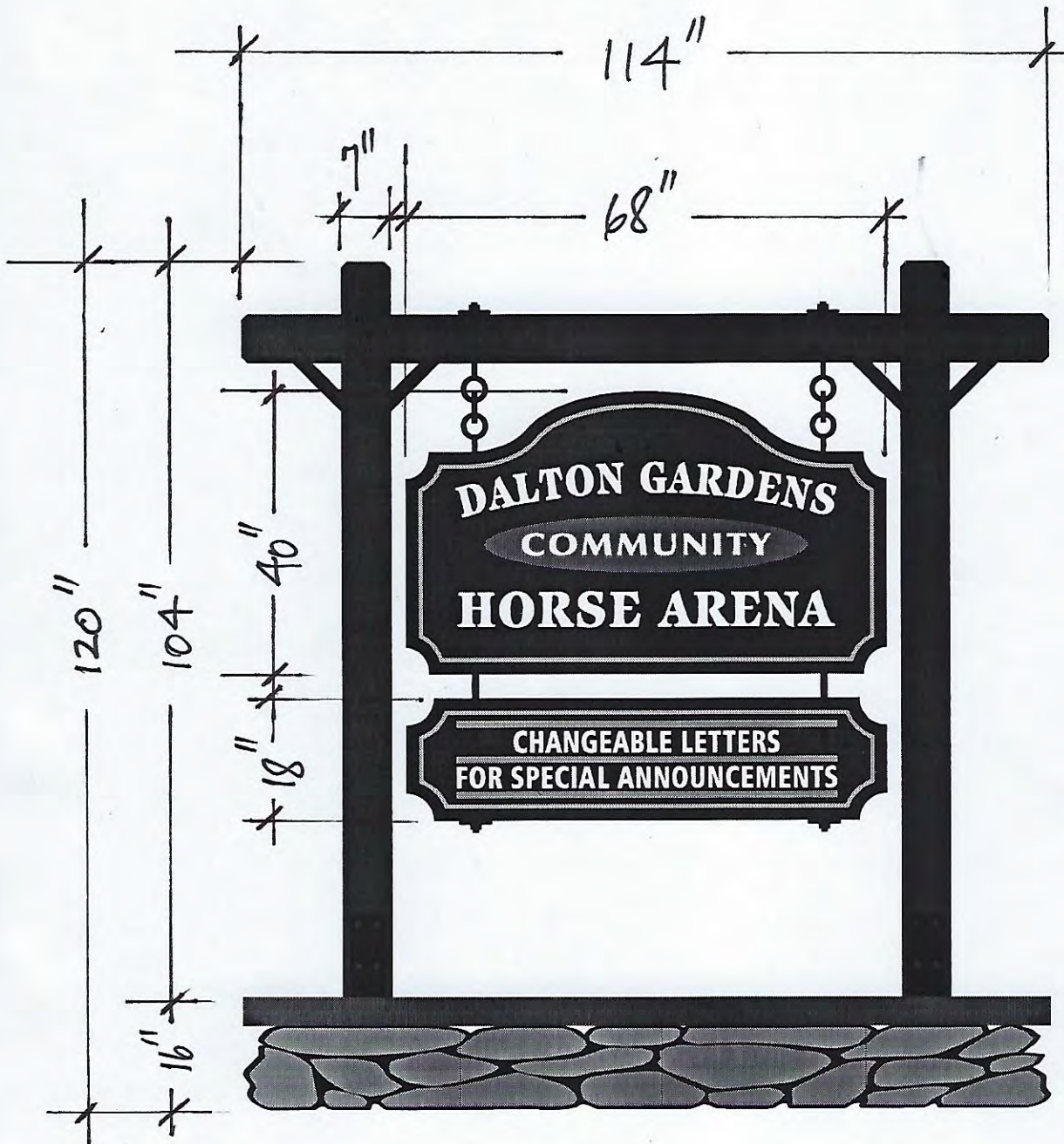
"Dalton Gardens Community Horse Complex"

Free Standing. So it will need 2 posts on either side.

Center out of work or something u suggest. Maybe 6-8
Feet wide by 3 feet tall.

Open to any artistic ideas. Lookin for something to keep
the rural, theme and horse theme.

Aaron O'Brien
5099516290 cell



① FREESTANDING SIGN

3" CHANGEABLE R.B. LETTERS

SCALE: $\frac{1}{2}'' = 1' - 0''$

C/DALTON-1. FSP23

SILVER CREEK SIGNS
 140 Spruce Avenue, #3
 Coeur d'Alene, Idaho 83814
 (208) 765-3635

PROPOSED ARPA PROJECTS

DALTON GARDENS

BUILDINGS AND MAINTENANCE

ACTION	ES'T COST	ARPA	LGIP
Repair city hall roof	\$80,000		
Finish repairing exterior doors & windows	\$10,000		
Upgrade downstairs stair well	\$ 5,000		
Paint council chambers	\$10,000		
Paint firehouse	\$25,000		
Alarm system	\$25,000		
Key fobs for front door	\$ 3,000		
Emergency generator	\$45,000		
TOTAL	\$203,000		

PARKS

ACTION	ES'T COST	ARPA	LGIP
Repair water line at arena	\$15,000		
Replace windows at arena reviewing stand	\$ 5,000		
Repair arena review stand	\$15,000		
Build new gazebo at park	\$75,000		
Expand parking (for shop)	\$75,000		
TOTAL	\$185,000		

ROADS AND SNOW REMOVAL

ACTION	ES'T COST	ARPA	LGIP
Buy snow truck	\$70,000		
Buy plow package	\$10,000		
Build new shop	\$80,000		
Gravel base for new shop	\$20,000		
TOTAL	\$180,000		

BUILDINGS AND MAINTENANCE	\$203,000	
PARKS	\$185,000	
ROADS & SNOW REMOVAL	\$180,000	
SUBTOTAL	\$568,000	
ADD:		
20% CONTINGENCY FEE	\$113,600	
10% MANAGEMENT FEE	\$68,160	
TOTAL		\$749,760