



Agenda for the Regular Meeting of the City Council

Wednesday, March 27, 2024, 6:00 PM

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

Meeting is conducted in person and via Zoom:

<https://us02web.zoom.us/j/85799883702?pwd=djk2UmlZSEphMzA2azR5bzZGU0tOZz09>

Webinar ID: 857 9988 3702; **Passcode:** 840149

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL CONSENT CALENDAR- **ACTION**

- a. Minutes from the Regular Meeting February 28, 2024
- b. Minutes from the Regular Meeting March 1, 2024
- c. Minutes from the Special Meeting March 20, 2024
- d. Revised financial statement November 1-30, 2023
- e. Revised financial statement December 1-31, 2023
- f. 1st Quarter Fiscal Year 2024 Treasurer Statement
- g. Financial Statement from January 1-31, 2024
- h. ARPA Statement January 31, 2024
- i. Financial Statement February 1-29, 2024
- j. Ratified Bills March 1-27, 2024
- k. Unpaid Bills March 1-27, 2024

5. CITY REPORTS

- a. City Planner
- b. City Attorney
- c. Clerk/Treasurer Report
- d. Mayor & Council Reports

6. PUBLIC COMMENT PERIOD:

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

7. CITY BUSINESS

- a. Discussion of City Park Proposal
- b. Consideration of Electrical Work at Arena Contract- **ACTION**
- c. Consideration of FY24 Clerk/Treasurer Training Proposal- **ACTION**
- d. Consideration of Contract for Financial and Administrative Services with Practical Accounting Services- **ACTION**
- e. Discussion of April Agenda Items

8. EXECUTIVE SESSION: Idaho Statute 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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; 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; 74-206-1(i) To engage in communications with a representative of the public agency's risk manager or insurance provide to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement- **ACTION**

9. ADJOURNMENT- ACTION

Revised Posting: 3/25/2024 Original Posting: 3/21/2024: 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
Regular City Council Meeting Minutes
Thursday February 28, 2024
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 6:00 PM
2. **ROLL CALL:** Councilors Sue Supp, Tyler Drechsel, Scott Jordan, Gary Sonnen and Mayor Jernigan were physically present; Also present: Candi Baker, Deputy Clerk, Susan Weeks- City Attorney, Christine Baker of HMH Engineering, Ryan Hughes- City Planner attended via Zoom.
3. **PLEDGE OF ALLEGIANCE:** Lead by Councilor Jordan
4. **APPROVAL OF CONSENT CALENDAR:**
 - a. Minutes from the Regular Meeting February 8, 2024
 - b. Minutes from the Special Meeting February 22, 2024
 - c. Revised financial statement November 1-30, 2024
 - d. Revised financial statement December 1-31, 2024
 - e. 1st Quarter Fiscal Year 2024 Treasurer Statement
 - f. Financial Statement from January 1-31, 2024
 - g. ARPA Statement January 31, 2024
 - h. Ratified Bills February 1-29, 2024
 - i. Unpaid Bills February 1-29, 2024

SSupp made a motion to approve items a and b and table items c through i until the March 27, 2024 meeting. TDrechsel seconded.

SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes

Motion carries.

SSupp explained her deferral of items c-i was due to the public facing packet issues and for compliance with Idaho State Statute 74-204 and the City's policy for transparency.

Mayor Jernigan explained that portions of the packet published were missing some content. The city addressed it as soon as it was made known and the packet up on the website at time of the meeting is complete.

5. **CITY REPORTS**

- a. **City Planner:** Present via Zoom.
- b. **City Engineer:** Christine Baker gave an update on the horse arena upper parking lot having multiple cracks that need to be filled. Also, the paved driveway to the bottom is very alligatored, rough and has an inverted crown. The catch basin is fully filled has a 6" pipe that goes to an unknown location. Per City Code, we must treat stormwater run-off from asphalt- this is not happening at the arena. Asked Council for direction on repaving v. reconstruction. Recommend minimum of fixing catch basin issue. Advised if proceed with chip seal, it will only last a couple of years.

Council Direction: GSonnen will have Jim Wuest (city maintenance) or Councilor Jordan clear out catch basin and trace it to find where the 6” pipe resolves to. Then come back to Council for March meeting for next steps.

- c. **City Attorney:** Met with Marc Lyons to go over items and will get his files in the next week.
- d. **KCSO:** Mayor Jernigan advised that Deputy Creighton has been reassigned to local schools and we will be announcing a new Deputy soon. Mayor appreciated Deputy Creighton’s approach with the residents.
- e. **Mayor and Council Reports:**

Mayor Jernigan- Marc Lyons graciously filled in as City Attorney upon Chris Gabbert’s departure. The City has now hired Susan Weeks as Attorney. The Mayor also acknowledged Deputy Clerk, Candi Baker’s last day with the City is 2/29/2024. Mayor reinitiated Council reports so the residents know what they are currently working on.

SSupp- Spent time with the Clerk/Treasurer to understand past finances. She is having difficulty understanding how deposits work and has tracked all the City’s spending. Reviewed HMH contract. She is working with Councilor Jordan to create a fund report format for easy understanding. Due to the complexity of financials, she suggests a neutral 3rd party financial analyst get involved, especially tracking the income and to ensure the best interests of the City. She will be stepping back as it is now beyond her expertise. She recommends Stephanie from John Austin’s firm.

GSonnen – working on bids for arena and park tree issues, and electrical upgrade issues. Have ARPA funds to use. Working on getting city park concepts onto paper so decisions can be made on what direction to go.

TDrechsel – new roof on city hall has been completed. Found that roof over the tenant occupied areas had no OSB, just the roof attached directly. Had a Department of Homeland Security audit and their recommendation was a monitored fire alarm system and a burglar alarm system with a camera system. Both have been completed and are now functioning. Electronic access with key fobs project has begun, the last of the equipment is supposed to be received this week. Looking to be fully functioning within the next week.

SJordan- Clarified with HMH that proposed chip seal for Hanely and Davenport for FY24 should be single chip, not double chip. Wants single layer chip seal on all side streets going forward as there is not enough traffic to get a double chip to adhere correctly to the oil. He is working on getting bids for tree trimming and street sweeping for all streets chip sealed in the last 2 years in Dalton. HMH is getting bids for crack sealing Davenport and Hanley per schedule and additionally getting a bid for any other streets that might require it per Engineer decision.

- f. **Clerk/Treasurer Report:** City Clerk/Treasurer was absent.

6. **PUBLIC COMMENT:** Opened 6:21 PM - Closed 6:37 PM

Cheryl Christopherson- 2423 E Dalton Ave; Live on dirt road east of 17th Steet and requests city paved and maintained roads ask for Dalton Ave east of 17th Street.

- Councilor Jordan indicated it was on his agenda to address this year.

Carrie Chase- 7512 N 4th Street; appreciates Deputy Clerk and her service. Asked if there has been any request for use of concession stand at Arena. She agrees with a 3rd party analysis of the city finances. Asked if there was anything in the works to develop 18th Street so it continues to Dalton Ave.

Clark Young- 7064 N 16th St.- Feels non-Dalton Gardens people should be paying to use the arena.

Karen Kimball- 6975 N 16th St; suggests heavy chip sealing to accommodate arena traffic and loaded trailers on the arena lots. There is a gaming group that uses the arena 1-2x/month with approximately 25 trailers loaded with horses. She reminded council that the arena was built with federal grants to be available to the public.

7. CITY BUSINESS:

- a. **Discussion of ARPA expenditures including chip seal & parking lot for FY24:** The Mayor wants to also include a better firewall (approximately \$3,000) and more secure access points for the network infrastructure. TDrechsel feels it's the same classification as physical security features funded out of ARPA.

CBaker of HMM Engineering presented:

Chipseal: If we do Chipseal she recommends 1 layer. Looking into other options than chipseal due to how many people are upset about last years chipseal. Can do a 'slurry seal' - ¼ chip that is mixed with an emulsified asphalt and smothered onto the road = no loose chips. \$6.50/yd vs. chipseal which is approx \$4/yd/layer with the fog seal. The road would be completely closed with NO traffic for 4 hours. Requires a specialized machine, closest machine is in Meridian. City of Kellogg and Spokane Valley are doing it. Longevity is the same as doing 1 layer of chipseal vs. slurry seal.

Council debated 1 layer of chipseal vs. 2 layers of chipseal (1/2" with 3/8" on top). Council would like to revisit the Chipseal policy that former Engineers, Welch Comer created. All were in agreement that there is too much gravel on the roads currently and we need to sweep this spring. SJordan would like the former chipseal policy to be part of our specs for the FY24 chipseal. CBaker would like the award of the chipseal project as an Action item at the March 27, 2024 meeting. SJordan wants single layer on Davenport this year and double layer on Hanley. CBaker advised the single layer should be 3/8". City CdA is only doing ½" chipseal this year.

Discussion was had about the Arena driveway and whether to return it to gravel, dirt road or pave it. Drainage is an issue as previously stated. With the inverted crown, if we chip seal, it will not fix the drainage issue.

Direction to HMM to attempt to piggyback with CdA or Hayden to save money on chipseal. Bring a separate bid for arena chip sealing and a separate bid for painting and restriping city streets.

Parking Lot: Fourth Street is 0% flat. The portion adjacent to the parking lot is draining all stormwater from that ½ of the street into the parking lot which pools around the light pole and the ADA spots. Solution Option were presented and the Council. Regardless of parking lot option, we must put in swales to treat the storm water runoff as directed by DGCC. Swales are 8"-12" deep with gradual slopes. Needs to be 2 and presented options of location. One by concrete path to gazebo and. Parking lot stalls are not up to DGCC dimensions- in correcting

this, we will be loosing some spaces. Spaces are 8-9' wide and DGCC mandates 10'. If only one ADA then 11' with 5' hatched aisle space adjacent to it. Drive aisles are currently 14-15' which is too narrow. They should be 24' if you have two-way traffic.

SSupp asked what authority they would need to be conforming to for stormwater runoff swales. CBaker answered DGCC for both the runoff and the parking lot spacing as a Civic Use in the DGCC. SSupp asked about maintenance on the proposed swales. CBaker- slopes into swales are a 3:1 (3' out, 1' down) which is standard. USDA has an online web soil survey that gives a general example of the soil in the area. Doing a geo-tech survey just for the park would be very costly.

Council talked about the option of diagonal parking and then making it one way traffic through the parking lot- entering on the southern end of the parking lot and exiting parallel to city hall building on the north side of the parking lot. CBaker advised that we should paint arrows with words one way if we pursue this option.

City Attorney is going to research state statute that requires an Engineer on a paving project since it's over \$100,000. SJordan clarified that we are almost \$4,500 into the parking lot project. Council would like to workshop the parking lot design completed.

SJordan suggested the end of Dalton Ave, east of 17th Street will be made into a paved lane- 20' wide. SSupp asked if we need to create a turn around for emergency vehicles. TDrechsel asked what the total available width we have to work with. CBaker- 20' wide gravel, but the city has right-of-way to the fence. Discussion ensued on how and where to design a hammerhead turn around.

SJordan talked about the south side of 18th Street that has not been extended through to Dalton Ave. Round-a-bout was supposed to be extended when the houses on the south side of 18th were developed and that did not happen.

- b. Discussion and presentation by PHD of CMR Ordinance and SMA Renewal:** Jason Peppin- Environmental Health, Jenni Grey-Aquifer Protection Program Manager, and Ted Siegford- Environmental Health Specialist in Critical Materials Program from Panhandle Health District gave a brief presentation (attached) to introduce Council to the programs designed to protect the Spokane Valley-Rathdrum Prairie Aquifer.

Critical Materials- storage of chemicals over the aquifer and the discharge of non-residential wastewater. Since the 1970s PHD has administered aquifer protection rules. The Rathdrum Prairie Aquifer earned 'sole source' designation from the EPA. One way to protect the aquifer is septic system density control and commercial chemical control over the aquifer. PHD has been monitoring and sampling over the aquifer for over 50 years. CMR has existed since 1993 and focuses on requirements for secondary containment of commercial chemicals stored, used, disposed of, and transferred over the aquifer and discharge of non-domestic wastewater. Since they have focused on education, most people have voluntarily complied. The IDAPA 41.01.01 rules that have been in place for decades expired in the 2019 legislative session along with all other IDAPA rulesets in response to the Red Tape Reduction Act and Zero based rule making requirements. PHD was given temporary rule making authority. In December 2021, the State determined that Health Districts are no longer considered State Agencies and cannot participate in promulgated rule making. This has caused them to now take the aquifer protection rules to those they serve. They are looking for the rules to be codified as part of City and County Codes

to continue the special protections over the aquifer and give an opportunity for enforcement. There are unique issues with the Aquifer and the rules addressed 3 main areas; extreme susceptibility for contamination, numerous surface bodies of water, and the ICP (institutional controls program) program in the Silver Valley for the Superfund Site. Loss of the PHD power to regulate and manage on their own was collateral damage from House Bill 316. If entities codify the proposed SMA and CMR rules, they would then contract back to PHD for management, inspections, and enforcement with no cost to the entities (how it works historically). The program is now 100% funded by the Kootenai County Aquifer Protection District. PHD used to be able to collect inspection fees but not since the legislative changes. If the groundwater were to become contaminated, the Dalton Water district would need to implement extensive and costly treatment mechanisms or have point of use treatment systems in every house. SMA and CMR Code Drafts presented to Council have been passed by PHD Legal Staff and City of Coeur d'Alene Legal Staff, but the final draft would be tailored to the specifics of Dalton Gardens.

City Attorney Weeks clarified that LUPA (Local Land Use Planning Act) would not prohibit the City from adopting something of this nature.

PHD currently tracks 97 critical materials facilities inside of Dalton Gardens as part of a total of 1,100 in Kootenai County.

SMA (sewer management agreement)- 1977 IDAPA 41.01.01 was specific to PHD and required 5 acre parcels due to rising nitrate levels with septic systems over the aquifer. PHD entered into SMAs with entities that couldn't meet the density requirement of aquifer rules of 5 acre parcels (Dalton Gardens). Other entities with SMAs included the city of Athol and Idaho Department of Parks and Recreation for Farragut State Park. The City Council of Athol voted to adopt the Athol SMA in 2022 and the SMA with IDPR is no longer needed since the Park has installed a central sewer system. With the implementation of SMAs, the nitrate concentration decreased despite 5x population growth over the last 45 years.

PHD would like to have a workshop with Council to continue the discussion and educate them further on the aquifer, SMA and CMR.

c. Consideration of ratification of Sacco de Campos contract for FY24:

Needs to reflect Gary Sonnen is the new point of contact for Parks.

GSonnen made a motion to ratify Sacco de Campos contract for FY24 with amendment to page 2, item 2 to 'designated Council person'. SJordan seconded.

SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes Motion carries.

d. Consideration of contract for tree removal: GSonnen with an Urban Forester who assessed the parks. Dead tree removal, thin trees, apple tree pruning in park, and limb trees for fire protection. He presented the Council with 3 bids for expert tree removal. Arbor Pro for \$5,000; Blue Birds for \$5,300; Grace Tree Service for \$5,075.

GSonnen made a motion to approve tree removal contract with Grace Tree Service for \$5,075 to paid with ARPA funds. SSupp seconded.

SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes Motion carries.

e. Consideration of Resolution 2024-02 for the disposal of Surplus Office Items:

Council discussed the following changes:

Removing the hard drives from the Kyocera copy machine, and LG Tower Server (wants certification that hard drives removed correctly), and the KIP blueprint scanner possibly being outdated, no software available, unknown operational status at this time.

Attorney Weeks suggested: Mayor is authorized to offer the items to citizens of Dalton Gardens at public auction and then to public auction.

TDrechsel made a motion to surplus the items listed with the exception of the 3 items that were discussed at a public auction at a time to be determined at the discretion of the Mayor. SJordan seconded.

SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes

Motion carries.

f. Discussion of March Agenda Items:

- Travel and Training review and approval schedule
- Paving of Dalton Ave east of 17th Street
- Inventory of Shops for surplus items
- Electrical upgrades for Arena (action item)
- Firewall access points bids (action item)
- Independent Consultant Hire for Financials Review (action)

8. EXECUTIVE SESSION (if needed) Idaho Statute 74-206-1(a), (b), (i):

Idaho Statute 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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; 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; 74-206-1(i) To engage in communications with a representative of the public agency's risk manager or insurance provide to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement.

TDrechsel made a motion to enter Executive Session pursuant to Idaho Statute 74-206-1a, 74-206-1b, and 74-206-1i. SJordan seconded.

SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes

Motion carries.

5 minute recess then Opened 8:44 PM Closed 10:05 PM

9. ADJOURNMENT:

SJordan made motion to adjourn. GSonnen seconded.

All in favor. Adjourned 10:06 PM

Curt Jernigan, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

City of Dalton Gardens
Special City Council Meeting Minutes
Friday, March 1, 2024

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 3:00 PM Mayor Jernigan explained that the purpose of this meeting was to correct the error from the Thursday 2/28/24 meeting where they did not approve the paying of the Cities encumbrances.
2. **ROLL CALL:** Councilmembers Sue Supp, Gary Sonnen and Mayor Jernigan were physically present; Councilmember Tyler Drechsel attended via Zoom and Councilmember Scott Jordan was absent. Also present: Teresa Janzen-City Clerk/Treasurer.
3. **APPROVAL OF RATIFIED BILLS FOR FEBRUARY 1-29, 2024**
SSupp made a motion to approve the ratified bills for February 2024. GSonnen seconded.
TDrechsel: yes GSonnen: yes SSupp: yes Motion carries.
4. **APPROVAL OF UNPAID BILLS FOR FEBRUARY 1-29, 2024**
SSupp made a motion to approve the ratified bills for February 2024. GSonnen seconded.
TDrechsel: yes GSonnen: yes SSupp: yes Motion carries.
5. **ADJOURNMENT:**
GSonnen made a motion to adjourn. All in favor. Adjourned 3:03 PM

Curt Jernigan, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

City of Dalton Gardens
Regular City Council Meeting Minutes
Wednesday, March 20, 2024

Meeting conducted via teleconference and in person.

1. **CALL TO ORDER REGULAR CITY COUNCIL MEETING:** Opened 5:15 PM
2. **ROLL CALL:** Councilmembers Sue Supp, Tyler Drechsel, Scott Jordan, Gary Sonnen and Mayor Jernigan were physically present; Also present: Teresa Janzen-City Clerk/Treasurer.
3. **PLEDGE OF ALLEGIANCE:** Lead by resident Clark Young
4. **CITY BUSINESS:**
 - a. Consideration for Mayor to contract out Human Resources
Council discussed outsourcing HR due to limited staff size. Cost for such service was brought into question. Mayor Jernigan will research and bring back proposals for the Council to review.
TDrechsel made a motion to the Mayor to research bids for HR to contracted with an outside vendor. GSonnen seconded.
SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes **Motion carries.**
 - b. Consideration of McArthur Engineering Contract
Mayor Jernigan gave HMH Engineering notice of termination of contract which Matt Hall received. He interviewed McArthur Engineering and feels it would be a good fit for the City. Councilmember Sonnen asked about the number of employees with McArthur and was told 10-15 where they contract out anything they can't cover in house. It is unknown if they service any other municipalities. Councilmember Jordan stated McArthur has an excellent reputation in the industry and since the previous Engineers did not adhere to the chip seal policy, this change could ultimately lead to cost savings for the city. The Mayor stated that the McArthur rates are a little lower than the previous engineers, especially for the Principal Engineer. Councilmember Drechsel has worked with Scott McArthur in his position with Northern Lakes and had many positive things to say about McArthur Engineering
SJordan made a motion to approve the McArthur Engineering Contract. TDrechsel seconded.
SJordan: yes SSupp: yes GSonnen: yes TDrechsel: yes **Motion carries.**
 - c. Consideration of Consulting Agreement with Candace Baker
The Mayor stated the purposed of the contract was to have coverage for the Clerk/Treasurer should she be on vacation, to fill in for meetings, emergencies, train him in the duties of a Deputy Clerk, etc as they had discussed in executive session.
The Clerk/Treasurer reminded the Council that Baker has a full-time job Monday-Thursday and would not be able to cover much in the way of her vacation time, as well as she was the one who trained the Deputy Clerk so she could train the Mayor as well. She also asked which budget line item the expense would be taken from and if the Deputy Clerk position was going to be filled as that would negate the need for this consultant agreement. The Mayor said he was still assessing the positions and he would get back to her on the budget line item the expense should be marked to.

SJordan made a motion to approve the consulting agreement with Candace Baker. TDrechsel seconded.

GSonnen: yes SSupp: yes SJordan: yes TDrechsel: yes

Motion carries.

- d. Consideration of suspending all travel, training, and seminars for FY24 unless approved by Mayor and City Council

The Mayor asked the Clerk/Treasurer to present the proposal for training and travel to the Council and she gave a written report for them to review.

TDrechsel made a motion to table the item until the 3/27/24 meeting to give Council time to review the proposed travel and training. SJordan seconded.

SJordan: yes SSupp: yes TDrechsel: yes GSonnen: yes

Motion carries

- e. Discussion of procurement process and purchase approval by Mayor and City Council discussed the possibility of Council members having spending authority of city funds. Some concerns indicated were the need for a paper trail or purchase order, retention of documentation of approved purchases, what budget line item each purchase is to be charged to, how to bring further transparency to purchasing. The Clerk/Treasurer advised the Mayor and Council to speak with ICRMP about potential liability and issues with Councilmembers having procurement/spending authority. The Clerk/Treasurer reminded council that there are 3 signors on the city accounts; Mayor, Treasurer, Council President and there are 3 credit card holders; Mayor, Treasurer, and Maintenance. Procurement should be going from council member to Mayor and Treasurer for the actual purchase. It was discussed to have the City Attorney draft an internal spending policy for Council to review as well as inquiring what other small jurisdictions do with working Councils.

5. ADJOURNMENT:

SJordan made motion to adjourn. GSonnen seconded. All in favor. Adjourned 5:45 PM

Curt Jernigan, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

CITY OF DALTON GARDENS
Financial Statement November 30, 2023
 REVISED 01312024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
ARPA Funds to be used in FY24	50,611.91	518,332.00		
Employee Dependent Healthcare Contribution	2,572.00	15,600.00		
FY Rollover or Budgeted LGIP Draw		193,333.00		
Income				
301-000 · COMMUNITY DEV. INCOME				
301-03 · BUILDING PERMIT REVENUE	10,820.30	85,000.00	-74,179.70	12.73%
301-04 · BUSINESS LICENSE REVENUE	225.00	7,750.00	-7,525.00	2.9%
301-05 · FACILITY RESERVATION REVENUE	0.00	750.00	-750.00	0.0%
301-07 · SPECIAL USE FEES	0.00	3,000.00	-3,000.00	0.0%
301-08 · SUBDIVISION REVENUE	2,000.00	1,000.00	1,000.00	200.0%
301-11 · ROW PERMITS	2,777.07	1,500.00	1,277.07	185.14%
301-12 · Alcohol Licenses	0.00	600.00	-600.00	0.0%
Total 301-000 · COMMUNITY DEV. INCOME	15,822.37	99,600.00	-83,777.63	15.89%
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	5,650.29	28,000.00	-22,349.71	20.18%
302-02 · FRANCHISE FEE TWC/SPECTRUM	5,392.32	10,000.00	-4,607.68	53.92%
302-03 · FRANCHISE FEE TDS	1,251.07	5,000.00	-3,748.93	25.02%
Total 302-000 · FRANCHISE FEES	12,293.68	43,000.00	-30,706.32	28.59%
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	24,336.61	92,496.00	-68,159.39	26.31%
303-02 · NEW HIGHWAY USER REVENUE	7,812.24	44,025.00	-36,212.76	17.75%
303-03 · TRANSFER HWY DISTRICT LEVY	149.74	60,831.00	-60,681.26	0.25%
Total 303-000 · HIGHWAY FUNDS	32,298.59	197,352.00	-165,053.41	16.37%
304-000 · LID ASSESSMENTS	0.00	32,612.00	-32,612.00	0.0%
305-000 · PROPERTY TAXES	380.58	181,629.00	-181,248.42	0.21%
306-000 · STATE REVENUE SHARE				
306-01 · STATE LIQUOR ALLOCATION	23,402.00	117,000.00	-93,598.00	20.0%
306-02 · STATE REVENUE SHARING	94,044.73	311,897.00	-217,852.27	30.15%
Total 306-000 · STATE REVENUE SHARE	117,446.73	428,897.00	-311,450.27	27.38%
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	1,025.85	15,000.00	-13,974.15	6.84%
307-03 · INTEREST INCOME	28,643.86	2,000.00	26,643.86	1,432.19%
307-05 · REFUNDS & REIMBURSEMENTS	679.00			
307-06 · RENT	1,650.00	10,986.00	-9,336.00	15.02%
Total 307-000 · OTHER INCOME	31,998.71	27,986.00	4,012.71	114.34%
308-000 · GRANT FUNDS	0.00	1,000.00	-1,000.00	0.0%
Total Income	210,240.66	1,012,076.00	-801,835.34	20.77%
Total Income w/ Prior Year Funds	263,424.57	1,739,341.00	-1,475,916.43	15.15%
Expense				
401-000 · GENERAL & ADMIN				
401-016 · TRAINING TRAVEL EXPENSE	704.53	3,500.00	-2,795.47	20.13%
401-03 · COUNCIL EXPENSES				

CITY OF DALTON GARDENS
Financial Statement November 30, 2023
 REVISED 01312024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	30,603.64	207,000.00	-176,396.36	14.78%
401-042 · BLDG & GROUNDS MAINTENANCE	9,297.01	10,000.00	-702.99	92.97%
401-043 · DUES & SUBSCRIPTIONS	1,288.20	2,524.00	-1,235.80	51.04%
401-045 · GARBAGE COLLECTION & DISPOSAL	306.10	1,000.00	-693.90	30.61%
401-047 · OFFICE SUPPLIES & POSTAGE	5,507.22	6,000.00	-492.78	91.79%
401-048 · SOFTWARE PURCHASE & IT SERVICE	1,795.93	19,500.00	-17,704.07	9.21%
Total 401-04 · OFFICE EXPENSES	48,798.10	246,024.00	-197,225.90	19.84%
401-05 · PERSONNEL EXPENSE				
401-050 · COMPANY PAYROLL TAX EXPENSE	4,769.68	47,000.00	-42,230.32	10.15%
401-054 · CLERK WAGES	12,567.68	75,406.00	-62,838.32	16.67%
401-058 · DEPUTY CLERK WAGES	7,781.04	43,672.00	-35,890.96	17.82%
401-059 · EMP HEALTH INSURANCE	5,976.00	32,880.00	-26,904.00	18.18%
Total 401-05 · PERSONNEL EXPENSE	31,094.40	198,958.00	-167,863.60	15.63%
401-06 · PROFESSIONAL SERVICES				
401-061 · AUDIT AND ACCOUNTING	246.00	17,000.00	-16,754.00	1.45%
401-062 · LEGAL PUBLISHING	3,841.78	8,000.00	-4,158.22	48.02%
401-06 · PROFESSIONAL SERVICES - Other	5,000.00	40,000.00	-35,000.00	12.5%
Total 401-06 · PROFESSIONAL SERVICES	9,087.78	65,000.00	-55,912.22	13.98%
401-07 · UTILITES				
401-071 · BLDG & GROUNDS UTILITIES	2,501.26	9,000.00	-6,498.74	27.79%
401-072 · INTERNET	239.98	1,500.00	-1,260.02	16.0%
401-073 · TELEPHONE	43.25	1,867.00	-1,823.75	2.32%
Total 401-07 · UTILITES	2,784.49	12,367.00	-9,582.51	22.52%
401-08 · ANNUAL PICNIC	110.00	2,500.00	-2,390.00	4.4%
401-10 · DONATIONS-MEMORIALS	500.00			
401-11 · GENERAL CONTINGENCY FUND	0.00	30,000.00	-30,000.00	0.0%
401-12 · INSURANCE	2,868.50	7,500.00	-4,631.50	38.25%
Total 401-000 · GENERAL & ADMIN	100,847.80	595,249.00	-494,401.20	16.94%
402-000 · LAW ENFORCEMENT				
402-01 · CODE ENFORCEMENT-CLEAN UP	67.53			
402-05 · CODE ENFORCEMENT-WAGES	0.00	10,000.00	-10,000.00	0.0%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	20,833.34	125,000.00	-104,166.66	16.67%
Total 402-000 · LAW ENFORCEMENT	20,900.87	136,740.00	-115,839.13	15.29%
403-000 · STREETS				
403-05 · FIRE HYDRANTS	7,569.16	20,000.00	-12,430.84	37.85%
403-06 · FUEL AND LUBRICANTS	135.50	3,500.00	-3,364.50	3.87%
403-10 · ROADS-ENG PLANS & SERVICES	5,464.86	25,000.00	-19,535.14	21.86%

CITY OF DALTON GARDENS
Financial Statement November 30, 2023
 REVISED 01312024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
403-11 · SNOW & ICE CONTROL-REMOVAL				
403-11A · Snow Removal- WAGES	0.00	15,000.00	-15,000.00	0.0%
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	0.00	10,000.00	-10,000.00	0.0%
Total 403-11 · SNOW & ICE CONTROL-REMOVAL	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
403-12 · STREET EQUIPMENT MAINTENANCE	4,341.17	4,000.00	341.17	108.53%
403-14 · STREET MAINT- CONTRACTED	0.00	630,000.00	-630,000.00	0.0%
403-16 · STREET MAINT-SUPPLIES	1,173.50	2,500.00	-1,326.50	46.94%
403-18 · STREET MAINT - WAGES	339.25	6,000.00	-5,660.75	5.65%
403-20 · STREET SIGNAL LIGHTS	91.40	575.00	-483.60	15.9%
Total 403-000 · STREETS	<u>19,114.84</u>	<u>716,575.00</u>	<u>-697,460.16</u>	<u>2.67%</u>
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	65.84	7,000.00	-6,934.16	0.94%
404-03 · PARK MAINTENANCE- CONTRACTED	13,704.80	155,331.00	-141,626.20	8.82%
404-07 · PARK MAINTENANCE- WAGES	1,003.00	6,000.00	-4,997.00	16.72%
404-09 · SUPPLIES- PARK MAINT	271.72	3,000.00	-2,728.28	9.06%
Total 404-000 · PARKS	<u>15,045.36</u>	<u>171,331.00</u>	<u>-156,285.64</u>	<u>8.78%</u>
405-000 · LID	0.00	11,803.00	-11,803.00	0.0%
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING	6,262.50	36,500.00	-30,237.50	17.16%
407-02 · BUILDING INSPECTOR SERVICES	6,020.00	68,000.00	-61,980.00	8.85%
407-03 · KOOTENAI AREA TRANSPORTATION SY	3,143.00	3,143.00	0.00	100.0%
407-000 · COMMUNITY DEV. - Other	635.00			
Total 407-000 · COMMUNITY DEV.	<u>16,060.50</u>	<u>107,643.00</u>	<u>-91,582.50</u>	<u>14.92%</u>
Total Expense	<u>171,969.37</u>	<u>1,739,341.00</u>	<u>-1,567,371.63</u>	<u>9.89%</u>
	91,455.20	0.00	91,455.20	100.0%

Checking/Savings

1-101.5 · Gen Checking- ICCU	55,105.64
1-101.6 · LID# 2- ICCU	28,863.46
1-101.7 · ARPA- ICCU	254.60
1-101.8 · 18th St- ICCU	2,368.35
1-101.9 · General Fund-ICCU	52,018.80
1-102.0 · LGIP #1404-General Fund	2,369,562.81
1-102.1 · LGIP #2380-18th St	45,081.21
1-102.2 · LGIP #3726-ARPA	545,168.44
Total Checking/Savings	<u>3,098,423.31</u>

CITY OF DALTON GARDENS
Financial Statement December 31, 2023
 REVISED 01312024

	<u>Actuals</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employee Dependent Healthcare Contribution	\$3,928.00	\$ 15,600.00		
ARPA Funds to be used in FY24	\$105,856.36	\$ 518,332.00		
FY Rollover or Budgeted LGIP Draws	\$ 31,174.00	\$ 193,333.00		
Income				
301-000 · COMMUNITY DEV. INCOME				
301-03 · BUILDING PERMIT REVENUE	25,142.00	85,000.00	-59,858.00	29.58%
301-04 · BUSINESS LICENSE REVENUE	300.00	7,750.00	-7,450.00	3.87%
301-05 · FACILITY RESERVATION REVENUE	0.00	750.00	-750.00	0.0%
301-07 · SPECIAL USE FEES	0.00	3,000.00	-3,000.00	0.0%
301-08 · SUBDIVISION REVENUE	2,880.00	1,000.00	1,880.00	288.0%
301-11 · ROW PERMITS	2,777.07	1,500.00	1,277.07	185.14%
301-12 · Alcohol Licenses	0.00	600.00	-600.00	0.0%
Total 301-000 · COMMUNITY DEV. INCOME	31,099.07	99,600.00	-68,500.93	31.22%
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	5,650.29	28,000.00	-22,349.71	20.18%
302-02 · FRANCHISE FEE TWC/SPECTRUM	5,392.32	10,000.00	-4,607.68	53.92%
302-03 · FRANCHISE FEE TDS	1,251.07	5,000.00	-3,748.93	25.02%
Total 302-000 · FRANCHISE FEES	12,293.68	43,000.00	-30,706.32	28.59%
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	24,336.61	92,496.00	-68,159.39	26.31%
303-02 · NEW HIGHWAY USER REVENUE	7,812.24	44,025.00	-36,212.76	17.75%
303-03 · TRANSFER HWY DISTRICT LEVY	415.13	60,831.00	-60,415.87	0.68%
Total 303-000 · HIGHWAY FUNDS	32,563.98	197,352.00	-164,788.02	16.5%
304-000 · LID ASSESSMENTS	22,496.06	32,612.00	-10,115.94	68.98%
305-000 · PROPERTY TAXES	1,398.85	181,629.00	-180,230.15	0.77%
306-000 · STATE REVENUE SHARE				
306-01 · STATE LIQUOR ALLOCATION	23,402.00	117,000.00	-93,598.00	20.0%
306-02 · STATE REVENUE SHARING	94,044.73	311,897.00	-217,852.27	30.15%
Total 306-000 · STATE REVENUE SHARE	117,446.73	428,897.00	-311,450.27	27.38%
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	1,610.40	15,000.00	-13,389.60	10.74%
307-03 · INTEREST INCOME	41,869.99	2,000.00	39,869.99	2,093.5%
307-05 · REFUNDS & REIMBURSEMENTS	953.70			
307-06 · RENT	2,750.00	10,986.00	-8,236.00	25.03%
Total 307-000 · OTHER INCOME	47,184.09	27,986.00	19,198.09	168.6%
308-000 · GRANT FUNDS				
308-03 · CONTRIBUTIONS & DONATIONS	1,000.00	1,000.00	0.00	100.0%
308-07 · SCHOLARSHIPS	200.00			
Total 308-000 · GRANT FUNDS	1,200.00	1,000.00	200.00	120.0%
Total Income	265,682.46	1,012,076.00	-746,393.54	26.25%
Total Income with Prior Year Funds	406,640.82	1,739,341.00	-1,332,700.18	23.38%

Expense

CITY OF DALTON GARDENS
Financial Statement December 31, 2023
 REVISED 01312024

	<u>Actuals</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
401-000 · GENERAL & ADMIN				
401-016 · TRAINING TRAVEL EXPENSE	1,580.98	3,500.00	-1,919.02	45.17%
401-03 · COUNCIL EXPENSES	7,350.00	29,400.00	-22,050.00	25.0%
401-04 · OFFICE EXPENSES				
401-041 · BLDG MAINT CONTRACTED	95,248.64	207,000.00	-111,751.36	46.01%
401-042 · BLDG & GROUNDS MAINTENANCE	9,307.37	10,000.00	-692.63	93.07%
401-043 · DUES & SUBSCRIPTIONS	1,311.16	2,524.00	-1,212.84	51.95%
401-045 · GARBAGE COLLECTION & DISPOSAL	352.10	1,000.00	-647.90	35.21%
401-047 · OFFICE SUPPLIES & POSTAGE	5,874.10	6,000.00	-125.90	97.9%
401-048 · SOFTWARE PURCHASE & IT SERVICE	2,703.91	19,500.00	-16,796.09	13.87%
401-049 · REFUNDABLE EXPENSE	43.10			
Total 401-04 · OFFICE EXPENSES	<u>114,840.38</u>	<u>246,024.00</u>	<u>-131,183.62</u>	<u>46.68%</u>
401-05 · PERSONNEL EXPENSE				
401-050 · COMPANY PAYROLL TAX EXPENSE	7,288.47	47,000.00	-39,711.53	15.51%
401-054 · CLERK WAGES	18,851.52	75,406.00	-56,554.48	25.0%
401-058 · DEPUTY CLERK WAGES	11,853.41	43,672.00	-31,818.59	27.14%
401-059 · EMP HEALTH INSURANCE	8,772.00	32,880.00	-24,108.00	26.68%
Total 401-05 · PERSONNEL EXPENSE	<u>46,765.40</u>	<u>198,958.00</u>	<u>-152,192.60</u>	<u>23.51%</u>
401-06 · PROFESSIONAL SERVICES				
401-061 · AUDIT AND ACCOUNTING	279.00	17,000.00	-16,721.00	1.64%
401-062 · LEGAL PUBLISHING	4,341.78	8,000.00	-3,658.22	54.27%
401-06 · PROFESSIONAL SERVICES - Other	6,820.00	40,000.00	-33,180.00	17.05%
Total 401-06 · PROFESSIONAL SERVICES	<u>11,440.78</u>	<u>65,000.00</u>	<u>-53,559.22</u>	<u>17.6%</u>
401-07 · UTILITES				
401-071 · BLDG & GROUNDS UTILITIES	3,144.62	9,000.00	-5,855.38	34.94%
401-072 · INTERNET	479.96	1,500.00	-1,020.04	32.0%
401-073 · TELEPHONE	1,451.22	1,867.00	-415.78	77.73%
Total 401-07 · UTILITES	<u>5,075.80</u>	<u>12,367.00</u>	<u>-7,291.20</u>	<u>41.04%</u>
401-08 · ANNUAL PICNIC	1,138.38	2,500.00	-1,361.62	45.54%
401-10 · DONATIONS-MEMORIALS	2,000.00			
401-11 · GENERAL CONTINGENCY FUND	0.00	30,000.00	-30,000.00	0.0%
401-12 · INSURANCE	2,868.50	7,500.00	-4,631.50	38.25%
Total 401-000 · GENERAL & ADMIN	<u>193,060.22</u>	<u>595,249.00</u>	<u>-402,188.78</u>	<u>32.43%</u>
402-000 · LAW ENFORCEMENT				
402-01 · CODE ENFORCEMENT-CLEAN UP	982.53			
402-05 · CODE ENFORCEMENT-WAGES	0.00	10,000.00	-10,000.00	0.0%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	31,250.01	125,000.00	-93,749.99	25.0%
Total 402-000 · LAW ENFORCEMENT	<u>32,232.54</u>	<u>136,740.00</u>	<u>-104,507.46</u>	<u>23.57%</u>
403-000 · STREETS				
403-05 · FIRE HYDRANTS	7,569.16	20,000.00	-12,430.84	37.85%
403-06 · FUEL AND LUBRICANTS	286.37	3,500.00	-3,213.63	8.18%

CITY OF DALTON GARDENS
Financial Statement December 31, 2023
 REVISED 01312024

	<u>Actuals</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
403-10 · ROADS-ENG PLANS & SERVICES	9,765.06	25,000.00	-15,234.94	39.06%
403-11 · SNOW & ICE CONTROL-REMOVAL				
403-11A · Snow Removal- WAGES	835.50	15,000.00	-14,164.50	5.57%
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	740.00	10,000.00	-9,260.00	7.4%
Total 403-11 · SNOW & ICE CONTROL-REMOVAL	1,575.50	25,000.00	-23,424.50	6.3%
403-12 · STREET EQUIPMENT MAINTENANCE	4,341.17	4,000.00	341.17	108.53%
403-14 · STREET MAINT- CONTRACTED	31,174.00	630,000.00	-598,826.00	4.95%
403-16 · STREET MAINT-SUPPLIES	1,364.91	2,500.00	-1,135.09	54.6%
403-18 · STREET MAINT - WAGES	1,090.00	6,000.00	-4,910.00	18.17%
403-20 · STREET SIGNAL LIGHTS	144.48	575.00	-430.52	25.13%
Total 403-000 · STREETS	57,310.65	716,575.00	-659,264.35	8.0%
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	213.35	7,000.00	-6,786.65	3.05%
404-03 · PARK MAINTENANCE- CONTRACTED	15,056.80	155,331.00	-140,274.20	9.69%
404-07 · PARK MAINTENANCE- WAGES	1,150.50	6,000.00	-4,849.50	19.18%
404-09 · SUPPLIES- PARK MAINT	271.72	3,000.00	-2,728.28	9.06%
Total 404-000 · PARKS	16,692.37	171,331.00	-154,638.63	9.74%
405-000 · LID	0.00	11,803.00	-11,803.00	0.0%
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING	19,600.00	36,500.00	-16,900.00	53.7%
407-02 · BUILDING INSPECTOR SERVICES	9,562.00	68,000.00	-58,438.00	14.06%
407-03 · KOOTENAI AREA TRANSPORTATION SY	3,143.00	3,143.00	0.00	100.0%
407-000 · COMMUNITY DEV. - Other	635.00			
Total 407-000 · COMMUNITY DEV.	32,940.00	107,643.00	-74,703.00	30.6%
Total Expense	332,235.78	1,739,341.00	-1,407,105.22	19.1%
	74,405.04	0.00	74,405.04	100.0%
	74,405.04	0.00	74,405.04	100.0%

Checking/Savings

1-101.5 · Gen Checking- ICCU	63,475.05
1-101.6 · LID# 2- ICCU	28,868.20
1-101.7 · ARPA- ICCU	254.60
1-101.8 · 18th St- ICCU	2,353.35
1-101.9 · General Fund-ICCU	2,067.50
1-102.0 · LGIP #1404-General Fund	2,289,562.81
1-102.1 · LGIP #2380-18th St	45,081.21
1-102.2 · LGIP #3726-ARPA	545,168.44
Total Checking/Savings	2,976,831.16

CITY OF DALTON GARDENS
Treasurer's Report
FY2024 1st Quarter

	<u>Actuals</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employee Dependent Healthcare Contribution	\$3,928.00	\$ 15,600.00		
ARPA Funds to be used in FY24	\$105,856.36	\$ 518,332.00		
FY Rollover or Budgeted LGIP Draws	\$ 31,174.00	\$ 193,333.00		
Income				
301-000 · COMMUNITY DEV. INCOME	31,099.07	99,600.00	-68,500.93	31.22%
302-000 · FRANCHISE FEES	12,293.68	43,000.00	-30,706.32	28.59%
303-000 · HIGHWAY FUNDS	32,563.98	197,352.00	-164,788.02	16.5%
304-000 · LID ASSESSMENTS	22,496.06	32,612.00	-10,115.94	68.98%
305-000 · PROPERTY TAXES	1,398.85	181,629.00	-180,230.15	0.77%
306-000 · STATE REVENUE SHARE	117,446.73	428,897.00	-311,450.27	27.38%
307-000 · OTHER INCOME	47,184.09	27,986.00	19,198.09	168.6%
308-000 · GRANT FUNDS	1,200.00	1,000.00	200.00	120.0%
Total Income	<u>265,682.46</u>	<u>1,012,076.00</u>	<u>-746,393.54</u>	<u>26.25%</u>
Total Income with Funds from Prior Year	406,640.82	1,739,341.00		100.0%
Expense				
401-000 · GENERAL & ADMIN	193,060.22	595,249.00	-402,188.78	32.43%
402-000 · LAW ENFORCEMENT	32,232.54	136,740.00	-104,507.46	23.57%
403-000 · STREETS	57,310.65	716,575.00	-659,264.35	8.0%
404-000 · PARKS	16,692.37	171,331.00	-154,638.63	9.74%
405-000 · LID	0.00	11,803.00	-11,803.00	0.0%
407-000 · COMMUNITY DEV.	32,940.00	107,643.00	-74,703.00	30.6%
Total Expense	<u>332,235.78</u>	<u>1,739,341.00</u>	<u>-1,407,105.22</u>	<u>19.1%</u>
Net Total Funds	74,405.04	0.00		100.0%

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

Teresa Janzen, City Clerk/Treasurer January 31, 2024

The City of Dalton Gardens

Budget vs. Actual

October 1, 2023 to January 31, 2024

Prior Year Funds	Actuals	Budget	\$ Over Budget	% of Budget
Employee Dependent Healthcare Contribution	\$5,284.00	\$ 15,600.00		
ARPA Funds to be used in FY24	\$105,856.36	\$518,332.00		
FY Rollover or Budgeted LGIP Draws	\$ 31,174.00	\$155,112.83		
FY Rollover 402-08 Law Enforcement		\$ 20,999.96		
FY Rollover 404-000 Parks		\$ 5,739.86		
FY Rollover 401-08 Community Events		\$ 2,700.35		
FY Rollover 402-05 Code Enforcement Wages		\$ 8,780.00		
	Actual	Budget	\$ Over Budget	% of Budget
FY 2024 Income				
301-000 · COMMUNITY DEV. INCOME				
301-03 · BUILDING PERMIT REVENUE	29,163.00	85,000.00	-55,837.00	34.31%
301-04 · BUSINESS LICENSE REVENUE				
301-041 · HOME BASED BUS LICENSE	75.00	250.00	-175.00	30.0%
301-04 · BUSINESS LICENSE REVENUE - Other	600.00	7,500.00	-6,900.00	8.0%
Total 301-04 · BUSINESS LICENSE REVENUE	675.00	7,750.00	-7,075.00	8.71%
301-05 · FACILITY RESERVATION REVENUE	0.00	750.00	-750.00	0.0%
301-07 · SPECIAL USE FEES	0.00	3,000.00	-3,000.00	0.0%
301-08 · SUBDIVISION REVENUE	3,240.00	1,000.00	2,240.00	324.0%
301-11 · ROW PERMITS	2,777.07	1,500.00	1,277.07	185.14%
301-12 · Alcohol Licenses	0.00	600.00	-600.00	0.0%
Total 301-000 · COMMUNITY DEV. INCOME	35,855.07	99,600.00	-63,744.93	36.0%
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	13,960.47	28,000.00	-14,039.53	49.86%
302-02 · FRANCHISE FEE TWC/SPECTRUM	6,680.09	10,000.00	-3,319.91	66.8%
302-03 · FRANCHISE FEE TDS	1,251.07	5,000.00	-3,748.93	25.02%
Total 302-000 · FRANCHISE FEES	21,891.63	43,000.00	-21,108.37	50.91%
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	50,444.57	92,496.00	-42,051.43	54.54%
303-02 · NEW HIGHWAY USER REVENUE	15,294.51	44,025.00	-28,730.49	34.74%
303-03 · TRANSFER HWY DISTRICT LEVY	18,941.89	60,831.00	-41,889.11	31.14%
Total 303-000 · HIGHWAY FUNDS	84,680.97	197,352.00	-112,671.03	42.91%
304-000 · LID ASSESSMENTS	25,678.66	32,612.00	-6,933.34	78.74%
305-000 · PROPERTY TAXES	104,583.45	181,629.00	-77,045.55	57.58%
306-000 · STATE REVENUE SHARE				
306-01 · STATE LIQUOR ALLOCATION	46,804.00	117,000.00	-70,196.00	40.0%
306-02 · STATE REVENUE SHARING	111,256.71	311,897.00	-200,640.29	35.67%
Total 306-000 · STATE REVENUE SHARE	158,060.71	428,897.00	-270,836.29	36.85%
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	1,758.90	15,000.00	-13,241.10	11.73%
307-03 · INTEREST INCOME	41,911.03	2,000.00	39,911.03	2,095.55%
307-05 · REFUNDS & REIMBURSEMENTS	1,046.80			
307-06 · RENT	4,400.00	10,986.00	-6,586.00	40.05%

The City of Dalton Gardens Budget vs. Actual October 1, 2023 to January 31, 2024

Total 401-000 · GENERAL & ADMIN	219,601.41	595,249.00	-375,647.59	36.89%
402-000 · LAW ENFORCEMENT				
402-01 · CODE ENFORCEMENT-CLEAN UP	982.53			
402-05 · CODE ENFORCEMENT-WAGES	225.00	10,000.00	-9,775.00	2.25%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	41,666.68	125,000.00	-83,333.32	33.33%
Total 402-000 · LAW ENFORCEMENT	42,874.21	136,740.00	-93,865.79	31.36%
403-000 · STREETS				
403-05 · FIRE HYDRANTS	7,569.16	20,000.00	-12,430.84	37.85%
403-06 · FUEL AND LUBRICANTS	936.77	3,500.00	-2,563.23	26.77%
403-10 · ROADS-ENG PLANS & SERVICES	9,765.06	25,000.00	-15,234.94	39.06%
403-11 · SNOW & ICE CONTROL-REMOVAL				
403-11A · Snow Removal- WAGES	2,304.00	15,000.00	-12,696.00	15.36%
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	1,580.00	10,000.00	-8,420.00	15.8%
Total 403-11 · SNOW & ICE CONTROL-REMOVAL	3,884.00	25,000.00	-21,116.00	15.54%
403-12 · STREET EQUIPMENT MAINTENANCE	4,538.63	4,000.00	538.63	113.47%
403-14 · STREET MAINT- CONTRACTED	31,174.00	630,000.00	-598,826.00	4.95%
403-16 · STREET MAINT-SUPPLIES	1,364.91	2,500.00	-1,135.09	54.6%
403-18 · STREET MAINT - WAGES	1,090.00	6,000.00	-4,910.00	18.17%
403-20 · STREET SIGNAL LIGHTS	204.40	575.00	-370.60	35.55%
Total 403-000 · STREETS	60,526.93	716,575.00	-656,048.07	8.45%
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	234.11	7,000.00	-6,765.89	3.34%
404-03 · PARK MAINTENANCE- CONTRACTED	15,056.80	155,331.00	-140,274.20	9.69%
404-07 · PARK MAINTENANCE- WAGES	1,180.00	6,000.00	-4,820.00	19.67%
404-09 · SUPPLIES- PARK MAINT	271.72	3,000.00	-2,728.28	9.06%
Total 404-000 · PARKS	16,742.63	171,331.00	-154,588.37	9.77%
405-000 · LID	0.00	11,803.00	-11,803.00	0.0%
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	11,100.00	25,000.00	-13,900.00	44.4%
407-012 · PLANNING SOFTWARE	11,200.00	11,500.00	-300.00	97.39%
Total 407-01 · PLANNING & ZONING	22,300.00	36,500.00	-14,200.00	61.1%
407-02 · BUILDING INSPECTOR SERVICES	9,902.00	68,000.00	-58,098.00	14.56%
407-03 · KOOTENAI AREA TRANSPORTATION SY	3,143.00	3,143.00	0.00	100.0%
407-000 · COMMUNITY DEV. - Other	635.00			
Total 407-000 · COMMUNITY DEV.	35,980.00	107,643.00	-71,663.00	33.43%
Total Expense	375,725.18	1,739,341.00	-1,363,615.82	21.6%
NET BUDGET POSITION	247,656.40	0.00	247,656.40	100.0%
	247,656.40	0.00	247,656.40	100.0%

The City of Dalton Gardens
Budget vs. Actual
October 1, 2023 to January 31, 2024

Checking/Savings	
1-101.5 · Gen Checking- ICCU	341,263.13
1-101.6 · LID# 2- ICCU	28,873.10
1-101.7 · ARPA- ICCU	9,330.15
1-101.8 · 18th St- ICCU	2,338.35
1-101.9 · General Fund-ICCU	82,088.64
1-102.0 · LGIP #1404-General Fund	2,220,096.57
1-102.1 · LGIP #2380-18th St	45,281.62
1-102.2 · LGIP #3726-ARPA	<u>432,660.05</u>
Total Checking/Savings	3,161,931.61

**CITY OF DALTON GARDENS
 ARPA EXPENSE REPORT
 10/01/2023 to 01/31/2024**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
ARPA EXPENSES						
Building						
	Bill	10/11/2023	JOB 3633-1	Evergreen Security	JOB #3633-1 Alarm and Camera System	(8,702.79)
	Bill	10/11/2023	JOB 3633-1	Evergreen Security	JOB #3633 Fire Alarm	(20,431.85)
	Bill	12/05/2023	INV 23-398	Granite Enterprises Roofing	New Roof and sheathing on City Hall-ARPA Funds	(64,320.00)
Total Building						<u>(93,454.64)</u>
Parks						
	Bill	10/30/2023	OCT BILL	ICCU-Credit Card	IRRIGATION PIECES VIA ROBERT WUEST	(271.72)
	Bill	11/16/2023	INV 2374	NORTH FORK LAND DEVELOPMENT	DALTON ARENA IRRIGATION FILTER STATION REPAIR	(3,625.00)
	Bill	11/16/2023	INV 2373	NORTH FORK LAND DEVELOPMENT	DALTON WATER SERVICE INSTALL	(8,505.00)
Total Parks						<u>(12,401.72)</u>
					TOTAL	<u><u>(105,856.36)</u></u>

CITY OF DALTON GARDENS
Budget vs. Actual
October 1, 2023 to February 29, 2024

Prior Year Funds	Actuals	Budget	\$ Over Budget	% of Budget
Employee Dependent Healthcare Contribution	\$ 5,990.00	\$ 15,600.00		
ARPA Funds to be used in FY24	\$105,856.36	\$ 518,332.00		
FY Rollover or Budgeted LGIP Draws	\$ 31,174.00	\$ 155,112.83		
FY Rollover 402-08 Law Enforcement		\$ 20,999.96		
FY Rollover 404-000 Parks		\$ 5,739.86		
FY Rollover 401-08 Community Events	\$ 2,416.35	\$ 2,700.35		
FY Rollover 402-05 Code Enforcement Wages		\$ 8,780.00		
	Actual	Budget	\$ Over Budget	% of Budget
FY 24 INCOME				
301-000 · COMMUNITY DEV. INCOME				
301-03 · BUILDING PERMIT REVENUE	34,341.00	85,000.00	-50,659.00	40.4%
301-04 · BUSINESS LICENSE REVENUE				
301-041 · HOME BASED BUS LICENSE	75.00	250.00	-175.00	30.0%
301-04 · BUSINESS LICENSE REVENUE - Other	750.00	7,500.00	-6,750.00	10.0%
Total 301-04 · BUSINESS LICENSE REVENUE	825.00	7,750.00	-6,925.00	10.65%
301-05 · FACILITY RESERVATION REVENUE	0.00	750.00	-750.00	0.0%
301-07 · SPECIAL USE FEES	600.00	3,000.00	-2,400.00	20.0%
301-08 · SUBDIVISION REVENUE	3,240.00	1,000.00	2,240.00	324.0%
301-11 · ROW PERMITS	2,977.07	1,500.00	1,477.07	198.47%
301-12 · Alcohol Licenses	500.00	600.00	-100.00	83.33%
Total 301-000 · COMMUNITY DEV. INCOME	42,483.07	99,600.00	-57,116.93	42.65%
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	13,960.47	28,000.00	-14,039.53	49.86%
302-02 · FRANCHISE FEE TWC/SPECTRUM	11,928.84	10,000.00	1,928.84	119.29%
302-03 · FRANCHISE FEE TDS	1,251.07	5,000.00	-3,748.93	25.02%
Total 302-000 · FRANCHISE FEES	27,140.38	43,000.00	-15,859.62	63.12%
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	50,444.57	92,496.00	-42,051.43	54.54%
303-02 · NEW HIGHWAY USER REVENUE	15,294.51	44,025.00	-28,730.49	34.74%
303-03 · TRANSFER HWY DISTRICT LEVY	21,069.16	60,831.00	-39,761.84	34.64%
Total 303-000 · HIGHWAY FUNDS	86,808.24	197,352.00	-110,543.76	43.99%
303-04 · Load Limit Permits	150.00			
304-000 · LID ASSESSMENTS	28,100.22	32,612.00	-4,511.78	86.17%
305-000 · PROPERTY TAXES	113,552.32	181,629.00	-68,076.68	62.52%
306-000 · STATE REVENUE SHARE				
306-01 · STATE LIQUOR ALLOCATION	46,804.00	117,000.00	-70,196.00	40.0%
306-02 · STATE REVENUE SHARING	182,877.35	311,897.00	-129,019.65	58.63%
Total 306-000 · STATE REVENUE SHARE	229,681.35	428,897.00	-199,215.65	53.55%
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	2,020.35	15,000.00	-12,979.65	13.47%

CITY OF DALTON GARDENS
Budget vs. Actual
October 1, 2023 to February 29, 2024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
307-03 · INTEREST INCOME	68,803.52	2,000.00	66,803.52	3,440.18%
307-05 · REFUNDS & REIMBURSEMENTS	1,121.80			
307-06 · RENT	5,500.00	10,986.00	-5,486.00	50.06%
Total 307-000 · OTHER INCOME	77,445.67	27,986.00	49,459.67	276.73%
308-000 · GRANT FUNDS				
308-03 · CONTRIBUTIONS & DONATIONS	1,000.00	1,000.00	0.00	100.0%
308-07 · SCHOLARSHIPS	200.00			
Total 308-000 · GRANT FUNDS	1,200.00	1,000.00	200.00	120.0%
Total Income	606,561.25	1,012,076.00	-405,514.75	59.93%
TOTAL FUNDS W/ PRIOR YEAR CARRYOVER	\$751,997.96	\$1,739,341.00	-987,343.04	43.23%
Expense				
401-000 · GENERAL & ADMIN				
401-016 · TRAINING TRAVEL EXPENSE	1,979.98	3,500.00	-1,520.02	56.57%
401-03 · COUNCIL EXPENSES				
401-033 · CITY COUNCIL SALARIES	8,000.00	19,200.00	-11,200.00	41.67%
401-036 · MAYOR WAGES	4,250.00	10,200.00	-5,950.00	41.67%
Total 401-03 · COUNCIL EXPENSES	12,250.00	29,400.00	-17,150.00	41.67%
401-04 · OFFICE EXPENSES				
401-041 · BLDG MAINT CONTRACTED	105,327.56	207,000.00	-101,672.44	50.88%
401-042 · BLDG & GROUNDS MAINTENANCE	9,732.47	10,000.00	-267.53	97.33%
401-043 · DUES & SUBSCRIPTIONS	1,491.16	2,524.00	-1,032.84	59.08%
401-045 · GARBAGE COLLECTION & DISPOSAL	448.15	1,000.00	-551.85	44.82%
401-047 · OFFICE SUPPLIES & POSTAGE	7,014.18	6,000.00	1,014.18	116.9%
401-048 · SOFTWARE PURCHASE & IT SERVICE	3,497.85	19,500.00	-16,002.15	17.94%
401-049 · REFUNDABLE EXPENSE	43.10			
Total 401-04 · OFFICE EXPENSES	127,554.47	246,024.00	-118,469.53	51.85%
401-05 · PERSONNEL EXPENSE				
401-050 · COMPANY PAYROLL TAX EXPENSE	12,283.62	47,000.00	-34,716.38	26.14%
401-054 · CLERK WAGES	31,419.20	75,406.00	-43,986.80	41.67%
401-058 · DEPUTY CLERK WAGES	19,277.22	43,672.00	-24,394.78	44.14%
401-059 · EMP HEALTH INSURANCE	11,568.00	32,880.00	-21,312.00	35.18%
Total 401-05 · PERSONNEL EXPENSE	74,548.04	198,958.00	-124,409.96	37.47%
401-06 · PROFESSIONAL SERVICES				
401-061 · AUDIT AND ACCOUNTING	6,330.00	17,000.00	-10,670.00	37.24%
401-062 · LEGAL PUBLISHING	4,408.60	8,000.00	-3,591.40	55.11%
401-06 · PROFESSIONAL SERVICES - Other	8,760.00	40,000.00	-31,240.00	21.9%
Total 401-06 · PROFESSIONAL SERVICES	19,498.60	65,000.00	-45,501.40	30.0%
401-07 · UTILITES				
401-071 · BLDG & GROUNDS UTILITIES	4,413.64	9,000.00	-4,586.36	49.04%
401-072 · INTERNET	599.95	1,500.00	-900.05	40.0%

CITY OF DALTON GARDENS
Budget vs. Actual
October 1, 2023 to February 29, 2024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
401-073 · TELEPHONE	1,534.78	1,867.00	-332.22	82.21%
Total 401-07 · UTILITES	6,548.37	12,367.00	-5,818.63	52.95%
401-08 · ANNUAL PICNIC	2,416.35	2,500.00	-83.65	96.65%
401-10 · DONATIONS-MEMORIALS	2,000.00			
401-11 · GENERAL CONTINGENCY FUND	0.00	30,000.00	-30,000.00	0.0%
401-12 · INSURANCE	3,833.50	7,500.00	-3,666.50	51.11%
Total 401-000 · GENERAL & ADMIN	250,629.31	595,249.00	-344,619.69	42.11%
402-000 · LAW ENFORCEMENT				
402-01 · CODE ENFORCEMENT-CLEAN UP	982.53			
402-05 · CODE ENFORCEMENT-WAGES	225.00	10,000.00	-9,775.00	2.25%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	52,083.35	125,000.00	-72,916.65	41.67%
Total 402-000 · LAW ENFORCEMENT	53,290.88	136,740.00	-83,449.12	38.97%
403-000 · STREETS				
403-05 · FIRE HYDRANTS	7,569.16	20,000.00	-12,430.84	37.85%
403-06 · FUEL AND LUBRICANTS	936.77	3,500.00	-2,563.23	26.77%
403-10 · ROADS-ENG PLANS & SERVICES	11,603.94	25,000.00	-13,396.06	46.42%
403-11 · SNOW & ICE CONTROL-REMOVAL				
403-11A · Snow Removal- WAGES	4,138.50	15,000.00	-10,861.50	27.59%
403-11 · SNOW & ICE CONTROL-REMOVAL - Other	1,580.00	10,000.00	-8,420.00	15.8%
Total 403-11 · SNOW & ICE CONTROL-REMOVAL	5,718.50	25,000.00	-19,281.50	22.87%
403-12 · STREET EQUIPMENT MAINTENANCE	4,538.63	4,000.00	538.63	113.47%
403-14 · STREET MAINT- CONTRACTED	31,182.87	630,000.00	-598,817.13	4.95%
403-16 · STREET MAINT-SUPPLIES	1,597.99	2,500.00	-902.01	63.92%
403-18 · STREET MAINT - WAGES	1,775.13	6,000.00	-4,224.87	29.59%
403-20 · STREET SIGNAL LIGHTS	254.43	575.00	-320.57	44.25%
Total 403-000 · STREETS	65,177.42	716,575.00	-651,397.58	9.1%
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	254.62	7,000.00	-6,745.38	3.64%
404-03 · PARK MAINTENANCE- CONTRACTED	15,056.80	155,331.00	-140,274.20	9.69%
404-07 · PARK MAINTENANCE- WAGES	1,268.50	6,000.00	-4,731.50	21.14%
404-09 · SUPPLIES- PARK MAINT	271.72	3,000.00	-2,728.28	9.06%
Total 404-000 · PARKS	16,851.64	171,331.00	-154,479.36	9.84%
405-000 · LID	0.00	11,803.00	-11,803.00	0.0%
407-000 · COMMUNITY DEV.				
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	11,100.00	25,000.00	-13,900.00	44.4%
407-012 · PLANNING SOFTWARE	11,200.00	11,500.00	-300.00	97.39%
Total 407-01 · PLANNING & ZONING	22,300.00	36,500.00	-14,200.00	61.1%
407-02 · BUILDING INSPECTOR SERVICES	16,350.00	68,000.00	-51,650.00	24.04%
407-03 · KOOTENAI AREA TRANSPORTATION SY	3,143.00	3,143.00	0.00	100.0%

CITY OF DALTON GARDENS
Budget vs. Actual
October 1, 2023 to February 29, 2024

	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
407-000 · COMMUNITY DEV. - Other	635.00			
Total 407-000 · COMMUNITY DEV.	42,428.00	107,643.00	-65,215.00	39.42%
Total Expense	428,377.25	1,739,341.00	-1,310,963.75	24.63%
NET BUDGET POSITION	<u>323,620.71</u>	<u>0.00</u>	<u>323,620.71</u>	<u>100.0%</u>

Checking/Savings

1-101.5 · Gen Checking- ICCU	109,559.40
1-101.6 · LID# 2- ICCU	28,877.99
1-101.7 · ARPA- ICCU	9,330.15
1-101.8 · 18th St- ICCU	2,323.35
1-101.9 · General Fund-ICCU	32,178.87
1-102.0 · LGIP #1404-General Fund	2,571,704.19
1-102.1 · LGIP #2380-18th St	45,698.80
1-102.2 · LGIP #3726-ARPA	437,432.62
Total Checking/Savings	<u>3,237,105.37</u>

City of Dalton Gardens

RATIFIED BILLS

March 1-27, 2024

Vendor	Memo	Account	Due
Avista Utilities		404-01 · HORSE ARENA EXPENSES	20.60
		401-071 · BLDG & GROUNDS UTILITIES	128.83
		401-071 · BLDG & GROUNDS UTILITIES	43.05
		403-20 · STREET SIGNAL LIGHTS	48.12
		401-071 · BLDG & GROUNDS UTILITIES	388.11
			628.71
ICRMP		401-12 · INSURANCE	2,868.50
III-A		401-059 · EMP HEALTH INSURANCE	70.00
Kootenai County Sheriff Office		402-08 · SPECIAL LAW ENFORCEMENT EXP	10,416.67
Payroll		City Payroll	8,456.99
Payroll Liabilities		401-050 Payroll Tax & Retirement Expense	5,415.86
QB Service Fee		401-048 · SOFTWARE PURCHASE & IT SERVICE	40.00
Spectrum		401-072 · INTERNET	119.99
Verizon Wireless		401-073 · TELEPHONE	41.78
		TOTAL	28,058.50

CITY OF DALTON GARDENS

UNPAID BILL

March 1-27, 2024

Vendor	Memo	Account	Due
American On-Site	October invoice billed in March 2024 - partial month when porta potty was removed	404-02 · PARK EQUIPMENT	\$ 60.39
City of Coeur d'Alene		403-11 · SNOW & ICE CONTROL-REMOVAL	\$ 360.00
Coeur d'Alene Press		401-062 · LEGAL PUBLISHING	\$ 54.20
Cooperative Supply, INC. Genex		403-06 · FUEL AND LUBRICANTS	\$ 110.42
Country Lock & Key, Inc.	Rekeying Mayor's Office	401-042 · BLDG & GROUNDS MAINTENANCE	\$ 163.80
Evergreen Security	Annual Fee	401-041 · BLDG MAINT CONTRACTED	\$ 720.00
Evergreen Security	Annual Fee	401-041 · BLDG MAINT CONTRACTED	\$ 468.00
Grace Tree Service	Tree Service approved by CC 02/28/24	404-03 · PARK MAINTENANCE CONTRACTED	\$ 5,075.00
HMH Engineering	Monthly Invoice	403-10 · ROADS-ENG PLANS & SERVICES	\$ 1,854.68
HMH Engineering	Work after March 5th	403-10 · ROADS-ENG PLANS & SERVICES	2396.26
		401-049 · REFUNDABLE EXPENSE	88.75
			\$ 2,485.01
ICCU Credit Card	Adobe Monthly	401-043· DUES & SUBSCRIPTIONS	47.98
	Home Depot	401-042 · BLDG & GROUNDS MAINTENANCE	6.93
	Monthly Microsoft	401-043· DUES & SUBSCRIPTIONS	52.00
	Monthly Zoom	401-043· DUES & SUBSCRIPTIONS	40.00
	Home Depot	401-042 · BLDG & GROUNDS MAINTENANCE	16.41
	Amazon	401-047 · OFFICE SUPPLIES & POSTAGE	108.99
	Amazon	401-047 · OFFICE SUPPLIES & POSTAGE	39.99
	Big Lots	401-047 · OFFICE SUPPLIES & POSTAGE	104.90
	Mike White Ford	403-12 · STREET EQUIPMENT MAINTENANCE	69.39
			\$ 486.59
Konica Minolta	1,772 B/W; 992 Color	401-047 · OFFICE SUPPLIES & POSTAGE	\$ 64.23
Kootenai County Fire and Rescue	Monthly Fees	407-02 · BUILDING INSPECTOR SERVICES	750.00
		407-02 · BUILDING INSPECTOR SERVICES	150.00
		407-02 · BUILDING INSPECTOR SERVICES	1470.00
			\$ 2,370.00
Kootenai County Solid Waste	Monthly Garbage Cart balance after credit	401-045 · GARBAGE COLLECTION & DISPOSAL	\$ 12.30

CITY OF DALTON GARDENS

UNPAID BILL

March 1-27, 2024

Nexus Planning Services	Monthly Fees	407-011 · PLANNING CONSULTANT	2588.75
		402-05 · CODE ENFORCEMENT-WAGES	665.00
			\$ 3,253.75
Overhead Door	Large shop transmitters and receivers for roll up doors	401-041 · BLDG MAINT CONTRACTED	162.50
		401-041 · BLDG MAINT CONTRACTED	154.80
		401-041 · BLDG MAINT CONTRACTED	228.00
			\$ 545.30
ServiceMaster Cleaning and Restoration	Monthly Fee Janitorial	401-041 · BLDG MAINT CONTRACTED	\$ 325.00
Walter E. Nelson Co	Paper Towels and Toilet Paper	401-047 · OFFICE SUPPLIES & POSTAGE	\$ 166.38
Western States Fire Protection Co.	Annual Backflow test of Large Shop system	401-042 · BLDG & GROUNDS MAINTENANCE	\$ 310.00
		TOTAL UNPAID BILLS	\$ 18,885.05



City of Dalton Gardens

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

Monthly Planner Activity Report

February 29, 2024

Code amendments

The Planning and Zoning (P&Z) Commission continues to take steps in establishing a commercial district vision. At their February meeting, P&Z Commissioners discussed results from the Commercial District Online Survey. Commissioners directed staff to begin proposing updates to the City's Code regarding lighting and signage. No code amendments are currently under review by the P&Z Commission. However, Commissioners discussed objectives for establishing a short-term rental policy, and directed staff to prepare recommendations for code updates.

Variances / Special Use Permits

A Public Hearing was conducted for special use permit SU-24-1 at the P&Z February 2024 meeting.

Subdivisions

No new subdivision requests have been submitted.

Building Permits

The City continues to receive and manage a variety permit request. Building permits are received weekly and are reviewed on a rolling basis. Other permit types include home based business permits, commercial business licenses and others. The City consistently receives permit applications for both accessory structures and new home construction.

Code enforcement

The City has an extensive backlog of code compliance cases logged in OpenGov. Without additional staffing resources, only priority cases (per the Code Compliance Policy Manual) are currently being reviewed. This includes issuing Notice of Violations on unpermitted Accessory Dwelling Units. One ADU inspection was conducted in the month of February. Staff recommends that a dedicated code compliance staff member is hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,
City Planner



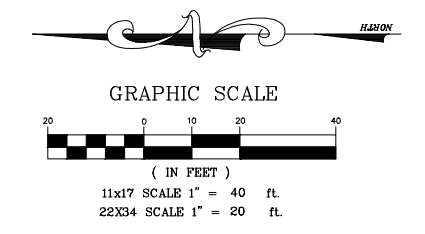
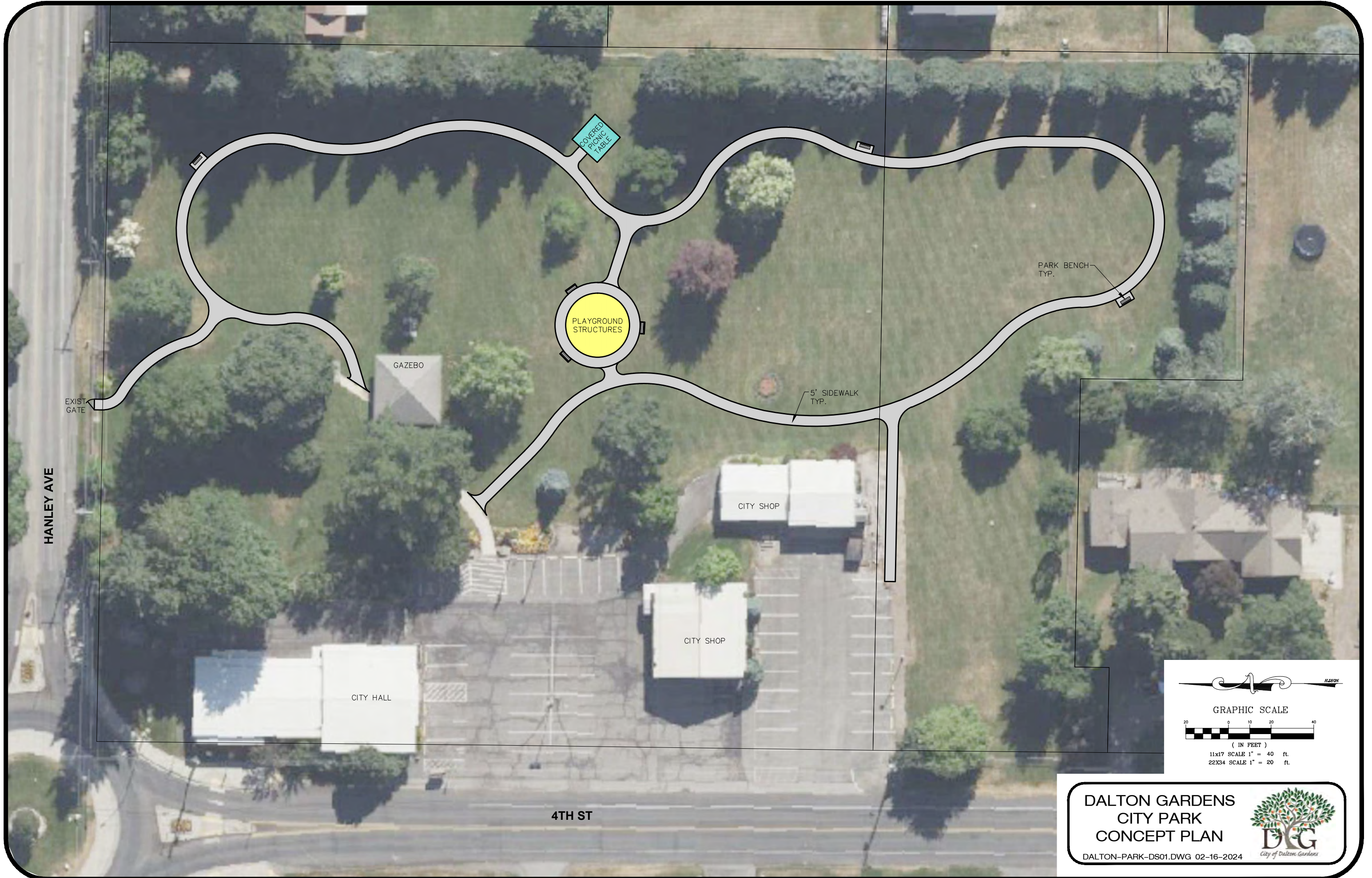
CONTRACT CITY REPORT CITY OF DALTON FEBRUARY 2024

SERVICE HOURS	MONTH	YTD
PATROL DIVISION		
Patrol Deputies (Including Sergeants)	108.5	389.0
District Deputies	133.0	291.0
Animal Control Section	0.5	2.0
Community Service Section	1.0	3.0
TOTAL PATROL DIVISION	243.0	685.0
DETECTIVE DIVISION	26.5	54.0
TOTAL SERVICE HOURS	269.5	739.0

ACTIVITY	MONTH	YTD
Law Enforcement Calls	104	1178
Accidents	2	23
Traffic Citations	18	32
Total Reports	7	90
Arrests	0	14

*Respectfully Submitted,
Robert B. Norris, Sheriff*





**DALTON GARDENS
CITY PARK
CONCEPT PLAN**

DALTON-PARK-DS01.DWG 02-16-2024



Color: Bronze

Weight: 3.0 lbs

Project:

Type:

Prepared By:

Date:

Driver Info

Type	Constant Current
120V	0.25A
208V	0.20A
240V	0.15A
277V	0.12A
Input Watts	29.4/28.4/29.7W

LED Info

Watts	30W
Color Temp	3000K/4000K/5000K
Color Accuracy	70 CRI
L70 Lifespan	100,000 Hours
Lumens	3540/3813/3768 lm
Efficacy	120.5/134.1/127 lm/W

Technical Specifications

Field Adjustability

Field Adjustable:

Color temperature selectable by 3000K, 4000K and 5000K

Compliance

UL Listed:

Suitable for wet locations

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80

IP Rating:

Ingress protection rating of IP65 for dust and water

DLC Listed:

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PL8HS37YLUB0

Performance

Lifespan:

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

Wattage Equivalency:

Equivalent to 175W Metal Halide

LED Characteristics

LEDs:

Long-life, high-efficiency, surface-mount LEDs

Electrical

Driver:

Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.25A, 208V: 0.20A, 240V: 0.15A, 277V: 0.12A

Dimming Driver:

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

Photocell:

120-277V Integrated button photocell included.

Construction

Cold Weather Starting:

The minimum starting temperature is -40°C (-40°F)

Maximum Ambient Temperature:

Suitable for use in up to 50°C (122°F)

Housing:

Precision die-cast aluminum housing and door frame

Technical Specifications (continued)

Construction

Lens:

Polycarbonate lens

Mounting:

Hinged wiring access and conduit entries on the back, sides, top and bottom make installation a snap

Cut Off:

Adjustable from 0° (full cutoff) to 90°. 7 settings at 15° each.

Finish:

Formulated for high durability and long-lasting color

Green Technology:

Mercury and UV free. RoHS-compliant components.

Other

Note:

All values are typical (tolerance +/- 10%)

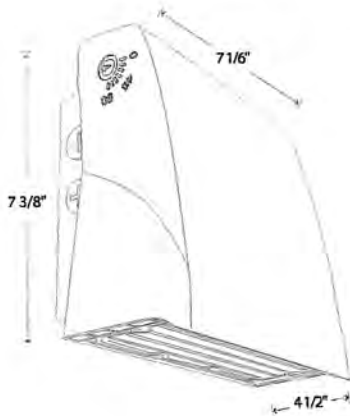
5 Yr Limited Warranty:

The RAB 5-year, limited warranty covers light output, driver performance and paint finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

Buy American Act Compliance:

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

Dimensions



Features

- Selectable CCT
- Adjustable cutoff
- Integrated photocell
- 0-10V dimming standard

Ordering Matrix

Family	Wattage	Style
SLIM17FA	30	ADJ

15 = 15W ADJ = Angle Adjustable
 30 = 30W



Color: Bronze

Weight: 3.0 lbs

Project:

Type:

Prepared By:

Date:

Driver Info

Type	Constant Current
120V	0.13A
208V	0.07A
240V	0.06A
277V	0.05A
Input Watts	14.2/14/14.2W

LED Info

Watts	15W
Color Temp	3000K/4000K/5000K
Color Accuracy	70 CRI
L70 Lifespan	100,000 Hours
Lumens	1761/1904/1852 lm
Efficacy	124/136.2/130.3 lm/W

Technical Specifications

Field Adjustability

Field Adjustable:

Color temperature selectable by 3000K, 4000K and 5000K

Compliance

UL Listed:

Suitable for wet locations

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80

IP Rating:

Ingress protection rating of IP65 for dust and water

DLC Listed:

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PL0MVJOV62Q3

Performance

Lifespan:

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

Wattage Equivalency:

Equivalent to 70W Metal Halide

LED Characteristics

LEDs:

Long-life, high-efficiency, surface-mount LEDs

Electrical

Driver:

Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.13A, 208V: 0.07A, 240V: 0.06A, 277V: 0.05A

Dimming Driver:

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

Photocell:

120-277V Integrated button photocell included.

Construction

Cold Weather Starting:

The minimum starting temperature is -40°C (-40°F)

Maximum Ambient Temperature:

Suitable for use in up to 50°C (122°F)

Housing:

Precision die-cast aluminum housing and door frame

Technical Specifications (continued)

Construction

Lens:

Polycarbonate lens

Mounting:

Hinged wiring access and conduit entries on the back, sides, top and bottom make installation a snap

Cut Off:

Adjustable from 0° (full cutoff) to 90°. 7 settings at 15° each.

Finish:

Formulated for high durability and long-lasting color

Green Technology:

Mercury and UV free. RoHS-compliant components.

Other

Note:

All values are typical (tolerance +/- 10%)

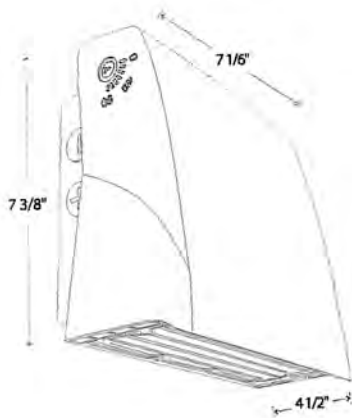
5 Yr Limited Warranty:

The RAB 5-year, limited warranty covers light output, driver performance and paint finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

Buy American Act Compliance:

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

Dimensions



Features

- Selectable CCT
- Adjustable cutoff
- Integrated photocell
- 0-10V dimming standard

Ordering Matrix

Family	Wattage	Style
SLIM17FA	15	ADJ

15 = 15W ADJ = Angle Adjustable
30 = 30W

Metalux AP Series

DESCRIPTION

The Metalux ST commercial LED strip light is a DLC listed, full width strip with 40% energy savings as compared to a similar output fluorescent fixture. The ST is ideal for retrofit applications as no painting is required and the circular lens exterior matches the aesthetic of a traditional fluorescent strip light. Standard features include an aligner bracket that enables clean continuous row mounting as well as a tool-less channel cover and surface/toggle/chain mount options to simplify installation and reduce labor costs. The series comes standard with a 5 year warranty.

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

Construction

- Die formed post painted white steel construction
- Continuous row mount aligner included. U-bracket aligner type on ST2 models only
- Snap and lock tool-less channel cover for easy maintenance
- Powder coated white finish for a clean exterior
- Two channel widths: ST1 – 1.8" wide and ST2 – 3.6"
- Available sizes: 2ft, 4ft and 8ft lengths

Electrical

- Universal voltage (120V-277V) non-dimming driver
- L70 at 50,000 rated life-hours (TM-21), or up to 20 years at 7 hrs/day
- 4000K CCT LEDs
- 80 CRI LEDs

Emergency Battery Pack Option

- Field installed remote mount UNV battery pack available, 7 and 14 watts, ships separately
- Batteries provide 90 minutes of backup power
- Factory installed battery pack not available

Shielding

- Classic single or double fluorescent tube exterior
- Impact resistant, UV-stabilized frosted acrylic lens
- Standard LED blended optics for wide area coverage up to 15' mounting
- ST1=single lens; ST2=double lens

Installation

- Surface or suspended mount capable
- ST1 can be chain mounted using standard AYC chain-set

- ST2 uses HBAYC hanger or toggle mounting kits
- Channel and end knockouts (7/8") for conduit entry and continuous row
- Wire nuts and aligners included

Compliance

- UL/cUL listed for damp location
- Rated for 0F (-20C) to 104F (40C) ambient operating temperatures
- RoHS compliant
- LED complies with IESNA LM-79 and LM-80
- DesignLights Consortium® Qualified and classified for DLC Standard, refer to www.designlights.org for details
- NFPA-70 and NEC 410.16 for closet storage space installations

Warranty

- Five year warranty

	Feature	Benefit
Performance	Up to 118 lm/W, 50K life hours at L70	40% energy savings versus LFL strips
	DLC® certification	Potential for energy rebates
	5-year warranty	Certified and guaranteed performance
	Length & width match LFL	No painting required for retrofits
Construction	Row aligner included	Clean continuous rows of any length
	Tool less channel cover/access from below	Reduced labor for installation
	Surface/chain/toggle mount capability	Design flexibility/simplified installation

ORDERING INFORMATION

Catalog #	UPC	CCT (K)	CRI	Delivered lumens	Watts	Efficacy (lm/W)	Controls	Input current (A)	
								120V	277V
2ST1L1040R	080083838165	4000	84	1165	10	119	Non-Dimming	0.08	0.04
2ST2L2040R	080083838172	4000	84	2298	19	118	Non-Dimming	0.16	0.07
4ST1L2040R	080083838189	4000	84	2153	20	109	Non-Dimming	0.16	0.07
4ST2L4040R	080083838196	4000	84	4433	39	113	Non-Dimming	0.33	0.14
8ST2L8040R	080083838202	4000	84	8867	78	113	Non-Dimming	0.65	0.28

Accessories (Order Separately)

AYC-Chain/Set=36" Chain Hanger (Use 1 set per fixture)
 HBAYC-CHAIN/SET/U=(2) V-Hook Hangers, 36" Chain Sets w/S-Hooks
 SCF=Fixed Stem Set (Specify Length)
 SCS=Swivel Stem Set (Specify Length)
 SCA=Adjustable 48" Stem Set
 TOGGLE=Single Toggle No. 2 (Specify Length)

Y-TOGGLE=Y Toggle No. 2 (Specify Length)
 EBPLED7W=User Installed, Remote Mount, 7 Watt LED Emergency Battery Pack
 EBPLED14W=User Installed, Remote Mount, 14 Watt LED Emergency Battery Pack
 WG/SNF-4FT-4=Wireguard for 4 ft. ST1
 WG/SSF-4FT-8=Wireguard for 4 ft. ST2



ST1, ST2 LED Striplight

2', 4', 8'

Linear Single or Dual Lens LED Striplight

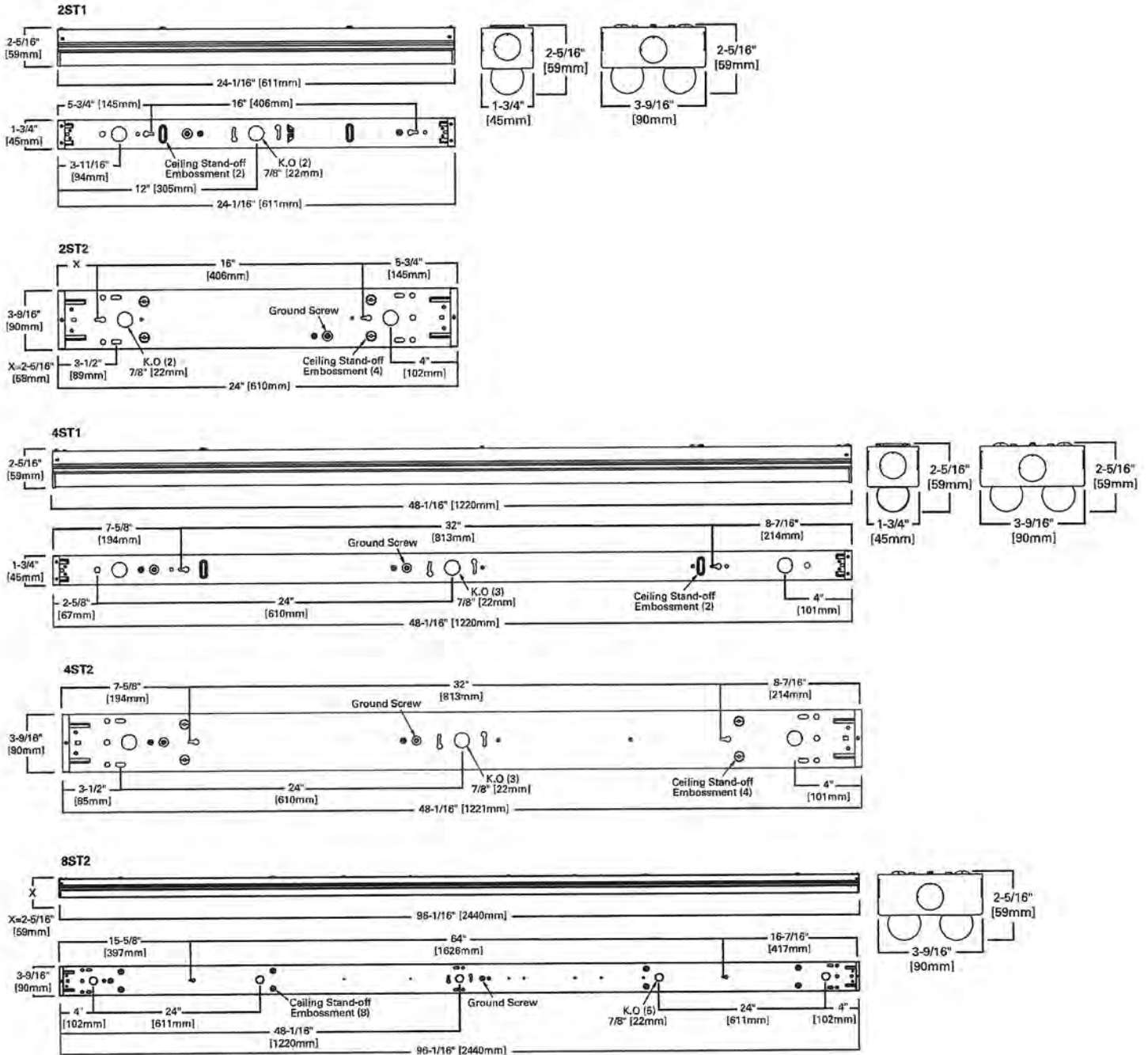


LOAD DATA*

	2'	4'	8'
PF	0.99	0.99	0.99
THD%	11.59	10.7	8.5
Weight	0.7/1.0	1.1/2.9	3.8
Low Temp Start	-20C	-20C	-20C

*120V data.

DIMENSION AND MOUNTING DATA



SHIPPING DATA

Catalog	Base	Wt.	Units per Pallet	Gross wt. Pallet
2ST1		.70	288	391
2ST2		1.0	180	267
4ST1		1.1	252	387.4
4ST2		2.9	150	612.6
8ST2		3.8	150	701.5

FEATURES & SPECIFICATIONS

INTENDED USE

Utility wall-, ceiling- or pendant-mounted fixtures for entrances, hallways, closets, tunnels or other utility applications. Incandescent, fluorescent, metal halide or high pressure sodium sources are available.

CONSTRUCTION

Rugged die-cast aluminum housing with heavy-duty glass globe. 3/4" threaded knockouts allow for side or top conduit entry. Gray finish.

Designed for easy installation and maintenance.

Prismatic globe for even distribution.

Junction box included.

LISTINGS

Listed and labeled to UL standards for wet locations.

Listed and labeled to CSA standards.

WARRANTY

Fixtures are covered by Lithonia Lighting 24-month warranty against mechanical defects in manufacture.

Note: Specifications subject to change without notice.

Catalog Number
Notes
Type

Contractor Select

Utility Vapor Tights



ORDERING INFORMATION

Catalog Number	UPC	Description	Lamp Wattage	Source	Lamp Voltage	Lamp Included	Pallet (lbs)	Standard Carton Qty	Qty
VC150I M12	745973817704	Ceiling mount	150	Incandescent	120	N	2	288	12
VP150I M12	745973817698	Pendant mount	150	Incandescent	120	N	2	288	12
VW150I M12	745973817681	Wall mount	150	Incandescent	120	N	2	192	12
VC300I M6	745973817674	Ceiling mount	300	Incandescent	120	N	2	144	6
VP300I M6	745973817667	Pendant mount	300	Incandescent	120	N	2	144	6
VW300I M6	745973817643	Wall mount	300	Incandescent	120	N	2	72	6
VC42L M6	745973817773	Ceiling mount	42	CFL	120	Y	6	48	6
VP42L M6	745973817759	Pendant mount	42	CFL	120	Y	6	72	6
VW42L M6	745973817711	Wall mount	42	CFL	120	Y	6	36	6
VC100ML M6	745973817841	Ceiling mount	100	MH	120	Y	9	48	6
VP100ML M6	745973817834	Pendant mount	100	MH	120	Y	8	72	6
VW100ML M6	745973817827	Wall mount	100	MH	120	Y	10	36	6
VC150SL M6	745973817810	Ceiling mount	150	HPS	120	Y	9	48	6
VP150SL M6	745973817803	Pendant mount	150	HPS	120	Y	8	72	6
VW150SL M6	745973817780	Wall mount	150	HPS	120	Y	10	36	6

Utility Vapor Tights

Ceiling



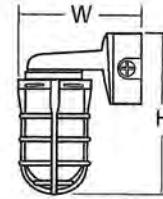
<u>VC150I</u>
Height: 9 (22.9) Width: 4-1/2 (11.4)
<u>VC300I</u>
Height: 11-3/8 (28.9) Width: 5-3/4 (14.6)
<u>VC42L, VC150SL & VC100ML</u>
Height: 14-7/8 (37.8) Width: 7 (17.8)

Pendant



<u>VP150I</u>
Height: 9-7/8 (25.1) Width: 4-1/2 (11.4)
<u>VP300I</u>
Height: 12-1/8 (30.8) Width: 5-3/4 (14.6)
<u>VP42L, VP150SL & VP100ML</u>
Height: 13-1/4 (33.7) Width: 7 (17.8)

Wall



<u>VW150I</u>
Height: 10 (25.4) Width: 7-1/4 (18.4)
<u>VW300I</u>
Height: 11-7/8 (30.1) Width: 8-3/4 (22.2)
<u>VW42L, VW150SL & VW100ML</u>
Height: 15-1/2 (39.4) Width: 8-3/4 (22.2)

Parker Electric

3231 PO Box
Hayden, ID 83835 US
parkerelectric@msn.com



Estimate

ADDRESS
City of Dalton Gardens
6360 N 4th
Dalton Gardens, id 83815

SHIP TO
City of Dalton Gardens
6360 N 4th
Dalton Gardens, id 83815

ESTIMATE 1308
DATE 02/18/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
BID	The following is a list of items to be included	1	2,875.00	2,875.00
	1) Install light switch at entry door to mechanical room and add (2) 4' LED strip lights and (1) vapor jar light in panel room 2) Replace receptacle under panel to GFI 3) Replace both lights in bathroom side to 4' LED lights 4) Replace light in covered gazebo to 15 watt LED wall pak light 5) Replace both receptacles in bathrooms to GFI 6) Replace outside lights on Tower to 30 watt Rab led wall paks BID PRICE \$2100.00 *** Line item for adding (2) 15 watt Rab wall paks on each end of bathroom gable walls BID PRICE \$775.00			

ATTN: Gary
RE: 7344 N 16th Street

SUBTOTAL	2,875.00
TAX	0.00
TOTAL	\$2,875.00

Accepted By

Accepted Date

PRIDE ELECTRIC INC.
 PO BOX 2910
 HAYDEN, ID 83835
 208-762-4664 FAX 208-762-5564

PROPOSAL	
PROPOSAL NUMBER	119-2296
	2/22/2024

Bill To	Ship To
DALTON ARENA	

*******ESTIMATE ONLY VALID FOR 30 DAYS*******
FINAL PRICE TO BE BASED ON ACTUAL COUNTS. ANY CHANGES WILL BE AT AN ADDITIONAL CHARGE

**INCLUDES STANDARD LIGHTING INSTALLATION OF FIXTURES. NOT TO EXCEED 15 MINUTES PER FIXTURE.
 ADDITIONAL WILL BE BILLED ACCORDINGLY**

DESCRIPTION	QTY	COST	Total
ELECTRICAL SERVICE STORAGE / BATHROOM BUILDING ADD SWITCH ADD 2 4' LED WRAPS ADD HALO FIXTURE IN PANEL AREA CHECK OUT AND REPLACE GFCI RECEPTACLES AS NEEDED ADD GFCI IN WOMEN BATHROOM REPLACE EXISTING FLORESCENT FIXTURES IN BATHROOMS WITH 4' LED WRAP JUDGES BUILDING REPLACE WALL LIGHTS WITH LED WALL PACKS (RAB SLIM 17FAFC40) PICNIC BUILDING REPLACE FLOOD LIGHT WITH LED WALL PACK (RAB SLIM 17FA30ADJ) OPTION: ADD 550.00 ELECTRICAL SERVICE ADD WALL PACK ON EAST / WEST SIDE OF STORAGE / BATHROOM BUILDING (RAB SLIM 17FA30ADJ)		1,696.00	1,696.00
		550.00	550.00

<p>All PLUMBING / HVAC / FRAMING work to be completed prior to commencement of work.All exhaust fan venting to be done by others.</p> <p>All trenching / excavating to be done by others.</p>	Subtotal	\$2,246.00
	Sales Tax (6.0%)	\$0.00
SIGNATURE _____ Date _____	Total	\$2,246.00



Color: Bronze

Weight: 3.0 lbs

Project:

Type:

Prepared By:

Date:

Driver Info

Type	Constant Current
120V	0.25A
208V	0.20A
240V	0.15A
277V	0.12A
Input Watts	29.4/28.4/29.7W

LED Info

Watts	30W
Color Temp	3000K/4000K/5000K
Color Accuracy	70 CRI
L70 Lifespan	100,000 Hours
Lumens	3540/3813/3768 lm
Efficacy	120.5/134.1/127 lm/W

Technical Specifications

Field Adjustability

Field Adjustable:

Color temperature selectable by 3000K, 4000K and 5000K

Compliance

UL Listed:

Suitable for wet locations

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

IP Rating:

Ingress protection rating of IP65 for dust and water

DLC Listed:

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PL8HS37YLUB0

Performance

Lifespan:

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

Wattage Equivalency:

Equivalent to 175W Metal Halide

LED Characteristics

LEDs:

Long-life, high-efficiency, surface-mount LEDs

Electrical

Driver:

Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.25A, 208V: 0.20A, 240V: 0.15A, 277V: 0.12A

Dimming Driver:

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

Photocell:

120-277V Integrated button photocell included.

Surge Protection:

L-N:2.5KV,L/N-GND:2.5KV

Construction

Cold Weather Starting:

The minimum starting temperature is -40°C (-40°F)

Ambient Temperature :

Max Power Temp Rating: 50°C (122°F)
Middle Power Temp Rating: 50°C (122°F)
Low Power Temp Rating: 50°C (122°F)

Housing:

Precision die-cast aluminum housing and door frame

Lens:

Polycarbonate lens

Mounting:

Hinged wiring access and conduit entries on the back, sides, top and bottom make installation a snap

Cut Off:

Adjustable from 0° (full cutoff) to 90°. 7 settings at 15° each.

Finish:

Formulated for high durability and long-lasting color

Green Technology:

Mercury and UV free. RoHS-compliant components.

Other

Note:

All values are typical (tolerance +/- 10%)

Technical Specifications (continued)

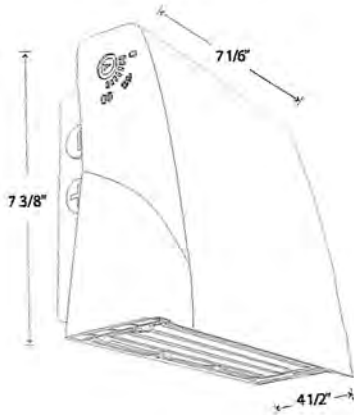
5 Yr Limited Warranty:

The RAB 5-year, limited warranty covers light output, driver performance and paint finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

Buy American Act Compliance:

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

Dimensions



Features

- Selectable CCT
- Adjustable cutoff
- Integrated photocell
- 0-10V dimming, standard

Ordering Matrix

Family	Wattage	Style
SLIM17FA	30	ADJ

15 = 15W ADJ = Angle Adjustable
30 = 30W



Color: Bronze

Weight: 6.8 lbs

Project:

Type:

Prepared By:

Date:

Driver Info

Type	Constant Current
120V	0.40A
208V	0.30A
240V	0.20A
277V	0.15A
Input Watts	37.7/38.2/38.2W

LED Info

Watts	40W
Color Temp	3000K/4000K/5000K
Color Accuracy	80 CRI
L70 Lifespan	100,000 Hours
Lumens	4595/5421/4826 lm
Efficacy	121.9/141.8/126.5 lm/W

Technical Specifications

Field Adjustability

Field Adjustable:

Color temperature selectable by 3000K, 4000K and 5000K

Compliance

UL Listed:

Suitable for wet locations

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

IP Rating:

Ingress protection rating of IP65 for dust and water

DLC Listed:

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PL3FKMCN05F0

Performance

Lifespan:

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

Wattage Equivalency:

Equivalent to 200W Metal Halide

LED Characteristics

LEDs:

Long-life, high-efficiency, surface-mount LEDs

Electrical

Driver:

Constant Current, Class 2, 120-277V, 50/60 Hz, 120V: 0.40A, 208V: 0.30A, 240V: 0.20A, 277V: 0.15A

Dimming Driver:

Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

Photocell:

120-277V selectable photocell that can be turned on and off.

Surge Protection:

L-N:4KV, L/N-GND:4KV

Construction

Cold Weather Starting:

The minimum starting temperature is -40°C (-40°F)

Ambient Temperature :

Max Power Temp Rating: 50°C (122°F)

Middle Power Temp Rating: 50°C (122°F)

Low Power Temp Rating: 50°C (122°F)

Housing:

Precision die-cast aluminum housing and door frame

Lens:

Polycarbonate lens

Mounting:

Hinged wiring access and conduit entries on the back, sides, top and bottom make installation a snap

Cut Off:

Full cutoff (0°)

Finish:

Formulated for high durability and long-lasting color

Green Technology:

Mercury and UV free. RoHS-compliant components.

Other

Note:

All values are typical (tolerance +/- 10%)

Technical Specifications (continued)

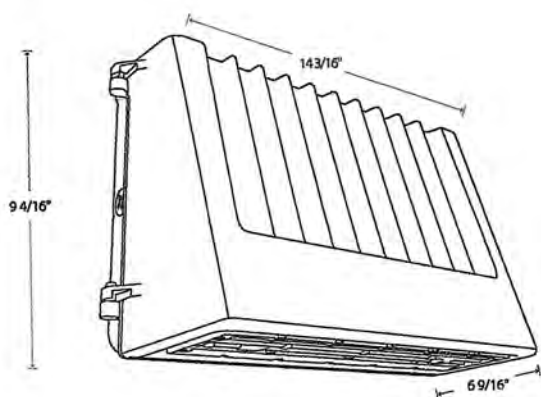
5 Yr Limited Warranty:

The RAB 5-year, limited warranty covers light output, driver performance and paint finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

Buy American Act Compliance:

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

Dimensions



Features

- Selectable CCT
- Full cutoff
- Selectable on/off photocell
- 0-10V dimming, standard

Ordering Matrix

Family	Style	Wattage	Color Temp	Finish	Voltage	Options
SLIM17FA	FC	40				
	FC = Full cutoff	40 = 40W 60 = 60W 100 = 100W 120 = 120W 150 = 150W	Blank = 3000K/4000K/5000K Adjustable	Blank = Bronze	Blank = 120-277V	Blank = Selectable On/Off Photocell /MVS = Selectable On/Off Photocell w/ Microwave Occupancy Sensor

March 20, 2024

Dear Mayor and City Council,

The intent of this letter is to communicate my continued education plan. I will explain what certifications I have been working towards and how it benefits the city. The Council/Mayor's questions and thoughts are welcome.

If the FY2024 Proposed Clerk/Treasurer Training Schedule is approved, it will result in the following certifications for the Clerk/Treasurer's Office by September 2024:

***Certified Public Finance Administrator** (CPFA from APT US&C- Association of Public Treasurers of the United States & Canada)

***Certified Municipal Clerk** (from IIMC- International Institute of Municipal Clerks)

***Advanced Idaho Certified Municipal Clerk-Treasurer** (from ICCTFOA- Idaho City Clerk, Treasurer, Finance Officer Association)

The only certification left to obtain after the ones above, is the CPFPO (Certified Public Finance Officer through GFOA- Government Finance Officer Association. This is at least a 2-year program of Accountant level advanced training in municipal finance where you must know the entire GAAFA- Government Accounting, Auditing, and Financial Reporting manual).

In 2023, I was appointed to both the Idaho education task force for Treasury training and the Education Committee for the Association of Public Treasurers of the United States & Canada to develop curriculum and training modules to better equip and enhance municipal Treasurers. Additionally, I am a District Director for Idaho's 1st District for ICCTFOA. I have also been selected by AIC to represent all Idaho Treasurers for the APT US&C commission and as such have free registration at their annual conferences.

In 2023, I was scheduled to teach a class on Treasury at the 2024 AIC Annual Conference in Boise. I have also been asked if I would teach on Treasury at the 2024 ICCTFOA Institute.

Continued education promotes up-to-date knowledge, enhanced academic performance and credibility, reduces errors, and mitigates risk. Allowing certifications shows commitment to staff, boosts value, and reduces turnover. With the commitment to training the City of Dalton Gardens has allowed, we have developed and implemented more transparency in the municipal government and finances than has ever existed before. I am excited to expand on that in the next year.

Thank you for your consideration,

Teresa Janzen
City Clerk/Treasurer/Permit Tech
idCMC-T, CPFIM, C-APA

CITY OF DALTON GARDENS
FY 2024 Trainig Travel Expenses

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
401-000 · GENERAL & ADMIN					
401-016 · TRAINING TRAVEL EXPENSE					
Bill	10/30/2023	OCT BILL	ICCU-Credit Card	SEPTEMBER ICCTFOA CONFERENCE	704.53
Bill	12/21/2023	DEC bill	ICCU-Credit Card	TJ- Alaska Airlines- ticket for IIMC Conference 2024	775.13
Bill	12/21/2023	DEC bill	ICCU-Credit Card	TJ- Allianz Insurance- ticket insurance for IIMC Conference 2024	52.32
Bill	12/21/2023	DEC bill	ICCU-Credit Card	TJ- APT US&C Internal Controls part 1 training	49.00
Bill	01/21/2024	Jan CC	ICCU-Credit Card	TJ- APT US&C Certified Public Finance Administrator Credential	200.00
Bill	02/21/2024	February Bill	ICCU-Credit Card	TJ- GFOA GAAFR Book for CFO exams	199.00
Total 401-016 · TRAINING TRAVEL EXPENSE					1,979.98
					FY2023 expenses
					-903.53
					1,076.45
					3177.19
					4,253.64
FY24 Budget Overage					(1,253.64)
Propose to cover overage from 401-047 since the new copier was not a budgeted line item for FY24 \$5,233.28					

PROFESSIONAL SERVICES CONTRACT For Financial and Administrative Services

This Contract is entered into this ____ day of _____, 2024 by and with Life, Liberty, and the Pursuit, Inc. d.b.a. Practical Accounting Solutions, P.O. Box 96, Athol, Idaho, 83801, herein referred to as the "CONSULTANT", and the City of Dalton Gardens, 6360 N. 4th Street, Dalton Gardens, ID 83815, herein referred to as the "CITY,"

Witnesseth:

WHEREAS, the CITY wishes to retain the services of the CONSULTANT to assist in providing administrative, consulting, and financial services, to its corporation,

NOW, THEREFORE, the parties hereto do mutually understand and agree as follows:

1. ENGAGEMENT OF CONSULTANT. CITY agrees to engage the CONSULTANT, and the CONSULTANT agrees to provide the services described in Attachment A "Scope of Services" in order to provide administrative, consulting, and financial services to CITY.

2. EMPLOYEE-EMPLOYER RELATIONSHIP. The contracting parties warrant by their signature that no employer-employee relationship is established between CITY and the CONSULTANT by the terms of this contract. It is understood by the parties hereto that the CONSULTANT is an independent contractor and as such neither it nor its employees or sub-contractors, if any, are employees of CITY for purposes of tax, retirement system, or social security (FICA) withholding.

3. EFFECTIVE DATE AND TIME OF PERFORMANCE. This Contract takes effect on March 20, 2024 and shall continue until September 30, 2024, after which the Contract shall be renegotiated. Either the CONSULTANT or CITY may sever the agreement with fourteen (14) days written notice to the other party, by mailing to the addresses listed above.

4. SCOPE OF SERVICES. The CONSULTANT will provide administrative, consulting, and financial services to CITY as set forth in the Scope of Services (Attachment A), which by this reference is made a part hereof.

5. COMPENSATION. For the completion of administrative, consulting, and financial services to be provided as discussed in Attachment A, it is estimated that PAS will spend approximately 20 hours a week to be divided between short-term and long-term goals, as designated in Attachment A. PAS compensation will be \$50/hour for bookkeeping/administrative work and \$75.00/hour for financial planning work. This is an estimated average monthly amount of about \$4,300 but monthly billing will reflect only hours worked. Services provided that are not covered in this agreement, such as management services, which are outlined below, will be billed separately at \$75.00 per hour after written authorization from the CITY. It is expressly recognized that for the first 6-8 weeks of this contract, about 4-8 hours of work per week can be performed

with the expectation that by the end of May of 2024, the routine 20 hours will be scheduled and performed, as applicable.

6. CONFLICT OF INTEREST. The CONSULTANT warrants that it presently has no interest and will not acquire any interest, direct or indirect, governed by CITY, which would conflict in any manner or degree with the performance of its services hereunder. The CONSULTANT further covenants that, in performing this Contract, it will not assign any employee who has any such interest to perform the work as outlined on Attachment A. Should any conflict of interest arise during the performance of this contract, it will be disclosed and managed according to the wishes of the parties. If a conflict of interest is not resolved to the satisfaction of the agency, the contract may be terminated without further notice.

7. ASSIGNABILITY OF CONTRACT. This Contract contains the entire agreement between the parties, and no statements, promises, or inducements made by either party, or agents of either party, which are not contained in the written Contract, are valid or binding. This Contract may not be enlarged, modified or altered except upon written agreement signed by both parties hereto. The CONSULTANT may not subcontract or assign its rights (including the right to compensation) or duties arising hereunder without the prior written consent of CITY. All of the terms and conditions of this Contract will bind any subcontractor or assignee should written permission by CITY be granted. Currently the only contractor retained by CONSULTANT is Austin Consulting, of which this arrangement is expressly authorized by CITY upon execution of this contract.

8. CONSTRUCTION AND VENUE. This Contract will be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, venue is the First Judicial District in and for the county of Kootenai, State of Idaho.

9. INDEMNIFICATION. CITY waives any and all claims and recourse against the CONSULTANT, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with or incident to CITY's performance of this Contract except for liability arising out of concurrent or sole negligence of the CONSULTANT or its officers, agents or employees. Further, the CONSULTANT will indemnify, hold harmless, and defend CITY against any and all claims, demands, damages, costs, expenses or liability arising out of the CONSULTANT's performance of this Contract except for liability arising out of the concurrent or sole negligence of CITY or its officers, agents or employees.

10. LEGAL FEES. In the event either party incurs legal expenses to enforce the terms and conditions of this Contract, the prevailing party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without suit.

11. SPECIAL WARRANTY. The CONSULTANT warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this contract. The CONSULTANT further declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or

negotiation leading to the award of this contract. Any such activity by the CONSULTANT shall make this contract null and void.

12. ATTACHMENT. Attachment A "Scope of Services" is attached hereto, which by this reference is made a part thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

City of Dalton Gardens

Life, Liberty, and the Pursuit, Inc.
d.b.a. Practical Accounting Solutions

BY: _____
Curt Jernigan, Mayor

BY: _____
Stephanie Mueller, President and Owner

DATE: _____

DATE: _____

ATTACHMENT A

Scope of Services

Practical Accounting Solutions, as CONSULTANT, will provide the following services:

- CONSULTANT anticipates providing approximately 20 hours per week to be performed primarily on-site and a few off-site hours, as appropriate, and the CONSULTANT shall be granted a work space in the CITY office for times to be mutually agreed upon by CONSULTANT and CITY staff.
- These hours will be scheduled to ensure all responsibilities outlined below are handled in a timely manner. All hours for all staff and contracted members and all activities will be clearly shown on the monthly invoice, at the correlated rates.
- Hard costs, if any, will either be purchased directly by the CITY and provided to CONSULTANT or CONSULTANT will purchase and seek reimbursement from the CITY with supporting receipts with the monthly billing for services rendered.
- Email addresses and telephone numbers for customer service and communications with the Board, Vendors, and staff are to be maintained and paid for by CITY.

The following activities fall under the bookkeeping/administrative rate of \$50.00/hour, for approximately 16-20 hours per week:

- Accounts Payable, including providing an invoice approval list for CITY approval each month with the checks to be issued, securing W9's from vendors, as appropriate, and handling requests from contractors. The invoices will be coded to the applicable accounts, by fund, and in consideration of the approved budget.
- Provide tracking of all contractors and construction projects for budgets and for addition to CITY's record of capital assets for all fund types in the annual audit.
- Accounts Receivable, including an aging analysis of receivables, and reporting on income realized during the prior month, by fund, and in consideration of the approved budget.
- Payroll services will be performed by the CITY but oversight and assistance from CONTRACTOR may be requested to include actions such as verification of CITY employee timesheets as applicable for coding to fund accounting and in accordance with the budget.
- Fund accounting, as required by Idaho Code.
- All accounting records as required by Idaho Code, including a Profit and Loss Statement/Statement of All Receipts and Disbursements with budget comparison and Balance Sheets, both monthly and quarterly.
- Monitoring of long-term debt payments including tracking and all reporting as called for by debt holder and Idaho Code, ensuring transactions are correctly booked in CITY accounting software.
- Provide support to CITY staff for any Public Records Requests per Idaho Code.

- General administrative tasks such as communications, scheduling, and organizing with City Council, staff, vendors, contractors, and accounting company.
- Any other responsibilities necessary for ensuring financial reporting and smooth administrative functioning as may be requested by CITY, with specific attention to enacting separation of duties and check/balance procedures that facilitate both transparency and ease of use by CITY staff.

The following activities fall under the financial planning rate of \$75.00/hour, for approximately 0-4 hours per week:

- Review of Internal Controls for adequate separation of duties, approval authority, and accuracy to current procedures.
- Develop the annual budget first as a preliminary budget for CITY consideration and then followed by a public hearing for its timely adoption.
- Provide support to CITY staff for the timely completion and submission of the L2 Report to the County for annual levy rate assessment.
- Identification of future capital projects and the forecasting and seeking of source of funds, in consideration of annual budgets.
- Identification of short-lived assets and the forecasting of replacement schedule for annual budgeting purposes.
- Coordination of annual audit with the CITY's auditor, ensuring the CITY is in compliance with Generally Accepted Accounting Principles (GAAP).
- Compilation and submission of annual financial reports to State Controller's Office.
- CONSULTANT will work directly with the CITY's CPA to ensure both parties have what they need to conduct their job in a timely manner.
- Submitting grant funding request documentation and tracking all funds (as applicable).

Other services available to the CITY that are **not** included in this contract are listed below. They would be billed out at a rate of \$75.00/hour following written approval from CITY:

- Guidance on the financing of debt, the solicitation of grants and their administration and any other requests requiring the expertise of staff trained for that purpose.
- Create and maintain CITY's Accounting/Bookkeeping Manual for routine changes in policies and procedures to provide sustainable and smooth operations.
- City Council meeting support, including preparation and distribution of Agendas and Minutes and the hosting of electronic meeting format such as Zoom or Teams, to maintain off-site access to the public.
- Routine and timely maintenance of the CITY website, including posting Agendas, Minutes, reports, and notices.
- Any other responsibilities necessary for ensuring financial performance, reporting and smooth administrative functioning that may be requested not specifically outlined above.