



Agenda for the Regular Meeting Dalton Gardens City Council

Thursday, January 6, 2022 @ 6:00 PM

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

Meeting will be conducted via teleconference and in person.
Please use this link to join the webinar via computer/smartphone:

<https://us02web.zoom.us/j/84603903985?pwd=VzErQ2Z26d0QwRXZJcnFLeDBGWkVZdz09>

Phone Number: 1-669-900-6833 or 1-346-248-7799 or 1-253-215-8782

Webinar ID: 846 0390 3985; Passcode: 212223

1. CALL TO ORDER

2. ROLL CALL OF CITY COUNCIL MEMBERS

3. PLEDGE OF ALLEGIANCE

4. 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.

5. APPROVAL CONSENT CALENDAR- **ACTION**

- a. Minutes from the Regular Meeting December 2, 2021
- b. Claims Listed from December 1, 2021 to December 31, 2021
- c. Monthly Financial Statements for November 1-30, 2021 and December 1-31, 2021
- d. 1st Quarter FY22 Financial Statement

6. INSTALLATION OF NEW COUNCILMEMBERS

7. CITY REPORTS

- a. Council
- b. Mayor
- c. Code Enforcement
- d. City Engineer
- e. City Planner
- f. City Attorney
- g. Kootenai County Sherriff
- h. Clerk/Treasurer

8. CITY BUSINESS

- a. Consideration of stop signs at 4th Street, Deerhaven Ave, Davenport Ave, 15th and Wilbur Ave -**ACTION**
- b. Consideration of painted stop bars on 15th at Deerhaven, and on 15th at Wilbur-**ACTION**
- c. Consideration of City Council Meeting Dates and Ordinance update for 1-5-2-

ACTION

- d. Consideration of Code Enforcement Officer Authority and making CODG Code 7-8A-4 the standard across the code for enforcement-**ACTION**
- e. Consideration of beer and wine by the drink retail sales for Hubbly Bubbly-**ACTION**
- f. Consideration of school zone ordinance update with proposal for signage and lighting-**ACTION**
- g. Consideration of Resolution 2022-01 Authorization to pay certain expenses-**ACTION**
- h. Consideration of Resolution 2022-02 Procurement Policy- **ACTION**
- i. Consideration of new City Seal- **ACTION**
- j. Discussion of Agenda items for February 3, 2022 meeting

9. EXECUTIVE SESSION- ACTION ITEM.

Idaho Code 74-206(1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need, and Idaho Code 74-206(1)(b): To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

10. CONSIDERATION FOR ADMINISTRATIVE STAFFING- ACTION

11. ADJOURNMENT-ACTION

Original Posting: 01/03/2022

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
Council Meeting Minutes**

Thursday, December 2, 2021 @ 6:00 PM

Meeting was conducted via teleconference and in person.

1. **CALL MEETING TO ORDER:** Mayor Edwards called the meeting to order at 6:05 PM
2. **ROLL CALL:** Councilmembers Carrie Chase, Aaron O'Brien, Ray Craft, and Mayor Dan Edwards were physically present; Councilmember Robert Wuest was absent. Chris Gabbert- City Attorney, Ryan Hughes- City Planner and Teresa Janzen-City Clerk/Treasurer were also in attendance.
3. **PLEDGE OF ALLEGIANCE:** Led by City Engineer, Matt Hall
4. **Councilmember Chase made a motion to amend agenda to add the receipt of a draft of the telecom ordinance from Andrew Campenelli's office and that the late amendment was justified as it was just received late this afternoon for discussion. RCraft seconded.**
AO'Brien: yes RCraft: yes CChase: yes Motion carries
5. **PUBLIC COMMENT:** Opened at 6:29 PM.
Spoke in opposition to stop signs installed without Engineering approval
 - Sandra Sonnen- 7447 N Valley
 - Gary Sonnen- 7447 N Valley
 - Justin Rupinski- 1271 E Hanley Ave
 - Tyler Drechsel- 6552 N 16th StSpoke in Favor of additional stop signs to be installed
 - Cheryl Junkin- 1423 Deerhaven
 - Doug Vetsch- 7175 N Davenport
 - Mike Chase- 7512 4th St
 - Karen Kimball- 6975 N. 16th StSpoke on other items
 - Sue Supp- 7024 N 16th St- supports the Campenelli telecom ordinance
6. **APPROVAL OF CONSENT CALENDAR:**
 - a. **CChase made a motion to approve minutes from the regular meeting on 11/3/2021. RCraft seconded:**
AO'Brien: yes CChase: yes RCraft: yes Motion carries
 - b. **AO'Brien made a motion to approve the claims listed from November 1-30, 2021. CChase seconded:**
RCraft: yes CChase: yes AO'Brien: yes Motion carries
 - c. Monthly Financial Statement for November 1-30,2021 was tabled until January 6, 2022 meeting as bank statements were late being released from the bank.

7. CITY REPORTS WERE GIVEN BY:

- a. Council
 - i. RCraft: No road reports. He approved 15th St stop signs for safety. New snow plow needs baffles for the spray tank and Jim Wuest will take care of procurement. One of the 25 mph signs with the white flashing rings that were previously turned off, now have a trial dimmer at no cost to the City. North on 15th Street is the location.
 - ii. AO'Brien: Clarified that landscape company is finished with winter clean up.
 - iii. CChase: no report.
- b. Mayor- no report.
- c. City Engineer- Reviewed written report. Working through backlog of ROW permits. Slow to get information from utility companies on when permitted work is complete. 2 Avista permits failed inspection. One will be cold patched again and the other will be addressed in spring when the hot asphalt plants are operating. Presented school zone signage information. No current ordinance for lowering speed zone for schools in Dalton Gardens code. School zones are typically 200' from school for lower speed limits. Findings have been sent to City Attorney for review.
- d. City Planner- Reviewed written report. Have been working on fee schedule updates to adequately cover city costs. Identifying subdivision zoning ordinance and sign ordinance updates needed as requested by P&Z. Code Enforcement policies will be focus of winter months for nuisance properties, abandoned vehicles, and building without a permit.
- e. Code Enforcement-Written report reviewed by Mayor Edwards: 27 open complaints, 4 new complaints for November. Junk yard complaints, fence complaints, ROW complaints, Unpermitted work from contractors. Suggests filing complaints with Idaho Contractor Board. Working with City Planner on educational materials for junk yard code violations as that is the biggest complaint.
- f. City Attorney- Radius report ordered for annexation on Dalton Ave for noticing. Sent a letter to Dalton Water Association on genesis of 2018 bill for ½ of 18 fire hydrants. School Zone signage and speed limit can be established in ordinance if the council desires it. Our current signage is inconsistent with the code. Telecom ordinance draft received late this afternoon.
- g. City Clerk/Treasurer- Upstairs women's restroom has been retrofitted with new pieces and a new faucet. Waiting for plumber to return to replace shop toilet. SRO from Dalton Elementary visited concerning cross walk safety due to multiple near accidents in the school zone at Dalton Elementary. Requested the City clarify school zone and introduce flashing school zone signs. Sent request to Mayor and Engineer. 2 City property damage accidents in November. Several public records requests. Many new online applications for building permits and licenses. Work will begin on clean-up of open paper building permits in January. City Audit continues. HMH has been tremendous help keeping ROW permits moving a long and tracked efficiently.
- h. Kootenai County Sheriff- Mayor read written report.

8. CITY BUSINESS

- a. Discussion of Andrew Campenelli's telecom ordinance draft. Mr. Norm Samenko's suggested revisions are technical revisions that can be folded into the public review process. He received the draft on 12/2/21. His suggestion is to move the process forward

as directed by local counsel. Once the draft has been through the City Attorney and City Planner review, it will be sent to the Planning & Zoning Commission for their review. Mr. Campenelli and Mr. Samenko will be asked to attend P&Z public hearing via Zoom.

b. Approval of Kootenai County Canvassed Election Results 2021

RCraft made a motion to approve the Kootenai County Canvassed election results for 2021. AO'Brien seconded.

CChase: yes AO'Brien: yes RCraft: yes Motion carries.

c. Consideration of stop sign installation at 4th Street, Deerhaven Ave, Canfield Ave, and Wilbur Ave.

Councilmember Chase clarified her intention for additional stop signs at the following locations:

- 2 additional signs at 4th St and Wilbur Ave
- 2 additional signs at 4th St and Deerhaven Ave
- 2 additional signs at Wilbur and Davenport
- 2 additional signs at Wilbur and Mt. Carrol
- 2 additional signs at Deerhaven and Davenport
- 2 additional signs at Deerhaven and Mt. Carrol

Additionally, she would like to have painted stop bars at each location as well as the previously installed locations of 15th Street at Deerhaven and 15th Street at Wilbur Ave. HMH Engineering cannot approve or disapprove stop signs without conducting an Engineering Study. Council has not agreed to pay for an engineering study at the above locations. Preliminary information leads HMH Engineering to believe stop signs at the above locations are unwarranted. Councilmember Craft acknowledged they understand HMH Engineering's stance and that is why Council approved stop signs on 15th street on their own. Michael Bass of Kootenai County Fire & Rescue spoke and said they are not for or against stop signs but wanted Council to be advised that they are required by policy to come to a full stop at every stop sign which can cause a 10-15 second delay per stop sign. They would prefer they be by the Governing body warranted by a traffic study and is fully compliant with stop bar.

CChase made a motion to implement 2 stop signs on 4th at Wilbur Ave (north and south) and 2 stop signs on 4th at Deerhaven Ave (north and south) with painted stop bars.

AO'Brien: no CChase: yes RCraft: yes Motion carries

CChase made a motion to move \$5,000 from General Fund Savings (LGIP) to cover cost of stop signs project. RCraft seconded.

RCraft: yes AO'Brien: no CChase: yes Motion carries.

d. Consideration of draft fee schedule

RCraft made a motion to table consideration of draft fee schedule. CChase seconded.

AO'Brien: yes CChase: yes RCraft: yes Motion carries.

e. Discussion for Agenda items for January 6, 2022 meeting

- Adjustments to City Council meeting dates

- Andrew Campenelli Telecom Ordinance
- Stop Signs with stop bars on Wilbur and Deerhaven
- Stop bars at 15th at Deerhaven and 15th at Wilbur
- School Zone ordinance update with proposal for proper signage and lights

9. EXECUTIVE SESSION: CChase made a motion to move to executive session per Idaho Code 74-206(1)(a): To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need, and Idaho Code 74-206(1)(b): To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. AO'Brien seconded: AO'Brien: yes CChase: yes RCraft: yes Motion carries.
 Executive Session began at 8:11 PM. Came out of Executive Session at 8: 50 PM.

10. CONSIDERATION FOR ADMINISTRATIVE STAFFING
AO'Brien made a motion to approved extended leave until December 31, 2021 and give further direction as discussed in executive session to the Mayor. CChase seconded: CChase: yes RCraft: yes AO'Brien: yes Motion carries

11. Councilmember O'Brien read a quote for the record from Jim McNall of ICRMP, "Aaron, Thank you for asking about liability for Council decisions regarding placing of stop signs. This action should not affect ICRMP coverage but could lessen some of the immunity offered the City by State statute. The most defensible actions are when the Council approves a traffic control plan presented by your City Engineer.

12. CChase made a motion to Adjourn. RCraft seconded. All in favor. Motion carries. Meeting Adjourned at 8:52 PM.

Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

City of Dalton Gardens

Claims Listed
12/01/2021 to 12/31/2021

Vendor	Amount	Note
Amazon Business	178.07	Lights for truck
Anderson Bros. CPAs	2,156.25	Accountant
Avista Utilities	447.41	Monthly electric and gas
Campenelli & Associates, PC	8,500.00	Telecom Ordinance Draft
Central Pre Mix	114.50	Sonotubes for park arch
Coeur d'Alene Garbage Service	31.00	Monthly garbage bill
Cooperative Supply, INC. Cenex	134.13	Vehicle Fuel
Expert Investigations	109.24	Monthly Code Enforcement
HMH Engineering	9,640.89	November and December Engineering
III-A	1,166.00	January Health Insurance
International Code Council	145.00	Annual Membership
Killen, Eric	85.56	Reimbursement
Kootenai County Fire & Rescue	3,374.00	Final FY21 inspections, Oct-Dec inspect, Jan Fee
Kootenai County Solid Waste Dept.	74.05	Dump runs
Les Schwab Tires	602.66	Tires for Kubota tractor, Trailer tires, siping F450
Lyons O'Dowd	4,500.00	City Attorney monthly
Magnuson, McHugh & Company, P.A.	3,000.00	Annual Audit deposit
NAPA Coeur d'Alene Auto Parts	112.69	Truck parts
Nexus Planning Services	1,500.00	Monthly City Planner
North Idaho Blueprint	232.50	Public Records Request Printing, Truck Logos
On-Call Computer Network Solutions	350.00	Access DB fix
OpenGov	11,200.00	Annual renewal
Parsons Behle & Latimer	40.00	Semanko
Payroll- Mayor & Council	2,107.91	December 1-31, 2021
Payroll- Staff	10,045.52	December 1-31, 2021
Payroll- Taxes	3,313.14	Federal and State payroll taxes
PERSI	1,716.37	Retirement
Pointe Pest Control	165.00	Quarterly service
Scott Jordan	11.83	Reimbursement for truck numbers
Service Master by the Lake	735.00	3 months of janitorial service City Hall
Sterling Codifiers, Inc.	500.00	Annual codified website Zoom, parts for brine truck, blower, certified mailings, walking tape
US Bank credit card	981.78	measure
Verizon Northwest	95.83	Code Enforcement monthly phone
Zumar	1,066.95	Vis-Z-shield pole wraps
	<u>68,433.28</u>	

CITY OF DALTON GARDENS
FINANCIAL STATEMENT
November 1-30, 2021

	<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	19,149.30	65,300.00	-46,150.70	29.33%
301-04 · BUSINESS LICENSE REVENUE	600.00	7,750.00	-7,150.00	7.74%
301-05 · FACILITY RESERVATION REVENUE	0.00	500.00	-500.00	0.0%
301-07 · SPECIAL USE FEES	0.00	1,000.00	-1,000.00	0.0%
301-08 · SUBDIVISION REVENUE	0.00	1,000.00	-1,000.00	0.0%
301-11 · ROW PERMITS	300.00			
Total 301-000 · COMMUNITY DEV. INCOME	20,049.30	75,550.00	-55,500.70	26.54%
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	5,722.71	26,000.00	-20,277.29	22.01%
302-02 · FRANCHISE FEE TWC/SPECTRUM	5,874.10	26,000.00	-20,125.90	22.59%
302-03 · FRANCHISE FEE TDS	676.05	1,000.00	-323.95	67.61%
Total 302-000 · FRANCHISE FEES	12,272.86	53,000.00	-40,727.14	23.16%
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	0.00	87,069.00	-87,069.00	0.0%
303-02 · NEW HIGHWAY USER REVENUE	0.00	29,604.00	-29,604.00	0.0%
303-03 · TRANSFER HWY DISTRICT LEVY	56.17	40,000.00	-39,943.83	0.14%
Total 303-000 · HIGHWAY FUNDS	56.17	156,673.00	-156,616.83	0.04%
304-000 · LID ASSESSMENTS				
304-01 · LID # 1 Assessments	17,843.34	21,873.58	-4,030.24	81.58%
304-02 · LID #2 - GOVERNMENT WAY	0.00	43,903.15	-43,903.15	0.0%
Total 304-000 · LID ASSESSMENTS	17,843.34	65,776.73	-47,933.39	27.13%
305-000 · PROPERTY TAXES				
305-01 · AG EQUIP REPLACEMENT	0.50			
305-02 · CURRENT REAL PROPERTY TAX	7,661.49	168,919.00	-161,257.51	4.54%
305-03 · DELINQUENT REAL PROPERTY TAX	23,967.43	1,500.00	22,467.43	1,597.83%
305-04 · PENALTY & INTEREST	24.10	500.00	-475.90	4.82%
Total 305-000 · PROPERTY TAXES	31,653.52	170,919.00	-139,265.48	18.52%
306-000 · STATE REVENUE SHARE				
306-01 · STATE LIQUOR ALLOCATION	22,268.00	102,540.00	-80,272.00	21.72%
306-02 · STATE REVENUE SHARING	61,908.50	230,768.00	-168,859.50	26.83%
Total 306-000 · STATE REVENUE SHARE	84,176.50	333,308.00	-249,131.50	25.26%
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	361.80	5,000.00	-4,638.20	7.24%
307-03 · INTEREST INCOME	420.76	5,000.00	-4,579.24	8.42%
307-05 · REFUNDS & REIMBURSEMENTS	92.74			
307-06 · RENT	1,040.00	6,240.00	-5,200.00	16.67%
307-08 · UNENCUMBERED BANK FUNDS	0.00	346,000.00	-346,000.00	0.0%
Total 307-000 · OTHER INCOME	1,915.30	362,240.00	-360,324.70	0.53%
308-000 · GRANT FUNDS				
	500.00			
Total Income	168,466.99	1,217,466.73	-1,048,999.74	13.84%
	168,466.99	1,217,466.73	-1,048,999.74	13.84%

Expense

**CITY OF DALTON GARDENS
FINANCIAL STATEMENT
November 1-30, 2021**

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
401-000 · GENERAL & ADMIN				
401-016 · TRAINING TRAVEL EXPENSE	200.00	3,200.00	-3,000.00	6.25%
401-03 · COUNCIL EXPENSES				
401-033 · CITY COUNCIL SALARIES	3,200.00	19,200.00	-16,000.00	16.67%
401-036 · MAYOR WAGES	1,700.00	10,200.00	-8,500.00	16.67%
Total 401-03 · COUNCIL EXPENSES	4,900.00	29,400.00	-24,500.00	16.67%
401-04 · OFFICE EXPENSES				
401-041 · BLDG MAINT CONTRACTED	160.00	3,000.00	-2,840.00	5.33%
401-042 · BLDG & GROUNDS MAINTENANCE	1,105.32	5,000.00	-3,894.68	22.11%
401-043 · DUES & SUBSCRIPTIONS	1,012.16	2,500.00	-1,487.84	40.49%
401-045 · GARBAGE COLLECTION & DISPOSAL	98.00	500.00	-402.00	19.6%
401-046 · OFFICE MAINTENANCE	0.00	600.00	-600.00	0.0%
401-047 · OFFICE SUPPLIES & POSTAGE	516.79	8,000.00	-7,483.21	6.46%
401-048 · SOFTWARE PURCHASE & IT SERVIC	1,316.72	20,000.00	-18,683.28	6.58%
Total 401-04 · OFFICE EXPENSES	4,208.99	39,600.00	-35,391.01	10.63%
401-05 · PERSONNEL EXPENSE				
401-050 · PAYROLL TAXES & RETIREMENT	3,880.47	26,403.00	-22,522.53	14.7%
401-054 · CLERK WAGES	8,666.66	52,000.00	-43,333.34	16.67%
401-058 · DEPUTY CLERK WAGES	4,790.00	38,000.00	-33,210.00	12.61%
401-059 · EMP HEALTH INSURANCE	5,343.00	26,400.00	-21,057.00	20.24%
Total 401-05 · PERSONNEL EXPENSE	22,680.13	142,803.00	-120,122.87	15.88%
401-06 · PROFESSIONAL SERVICES				
401-061 · AUDIT AND ACCOUNTING	2,178.20	24,000.00	-21,821.80	9.08%
401-062 · LEGAL PUBLISHING	1,980.06	4,000.00	-2,019.94	49.5%
401-06 · PROFESSIONAL SERVICES - Other	4,899.00	64,000.00	-59,101.00	7.66%
Total 401-06 · PROFESSIONAL SERVICES	9,057.26	92,000.00	-82,942.74	9.85%
401-07 · UTILITES				
401-071 · BLDG & GROUNDS UTILITIES	2,244.69	8,000.00	-5,755.31	28.06%
401-072 · INTERNET	221.62	1,708.00	-1,486.38	12.98%
401-073 · TELEPHONE	186.66	1,092.00	-905.34	17.09%
Total 401-07 · UTILITES	2,652.97	10,800.00	-8,147.03	24.57%
401-08 · ANNUAL PICNIC	0.00	3,500.00	-3,500.00	0.0%
401-11 · GENERAL CONTINGENCY FUND	0.00	31,231.00	-31,231.00	0.0%
401-12 · INSURANCE	5,165.00	7,500.00	-2,335.00	68.87%
401-13 · MISCELLANEOUS SERVICE & CHARGES	0.00	1,800.00	-1,800.00	0.0%
401-15 · Uncategorized Expenses	81.00	725.73	-644.73	11.16%
Total 401-000 · GENERAL & ADMIN	48,945.35	362,559.73	-313,614.38	13.5%
402-000 · LAW ENFORCEMENT				
402-05 · CODE ENFORCEMENT-WAGES	636.68	12,000.00	-11,363.32	5.31%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	0.00	146,000.00	-146,000.00	0.0%
Total 402-000 · LAW ENFORCEMENT	636.68	159,740.00	-159,103.32	0.4%
403-000 · STREETS				
403-06 · FUEL AND LUBRICANTS	195.54	2,000.00	-1,804.46	9.78%

**CITY OF DALTON GARDENS
FINANCIAL STATEMENT
November 1-30, 2021**

	Actual	Budget	\$ Over Budget	% of Budget
403-10 · ROADS-ENG PLANS & SERVICES	2,378.40	37,000.00	-34,621.60	6.43%
403-11 · SNOW & ICE CONTROL-REMOVAL	0.00	30,000.00	-30,000.00	0.0%
403-12 · STREET EQUIPMENT MAINTENANCE	109.99	7,000.00	-6,890.01	1.57%
403-14 · STREET MAINT- CONTRACTED	0.00	358,367.00	-358,367.00	0.0%
403-16 · STREET MAINT-SUPPLIES	229.99	1,000.00	-770.01	23.0%
403-18 · STREET MAINT - WAGES	2,597.00	25,000.00	-22,403.00	10.39%
403-20 · STREET SIGNAL LIGHTS	40.68	500.00	-459.32	8.14%
Total 403-000 · STREETS	5,551.60	460,867.00	-455,315.40	1.21%
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	30.64	9,000.00	-8,969.36	0.34%
404-03 · PARK MAINTENANCE- CONTRACTED	3,404.54	30,000.00	-26,595.46	11.35%
404-07 · PARK MAINTENANCE- WAGES	662.50	6,000.00	-5,337.50	11.04%
404-09 · SUPPLIES- PARK MAINT	0.00	1,500.00	-1,500.00	0.0%
Total 404-000 · PARKS	4,097.68	46,500.00	-42,402.32	8.81%
405-000 · LID				
405-01 · Gov't Way Sewer Project/LID #1	10.00	34,000.00	-33,990.00	0.03%
405-02 · LID PHASE 2				
405-021 · LID 2 Principal Payment	200,000.00			
405-02 · LID PHASE 2 - Other	0.00	65,500.00	-65,500.00	0.0%
Total 405-02 · LID PHASE 2	200,000.00	65,500.00	134,500.00	305.34%
Total 405-000 · LID	200,010.00	99,500.00	100,510.00	201.02%
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	6,950.00	25,000.00	-18,050.00	27.8%
407-012 · PLANNING SOFTWARE	0.00	13,300.00	-13,300.00	0.0%
Total 407-01 · PLANNING & ZONING	6,950.00	38,300.00	-31,350.00	18.15%
407-02 · BUILDING INSPECTOR SERVICES	5,094.00	50,000.00	-44,906.00	10.19%
Total 407-000 · COMMUNITY DEV.	12,044.00	88,300.00	-76,256.00	13.64%
Total Expense	271,285.31	1,217,466.73	-946,181.42	22.28%
	-102,818.32	0.00	-102,818.32	100.0%

Checking/Savings

1-101.0 · GENERAL CHECKING	675,381.91
1-101.2 · LID #1 Bond Fund	33,544.09
1-101.3 · Guaranteed Fund	35,149.60
1-101.4 · Government Way - LID #2	15,048.05
1-102.0 · LGIP #1404-General Fund	1,823,672.90
1-102.1 · LGIP #2380-18th St	45,248.78
1-102.2 · LGIP #3726-ARPA	259,206.04
Total Checking/Savings	2,887,251.37

CITY OF DALTON GARDENS
FINANCIAL STATEMENT
December 1-31, 2021

	<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	20,640.30	65,300.00	-44,659.70	31.61%
301-04 · BUSINESS LICENSE REVENUE	975.00	7,750.00	-6,775.00	12.58%
301-05 · FACILITY RESERVATION REVENUE	0.00	500.00	-500.00	0.0%
301-06 · FINES	198.00			
301-07 · SPECIAL USE FEES	0.00	1,000.00	-1,000.00	0.0%
301-08 · SUBDIVISION REVENUE	0.00	1,000.00	-1,000.00	0.0%
301-11 · ROW PERMITS	777.50			
Total 301-000 · COMMUNITY DEV. INCOME	<u>22,590.80</u>	<u>75,550.00</u>	<u>-52,959.20</u>	<u>29.9%</u>
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	5,722.71	26,000.00	-20,277.29	22.01%
302-02 · FRANCHISE FEE TWC/SPECTRUM	5,874.10	26,000.00	-20,125.90	22.59%
302-03 · FRANCHISE FEE TDS	676.05	1,000.00	-323.95	67.61%
Total 302-000 · FRANCHISE FEES	<u>12,272.86</u>	<u>53,000.00</u>	<u>-40,727.14</u>	<u>23.16%</u>
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	0.00	87,069.00	-87,069.00	0.0%
303-02 · NEW HIGHWAY USER REVENUE	0.00	29,604.00	-29,604.00	0.0%
303-03 · TRANSFER HWY DISTRICT LEVY	1,928.17	40,000.00	-38,071.83	4.82%
Total 303-000 · HIGHWAY FUNDS	<u>1,928.17</u>	<u>156,673.00</u>	<u>-154,744.83</u>	<u>1.23%</u>
304-000 · LID ASSESSMENTS				
304-01 · LID # 1 Assessments	19,891.49	21,873.58	-1,982.09	90.94%
304-02 · LID #2 - GOVERNMENT WAY	24,364.20	43,903.15	-19,538.95	55.5%
Total 304-000 · LID ASSESSMENTS	<u>44,255.69</u>	<u>65,776.73</u>	<u>-21,521.04</u>	<u>67.28%</u>
305-000 · PROPERTY TAXES				
305-01 · AG EQUIP REPLACEMENT	0.50			
305-02 · CURRENT REAL PROPERTY TAX	12,405.05	168,919.00	-156,513.95	7.34%
305-03 · DELINQUENT REAL PROPERTY TAX	23,967.43	1,500.00	22,467.43	1,597.83%
305-04 · PENALTY & INTEREST	24.10	500.00	-475.90	4.82%
Total 305-000 · PROPERTY TAXES	<u>36,397.08</u>	<u>170,919.00</u>	<u>-134,521.92</u>	<u>21.3%</u>
306-000 · STATE REVENUE SHARE				
306-01 · STATE LIQUOR ALLOCATION	22,268.00	102,540.00	-80,272.00	21.72%
306-02 · STATE REVENUE SHARING	61,908.50	230,768.00	-168,859.50	26.83%
Total 306-000 · STATE REVENUE SHARE	<u>84,176.50</u>	<u>333,308.00</u>	<u>-249,131.50</u>	<u>25.26%</u>
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	480.60	5,000.00	-4,519.40	9.61%
307-03 · INTEREST INCOME	423.65	5,000.00	-4,576.35	8.47%
307-05 · REFUNDS & REIMBURSEMENTS	165.24			
307-06 · RENT	1,560.00	6,240.00	-4,680.00	25.0%
307-08 · UNENCUMBERED BANK FUNDS	0.00	346,000.00	-346,000.00	0.0%
Total 307-000 · OTHER INCOME	<u>2,629.49</u>	<u>362,240.00</u>	<u>-359,610.51</u>	<u>0.73%</u>
308-000 · GRANT FUNDS	500.00			
Total Income	<u>204,750.59</u>	<u>1,217,466.73</u>	<u>-1,012,716.14</u>	<u>16.82%</u>
	204,750.59	1,217,466.73	-1,012,716.14	16.82%

CITY OF DALTON GARDENS
FINANCIAL STATEMENT
December 1-31, 2021

Expense	Actual	Budget	\$ Over Budget	% of Budget
401-000 · GENERAL & ADMIN				
401-016 · TRAINING TRAVEL EXPENSE	200.00	3,200.00	-3,000.00	6.25%
401-03 · COUNCIL EXPENSES				
401-033 · CITY COUNCIL SALARIES	4,800.00	19,200.00	-14,400.00	25.0%
401-036 · MAYOR WAGES	2,550.00	10,200.00	-7,650.00	25.0%
Total 401-03 · COUNCIL EXPENSES	7,350.00	29,400.00	-22,050.00	25.0%
401-04 · OFFICE EXPENSES				
401-041 · BLDG MAINT CONTRACTED	160.00	3,000.00	-2,840.00	5.33%
401-042 · BLDG & GROUNDS MAINTENANCE	1,519.48	5,000.00	-3,480.52	30.39%
401-043 · DUES & SUBSCRIPTIONS	1,157.16	2,500.00	-1,342.84	46.29%
401-045 · GARBAGE COLLECTION & DISPOSAL	110.00	500.00	-390.00	22.0%
401-046 · OFFICE MAINTENANCE	0.00	600.00	-600.00	0.0%
401-047 · OFFICE SUPPLIES & POSTAGE	625.21	8,000.00	-7,374.79	7.82%
401-048 · SOFTWARE PURCHASE & IT SERVICE	1,443.70	20,000.00	-18,556.30	7.22%
401-04 · OFFICE EXPENSES - Other	33.04			
Total 401-04 · OFFICE EXPENSES	5,048.59	39,600.00	-34,551.41	12.75%
401-05 · PERSONNEL EXPENSE				
401-050 · PAYROLL TAX & RETIREMENT	5,259.18	26,403.00	-21,143.82	19.92%
401-054 · CLERK WAGES	12,999.99	52,000.00	-39,000.01	25.0%
401-058 · DEPUTY CLERK WAGES	5,021.67	38,000.00	-32,978.33	13.22%
401-059 · EMP HEALTH INSURANCE	6,509.00	26,400.00	-19,891.00	24.66%
Total 401-05 · PERSONNEL EXPENSE	29,789.84	142,803.00	-113,013.16	20.86%
401-06 · PROFESSIONAL SERVICES				
401-061 · AUDIT AND ACCOUNTING	5,197.15	24,000.00	-18,802.85	21.66%
401-062 · LEGAL PUBLISHING	2,480.06	4,000.00	-1,519.94	62.0%
401-06 · PROFESSIONAL SERVICES - Other	17,939.00	64,000.00	-46,061.00	28.03%
Total 401-06 · PROFESSIONAL SERVICES	25,616.21	92,000.00	-66,383.79	27.84%
401-07 · UTILITES				
401-071 · BLDG & GROUNDS UTILITIES	2,627.03	8,000.00	-5,372.97	32.84%
401-072 · INTERNET	221.62	1,708.00	-1,486.38	12.98%
401-073 · TELEPHONE	282.49	1,092.00	-809.51	25.87%
Total 401-07 · UTILITES	3,131.14	10,800.00	-7,668.86	28.99%
401-08 · ANNUAL PICNIC	0.00	3,500.00	-3,500.00	0.0%
401-11 · GENERAL CONTINGENCY FUND	0.00	31,231.00	-31,231.00	0.0%
401-12 · INSURANCE	5,165.00	7,500.00	-2,335.00	68.87%
401-13 · MISCELLANEOUS SERVICE & CHARGES	0.00	1,800.00	-1,800.00	0.0%
401-15 · Uncategorized Expenses	81.00	725.73	-644.73	11.16%
Total 401-000 · GENERAL & ADMIN	76,381.78	362,559.73	-286,177.95	21.07%
402-000 · LAW ENFORCEMENT				
402-05 · CODE ENFORCEMENT-WAGES	745.92	12,000.00	-11,254.08	6.22%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	0.00	146,000.00	-146,000.00	0.0%
402-000 · LAW ENFORCEMENT - Other	134.93			

**CITY OF DALTON GARDENS
FINANCIAL STATEMENT
December 1-31, 2021**

	Actual	Budget	\$ Over Budget	% of Budget
Total 402-000 · LAW ENFORCEMENT	880.85	159,740.00	-158,859.15	0.55%
403-000 · STREETS				
403-06 · FUEL AND LUBRICANTS	195.54	2,000.00	-1,804.46	9.78%
403-10 · ROADS-ENG PLANS & SERVICES	12,019.29	37,000.00	-24,980.71	32.49%
403-11 · SNOW & ICE CONTROL-REMOVAL	0.00	30,000.00	-30,000.00	0.0%
403-12 · STREET EQUIPMENT MAINTENANCE	1,808.06	7,000.00	-5,191.94	25.83%
403-14 · STREET MAINT- CONTRACTED	0.00	358,367.00	-358,367.00	0.0%
403-16 · STREET MAINT-SUPPLIES	1,436.93	1,000.00	436.93	143.69%
403-18 · STREET MAINT - WAGES	3,021.00	25,000.00	-21,979.00	12.08%
403-20 · STREET SIGNAL LIGHTS	89.78	500.00	-410.22	17.96%
Total 403-000 · STREETS	18,570.60	460,867.00	-442,296.40	4.03%
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	46.61	9,000.00	-8,953.39	0.52%
404-03 · PARK MAINTENANCE- CONTRACTED	3,404.54	30,000.00	-26,595.46	11.35%
404-07 · PARK MAINTENANCE- WAGES	1,033.50	6,000.00	-4,966.50	17.23%
404-09 · SUPPLIES- PARK MAINT	176.55	1,500.00	-1,323.45	11.77%
Total 404-000 · PARKS	4,661.20	46,500.00	-41,838.80	10.02%
405-000 · LID				
405-01 · Gov't Way Sewer Project/LID #1	33,486.00	34,000.00	-514.00	98.49%
405-02 · LID PHASE 2				
405-021 · LID 2 Principal Payment	200,000.00			
405-022 · LID 2 Interest Expense	3,213.66			
405-02 · LID PHASE 2 - Other	2.00	65,500.00	-65,498.00	0.0%
Total 405-02 · LID PHASE 2	203,215.66	65,500.00	137,715.66	310.25%
Total 405-000 · LID	236,701.66	99,500.00	137,201.66	237.89%
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	6,950.00	25,000.00	-18,050.00	27.8%
407-012 · PLANNING SOFTWARE	11,497.00	13,300.00	-1,803.00	86.44%
Total 407-01 · PLANNING & ZONING	18,447.00	38,300.00	-19,853.00	48.16%
407-02 · BUILDING INSPECTOR SERVICES	8,468.00	50,000.00	-41,532.00	16.94%
Total 407-000 · COMMUNITY DEV.	26,915.00	88,300.00	-61,385.00	30.48%
Total Expense	364,111.09	1,217,466.73	-853,355.64	29.91%
	-159,360.50	0.00	-159,360.50	100.0%

Checking/Savings

1-101.0 · GENERAL CHECKING	675,599.58
1-101.2 · LID #1 Bond Fund	2,116.24
1-101.3 · Guaranteed Fund	35,149.60
1-101.4 · Government Way - LID #2	36,196.59
1-102.0 · LGIP #1404-General Fund	1,823,672.90
1-102.1 · LGIP #2380-18th St	45,248.78
1-102.2 · LGIP #3726-ARPA	259,206.04
Total Checking/Savings	2,877,189.73

CITY OF DALTON GARDENS
1st Quarter Treasurer's Report FY 2022
October 2021 to December 2021

	<u>Oct - Dec 21</u>	<u>Budget</u>
Income		
301-000 · COMMUNITY DEV. INCOME	22,590.80	75,550.00
302-000 · FRANCHISE FEES	12,272.86	53,000.00
303-000 · HIGHWAY FUNDS	1,928.17	156,673.00
304-000 · LID ASSESSMENTS	44,255.69	65,776.73
305-000 · PROPERTY TAXES	36,397.08	170,919.00
306-000 · STATE REVENUE SHARE	84,176.50	333,308.00
307-000 · OTHER INCOME	2,629.49	362,240.00
308-000 · GRANT FUNDS	500.00	
Total Income	<u>204,750.59</u>	<u>1,217,466.73</u>
Gross Profit	204,750.59	1,217,466.73
Expense		
401-000 · GENERAL & ADMIN	76,381.78	362,559.73
402-000 · LAW ENFORCEMENT	880.85	159,740.00
403-000 · STREETS	18,570.60	460,867.00
404-000 · PARKS	4,661.20	46,500.00
405-000 · LID	236,701.66	99,500.00
407-000 · COMMUNITY DEV.	26,915.00	88,300.00
Total Expense	<u>364,111.09</u>	<u>1,217,466.73</u>
Net Income	<u>-159,360.50</u>	<u>0.00</u>

From: [Myron Sanders](#)
To: clerk@daltongardens.com
Cc: mayor@daltongardens.com
Subject: Code Enforcement Report for December 2021
Date: Monday, January 3, 2022 11:39:27 AM

Teresa, Dan,

The following is my CE report for December which was a slow month. I will be at the city council meeting to meet the new council members, and also to give testimony on the CE program, including updates to our current code for my role as CE officer.

I had one new complaint in December which had to do with a dead deer carcass being put on a neighbors property. It was unfounded. This complaint was closed.

There are 29 open complaints. I also did do a couple of building permit inspections for fences, and structures.

As stated in my November report, junkyard properties need to be addressed with our city council, and that will go hand in hand with my proposal on enhancing our my role as Code Enforcement officer.

See you Thursday evening..



Myron B. Sanders, CIFI, FBINA 142nd
President, Expert Investigations, Inc
16055 SW Walker Road, #148
Beaverton, OR 97006
msanders@expertinv.com
www.expertinv.com

503-530-8562 (office)
503-332-2684 (cell)
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OR Lic # PI-ID 33795
WA Lic #1730

The information contained in this transmission may contain privileged and confidential information and is intended only for the use of the person(s) named above. If you are not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, any

To: Mayor Edwards, City of Dalton Gardens

From: HMH Engineering

Date: January 6, 2022

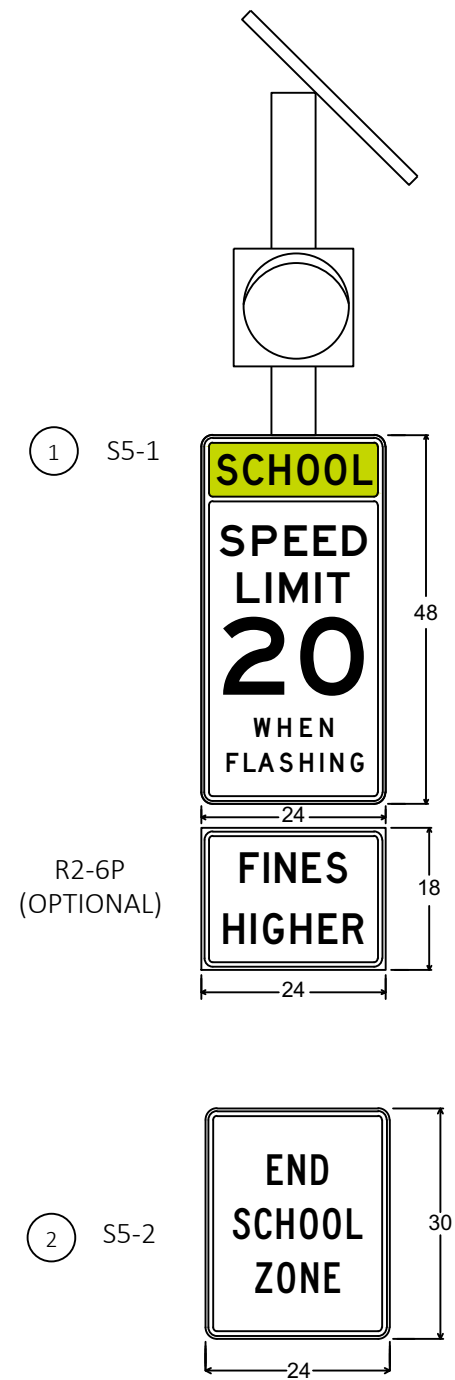
Re: Engineering Update

1. HMH has provided a preliminary plan regarding school zone signage.
2. Utility Right-of-Way Encroachment Permits – All active permits are shown on the attached table.



NOT APPROVED
PRELIMINARY
 FOR CONSTRUCTION

SCHOOL ZONE
 DALTON ELEMENTARY



- NOTES:
1. THE BEGINNING POINT OF A REDUCED SCHOOL SPEED ZONE BEGINS 200 FEET IN ADVANCE OF THE SCHOOL GROUNDS, A SCHOOL CROSSING, OR OTHER SCHOOL RELATED ACTIVITIES.
 2. "SCHOOL" PORTION OF S5-1 SIGN AND INCLUDING ANY SUPPLEMENTAL PLAQUES USED IN ASSOCIATION WITH THESE WARNING SIGNS, SHALL HAVE A FLUORESCENT YELLOW-GREEN BACKGROUND WITH A BLACK LEGEND AND BORDER, IN COMPLIANCE WITH MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) STANDARDS.
 3. FLASHING BEACON TO BE PROGRAMMED TO FLASH DURING SCHOOL ZONE ENFORCEMENT HOURS AS DETERMINED BY CITY ORDINANCE.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF DALTON GARDENS, A POLITICAL SUBDIVISION OF THE STATE OF IDAHO, AMENDING DALTON GARDENS CITY CODE TITLE 8, MOTOR VEHICLES AND TRAFFIC, CHAPTER 2, GENERAL TRAFFIC REGULATIONS, BY ADDING A NEW SECTION 8-2-5, SCHOOL ZONES, PROVIDING FOR SEVERABILITY; PROVIDING REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Mayor and City Council of the city of DALTON GARDENS, Kootenai County, Idaho, that Title 8, Motor Vehicles and Traffic, Chapter 2, General Traffic Provisions, be amended by adding a new section 8-2-5 establishing School Zones, as follows:

Section 1. That a new Section 8-2-5 of the Dalton Gardens City Code shall be, and the same is, added to read as follows:

8-2-5: SPEED LIMITS; SCHOOL ZONES:

- A. Speed Limit: Speed limit for all residential school zones shall be twenty (20) miles per hour. The time for enforcement for school zone speed limits shall be between seven thirty o'clock (7:30) A.M. and four o'clock (4:00) P.M. Monday through Friday when school is in session. School zones speed limit is also in effect during school activities when students are present.
- B. School Zones: Residential school zones are designated as follows: on Hanley Avenue from two hundred (200) feet west of Davenport Street to two hundred (200) feet east of Mt. Carrol Street, on Mt. Carrol Street from two hundred (200) north of Hanley Avenue to two hundred (200) south of the southernmost boundary of Dalton Elementary School property and on Davenport Street from two hundred (200) north of Hanley Avenue to two hundred (200) south of the southernmost boundary of Dalton Elementary School property.
- C. Violation: Any person who violates any provision of this section shall be deemed guilty of an infraction punishable pursuant to Idaho Code 49-658.

Section 3. This ordinance is hereby declared to be severable. Should any portion of this ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry out the purpose(s) of the ordinance before the declaration of partial invalidity.

Section 4. All provisions of the current Dalton Gardens Municipal Code or ordinances of the city of Dalton Gardens which conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 5. This ordinance shall be effective upon its passage and publication as provided by law.

ENACTED by the City Council as an Ordinance of the city of Dalton Gardens on the ____ day of _____, 2022.

APPROVED by the Mayor on the ____ day of _____, 2022.

CITY OF DALTON GARDENS

By: _____
Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk

Received for Review	Utility's Designated Permit ID	Application No.	Utility Company	Temp Permit Date	Final Permit Date	Location of Work	Construction Must Be Completed By:
10/27/2020	CDN03B_DA01_CO157	TDS 20-102720	TDS	10/27/2020	11/15/2021	Near 6032 to 6167 N Valley	December 31, 2020
10/19/2020	CDN03A_DG_DA02_03	ROW-2021-5	TDS	6/1/2021		Canfield and N 15th St	September 1, 2021
11/23/2020	CDN03A_DG_DA02_04	TDS 20-11232020	TDS	11/23/2020		E Wilbur at N Davenport St	May 23, 2021
11/25/2020	CDN03A_DG_DA03_03	TDS 20-11252020	TDS	11/30/2020	11/15/2021	Near E Wilbur Ave and N 15th St	May 30, 2021
11/25/2020	CDN03A_DG_DA09_01	TDS 20-11262020	TDS	12/15/2020	SEE OG ROW-21-18	Prairie Ave S of N 4th	August 31, 2021
12/31/2020	CDN03A_DG_NODE	TDS 21-05212021	TDS	5/21/2021		Node location address is assigned as 6081 N 15th St.	
3/22/2021		ROW 21-10	AVISTA	4/5/2021		455 E Dalton Ave.	
3/25/2021	HYLKIDXX_DH22_N1_H3004	ROW-2021-8	ZIPLY	6/15/2021		1163 E Wilbur Ave - 576 FDH Pad Mounted Cabinet	September 1, 2021
4/5/2021		ROW 21-042321	AVISTA	4/23/2021		7400 N Colfax; Missile bore under Colfax	
5/21/2021	HYLKIDXX_RTE3_5503731 F1	ZIPLY 21-05212021	ZIPLY	6/15/2021	SEE OG ROW-21-28	6439 N Mt Carrol; pole m	September 1, 2021
5/26/2021		ROW-2021-6	AVISTA	6/2/2021	11/15/2021	1852 E Canfield Ave.	September 1, 2021
-		ROW 21-02	AVISTA	3/22/2021	3/16/2021	5928 N Colfax	
5/26/2021		ROW-2021-1	AVISTA	6/1/2021		5776 N Davenport St	September 1, 2021
5/26/2021		ROW-2021-2	AVISTA	6/1/2021	11/15/2021	5928 N Colfax	September 1, 2021
6/1/2021	HYLKIDXX_H4016_5501554_DH54 S1	ROW-2021-4	ZIPLY	7/13/2021		7890 N Government Way	September 15, 2021
6/1/2021		ROW-2021-3	Dalton Water	6/15/2021	11/23/2021	5928 N Colfax	September 1, 2021
6/9/2021		ROW-2021-7	AVISTA	6/23/2021	11/15/2021	7037 & 7009 N 16th St	
7/6/2021	CDN03A_DG_DA02_TRANSPORT_CO542	ROW-2021-9	TDS	8/24/2021	11/22/2021	E Dalton Ave to 15th and up to 6911 N 15th	November 30, 2021
7/6/2021		ROW-2021-10	AVISTA	7/20/2021	11/15/2021	7815 N Valley St.	September 1, 2021
7/21/2021	CDN03A_DG_DA03_TRANSPORT_CO543	ROW-2021-11	TDS	8/30/2021	11/22/2021	Prairie Avenue E of 4th, E Deerhaven and N 15th St.	November 1, 2021
7/28/2021	HYLKIDXX_H33006_5503699_DH21N1	ROW-2021-12	ZIPLY	8/18/2021	SEE ROW-21-20	1647 E Hanley Ave - Proposed Location of FDH 576 Pad Mounted Cabinet. Aerial over-lash to existing cable/strand, pull foc & mst tails through existing conduit. Proposed splitters, snowshoes, ground rods, hand-holes. Designed to accommodate 6 fiber strands per 1000' for future 5G to 371 living units.	November 1, 2021
9/7/2021		OG ROW-21-1	AVISTA	9/10/2021		5711 N 17th St. We will be cutting off service to home for the demo. Cut off will be in the dirt ROW just West of the asphalt. No asphalt request.	November 1, 2021
9/30/2021		OG ROW-21-14	AVISTA	10/1/2021	11/9/2021	7080 N Mt. Carrol. We will missile across Mt. Carrol to install new underground service.	November 1, 2021
10/6/2021	CDN03A_DG_DA02_DISTRIBUTION_CO549	OG ROW-21-15	TDS	12/1/2021		South of Deerhaven Ave to Dalton Ave between 4th St. and 15th St.	April 1, 2022
10/11/2021	CDN03A_DG_DA03_DISTRIBUTION_CO550	OG ROW-21-17	TDS	11/22/2021		South of E Lookout Dr on N 15th St.	April 15, 2022
10/12/2021	CDN03A_DG_DA09_01	OG ROW-21-18	TDS	10/19/2021	11/9/2021	Prairie Ave S of N 4th (Re-application of TDS 20-11262020)	November 30, 2021
10/14/2021		OG ROW-21-19	AVISTA	11/9/2021		6080 N 17th St	January 1, 2022
10/14/2021		OG ROW-21-20	ZIPLY	11/15/2021		(Re-Application for ROW2021-12) with bore design, 6760 N Snowberry St.	January 31, 2022
10/18/2021		OG ROW-21-21	ZIPLY	11/10/2021		West of Valley for length of City.	January 31, 2022
11/2/2021		OG ROW-21-22	AVISTA	12/20/2021		Replacing 5 poles between 915 and 1379 Deerhaven	February 28, 2022
11/2/2021		OG ROW-21-23	AVISTA	12/20/2021		Replacing 2 poles on Wilbur between 15th and 16th	February 28, 2022
11/30/2021		OG ROW-21-25	AVISTA	11/30/2021		5897 N 18th St.	January 31, 2022
12/8/2021		OG ROW-21-26	AVISTA	12/8/2021		Pole #166429 and along east property line	January 31, 2022
12/14/21	CDN03A_DG_DA09_01	OG ROW-21-27	TDS			Permit extension for original Dalton Gardens Permit 21-18--- RTC JOB -- CDN03A_DG_DA09_01 Corner of Prairie and N 4th St.	



City of Dalton Gardens

6360 N Fourth Street, Dalton Gardens,
ID 83815 Phone: (208) 772-3698 Fax:
(208) 762-5156

Monthly Planner Activity Report

December 31, 2021

Code amendments

City staff has received from the contracted attorney the proposed code amendment, Chapter 13 of the Zoning Title, entitled “Telecommunications Towers and Personal Wireless Service Facilities”. In our review, we note that the chapter introduces the notion of application ‘type’. This adds a layer of complexity not yet contemplated in the Dalton Gardens City Code. Staff have provided a number of inputs, comments, and requested revisions to help clarify to the reader (e.g. cross-referencing, definitions).

Staff, as well as the P&Z Commission, continue to identify potential updates to the city’s zoning and subdivision provisions. Although the P&Z Commission did not meet in December, the P&Z Commission has prioritized updates to the Subdivision ordinance for this month’s agenda. The work will seek to identify opportunities to improve procedures, implement comp plan policies, and ensure that code provisions align with state statutes.

Variances / Special Use Permits

No new variances or special use permit applications were received by the City during the month.

Subdivisions

No new subdivision requests have been submitted.

Building Permits

The City continues to manage a variety permit request. In December, the city received a variety of permit requests include primary and accessory Building Permits, Home Based Businesses, and Commercial Business License. These continue to be reviewed on a rolling basis. As the building permit activity slows, staff anticipates beginning to address a backlog of code enforcement complaints and cases. We will also address any needed updates or changes to the OpenGov application portal. A user survey may assist in collecting feedback on from users on the utilization of the system.

Code enforcement

Staff continues to receive, and address the backlog of, code-enforcement complaints. Issues brought forth by the code enforcement officer should be addressed, to ensure the officer's legal and personal protection.

Fee schedule

In November, staff reviewed proposed updates to the fee schedule. As the Kootenai County Fire District has increased their inspection rates, the fee schedule for building inspections may need to reflect these added costs to the city.

Annexation

Notice of public hearing will be sent for annexation of portions of Dalton Avenue at the P&Z Commission's January Meeting. Once a recommendation is issued (by P&Z), the issue will be forwarded for a public hearing at the next City Council meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ryan Hughes", is written over a light blue horizontal line.

Ryan Hughes
City Planner



CONTRACT CITY REPORT

CITY OF DALTON

NOVEMBER 2021

SERVICE HOURS	MONTH	YTD
PATROL DIVISION		
Patrol Deputies (Including Sergeants)	216.0	2,392.5
District Deputies	16.0	189.5
Animal Control Section	7.0	55.0
Community Service Section	3.0	190.5
TOTAL PATROL DIVISION	242.0	2,827.5
DETECTIVE DIVISION	60.0	434.5
TOTAL SERVICE HOURS	302.0	3,262.0
TOTAL C.O.P.P.S HOURS	0.0	0.0
TOTAL SCLP HOURS	0.0	0.0

ACTIVITY	MONTH	YTD
Law Enforcement Calls	80	981.0
Accidents	0	23.0
Traffic Citations	12	233.0
Total Reports	8	85.0
Arrests	3	11.0

Respectfully Submitted,
 Robert B. Norris, Sheriff



City of Dalton Gardens

2022 Meeting Schedules

CITY COUNCIL	PLANNING & ZONING
1 st Thursday of the Month	4 th Thursday of the Month
1/6/2022	1/27/2022
2/3/2022	2/24/2022
3/3/2022	3/24/2022
4/7/2022	4/28/2022
5/5/2022	5/26/2022
6/2/2022	6/23/2022
7/7/2022	7/28/2022
8/4/2022	8/25/2022
9/1/2022 <i>*no financials</i>	9/22/2022
10/6/2022	10/27/2022
11/3/2022	11/17/2022 <i>*3rd Thursday</i>
12/1/2022 <i>*no financials</i>	12/15/2022 <i>*3rd Thursday</i>

All City meetings are open to the Public. 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.

CODE ENFORCEMENT REVISIONS

CHAPTER 9

CODE ENFORCEMENT OFFICER

VERBIAGE IN ITALICS IS ADDED TO CODE

1-9-1

- A. The code enforcement officer is a person designated by the city with the authority to conduct inspections as requested for municipal code compliance, investigate complaints of potential violations of the city ordinances, document inspections to determine the validity of complaints, document conditions, gather information, and work closely with the clerk, city attorney and planning administrator to assist the public in resolution of violations. . *The code enforcement officer provides information to the citizens of Dalton Gardens about the laws, rules, and regulations of the City.*

DUTIES/RESPONSIBILITIES

Upon receiving a complaint from a citizen, the code enforcement officer will make a determination on whether or not a violation of city code has occurred. If a violation has occurred a report will be prepared.

- B. *The Code Enforcement Officer shall have the authority to investigate any code violation that he, or she, may visually see while conducting their daily duties as a code enforcement officer.*
- C. *When a violation is discovered, the Code Enforcement Officer will identify and contact the responsible party. This is often the property owner or tenant where the violation exists. Once identified and contacted, the responsible party is given a deadline with which to resolve the matter. At the time of the notice, they are also advised that a refusal or failure to comply with the order can result in further legal processes being brought against them, including but not limited to a citation.*
- D. The code enforcement officer maintains records of inspections and enforcement of efforts; research and compiled data for each case; prepare required documentation and photos for legal actions; If requested, testify in court proceedings regarding code violations, perform follow-up actions as needed to gain compliance.

RIGHT OF ENTRY:

Whenever necessary to make an inspection to enforce any ordinance or resolution, or whenever there is reasonable cause to believe there exists an ordinance or resolution violation in any building or upon any premises within the jurisdiction of the City, the Code Enforcement Officer, or any other authorized official, may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him by ordinance or resolution; provided, that except in emergency situations or when consent of the owner and/or occupant to the inspection has been otherwise obtained, he shall give the owner and/or occupant, if they can be located after reasonable effort, twenty four (24) hours' written notice of the authorized official's intention to inspect. The notice transmitted to the owner and/or occupant shall state that the property owner has the right to refuse entry and that in the event such entry is refused, inspection may be made only upon issuance of a search warrant by a duly authorized magistrate. In the event the owner and/or occupant refuses entry after such request has been made, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

The code enforcement officer has the authority to ask for assistance from the local law enforcement jurisdiction for entry onto property for his, or her own personal safety.



RECEIVED
 DEC 07 2021
 BY:

6360 N 4th Street * Dalton Gardens, Idaho 83815

Alcohol Beverage License Application

Unless Licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this Alcohol Beverage Catering Permit at the below designated premises, subject to provisions of Title 23 of the Idaho State Code and Dalton Gardens City Code Title 3

LICENSE YEAR: 20

New License Application – Period: _____ to _____
 Renewal of License – Period: _____ to _____
 Transfer of License – Transfer from _____

PREMISE SALES

Beer by the Drink
 Wine by the Drink
 Liquor by the Drink
 Beer for Consumption OFF Premises
 Wine for Consumption OFF Premises

RETAIL SALES

Beer Retail
 Wine Retail
 Catering (please complete Catering Permit application)

APPLICANT INFORMATION

Name of Applicant: KHALED REBAHI
 Applicant Phone Number: 509 869 6329 Applicant Email: Kalerebahi@gmail.com
 Name of Business: HUBBLY BUBBLY LLC
 Business Address: 6288 N. Government Way City: Dalton Gardens Zip: 83815
 Mailing Address: 4123 E. 11TH AVE City-State: Spokane WA Zip: 99202
 Business Phone Number: 208-635-5237 Business Email: Kalerebahi@gmail.com

No license to sell alcoholic beverages will be issued to any applicant who:

1. Has, or any partner who has, or actual manager or officer of whom: has:
 - a. Been convicted of the violation of any law of the state or of the United States regulations, governing or prohibiting the sale of alcoholic beverages or intoxicating liquor within three (2) years or within three (3) years forfeited or suffered the forfeiture of a bond for their appearance to answer charges for such violation.
 - b. Been convicted of driving a motor vehicle under the influence of alcohol, drugs or any other intoxicating substances as defined in the jurisdiction in which the judgment was entered within three (3) years prior to the date of the making of the application for license and/or has not paid a fine, completed a sentence and/or parole for such conviction.
 - c. Engaged in the operation of, or has interest in, any house or place for the purpose of prostitution, or has engaged in the operation of any house or premises within the city limits of Dalton Gardens which has been declared and found to have been a moral nuisance as defined by city ordinances or state law.
 - d. Been convicted in any jurisdiction or received a withheld judgment for any crime concerning the possession of any controlled substance within five (5) years.
2. Has had a similar license revoked by any jurisdiction granting the license and/or had their license revoked by the state of Idaho or Kootenai County.

Please name all partners, officers, and managers (attach additional sheet if necessary):

1. KHALED REBAHI Position: OWNER
 2. _____ Position: _____
 3. _____ Position: _____
 4. _____ Position: _____

City License # _____ County License # 2021-440 State License # 32164

County and State licenses must be presented upon issuance of City license



APPLICANT SIGNATURE

I attest that I have read the above and that all partners, officers, managers, and I meet the qualifications listed, that the requirements of Section 3.2.08 of Ordinance #263 have been met, and declare under penalty of perjury that all statements made are true, correct, and complete.

Applicant Signature: [Handwritten Signature] Date: Dec 3rd 2021

Please print name: KHALED REBAHI

Subscribed and sworn to before me this 3rd day of December, 2021

Cynthia A. Lloyd
Notary Public, Clerk or Deputy Clerk



Reside: Spokane wa.

My Commission Expires: October 03, 2023

FOR CITY USE ONLY

APPROVALS:

_____ Mayor Signature Date _____

_____ City Planner Signature Date _____

_____ This application cannot be approved for the following reason(s):

City Clerk Department:

\$ 200.00 Beer or Wine by the Drink

\$ 375.00 Liquor by the Drink

\$ 50.00 Beer Retail

\$ 200.00 Wine Retail

\$ 20.00 Catering Alcohol Fee per day

\$ 5.00 Beer Transfer Fee

\$ 200 Total Due

Date Paid 12-7-21 Receipt # _____

Cash/CK# 156 Amount \$ 200.00

Received By: Teresa Janzen

City License # _____ County License # 9021-440 State License # 32164

****County and State licenses must be presented prior to issuance of City license****



Additional Information, ONLY for:

- New businesses
- Transfer of license holders
- Change in facility location
- Change in Services Offered
- Change in Business Name

NEW BUSINESS

Establishment will start serving on: when license is issued.

TRANSFER OF LICENSE FROM ONE OWNER TO ANOTHER

Previous Owner's Name: _____

Previous Business Address: _____

New Owner Name: _____

New Business Address: _____

Date of Transfer: _____

CHANGE IN BUSINESS LOCATION (CURRENT HOLDER MOVED TO A NEW FACILITY)
***INCLUDE FLOOR PLAN OF NEW FACILITY**

Old Address: _____

New Address: _____

CHANGE IN SERVICES OFFERED (ADDED OR REMOVED SERVICES FROM LAST YEARS LICENSE)

Added a Beverage Service: _____

Removed a Beverage Service: _____

CHANGE IN BUSINESS NAME (CURRENT LICENSE HOLDER CHANGED NAME OF BUSINESS)

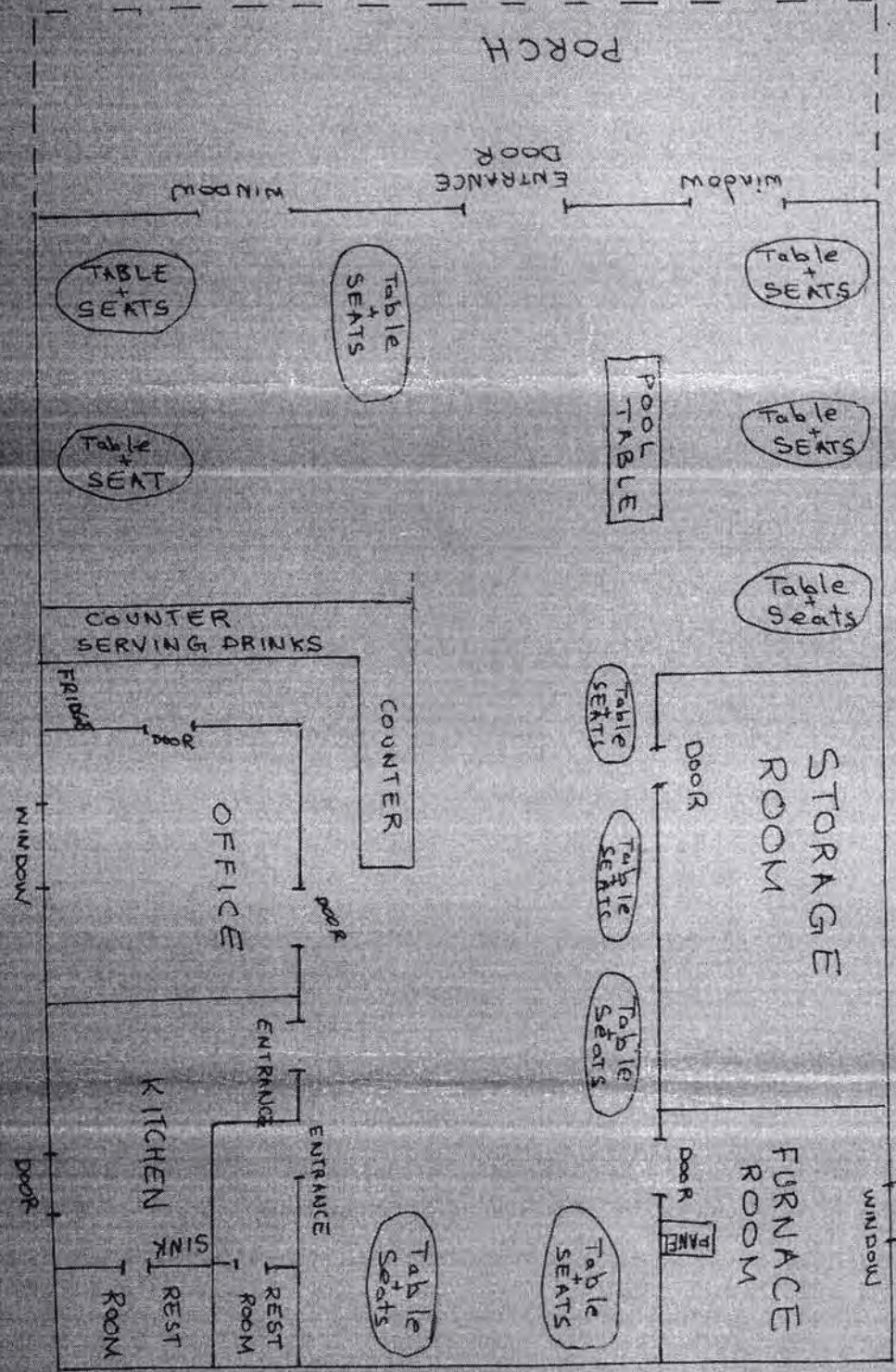
Old Business Name: _____

New Business Name: _____

City License # _____ County License # 2021-440 State License # 32164

County and State licenses must be presented upon issuance of City license

NORTH → GOVERNMENT WAY ← SOUTH



BUSINESS NAME : HUBBLT BUBBLT LLC
 DBA : HUBBLT BUBBLT.
 ADDRESS : 6288 N GOVERNMENT WAY, DALTON GARDENS.
 IDAHO 83815.
 Square footage : 2600 sqft (Approximately)

KOOTENAI COUNTY
STATE OF IDAHO

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT HUBBLY BUBBLY LLC
doing business as HUBBLY BUBBLY
at 6288 N GOVERNMENT WAY, DALTON GARDENS ID 83815
a(n) LLC is licensed to sell Alcoholic Beverages as stated below, subject to the provisions

of Chapter 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of KOOTENAI COUNTY on July 6, 2004 at the Courthouse - County Ordinance 149B, Coeur d'Alene, State of Idaho.

Draft	<u>\$0.00</u>
Bottled/Canned Beer to be consumed on and/or off premises	<u>\$18.75</u>
Bottled/Canned Beer to be consumed off premises only	<u>\$0.00</u>
Liquor	<u>\$0.00</u>
Wine by the Bottle	<u>\$0.00</u>
Wine by the Drink	<u>\$25.00</u>
TOTAL FEE	<u>\$43.75</u>

[Signature]
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES
March 01, 2:00 AM 2022

Witness my hand and seal this 2nd
day of December, 2021

[Signature]
Clerk



(SEAL)

(This license must be conspicuously displayed)

Idaho State Police

Cycle Tracking Number: 129562

Premises Number: K-32164 **Retail Alcohol Beverage License**

License Year: 2022

License Number: 32164

This is to certify, that Hubbly Bubbly LLC
doing business as: Hubbly Bubbly


is licensed to sell alcoholic beverages as stated below at:
6288 N Government Way, Dalton Gardens, Kootenai County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.

County and city licenses are also required in order to operate.

Liquor	No
Beer	Yes <u>\$50.00</u>
Wine by the bottle	No
Wine by the glass	Yes <u>\$100.00</u>
Kegs to go	No
Growlers	No
Restaurant	No
On-premises consumption	Yes <u>\$0.00</u>
Multipurpose arena	No
Plaza	No

TOTAL FEE: \$150.00


Signature of Licensee, Corporate Officer, LLC Member or Partner


HUBBLY BUBBLY LLC
HUBBLY BUBBLY
4123 E 11TH AVE

SPOKANE, WA 99202

Mailing Address

License Valid: 11/30/2021 - 02/28/2022

Expires: 02/28/2022


Director of Idaho State Police



Idaho State Police

Cycle Tracking Number: 129562

Premises Number: K-32164 **Retail Alcohol Beverage License**

License Year: 2022
License Number: 32164

This is to certify, that Hubbly Bubbly LLC
doing business as: Hubbly Bubbly

is licensed to sell alcoholic beverages as stated below at:
6288 N Government Way, Dalton Gardens, Kootenai County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.
County and city licenses are also required in order to operate.

Liquor	No
Beer	Yes <u>\$50.00</u>
Wine by the bottle	No
Wine by the glass	Yes <u>\$100.00</u>
Kegs to go	No
Growlers	No
Restaurant	No
On-premises consumption	Yes <u>\$0.00</u>
Multipurpose arena	No
Plaza	No

TOTAL FEE: \$150.00

Signature of Licensee, Corporate Officer, LLC Member or Partner

HUBBLY BUBBLY LLC
HUBBLY BUBBLY
4123 E 11TH AVE

SPOKANE, WA 99202

Mailing Address

License Valid: 11/30/2021 - 02/28/2022

Expires: 02/28/2022



Director of Idaho State Police



City of Dalton Gardens
RESOLUTION 2022-01

A RESOLUTION AUTHORIZING THE CITY TREASURER TO PAY CERTAIN VENDORS PRIOR TO SUBMITTING THE BILLS TO THE COUNCIL

WHEREAS certain vendors that provide services or goods to the City on a regular basis have a billing cycle that requires the bill to be paid prior to regularly scheduled council meetings or come right after the regular council meetings of the month and may charge a late fee to the City for late payment by the time it is approved for payment; and

WHEREAS it is the desire of the City Council to avoid payment of late fees and increase efficiency.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Dalton Gardens that the following pre-authorization for payment of certain bills be adopted:

The City Treasurer is authorized to pay the following by the due date on the bill and prior to submitting the bill to the City Council for approval if needed to avoid a late charges / fees or to increase efficiency in governmental accounting:

- Regular Payroll including payroll liabilities
- Inspection Fees
- Impact Fees
- Contractual Fees, agreements
- Utility Services; electricity, heating fuel, internet services, telephone services, solid waste and janitorial services
- Credit / Debit Cards
- Refunds, Surety Bonds, and deposits
- Subscriptions, advertisements, legal ads and notifications
- Postage
- Bills previously approved by the Council.

The Council President and Mayor will still review the bills to be paid prior to approval and have the ability to bring forward to the full City Council any bill they feel is necessary to be approved or ratified at the City Council meeting.

The City Treasurer shall include the above bills in the bills submitted to the Council for ratification at the first council meeting following the payment of the bill which shall include the accounting terms utilized to pay the bills.

Passed and approved by the Dalton Gardens City Council this 6th day of January 2022.

Dan Edwards, Mayor

ATTEST _____
Teresa Janzen, City Clerk / Treasurer

RESOLUTION NO 2020-06

A RESOLUTION ESTABLISHING A PURCHASING POLICY FOR THE CITY OF DALTON GARDENS

WHEREAS, it is the desire of the City Council to adopt a policy to guide decisions regarding all City purchases made by City employees or other designees, and

WHEREAS, adherence to a purchasing policy helps to ensure that the City maintains a sound purchasing position and that credit quality is protected,

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Dalton Gardens that the purchasing policy for the City be adopted as follows:

1. PURCHASES UP TO \$600: The Mayor and members of City Council can authorize purchases up to \$600 without competitive bidding or a formal contract, as long as the expenditure is within the budget.
2. PURCHASES \$600 TO \$3,500: The Mayor can authorize purchases without competitive bidding or a formal contract, as long as the expenditure is within the budget.
3. PURCHASES OF PERSONAL PROPERTY OR PROCURING SERVICES BY PURCHASE OR LEASE \$3,500 to \$50,000: A purchase order can be approved without competitive bidding, but must be approved by City Council and signed by the Mayor. A contract shall be required for such purchase and shall be approved by City Council and signed by the Mayor.
4. PURCHASES OF PERSONAL PROPERTY OR PROCURING SERVICES BY PURCHASE OR LEASE \$50,000 to \$100,000: Unless an exemption under Idaho Code Sections 67-2803 or 67-2808 applies, a purchase order requires the informal bidding requirements in compliance with Idaho Code Section 67-2806. A purchase order must be approved by City Council and signed by the Mayor. A contract shall be required for such purchase and shall be approved by City Council and signed by the Mayor.
5. PURCHASES OF PERSONAL PROPERTY OR PROCURING SERVICES BY PURCHASE OR LEASE GREATER THAN \$100,000: Unless an exemption under Idaho Code Sections 67-2803 or 67-2808 applies, a purchase order must go through a formal bid process in compliance with Idaho Code Section 67-2806. A purchase order must be approved by City Council and signed by the Mayor. A contract shall be required for such purchase and shall be approved by City Council and signed by the Mayor.
6. PUBLIC WORKS CONSTRUCTION WITH AN ESTIMATED COST OF \$3,500 to \$50,000: Such public works projects do not require either the informal or formal bid

process, but must be approved by City Council. A contract shall be required for such projects and shall be approved by City Council and signed by the Mayor.

7. PUBLIC WORKS CONSTRUCTION WITH AN ESTIMATED COST OF \$50,000 to \$200,000: Unless an exemption under Idaho Code Sections 67-2803 or 67-2808 applies, such public works projects require the informal bid process be followed in compliance with Idaho Code Section 67-2805, and must be approved by City Council. A contract shall be required for such projects and shall be approved by City Council and signed by the Mayor.

8. PUBLIC WORKS CONSTRUCTION WITH AN ESTIMATED COST OF GREATER THAN \$200,000: Unless an exemption under Idaho Code Sections 67-2803 or 67-2808 applies, such public works projects require the formal bid process be followed in compliance with Idaho Code Section 67-2805, and must be approved by City Council. A contract shall be required for such projects and shall be approved by City Council and signed by the Mayor.

9. ACQUISITION OF PERSONAL SERVICES PROFESSIONAL ENGINEERING, ARCHITECTURAL, LANDSCAPE ARCHITECTURE, CONSTRUCTION MANAGEMENT AND PROFESSIONAL LAND SURVEYING SERVICES WITH AN ESTIMATED COST OF GREATER THAN \$25,000: Such acquisition shall comply with the requirements set forth in Idaho Code Section 67-2320. A contract shall be required for such services and shall be approved by City Council and signed by the Mayor.

PASSED and approved by the City Council of the City of Dalton Gardens this 1st day of October, 2020.

APPROVED:



Dan Edwards, Mayor

ATTEST:



Valerie Anderson, City Clerk

CITY OF HAYDEN PURCHASING POLICY

Adopted June 11, 2 013

PURPOSE

Commodities and services purchased in the public sector represent a direct cost to the taxpayer. Every purchase that city employees make is subject to public scrutiny. Competition is the central principal of public procurement. The rules and regulations in this procedure were developed to encourage competitive solicitation for sound value, guard against favoritism and profiteering while promoting the interest of local economies by providing equal opportunities to compete for government business. This policy refers to several Idaho Statutes. See attachment A for a list of all statutes that impact public purchasing. The City follows title 67, chapter 28, Idaho Code, Purchasing by Political Subdivision as a minimum requirement. **This policy may also contain City purchasing requirements that are more limiting than the state law.**

A. Exceptions:

The City Administrator or Mayor has the authority to make exceptions to this policy when the need arises. All positions listed in this policy may be filled by their designee for purposes of this policy.

Purchasing Ethics and Vendor Relationships

Every city employee has a personal responsibility to conduct government business in an ethical manner and assure the integrity of the city purchasing and procurement processes. *Department Directors are responsible for adherence to City and State purchasing rules and regulations.*

A. Prohibitions

The following purchasing prohibitions shall apply to all city employees:

- Selling property or supplies to the City or selling city property or supplies, unless allowed under this policy.
- Influencing or conspiring to influence public purchasing decisions and contract awards. Attempts at influence may include kickbacks and bribes, peddling or payment of a fee, back door selling, hard-sell tactics, fraternization, or offering gifts

to avoid following published procedures or gain advantages.

- Circumventing Purchasing Authorization – Prohibits efforts by employees to obtain products or services by avoiding the competitive process by splitting purchases, creating false emergency situations and non-use of city-wide contracts.

B. Code of Ethics

All City of Hayden employees responsible for procuring goods or services will:

1. Follow the rules and regulations of the city of Hayden and the laws of the state of Idaho.
2. Avoid activities that would compromise or give the perception of compromising the best interests of the City.
3. Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.
4. Act as good custodians of public money by obtaining maximum benefit for funds spent.
5. Never solicit or accept money, loans, credits or prejudicial discounts, gifts or entertainment material in nature (generally exceeding \$50), or accept favors or services from your present or potential suppliers which might influence or appear to influence purchasing or regulatory decisions.
6. Never procure goods or services from relatives or other city employees nor serve as a vendor to the City.

C. Vendor Relationships

Developing and maintaining good relationships with our suppliers is important. Maintain and practice, to the highest degree possible, business ethics, professional courtesy, and competence in all transactions. Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets, and other proprietary information.

Purchasing Procedures

The procedures contained in this section relate to the bidding process to be followed. In addition to the bidding procedure, the limitations relating to Purchasing/Expenditure Authority and/or the need for a formal contract must also be followed.

Acquisition cost includes unit price plus delivery and installation.

I. PURCHASE OF PERSONAL PROPERTY OR PROCURING SERVICES BY PURCHASE OR LEASE

(Except for personal and professional services to be performed by an independent contractor or procurement of insurance)

A. **PURCHASES:** Each Department Director will ensure purchases with city funds are in accordance with the following guidelines.

B. PURCHASES UP TO \$1,500

Each Department Director can authorize purchases up to \$1,500 at their discretion without competitive bidding or a formal contract, as long as the expenditure is within their appropriated budget.

C. PURCHASES FROM \$1,500 to \$5,000

Each Department Director can approve such purchases without competitive bidding, but must be accompanied by a signed proposal, as long as the expenditure is within their appropriated budget and has been approved by the City Administrator. The approval should take place when the proposal is signed, before any obligation has been incurred. If the item is already on contract, a written proposal is not required but the initial contract should be referenced on the invoice.

D. PURCHASES MORE THAN \$5,000 and NO GREATER THAN \$25,000

These purchases can be approved without competitive bidding, but the contract must be approved by the Mayor or City Council, depending on the dollar amount. The contract must be signed by the Mayor.

E. PURCHASES MORE THAN \$25,000 and NO GREATER THAN \$50,000

These purchases require informal, written bids and issuance of a contract. See informal bid procedures below.

F. PURCHASES GREATER THAN \$50,000

These purchases must go through a formal bid process in compliance with State Code Section 67-2806. See formal bid procedures below.

G. EXCEPTIONS TO FOLLOWING THE INFORMAL AND FORMAL BID PROCESS:

1. Goods or services that have been competitively bid by the state of Idaho, one of its political subdivisions or an agency of the federal government may be purchased without following the informal or formal bid process. All bid documentation must accompany the purchase order and must be placed on the Council agenda for approval.

City employees are strongly urged to use State of Idaho or GSA contracts.

State contracts are developed to include price, delivery, reporting capability and other beneficial services. They meet the important competitive bidding criteria and save the time and effort the employee spends shopping around.

2. Contracts from a GSA bid or state bids over \$5,000 must be approved by the City Council or Mayor, depending on the dollar amount, and must be signed by the Mayor.
3. Emergency purchases and sole source purchases may be made without following the informal or formal bid process so long as they meet the criteria provided in Section IV below.

II. INFORMAL BIDDING PROCESS

- A. At least three quotes, if possible, must be obtained and at least three of those must be from vendors with a significant Idaho presence (if possible). There is no maximum number of bids. If fewer than three bids are received, the department must document the efforts made to obtain three bids.
- B. The request for quotation must be by written means, either electronic or physically delivered, and must describe the method authorized to submit bids, the date and time by which they must be received, which shall not be less than three days, unless an emergency. All vendors must receive the same information in their bid solicitation.
- C. Splitting of Requirements: Acquisition requirements shall not be divided to avoid bid statutes, rules or policies.

The award shall be made by using a contract signed by the Mayor.

- D. Since the purchase is less than or equal to \$25,000, Council action is not required. (The Mayor must sign all formal city contracts, but acceptances of proposals under the dollar amount of \$5,000 may be signed by a Department Director or the City Administrator)

III. FORMAL BIDDING PROCESS

A. DEVELOPING SPECIFICATION

The term “specification” refers to a description of the characteristics of a commodity or service required. It is the explicit requirement furnished with a solicitation upon which a contract is to be based. Specifications are written not to restrict bidding but to encourage open competition. The goal is to invite maximum reasonable competition.

Checklist for Specifications:

1. Specifications should be clear and accurate, yet simple. Do not make them so specific that a loophole eliminates competition and allows a vendor to take advantage of the purchaser.
2. Specifications should be as flexible as possible. Inflexible specifications defeat the competitive bid process.
3. Specifications must be written so it is easy to check that the product or service meets the specification.
4. Specifications should be reasonable.
5. Specification should be as fair as possible and allow for competitive bidding by several bidders.

B. PROCEDURE FOR BID SOLICITATION

NOTICE – The notice inviting bids must be published in the newspaper and must set the date and place for the bid opening. Notice must be published at least twice. The first publication must be AT LEAST two (2) weeks before the date of the bid opening, with the second notice to be published in the succeeding week at least seven (7) days before the date bids are scheduled to be open. A longer time period might be preferable. The notice should succinctly set forth the property or services to be purchased or leased, the date and time by which bids must be received, special requirements for a vendor to be qualified to submit a bid, a general description of the property or services to be acquired and where more detailed information can be obtained.

Bid notice information must be forwarded to the City Clerk at least one full week before the first public notice is to appear.

C. ADDENDA TO INVITATIONS TO BID

1. Addenda to invitations to bid shall be identified as such and shall ask that the bidder acknowledge receipt of all addenda issued. The addendum shall reference the portions of the invitation for bid it amends.
2. Addenda shall be sent to all prospective bidders or plan holders known to have received the invitation to bid. The City Clerk or Project Manager will notify all prospective bidders by fax or mail.
3. Addenda shall be distributed within a reasonable time to allow prospective bidders the opportunity to adjust bid preparation. If the date and time previously set for the bid opening do not accommodate such preparation the bid opening time must be increased and once again all prospective bidders notified by the City Clerk or Project Manager. A bid opening time should be documented in the addendum.

D. BID OPENING AND EVALUATION

1. All bids must be received in the City Clerk's office by the date and time specified in the Invitation to Bid.
2. All bids must be signed.
3. No bid received by the City may be withdrawn after the time set in the notice for the opening.
4. The project manager prepares the bid tabulation sheet before the bid opening
5. The City Clerk publicly opens the bids at the time and place stated in the public notice and reads the bids out loud. No person is denied the right to be present at the opening of bids.
6. The City Clerk hands the bids to the project manager for review. The project manager states that all bids will be evaluated for responsiveness and arithmetic accuracy.
- 7 Bid results are available in the City Clerk's office to all interested parties.
- 8 If the lowest responsible bid is less than or equal to \$10,000, Council action is not required. (The Mayor must sign all formal city contracts)
- 9 If two or more bids are the same the City Council may accept the one it chooses. If no bids are received the Council may make the expenditure without further compliance with this section.

E. COUNCIL ACTION FOR BID DECISIONS THAT EXCEED \$10,000

1. Staff recommendations are placed on the consent agenda. If the item is controversial or reflects policy that has not been addressed it can be added to another part of the Council agenda for discussion. Council may also pull Consent items and ask for discussion with staff. At their discretion staff may choose to not place the item on the consent agenda and may present the contract to the Council as a regular agenda item.
2. The City Council may:
 - a. Accept staff recommendation.
 - b. Defer action and request more information.
 - c. Reject all bids.

- d. After rejecting bids the City Council may, re-advertise, or after finding it to be a fact, pass a resolution declaring that the purpose of the expenditure can be realized more economically by day labor, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may fulfill the purpose of the expenditure in the manner stated without further compliance with competitive bidding requirements.
- e. If no bids are received the City may make the expenditure without further compliance with competitive bidding requirements. This includes buying the material and supplies and/or having city employees do the work.
- f. The Project Manager will notify the successful bidder of the award of the bid.

IV. EMERGENCY PURCHASES AND SOLE SOURCE PURCHASES

A. EMERGENCY PURCHASING

Any sum may be expended by the City in the event of an emergency. The Mayor must designate the emergency and provide expenditure approval.

Per Idaho Statute 67-2808 in the event of an emergency such as “extraordinary fire, flood, storm, epidemic or other disaster, or it is necessary to do emergency work to prepare for national or local defense or to safeguard life, health, or property.”

Such contracts may not be for a period that exceeds one year.

B. SOLE SOURCE PURCHASING (Applies to purchases over \$25,000 that would otherwise be required to be competitively bid)

Competitive bidding requirements may be waived if there is only one vendor for the goods or services to be acquired: The City Council must approve having the City procure from a sole source. Also, the intent to purchase as a sole source must be published in the newspaper notice of at least fourteen (14) days prior to the award of the contract.

Examples of sole source purchases:

- Where the compatibility of equipment, components, accessories, computer software, replacement parts, or service is the paramount consideration
- Where a sole supplier’s item is needed for trial use or testing
- Purchase of videos, books, or other copyrighted materials
- Purchase of property for which it is determined there is no functional equivalent
- Purchases of public utility services

- Where the property is required to respond to a life-threatening situation which is immediately detrimental to public welfare or property
- Where competitive bidding is impractical, disadvantageous or unreasonable under the circumstances
- The products, merchandise or trademarked goods are for resale at a city facility

PUBLIC WORKS CONSTRUCTION

I. BIDDING REQUIREMENTS:

Each Department Director within the City shall comply with the following guidelines for public works construction projects. Public works construction includes street, park, and wastewater projects, and work in connection with any structure built, being built or hereafter built for the support or enclosure of people and property requiring in its construction the use of more than two unrelated building trades or crafts. All public works projects in a dollar amount over \$10,000 must be performed by an Idaho licensed public works contractor and the contractor must include the requirement for the contractor to provide both a payment bond and a performance bond in the full amount of the contract. The contractor must have the public works license prior to submittal of a proposal, unless the work is being funded with federal dollars. If federal dollars are involved, the contractor must have the public works license before executing the contract.

A. PROJECTS WITH AN ESTIMATED COST OVER \$5,000, BUT UNDER \$10,000

Such public works projects do not require that either the informal or formal bid process be followed, nor do they require City Council approval so long as funds were appropriated for the project in the approved budget.

B. PROJECTS WITH AN ESTIMATED COST OVER \$10,000, BUT UNDER \$25,000

Such public works construction projects do not require that either the informal or formal bid process be followed, but do require City Council approval.

C. PROJECTS WITH AN ESTIMATED COST OVER \$25,000 BUT NO GREATER THAN \$100,000

Such public works construction projects require that the informal bid process be followed.

D. PROJECTS WITH AN ESTIMATED COST OVER \$100,000

Such public works construction projects require that the formal bid process be followed.

II. INFORMAL BID PROCESS (PUBLIC WORKS CONSTRUCTION)

- A. Solicitation for bids must be supplied to at least three licensed public works contractors. The solicitation must describe the construction work to be completed in sufficient detail to allow an experienced public works contractor to understand the construction project. The solicitation must also include notice to the successful bidder that they will be required to provide both a performance and a payment bond.
- B. The request for bids must be by written means, either electronic or physically delivered, and must describe the method authorized to submit bids, the date and time by which they must be received, which shall not be less than three days, unless an emergency. All contractors must receive the same information in their bid solicitation.
- C. Splitting of Requirements: Acquisition requirements shall not be divided to avoid bid statutes, rules, or policies.
- D. Contractors may submit written objections to the specifications or bid procedures, but the objections must be received by the person designated to receive the bids at least one (1) business day before the date and time upon which bids are scheduled to be received.
- E. Bids will be submitted to the City Council and the Council may approve the lowest responsive bid, or reject all bids and re-bid the project following the same process as before. If at least three (3) bids are not received, the department must document the efforts undertaken to procure at least three (3) bids and shall maintain that documentation for at least six (6) months after the procurement decision is made.
- F. Comparisons of costs to determine the lowest bidder should include all costs, including such items as delivery costs, setup charges, removal charges, labor charges, any additional materials required, and other elements described in the quotation.

III. FORMAL BID PROCESS (PUBLIC WORKS CONSTRUCTION)

A. DEVELOPING SPECIFICATIONS

The term “specification” refers to a description of the required characteristics of the work and the materials to be used to perform the work. It is the explicit design and bid package requirements that the contract may obtain in order to prepare the bid for the work and to construct the work if the contract is awarded. The specification must include that the successful bidder will be required to provide both a payment and performance bond.

Generally, the specifications will be prepared by an engineer or architect. The project design specification should be approved by the City Council prior to awarding the contract.

B. PROCEDURE FOR BID SOLICITATION

There are two alternative procedures for procuring bids under the formal bid process. One is a two step procedure that requires bidders to be pre-qualified prior to advertising for bids and limits the bidding to only pre-qualified contractors or contractors using specialty subcontractors that are pre-qualified, and the other allows all licensed public works contractors to submit a bid. See process for pre-qualification below.

1. Prequalification Process-

- a. Establish pre-qualification standards premised upon demonstrated technical competence, experience constructing similar facilities, prior experience with the City, available non-financial resources, equipment and personnel as they relate to the work, and overall performance history based on a contractor's entire body of work.
- b. Provide notice that the City is accepting applications from prospective contractors, or specialty contractors, to be pre-qualified and the nature of the project for which they will be pre-qualifying. The notice must be given in the same manner as a formal notice inviting bids. The notice must provide a date and time by which pre-qualification statements must be received and state the pre-qualification standards.
- c. Contractors may submit a written objection to the pre-qualification procedures. The objection must be filed at least three (3) business days before the date the pre-qualifications are due. The objection shall be responded to in writing to the objecting contractor, and all other contractors seeking prequalification. The response may require that the pre-qualification deadline be extended.
- d. Pre-qualification submittals are reviewed and contractors that meet the pre-qualification standards selected. Any contractor that fails the pre-qualification stage may appeal the determination to the City Council within seven (7) days after transmittal of the determination. The decision of the City Council may be appealed to the public works contractors licensing board. The appeal must be filed within fourteen (14) days of the City Council decision. The Board shall render their decision within thirty-five (35) days. Their decision is limited to whether the qualification standards comport with the law and whether the record supports the City's decision. Pending the decision of the Board the City is stayed from moving forward, but that stay shall not last longer than forty nine (49) days. The decision of the Board is subject to judicial review.
- e. Following the pre-qualification process the bidding stage shall proceed. Only those bidders on the pre-qualified list may submit a bid.

C. NOTICE

1. The notice inviting bids must be published in the newspaper and must set the date and place for the bid opening. Notice must be published at least twice. The first publication must be AT LEAST two (2) weeks before the date of the bid opening, with the second notice to be published in the succeeding week at least seven (7) days before the date bids are scheduled to be opened. A longer time period might be preferable. The notice should succinctly set forth the project to be bid, the date and time by which bids must be

received, the requirement for a bid bond, and information regarding any pre-bid conferences. If the pre-qualification process was used, the notice should also include that the bidding is limited to pre-qualified contractors or the use of pre-qualified specialty contractors as subcontractors. The notice must list the location where an interested bidder may obtain a copy of the bid forms, bidder's instructions, contract documents, general and special instructions, drawings and specifications.

2. Bid notice information must be forwarded to the City Clerk at least one full week before the first public notice is to appear.
3. The City may require a deposit or charge for bid documents.

D. ADDENDA TO INVITATIONS TO BID

1. Addenda to invitations to bid shall be identified as such and shall ask that the bidder acknowledge receipt of all addenda issued. The addendum shall reference the portions of the Invitation for Bid it amends.
2. Addenda shall be sent to all prospective bidders known to have received the invitation to bid. The City Clerk or Project Manager will notify all prospective bidders.
3. Addenda shall be distributed within a reasonable time to allow prospective bidders the opportunity to adjust bid preparation. If the date and time previously set for the bid opening do not accommodate such preparation, the bid opening time must be increased and once again all prospective bidders notified by the City Clerk or project manager. A bid opening time should be documented in the addendum.

E. PRE-BID CONFERENCE

1. Pre-bid conferences may be held to explain the item or project requirements. They should be announced to all prospective bidders known to have received an Invitation to Bid. The conference should be held long enough after the Invitation to Bid has been issued to allow bidders to become familiar with the project but at a time sufficiently prior to the bid deadline to allow consideration of the conference results in bid preparation.
2. Nothing in the pre-bid conference can change the Invitation to Bid unless a change is made by written addendum. If a transcript is made, it shall be a public record.
3. A pre-bid conference is an excellent way to receive contractor input prior to a bid opening. Contractors have the opportunity to point out inconsistencies in specifications or provide suggestions on technical specifications that may benefit the City.

F. BID OPENING AND EVALUATION

1. All bids must be received in the City Clerk's office by the date and time specified in the Invitation to Bid.

2. All bids must be signed.
3. No bid received by the City may be withdrawn after the time set in the notice for the opening.
4. The project manager prepares the bid tabulation sheet before the bid opening.
5. The City Clerk publicly opens the bids at the time and place stated in the public notice. No person is denied the right to be present at the opening of bids. The first items read are the signature and the bid security information. If this information is not available the bid is void and cannot be considered.
6. The City Clerk hands the bids to the Project Manager for review. The Project Manager or City Clerk:
 - Attaches bid bond if required
 - Attaches acknowledgement of addenda, if required.
 - Reference HVAC/Mechanical/Electrical subs if required
 - Fills out and totals bid schedule
 - Reads responsive bid amount out loud
 - States who the apparent low bid is
 - States that all bids will be evaluated for arithmetic accuracy and other items as deemed appropriate
7. Bid results are available in the City Clerk's Office to all interested parties.
8. If two or more bids are the same the City Council may accept the one it chooses. If no bids are received the Council may make the expenditure without further compliance with this section (“Going out on the market”).

G. Council action for bid decision

1. Staff recommendations are placed on the Consent agenda. If the item is controversial or reflects policy that has not been addressed it can be added to the Council agenda for discussion. Council may also pull consent items and ask for discussion with staff. At their discretion staff may choose to not place the item on the consent agenda and may present the contract to the Council as a regular agenda item.
2. The City Council may:
 - a. Award the bid to the lowest responsive bidder.
 - b. Defer action and request more information.

- c. Award the bid to a bidder other than the apparent low bidder for reasons stated on the record. If this option is selected, the Council must declare the reason on the record and that reason must be communicated in writing to all persons who have submitted bids. Any bidder that wishes to object to the award has seven (7) calendar days to respond, setting out the reasons why the Council decision is in error. The City Council must review the objection and determine whether to affirm the prior award, modify the award or chose to re-bid, setting forth the reasons. During the review process the award of the bid is stayed.
- d. Reject all bids and re-advertise.
- e. After rejecting bids the City Council may, after finding it to be a fact, pass a resolution declaring that the purpose of the expenditure can be realized more economically by day labor, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may fulfill the purpose of the expenditure in the manner stated without further compliance with competitive bidding requirements.
- f. If no bids are received the City may make the expenditure without further compliance with competitive bidding requirements. This includes buying the material and supplies and/or having city employees do the work.

H. MISTAKES IN BIDS

If a successful bidder shows within five (5) calendar days after the bid opening that there was a clerical or mathematical mistake in the bid and that the mistake was material, the City may allow the bidder to be relieved of any obligations relating to the bid. If the City determines that the bidder is entitled to relief, the City must establish in writing that the bidder meets the criteria for such relief. A bidder who claims a mistake or whose bond is forfeited is prohibited from participating in any rebidding of the project.

I. ADDITIONAL PUBLIC WORKS REQUIREMENTS

Public Works contractors have additional requirements for construction projects.

1. Must be bondable for performance and payment
2. Must have a valid Public Works license through the State of Idaho
3. Must have class of license specific to dollar value of project
4. Must satisfy insurance requirements
5. May have to hold certain specialty license

ACQUISITION OF PERSONAL SERVICES

I. PERSONAL AND PROFESSIONAL SERVICES, OTHER THAN DESIGN PROFESSIONALS AND CONSTRUCTION MANAGERS

- A. A request for proposal (RFP) is generally utilized in the acquisition of personal and professional services, except for design professionals. An RFP describes a problem or need in general terms and seeks a written response including pricing information, which describes the solution or means of providing the service requested. Price might be an evaluation criterion for proposals, but will not necessarily be the predominant basis for contract award.
- B. The RFP is written so that potential offerers understand the problem they are being asked to address. Any limits or conditions that apply must be included. The RFP may, but is not required to, state in general terms any evaluation factors and their relative importance, including price, by which the proposal will be evaluated.
- C. Award - The City, as it deems appropriate, may make an award, reject the proposal, or if time permits, re-solicit for the purpose of obtaining additional proposals.

II. PROFESSIONAL SERVICE CONTRACTS WITH DESIGN PROFESSIONALS AND CONSTRUCTION MANAGERS

- A. Specific criteria are applicable to professional service contracts with design professionals, construction managers, and professional land surveyors. These criteria are described in Idaho Statute 67-2320 *State Government and State Affairs, Chapter 23, Miscellaneous Provisions, Professional Service Contracts With Design Professionals, Construction Managers And Professional Land Surveyors*.
- B. Selection of design professionals, construction managers and land surveyors shall be based on qualifications and demonstrate competence.
- C. Professional Services Fees Anticipated to exceed \$25,000.
 - 1. Establish the criteria and procedures used for the selection, with the values to be attached to each criteria. The City may request information regarding the person's or firm's rates, overhead and multipliers, but the information shall not be used in establishing the ranking of the firms.
 - 2. Notice – Publish notice in the newspaper requesting statements of qualifications and performance data. The notice inviting statement of qualifications must be published in the newspaper and must set the date and place for submittal of the qualifications. Notice must be published at least twice. The first publication must be AT LEAST two (2) weeks before the date of the bid opening, with the second notice to be published in the succeeding week at least seven (7) days before the date bids are scheduled to be opened.
 - 3. Review qualification submittals. Review of the qualifications may also include an interview process. The evaluation must be based on the evaluation factors set forth in the request for submittals. Numerical rating systems are generally used but are not required.

4. Select the person or firm the City determines to be best qualified to provide the services, ranked in the order of preference, pursuant to the established criteria and procedures.
5. Negotiate a contract with the highest ranked person or firm at a price determined by the City to be reasonable and fair to the public after considering the estimated value, the scope, the complexity and the nature of the services.
6. If unable to negotiate a contract with the highest ranked person or firm, negotiate with the next highest ranked person or firm
7. Present negotiated contract to Council for approval.
8. Once the RFQ evaluation/selection process is in progress, there should be no communication with the proposers regarding the outcome of the selection until the negotiation is completed and the contract signed.

D. Professional Services Fees Anticipated to not exceed \$25,000

1. Establish the guidelines for selection based on qualifications and competency, or use the guidelines above.
2. Solicit qualification submittals from selected persons or firms.
3. Select the person or firm the City determines to be best qualified to provide the services and negotiate a contract at a price determined by the City to be reasonable and fair to the public after considering the estimated value, the scope, the complexity and the nature of the services.
4. Present negotiated contract to Council for approval.

E. Pre-approved Professional Services List.

1. The City may establish and select professional services from a pre-approved list of individuals or companies.
2. In establishing the pre-approved list, the City shall request qualifications by publishing notice in the same manner as required for bidding of public works construction projects. The notice shall indicate the areas of professional services in which the qualifications are desired and the term for which the short list will be in place.
 - a. The City shall establish a review committee to review statements of qualifications and pre approve individuals or companies within the areas of service requested.

- b. The pre-approved list shall be accepted by City Council and keep on file in the Office of the City Clerk. The pre-approved list is limited to 3 individuals or companies in each category.
 - c. Selection from the pre-approved list for services shall be based upon the most qualified individual or company in which a contract can be negotiated.
- F. If the City has previously awarded a professional service contract for an associated or phased project, the City may negotiate an extended or new professional services contract with the individual or business for this associated project or phase of the project without complying with the qualification based process.

III. DETERMINATION OF NEED TO HAVE A FORMAL CONTRACT

- A. A contract may be established as the result of a bid, an RFP or a request for qualifications. Agreements where someone is performing a service defined by the City that will exceed \$5,000 generally require a formal written contract.
- B. When a contract is required, contracts shall be presented for approval before the City Council of the city of Hayden when the contracted amount exceeds ten thousand dollars (\$10,000) or is for a period of more than one year (non-appropriation clause is needed).
- C. The City Attorney should review all contracts for legal adequacy.
- D. All contracts that require signature by the Mayor, the City Clerk will attest to the Mayor's signature.
- E. The original signed copy of every contract must be retained in a central file in the City Clerk's office. The City Clerk will forward a signed copy to the Finance Department for payment verifications.
- F. The City Attorney should approve any decision made to breach a contract due to failure to perform. The City Attorney will perform the steps necessary to legally terminate the contract.

Purchasing/Expenditure Authority:

- I. The authority to make an expenditure for items or services without the prior approval of the City Council shall be as follows:
 - A. Department Director – Expenditures not to exceed \$1,500, so long as the purchase is in the Department's appropriated budget for that fiscal year.

- B. Department Director – Expenditures not to exceed \$5,000, so long as the purchase is in the Department’s appropriated budget for that fiscal year and the Department Director has received approval by the City Administrator.
- C. City Administrator – Expenditures not to exceed \$5,000.
- D. Mayor – Expenditures not to exceed \$10,000.

LEASES

The City may enter into leases or lease purchases of personal property, subject to the following:

- 1. Leases longer than one year in length must contain a provision whereby the City can terminate the lease, without penalty, in the event the City Council doesn’t appropriate funding for the payments of the lease.
- 2. All leases will be processed through the Finance department.
- 3. The City Attorney should review all lease agreements for legal adequacy.
- 4. The City Council must approve all leases. The Mayor must sign all lease agreements.
- 5. The original signed copy of every lease agreement must be retained in a central file in the City Clerk’s office.

CONTRACTS FOR PURPOSES OTHER THAN THOSE LISTED ABOVE

- I. All contracts that require the City to indemnify another, assume some liability or contain an ongoing obligation must have City Council approval and be signed by the Mayor.

RISK MANAGEMENT AND INSURANCE REQUIREMENTS

- I. Project Managers are responsible for ensuring that all insurance requirements are met for their projects. Project Managers will provide the City Clerk with the necessary documentation and it shall be maintained in the City Clerk's office available for audit upon request.
 - A. Workman’s Compensation – providers of services to the City may be required to file a certificate of Workers Compensation Insurance. Each department is responsible for ensuring a copy of the certificate is filed with the City Clerk along with the contract if appropriate.

- B. Liability Insurance – providers of services to the City may be required to file a certificate of liability insurance. Each department is responsible for ensuring a copy of the certificate is filed with the City Clerk along with the contract if appropriate.
- C. Providers of services and/or products may also be required to fill out the appropriate W-9 prior to the Finance Department issuing a payment for services and/or products provided to the City. Each department is responsible for ensuring that the W-9 if required is filed with the City Clerk along with the contract if appropriate.
- D. Payment and Performance Bonds - For public works projects, a payment and performance bond will be required. Each department is responsible for ensuring the bonds are filed with the City Clerk along with the contract if appropriate.

PAYMENT PROCESSING

I. The following procedures shall apply to the processing of invoices.

A. Invoice Processing

1. All invoices will be processed and paid by the City’s Finance Department. **All vendors should be directed to use one address, the City Hall address:**

City of Hayden
Attn Accounts Payable
8930 N. Government Way
Hayden, Idaho 83835

- B. Accounts payable will open mail and distribute invoices to the correct departments. Statements will be retained and reviewed in Accounts Payable.
1. All receiving documents must be initialed and dated and included with the payment invoice.
 2. Upon receipt of invoice departments will match receiving documents, purchase orders, if appropriate, and bid documents if appropriate, to invoices.
 3. Each invoice will provide Accounts Payable with the information necessary to enter the invoice in the accounting system. This information includes account number or numbers, purpose of purchase, description of item(s), and approval signature.
 4. Completed invoices should be sent back to the City Hall Accounts Payable office as soon as necessary documents are assembled. All invoices for payment **MUST** be received in Accounts Payable by 2:00 pm on the Thursday five (5) days prior to each Council meeting.

5. Accounts Payable will batch department payment requests and generate and mail vendor payments. Accounts payable will not return checks to the department requesting the payment, except in special circumstances. Payables will be mailed twice a month, on the Wednesday following each Council meeting. If a Council meeting is skipped at any time, the checks will be issued as usual with the Mayor's approval. The payables will be placed on the following Council meeting for ratification.

6. Review of Purchases

The accounting department will review invoices for compliance with city and statutory rules and regulations. **However, the primary responsibility for the propriety and coding of the expenditure rests with the Department Director.**

7. Opening Credit Accounts

The decision to open a line of credit is the responsibility of the Finance Director. City employees are not authorized to open lines of credit or apply for and receive charge cards. Such accounts will be canceled. Any employee wishing to use a city credit card will be required to sign a Credit Card Agreement (requires Department Head approval also). City credit accounts may not be used for personal purchases or expenses.

DISPOSAL OF SURPLUS PERSONAL PROPERTY

I. Surplus Property Procedures

A. DEFINITION OF SURPLUS PROPERTY

Personal property owned by the City where the cost of maintenance, transportation, storage, or other costs exceed the economic or useful life of the property.

B. DISPOSAL

Surplus property will be disposed of in the manner that maximizes the value received by the city of Hayden in accordance with the following guidelines and in coordination with the City Administrator:

All employees of the City, including their spouses, dependents, or any person acting on the employee's behalf, are prohibited from acquiring surplus property from the City.

C. GUIDELINES

The following guidelines determine the method used to dispose of property. All guidelines must follow state law and special exceptions are made for public safety.

Broken and Unusable Property

1. Items that have zero value due to them being broken, unfixable and have no salvage value.
2. Dispose at local refuse site or have it removed by outside party willing to pay for removal.
3. Deposal of these items do not require Council approval.

Nominal Value

1. Item has a value of zero, less than what it would cost to dispose of the property, or no greater than its salvage value.
2. Dispose of item by donating to charitable organization that qualifies under Section 501 (c) and 501 (c) (19) of the Internal Revenue Service or to any state or local government; or

Dispose of item at local refuse site or have it removed by outside party willing to pay for removal; or

Sell for its salvage value.

Less Than \$1,000 Value

Sell or transfer to another state or local government without public advertisement or competitive bid; or

Sell at public auction conducted by a licensed auctioneer; or

Sell to the highest bidder in response to notice of public sale advertised for at least one week in a newspaper of general circulation.

Greater Than \$1,000 Value

Sell at public auction conducted by a licensed auctioneer or:

Sell after receipt of sealed bids to the highest responsible bidder after notice of public sale.

D. EXCEPTIONS

With approval from the City Council and the Mayor items of greater than nominal value may be donated to 501 (c) (3) and 501 (c) (19) charitable organization or to the state or other local governments.

E. PROCEDURES FOR DISPOSAL

1. All disposition of city assets must be processed through the City's Finance Department. A Fixed Asset Disposal Request must be completed and submitted to the Finance Department. The Request must contain the department head signature and the date. It shall be the responsibility of the Finance Department to place the request on the Council Consent Agenda for approval for the disposal and to provide disposal instructions to the Department following City Council approval.
2. If the item has a zero value and is not listed as an asset, check with the Finance Department for appropriate disposal procedures.
3. Once approval has been received for disposal of an asset, the Department may dispose of the asset as directed. Following such disposal, the Department shall complete a Fixed Asset Disposal Form and submit it to the Finance Department.
 - a. The form requires a department head signature and date.
 - b. Finance will review the form for completeness, sign, and date.
 - c. It is the responsibility of each department to document actual final disposal of the property.
 - d. Finance will update the fixed asset system and remove the item. Finance will retain the documentation for audit purposes.