



Agenda for the Budget Workshop, & Regular Meeting

Dalton Gardens City Council

Thursday, August 11, 2022

4:00 PM Budget Workshop;

6:00 PM City Council Meeting and Budget Public Hearing

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

Meeting will be conducted in person and via Zoom.

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

<https://us02web.zoom.us/j/82297639031?pwd=NVIza0RpU2lVOTVxVHRIY3RZWnVBZz09>

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

Webinar ID:822 9763 9031; Passcode: 934741

4:00-5:50 PM: FY23 BUDGET WORKSHOP

6:00 PM: CITY COUNCIL MEETING with FY23 BUDGET PUBLIC HEARING

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL CONSENT CALENDAR- **ACTION**

- a. Minutes from the Regular Meeting July 19, 2022
- b. Ratification of Bills from July 1-31, 2022
- c. Monthly Financial Statement July 1-31, 2022

5. CITY REPORTS

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

6. PUBLIC COMMENT PERIOD:

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

7. CITY BUSINESS

- a. Consideration of Pavement Marking Proposals from RPI and Stripe Rite - **ACTION**
- b. Consideration of Parking Lot Repair proposal by HMH Engineering- **ACTION**
- c. Consideration of Landscape Maintenance Contract for FY 2023- **ACTION**
- d. Consideration of Park Arch Replacement Invoice- **ACTION**
- e. Discussion of September Agenda Items
 - Subdivision Ordinance Public Hearing
 - FY2022 Budget Opening Public Hearing

8. PUBLIC HEARING BUDGET FOR FY 2023- **ACTION** A public hearing, pursuant to Idaho Code 50-1002 and 63-802, held for consideration of the proposed budget for the fiscal year from October 1, 2022 to September 30, 2023

9. CONSIDERATION OF ANNUAL APPROPRIATION ORDINANCE 279- ACTION

10. EXECUTIVE SESSION- ACTION

Executive session pursuant to Idaho Code 74-206(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, or public-school student. Executive session pursuant to Idaho Code 74-206 (f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

11. CONSIDERATION OF AMENDMENTS TO EMPLOYMENT CONTRACTS- ACTION

12. ADJOURNMENT- ACTION

Original Posting: 08/05/2022

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

**CITY OF DALTON GARDENS
FY23 Budget Overview**

	Thru 5/31/2022						FY 23 BUDGET	NOTES
	FY 20 Actual	Budget	FY 21 Actual	Budget	FY 22 Actual	Budget		
000-000 · FY ROLLOVER INCOME	0.00		0.00		0.00		91,248.50	Law Enf 91,248.50;
000-001 · LGIP FUND DRAW	0.00		0.00		0.00		104,888.32	Roads 104,888.32
301-02 · ADDITIONAL PLANNING CONS FEES	5,000.00		0.00		0.00		0.00	
301-03 · BUILDING PERMIT REVENUE								
301-031 · Fence Permit	0.00		60.00		0.00		0.00	no longer have fence permits
301-032 · MECHANICAL PERMIT REVENUE	0.00		2,186.00		5,351.00			
301-033 · ROOF PERMIT REVENUE	0.00		1,000.00		1,800.00			
301-034 · SIGN PERMIT FEES	430.70	300.00	0.00	0.00	600.00	300.00	300.00	
301-03 · BUILDING PERMIT REVENUE - Other	91,854.57	65,000.00	98,410.26	65,000.00	58,899.70	65,000.00	75,000.00	
Total 301-03 · BUILDING PERMIT REVENUE	92,285.27	65,300.00	101,656.26	65,000.00	66,650.70	65,300.00	75,300.00	
301-04 · BUSINESS LICENSE REVENUE								
301-041 · HOME BASED BUS LICENSE	250.00	300.00	325.00	300.00	150.00	250.00	250.00	
301-04 · BUSINESS LICENSE REVENUE - Other	6,700.00	7,000.00	7,000.00	7,500.00	1,900.00	7,500.00	7,500.00	
Total 301-04 · BUSINESS LICENSE REVENUE	6,950.00	7,300.00	7,325.00	7,800.00	2,050.00	7,750.00	7,750.00	
301-05 · FACILITY RESERVATION REVENUE	0.00		600.00	0.00	275.00	500.00	500.00	
301-06 · FINES	0.00		120.00		322.43			
301-07 · SPECIAL USE FEES	3,010.00	1,000.00	1,330.00	1,000.00	0.00	1,000.00	3,000.00	* review in August
301-08 · SUBDIVISION REVENUE	0.00		2,000.00	0.00	0.00	1,000.00	1,000.00	
301-10 · Door to Door Solic Permit	0.00		200.00		0.00			
301-11 · ROW PERMITS	0.00		0.00		1,573.36		1,500.00	* review in August
301-000 · COMMUNITY DEV. INCOME - Other	0.00		0.00		450.00		600.00	alcohol license renewals
	107,245.27	73,600.00	113,231.26	73,800.00	71,321.49	75,550.00	285,786.82	
302-01 · FRANCHISE FEE AVISTA	26,556.61	26,000.00	27,245.90	25,000.00	22,291.09	26,000.00	28,000.00	
302-02 · FRANCHISE FEE TWC/SPECTRUM	26,637.74	22,000.00	22,843.00	22,000.00	11,653.35	26,000.00	10,000.00	
302-03 · FRANCHISE FEE TDS	0.00		77.68	0.00	2,558.52	1,000.00	5,000.00	
302-04 · FRANCHISE FEE ZIPLY	0.00		0.00	0.00	0.00	0.00	1,000.00	NEW
	53,194.35	48,000.00	50,166.58	47,000.00	36,502.96	53,000.00	44,000.00	
303-01 · HIGHWAY USERS REVENUE	85,651.47	85,000.00	117,363.68	71,497.00	68,695.84	87,069.00	95,527.00	
303-02 · NEW HIGHWAY USER REVENUE	26,686.72	26,800.00	28,217.48	22,144.00	20,844.17	29,604.00	47,657.00	30045 + 17562 (HB312 + HB362)
303-03 · TRANSFER HWY DISTRICT LEVY	61,219.54	48,000.00	62,221.22	40,000.00	42,144.77	40,000.00	57,000.00	averaged over 60 mos actual
	173,557.73	159,800.00	207,802.38	133,641.00	131,684.78	156,673.00	200,184.00	
304-01 · LID # 1 Assessments								
304-011 · LID#1 Assessments Interest	6,329.68	0.00	4,974.76	0.00	0.00		0.00	
304-01 · LID # 1 Assessments - Other	28,531.26	25,000.00	14,831.79	35,000.00	19,891.49	21,873.58	20,809.00	P&I
Total 304-01 · LID # 1 Assessments	34,860.94	25,000.00	19,806.55	35,000.00	19,891.49	21,873.58	20,809.00	
304-02 · LID #2 - GOVERNMENT WAY								
304-021 · LID #2 Assessment Interest	20,506.00		16,808.36		13,640.66			
304-02 · LID #2 - GOVERNMENT WAY - Other	211,837.35	65,213.00	70,463.79	65,213.00	107,912.77	43,903.15	35,826.00	P&I
Total 304-02 · LID #2 - GOVERNMENT WAY	232,343.35	65,213.00	87,272.15	65,213.00	121,553.43	43,903.15	35,826.00	

**CITY OF DALTON GARDENS
FY23 Budget Overview**

304-03 - LID Interest Income	484.40		281.00		0.00			
	267,688.69	90,213.00	107,359.70	100,213.00	141,444.92	65,776.73	56,635.00	
305-01 - AG EQUIP REPLACEMENT	0.00		1.00		1.50		2.00	
305-02 - CURRENT REAL PROPERTY TAX	157,802.07	153,367.00	165,805.68	160,589.00	108,561.65	168,919.00	173,986.57	3% increase
305-03 - DELINQUENT REAL PROPERTY TAX	1,549.21	1,500.00	1,816.72	1,411.00	539.67	1,500.00	1,500.00	
305-04 - PENALTY & INTEREST	547.26	500.00	516.13	500.00	111.41	500.00	500.00	
305-05 - PERSONAL PROP TAX REPLACE	0.00		0.00					
	159,898.54	155,367.00	168,139.53	162,500.00	109,214.23	170,919.00	175,988.57	
306-01 - STATE LIQUOR ALLOCATION	103,315.00	91,000.00	117,404.00	88,000.00	66,804.00	102,540.00	117,000.00	5% increase FY22 \$111,340 projection
306-02 - STATE REVENUE SHARING	201,069.04	173,000.00	225,812.35	169,872.00	198,999.15	230,768.00	300,695.00	AIC projection
306-03 - STATE SALES TAX	35,763.74	45,000.00	0.00	44,000.00	0.00		0.00	combined with 306-02
	340,147.78	309,000.00	343,216.35	301,872.00	265,803.15	333,308.00	417,695.00	
307-02 - COURT REVENUE-TRAFFIC FINES	5,047.78	10,000.00	5,277.74	5,000.00	755.10	5,000.00	5,000.00	* review in August
307-03 - INTEREST INCOME	31,063.96	34,000.00	4,920.41	5,000.00	1,853.81	5,000.00	2,000.00	
307-05 - REFUNDS & REIMBURSEMENTS	1,668.01	0.00	629.97		936.81		0.00	
307-06 - RENT	5,946.20	5,000.00	6,240.00	6,240.00	4,160.00	6,240.00	10,986.00	
307-08 - UNENCUMBERED BANK FUNDS	0.00	37,795.00	0.00	329,201.50	0.00	346,000.00	0.00	
307-10 - CARES ACT	0.00		77,023.44		0.00			
307-000 - OTHER INCOME - Other	0.00		40.00		0.00		10,800.00	employee insurance contributions
	43,725.95	86,795.00	94,131.56	345,441.50	7,705.72	362,240.00	28,786.00	
308-01 - 4th STREET PROJECT ITD GRANT	10,771.96	0.00	0.00		0.00		0.00	WILL ROLL OFF FY 24
308-03 - CONTRIBUTIONS & DONATIONS	0.22	1,000.00	0.00	1,000.00	0.00		1,000.00	picnic donation
308-07 - SCHOLARSHIPS	0.00		335.00		0.00		0.00	
308-000 - GRANT FUNDS - Other	0.00		0.00		500.00			
	10,772.18	1,000.00	335.00	1,000.00	500.00	0.00	1,000.00	
	0.00		0.00		50.00			PRR
	1,156,230.49	923,775.00	1,084,382.36	1,165,467.50	764,227.25	1,217,466.73	1,210,075.39	
	1,156,230.49	923,775.00	1,084,382.36	1,165,467.50	764,227.25	1,217,466.73	1,210,075.39	FY22 Budget was \$871,466.73 + \$346,000 draw for roads & deputy (200,000/146,000)
401-01 - CAPITAL OUTLAY								
401-012 - CAPITAL OUTLAY-EQUIPMENT	5,644.00	0.00	38,772.67	50,000.00	0.00	0.00	0.00	
Total 401-01 - CAPITAL OUTLAY	5,644.00	0.00	38,772.67	50,000.00	0.00	0.00	0.00	
401-016 - TRAINING TRAVEL EXPENSE	0.00		0.00	0.00	1,232.49	3,200.00	8,400.00	* Review in August
401-03 - COUNCIL EXPENSES								
401-031 - CITY COUNCIL PAYROLL TAXES	1,468.80	1,475.00	1,346.40	1,500.00	0.00		0.00	COMBINED INTO 401-050
401-032 - CITY COUNCIL RETIREMENT	1,974.48	2,400.00	1,591.04	2,200.00	0.00	0.00	0.00	COMBINED INTO 401-05A
401-033 - CITY COUNCIL SALARIES	19,200.00	19,200.00	19,200.00	19,200.00	14,400.00	19,200.00	19,200.00	
401-034 - MAYOR PAYROLL TAXES	780.31	781.00	715.28	780.00	0.00		0.00	COMBINED INTO 401-050
401-035 - MAYOR STATE RETIREMENT	1,229.44	1,325.00	1,116.39	1,325.00	0.00	0.00	0.00	COMBINED INTO 401-05A

**CITY OF DALTON GARDENS
FY23 Budget Overview**

401-036 · MAYOR WAGES	10,200.00	10,200.00	10,200.00	10,200.00	7,650.00	10,200.00	10,200.00	
Total 401-03 · COUNCIL EXPENSES	34,853.03	35,381.00	34,169.11	35,205.00	22,050.00	29,400.00	29,400.00	
401-04 · OFFICE EXPENSES								
401-041 · BLDG MAINT CONTRACTED	3,034.63	3,000.00	2,640.00	3,000.00	2,100.00	3,000.00	4,000.00	2940/yr for 1/wk cleaning; windows, carpets
401-042 · BLDG & GROUNDS MAINTENANCE	3,731.00	4,000.00	7,240.15	5,000.00	3,927.15	5,000.00	30,000.00	combine 401-046 * Review in July
401-043 · DUES & SUBSCRIPTIONS	2,346.53	2,500.00	2,539.81	2,500.00	1,529.00	2,500.00	2,500.00	
401-045 · GARBAGE COLLECTION & DISPOSAL	511.38	500.00	548.60	500.00	434.55	500.00	1,000.00	100% increase
401-046 · OFFICE MAINTENANCE	585.28	600.00	635.25	600.00	117.98	600.00	0.00	moved into 401-042
401-047 · OFFICE SUPPLIES & POSTAGE	7,744.88	8,000.00	19,395.17	8,000.00	3,370.53	8,000.00	6,000.00	* Review in July
401-048 · SOFTWARE PURCHASE & IT SERVICE	9,361.32	20,000.00	61,951.57	20,000.00	9,710.24	20,000.00	15,000.00	* Review in July
401-049 · REFUNDABLE EXPENSE	0.00		0.00		778.57			
Total 401-04 · OFFICE EXPENSES	27,315.02	38,600.00	94,950.55	39,600.00	21,968.02	39,600.00	58,500.00	
401-05 · PERSONNEL EXPENSE								
401-050 · COMPANY PAYROLL TAX EXPENSE								
	0.00		0.00	0.00	9,355.64	14,325.00	16,900.00	PERSI rate change July 2023
	0.01		1,953.07	0.00	11,581.13	12,078.00	24,032.00	13% average 184,853.98
Total 401-050 · COMPANY PAYROLL TAX EXPENSE	0.01		1,953.07	0.00	20,936.77	26,403.00	26,403.00	
401-051 · CLERK PAYROLL TAXES	4,000.40	4,001.00	3,655.47	4,120.85	0.00			COMBINED INTO 401-050
401-052 · CLERK RETIREMENT	6,243.84	6,250.00	5,776.51	6,431.15	0.00	0.00	0.00	COMBINED INTO 401-05A
401-053 · CLERK UI TAXES	107.27	250.00	134.87	138.00	0.00			COMBINED INTO 401-050
401-054 · CLERK WAGES	52,423.75	52,293.00	56,417.60	53,862.00	39,000.01	52,000.00	75,406.00	2080 hours
401-055 · DEPUTY CLERK-PAYROLL TAXES	1,284.31	1,377.00	1,112.92	1,418.31	0.00			COMBINED INTO 401-050
401-056 · DEPUTY CLERK RETIREMENT	1,993.22	2,150.00	1,654.44	2,213.69	0.00	0.00	0.00	COMBINED INTO 401-05A
401-057 · DEPT CLERK-UI TAXES	50.64	76.00	40.12	60.00	0.00			COMBINED INTO 401-050
401-058 · DEPUTY CLERK WAGES	17,111.64	18,000.00	17,375.28	18,540.00	13,396.67	38,000.00	43,672.38	1681 hours
401-059 · EMP HEALTH INSURANCE	13,568.00	24,000.00	9,041.00	24,000.00	14,097.00	26,400.00	27,336.00	projected increase- City 16,536 portion / Employees 10,800 for dependents
Total 401-05 · PERSONNEL EXPENSE	96,783.08	108,397.00	97,161.28	110,784.00	87,430.45	142,803.00	172,817.38	
401-06 · PROFESSIONAL SERVICES								
401-061 · AUDIT AND ACCOUNTING	9,195.00	12,000.00	10,450.50	12,000.00	13,290.40	24,000.00	15,000.00	approx 13% increase
401-062 · LEGAL PUBLISHING	1,740.74	4,000.00	4,863.91	4,000.00	3,604.50	4,000.00	8,000.00	ordinance updates, public hearings
401-06 · PROFESSIONAL SERVICES - Other	134,117.00	72,000.00	62,489.00	80,000.00	45,981.00	64,000.00	50,000.00	City Attorney \$5,333/mo - 26.65 hours
Total 401-06 · PROFESSIONAL SERVICES	145,052.74	88,000.00	77,803.41	96,000.00	62,875.90	92,000.00	73,000.00	
401-07 · UTILITIES								
401-071 · BLDG & GROUNDS UTILITIES	7,183.21	6,000.00	48,359.46	8,000.00	5,952.55	8,000.00	11,000.00	
401-072 · INTERNET	0.00		229.96	0.00	803.34	1,708.00	1,680.00	\$140/mo (119.99 +19.99 for static IP) code enforcement * drops to approx
401-073 · TELEPHONE	1,999.60	2,000.00	5,499.43	2,800.00	765.64	1,092.00	480.00	\$40/month in July 2022
Total 401-07 · UTILITIES	9,182.81	8,000.00	54,088.85	10,800.00	7,521.53	10,800.00	13,160.00	
401-08 · ANNUAL PICNIC	0.00	3,500.00	0.00	3,500.00	0.00	3,500.00	3,500.00	
401-11 · GENERAL CONTINGENCY FUND	0.00	30,000.00	0.00	30,000.00	0.00	31,231.00	30,000.00	emergency fund
401-12 · INSURANCE	5,766.00	7,500.00	8,151.00	7,500.00	6,688.00	7,500.00	7,500.00	
401-13 · MISCELLANEOUS SERVICE & CHARGES	1,778.51	1,800.00	13,790.06	1,800.00	0.00	1,800.00	0.00	
401-15 · Uncategorized Expenses	0.00		0.00	0.00	0.00	725.73	0.00	

**CITY OF DALTON GARDENS
FY23 Budget Overview**

411-047 · CITY COUNCIL TRAVEL/MEETINGS	156.00	1,000.00	160.00	1,000.00	0.00			COMBINED INTO 401-016
413-047 · MAYOR TRAVEL & MEETINGS	39.00	500.00	315.00	500.00	0.00			COMBINED INTO 401-016
415-047 · CLERK TRAVEL @ MEETINGS	306.50	1,500.00	2,326.15	1,500.00	0.00			COMBINED INTO 401-016
	<u>326,876.69</u>	<u>324,178.00</u>	<u>421,688.08</u>	<u>388,189.00</u>	<u>209,766.39</u>	<u>362,559.73</u>	396,277.38	
402-02 · CODE ENFORCEMENT-PAYROLL TAXES	126.22	0.00	294.72	1,147.50	0.00			COMBINED INTO 401-050
402-03 · CODE ENFORCMENT- RETIREMENT	504.02	0.00	460.00	1,791.00	0.00			COMBINED INTO 401-05A
402-04 · CODE ENFORCEMENT-UI TAX	7.52	0.00	8.80	40.00	0.00			COMBINED INTO 401-050
402-05 · CODE ENFORCEMENT-WAGES	6,885.00	20,000.00	3,172.50	15,000.00	2,886.28	12,000.00	10,000.00	Deputy Wallace requested- \$30/hr- 333 hrs (27.5 hrs/month)
402-06 · PROSECUTING ATTORNEY	2,030.00	2,000.00	1,740.00	1,740.00	0.00	1,740.00	1,740.00	
402-08 · SPECIAL LAW ENFORCEMENT EXP	7,067.63	12,000.00	0.00	0.00	6,083.33	146,000.00	146,000.00	12,167/month* FY roll \$91,248.50 for income
	<u>16,620.39</u>	<u>34,000.00</u>	<u>5,676.02</u>	<u>19,718.50</u>	<u>8,969.61</u>	<u>159,740.00</u>	157,740.00	
403-01 · 4th STREET PROJECT	14,169.14	75,000.00	0.00		0.00			
403-04 · DEBT SERVICE	18,000.00		0.00		0.00			
403-05 · FIRE HYDRANTS	0.00	0.00	0.00	0.00	0.00		10,000.00	*needs internal fund created (14 in inventory) Replace/Repair costs
403-06 · FUEL AND LUBRICANTS	1,209.62	1,600.00	1,130.54	2,000.00	2,980.22	2,000.00	4,500.00	125% increase
403-10 · ROADS-ENG PLANS & SERVICES	13,512.58	25,000.00	41,449.70	50,000.00	29,322.22	37,000.00	25,000.00	City Engineer- brkout chipseal,crackseal,striping into 403-14
403-11 · SNOW & ICE CONTROL-REMOVAL	3,416.34	28,000.00	8,900.99	30,000.00	5,700.00	30,000.00	10,000.00	6 yr avg \$8,884- *prev req was 27,000
403-12 · STREET EQUIPMENT MAINTENANCE	4,338.44	7,000.00	1,753.06	7,000.00	1,918.46	7,000.00	5,000.00	redistributed to 403-16
403-13 · STREET MAINT- PAYROLL TAXES	1,750.30	630.00	800.39	2,000.00	0.00			COMBINED INTO 401-050
403-14 · STREET MAINT- CONTRACTED	435,655.94	415,000.00	49,342.18	399,000.00	200.00	358,367.00	360,000.00	AIC Hwy \$ projections 203,184- prev requested 360,000 * Review in July
403-15 · STREET MAINT- RETIREMENT	237.78		0.00		0.00			COMBINED INTO 401-05A
403-16 · STREET MAINT-SUPPLIES	0.00		2,323.33	0.00	1,993.24	1,000.00	3,000.00	redistributed from 403-12
403-17 · STREET MAINT- UI TAX	56.72	45.00	29.61	55.00	0.00			COMBINED INTO 401-050
403-18 · STREET MAINT - WAGES	18,254.25	8,200.00	12,188.42	25,000.00	14,214.75	25,000.00	20,715.60	
403-20 · STREET SIGNAL LIGHTS	449.20	500.00	385.04	500.00	129.58	500.00	500.00	avg \$403/year with no price increase
	<u>511,050.31</u>	<u>560,975.00</u>	<u>118,303.26</u>	<u>515,555.00</u>	<u>56,458.47</u>	<u>460,867.00</u>	438,715.60	
404-01 · HORSE ARENA EXPENSES	871.42	9,000.00	1,952.18	9,000.00	863.10	9,000.00	7,500.00	
404-03 · PARK MAINTENANCE- CONTRACTED	16,890.66	35,000.00	18,918.10	35,000.00	8,475.39	30,000.00	24,000.00	*need new contract for maint
404-04 · PARK MAINTENANCE- PAYROLL TAX	137.16	475.00	425.82	475.00	0.00			moved to 401-050
404-06 · PARK MAINTENANCE- UI TAX	1.28	30.00	6.11	30.00	0.00			moved to 401-050
404-07 · PARK MAINTENANCE- WAGES	3,551.00	6,000.00	5,141.00	6,000.00	2,597.00	6,000.00	5,660.00	
404-08 · PUBLIC ART FUND EXPENSE	0.00	0.00	0.00		0.00			can remove this
404-09 · SUPPLIES- PARK MAINT	489.89	1,500.00	906.20	1,500.00	379.09	1,500.00	1,500.00	
	<u>21,941.41</u>	<u>52,005.00</u>	<u>27,349.41</u>	<u>52,005.00</u>	<u>12,314.58</u>	<u>46,500.00</u>	38,660.00	
405-01 · Gov't Way Sewer Project/LID #1								
405-011 · Loan Principal Payment - LID #1	28,814.93		29,837.46		0.00			
405-012 · Loan Interest Payment - LID #1	4,656.07		3,633.54		0.00			

**CITY OF DALTON GARDENS
FY23 Budget Overview**

405-01 - Gov't Way Sewer Project/LID #1 - Other	62.00	34,000.00	62.00	34,000.00	33,513.00	34,000.00	34,000.00	should be able to pay it off in FY23
Total 405-01 - Gov't Way Sewer Project/LID #1	<u>33,533.00</u>	<u>34,000.00</u>	<u>33,533.00</u>	<u>34,000.00</u>	<u>33,513.00</u>	<u>34,000.00</u>	<u>34,000.00</u>	
405-02 - LID PHASE 2								
405-021 - LID 2 Principal Payment	40,873.40		42,229.37		290,790.37		27,552.14	
405-022 - LID 2 Interest Expense	24,340.20		22,984.23		18,641.23		12,579.27	
405-02 - LID PHASE 2 - Other	62.00	65,213.00	22.00	65,500.00	4.00	65,500.00		
Total 405-02 - LID PHASE 2	<u>65,275.60</u>	<u>65,213.00</u>	<u>65,235.60</u>	<u>65,500.00</u>	<u>309,435.60</u>	<u>65,500.00</u>	<u>40,131.41</u>	
	<u>98,808.60</u>	<u>99,213.00</u>	<u>98,768.60</u>	<u>99,500.00</u>	<u>342,948.60</u>	<u>99,500.00</u>	<u>74,131.41</u>	
407-01 - PLANNING & ZONING								
407-011 - PLANNING CONSULTANT	51,665.50	50,000.00	43,232.56	50,000.00	28,025.00	25,000.00	25,000.00	\$70/hr for 357 hours/yr *Brkout City Planner time into Code Enforcement
407-012 - PLANNING SOFTWARE	0.00		0.00	0.00	11,497.00	13,300.00	11,500.00	OpenGov and Bluebeam
417-043 - P & Z TRAVEL & MEETING EXP	0.00	500.00	0.00	500.00	0.00		0.00	moved to 401-016
407-01 - PLANNING & ZONING - Other	0.00		16.24		0.00			
Total 407-01 - PLANNING & ZONING	<u>51,665.50</u>	<u>50,500.00</u>	<u>43,248.80</u>	<u>50,500.00</u>	<u>39,522.00</u>	<u>38,300.00</u>	<u>36,500.00</u>	
407-02 - BUILDING INSPECTOR SERVICES	41,884.00	40,000.00	59,743.77	40,000.00	18,444.00	50,000.00	65,000.00	*contract needs renewed
407-03 - KOOTENAI AREA TRANSPORTATION SY	2,904.00	2,904.00	0.00		3,051.00		3,051.00	MOVE TO DUES & SUBSCRIPTIONS?
	<u>96,453.50</u>	<u>93,404.00</u>	<u>102,992.57</u>	<u>90,500.00</u>	<u>61,017.00</u>	<u>88,300.00</u>	<u>104,551.00</u>	
	<u>1,071,750.90</u>	<u>1,163,775.00</u>	<u>774,777.94</u>	<u>1,165,467.50</u>	<u>691,474.65</u>	<u>1,217,466.73</u>	<u>1,210,075.39</u>	
	<u>84,479.59</u>	<u>-240,000.00</u>	<u>309,604.42</u>	<u>0.00</u>	<u>72,752.60</u>	<u>0.00</u>	<u>0.00</u>	FY rollover for Law Enforcement Income of \$91,248.50; LGIP Draw for Roads

**City of Dalton Gardens Council Budget Workshop, Code Compliance Manual
Workshop & Regular Meeting Minutes
Tuesday, July 19, 2022**

Meeting was conducted in person and via Zoom.

1. **CALL BUDGET WORKSHOP TO ORDER:** Mayor Edwards called to order at 4:00 PM
2. **ROLL CALL:** Physically Present were Councilmembers Robert Wuest, Tyler Drechsel, Scott Jordan, and Mayor Dan Edwards. Councilmember Aaron O'Brien attended via Zoom. Also present: Teresa Janzen-City Clerk/Treasurer.
3. **FY23 BUDGET WORKSHOP:** Discussion of adjustments to FY23 budget proposal.
4. **CODE COMPLIANCE MANUAL WORKSHOP:** Councilmember Wuest asked to have the Code Compliance Manual Workshop postponed until a later date to have more time to compile his revisions. All councilmembers were in favor of the postponement. Notification of postponement was verbally given at 4:00 PM and 5:30 PM

Budget Workshop Adjourned at 5:50 PM.

1. **CALL TO ORDER** Mayor Edwards called to order regular City Council Meeting at 6:03 PM
2. **ROLL CALL** Physically present were Councilmembers Robert Wuest, Tyler Drechsel, Scott Jordan, and Mayor Dan Edwards. Councilmember Aaron O'Brien attended via Zoom starting at 6:06 PM. Also present: Teresa Janzen-City Clerk/Treasurer, Chris Gabbert-City Attorney, and Ryan Hughes-City Planner.
3. **PLEDGE OF ALLEGANCE** led by Mayor Edwards
4. **APPROVE AMENDED AGENDA**
RWuest made motion to approve the amended agenda as shown. TDrechsel seconded.
RWuest: yes SJordan: yes TDrechsel: yes AO'Brien: not present
Motion Carries
5. **APPROVAL OF CONSENT CALENDAR**
 - a. Minutes from the Regular Meeting June 9, 2022
 - b. Minutes from the Regular Meeting June 30, 2022
 - c. Ratification of Bills from June 1-30, 2022
 - d. Monthly Financial Statement June 1-30, 2022
 - e. Third Quarter FY2022 Financial Statement**TDrechsel made motion to approve the consent calendar items a-e as presented. SJordan seconded.**
RWuest: yes SJordan: yes TDrechsel: yes AO'Brien: yes Motion Carries
6. **STAFF REPORTS**
 - a. **City Engineer-** Christine from HMH Engineering gave updates on:

- i. Pre-Con meeting with RPI and City of Hayden happening on 7/20/22 with a projected start date for Dalton chip seal at 7/25/22.
 - ii. Gave a written proposal for the City Hall parking lot repair for drainage issues and compromised asphalt. Approximate cost is \$200,000.
 - iii. Currently has 18 open ROW permits; 8 are expired, 3 need repairs performed.
 - b. **City Planner**-Presented written report.
 - i. Workshop for Code Compliance Manual was tabled, however, he called out that ‘Part 2’ of the manual is mostly direct from City Code and any changes could require city code amendments.
 - ii. P&Z has approved changes to the short subdivision ordinance and has recommended them forward to City Council for a public hearing potentially on August 11, 2022 meeting. Three main areas for proposed changes include; on site noticing, recording of final plat, and recording dedication of city land.
 - iii. Commercial Business Licenses- has reviewed and approved more than 50 renewals including inspections by the Building Inspector.
 - RWuest asked for a workshop on the short subdivision ordinance before it goes to public hearing.
 - c. **City Attorney**
 - i. Followed up with the Attorney for Isaac Reinert regarding the vacated ½ cul-de-sac on 18th street and the lack of proper signage. Spoke with Josh Polello of RPI who expects the post to arrive within the next 2 weeks. Advised that at this point, enforcement mechanisms could be strenuous if the City wishes to not ‘wait it out’ for the next couple of weeks.
 - RWuest indicated he thought the cost for our Attorney’s time was to be passed onto the Reinerts like the City Engineer time is to be. CGabbert will follow up with previous Counsel as he has not seen an agreement to cover the cost of the City Attorney.
 - ii. Fees for KCSO citations written 5/16/22 through 6/21/22 have previously been rerouted to another municipality. He emailed the Idaho Supreme Court for help in resolution. Unsure how much of the citation fees Dalton Gardens will be given from that timeframe. The problem was in the electronic ticketing service and the codification of Dalton Gardens code not being uploaded in a timely manner.
 - iii. Temporary City Committees: the city had discussed formation but has not acted on forming temporary city committees. There has not been direction on outlining tasks, or parameters for temporary committees. Recommends not establishing a informal committee on ARPA fund expenditures at this time, as he trusts the City and management to make recommendations for expenses and public input can be submitted at that time.
- Mayor Edwards read a letter from the Renata McLeod, Certification Committee Chair of the Idaho City Clerks, Treasurers, and Finance Officers Association announcing the award of the State of Idaho Certified Municipal Clerk/Treasurer designation to Teresa Janzen. Council and Mayor congratulated the Clerk/Treasurer on the award.
- Clerk shared the KCSO May 2022 report; 273 law enforcement calls in the month. Additionally, the dedicated Deputy submitted a report for June 1, 2022- July 15, 2022 showing numerous types of calls including 213 traffic stops with 259 total calls for him.

7. **PUBLIC COMMENT PERIOD:** Opened 6:24 PM – Closed at 6:27 PM

- Gary Sonnen- 7447 N Valley St: suggested requiring performance bonds for citizens that are required to do specific work in the city such as the aforementioned issue with 18th St turn around.
- Steven Richie- 7079 N 16th St: asked what the City can do to get public access trail up Canfield Mountain to get reopened as it has been locked by a private individual.
 - ❖ Mayor Edwards advised that the mountain is owned by a private party. The prior owner allowed public access, but the current owner has the right to close it and has chosen to do so.

8. CITY BUSINESS

a. APPROVE PAYMENT OF CHIP SEAL PROJECT AS PART OF THE HAYDEN COOPERATIVE FUNDING AGREEMENT:

- Clerk thanked Councilmember Wuest for calling out the need for the action item. Reviewed the chip seal bid that was presented last month provided by HMH Engineering on the behalf of City of Hayden. Housekeeping item to formally approve the \$428, 676.00 for the Chip Seal for FY22.
- Treasurer advised that in line item 401-14 shows Council has already spent \$400 in the FY22 so the amount of extra expense would be \$70,709
- Councilmember Wuest called out the need to add this extra expenditure to the opening of the FY22 budget to come in September 2022.

SJordan made a motion to approve payment of the city's portion of the Chip Seal project of \$428,676.00 as part of the Hayden Cooperative Funding Agreement and direct the Treasurer to move funds from the streets designated funds in the LGIP to cover the extra expense of \$70,709. TDrechsel seconded.

**TDrechsel: yes RWuest: yes SJordan: yes AO'Brien: no
Motion Carries**

b. CONSIDERATION OF COMMITTEE APPLICANTS:

- City Attorney called out applicants for the City Picnic and the ARPA committee. He asked for direction and structure to move forward. Recommends holding off on the ARPA committee at this time.
- TDrechsel- most pressing is the picnic committee. Historically picnic is 2nd Saturday of September. Mayor Edwards and TDrechsel are not in town on 9/10/22.
- Need a Councilmember Liaison for the committee to report to. Mayor Edwards volunteered and will help negotiate with vendors.
- Council would like the committee to come back in August with a proposal.

RWuest made a motion to accept applications of Kurt Jernigan, Lucy Jernigan, and Rebecca Supp as temporary city picnic committee members. TDrechsel seconded.

AO'Brien: yes TDrechsel: yes RWuest: yes SJordan: yes Motion Carries

c. CONSIDERATION OF ASPHALT PATCH REPAIR ON 16TH ST WITH NORTH IDAHO ASPHALT:

Bid that is presented is for \$3,350.00 with North Idaho Asphalt. They have honored their bid from last calendar year. Repair is for root damage in the road that needs to be repaired before the Chip Seal of FY22.

SJordan made motion to approve payment of the asphalt patch repair estimate with North Idaho Asphalt and to move funds from the LGIP Streets designated funds to cover the cost of approximately \$3,300.00 to \$3,500.00. RWuest seconded.

**AO'Brien: yes RWuest: yes TDrechsel: yes SJordan: yes
Motion Carries**

d. CONSIDERATION OF PAVEMENT MARKING PROPOSAL:

- Christine Baker of HMH Engineering clarified the current proposal is to restripe all the existing stripes on City streets except Hanley east of 15th. This would include Wilbur, Canfield, Hanley, Dalton, 15th, 4th, and edgelines where currently present on Valley and Colfax. Striping would be in accordance with MUTCD standards. Recommended to re-stripe every year due to wear and tear. Proposal does not include restriping crosswalks as we are waiting to hear about the LHTAC Child Pedestrian Safety Grant previously applied for
- RWuest asked if it was necessary to stripe Dalton Ave east of 15th Street
- TDrechsel asked to have Dalton east of 15th looked at for how to make it safer for the traffic that parks on the side of the road for the soccer complex
- HMH will research minimum MUTCD striping standards in a cost saving measure.
- **TDrechsel made motion to table item until August 11, 2022 meeting and direct HMH Engineering to determine exact roads that are mandatory to stripe. SJordan seconded.**

e. CONSIDERATION OF DALTON WATER ASSOCIATION BILL:

City Attorney gave overview that this is a bill from Dalton Water Association that has been presented to the city several times since its origination in 2017 for ½ of the cost of 18 new fire hydrants in the commercial corridor.

Mayor Edwards negotiated with the President of Dalton Water Association in 2022 to further reduce the bill by 50% resulting in an amount billed to the city of \$20,219.31.

RWuest made motion to approve the Dalton Water Association bill in the amount of \$20,219.31 for 18 fire hydrants installed on Government Way to be paid from the General Contingency Fund for FY22. TDrechsel seconded.

AO'Brien: yes RWuest: yes TDrechsel: yes SJordan: yes Motion Carries.

f. CONSIDERATION OF TENTATIVE ADOPTION OF FY 2023 BUDGET:

Clerk called out that this is only a tentative adoption and for the next step, the budget goes to a public hearing then back to council for final adoption. Once the budget is tentatively adopted, it cannot be increased.

SJordan made a motion to tentatively adopt the FY 2023 budget as presented with changes as indicated in the budget workshop and move the needed funds shortfall from the LGIP General Fund. TDrechsel seconded.

AO'Brien: yes RWuest: yes TDrechsel: yes SJordan: yes Motion Carries.

g. CONSIDERATION OF CODE COMPLIANCE MANUAL UPDATES:

Council requested to table item until a future workshop can be held after FY 2023 budget is completed. City Planner pointed out that requested changes have been minimal and if Council wishes to change code items, it would require public hearing.

h. AUGUST AGENDA ITEMS:

- FY 2023 Budget Public Hearing
- Subdivision Ordinance update public hearing
 - ❖ RWuest asked for a workshop on the subdivision ordinance changes recommended by P&Z. Set workshop for 5:00 PM on 9/8/22. Potentially have public hearing for adoption in October meeting.
- September Public Hearing to open FY 2022 Budget
- Landscape Maintenance Contract

- ❖ Mayor Edwards shared that some residents have reached out asking if they could spearhead a proposal to get funding to install pickleball courts in the city park.
- ❖ SJordan asked for clarification on post and sign procurement. He works with HMH Engineering to determine what is needed, then gets approval of the Mayor, order is then placed by the Clerk or Mayor.

9. **EXECUTIVE SESSION:** pursuant to Idaho Code 74-206(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, or public-school student.

TDrechsel made motion to enter into Executive Session. SJordan seconded.

RWuest: yes AO'Brien: yes TDrechsel: yes SJordan: yes Motion Carries.

Executive Session began at 7:30 PM; Executive Session ended at 8:16 PM.

AO'Brien attended via conference call.

10. **CONSIDERATION OF POTENTIAL AMENDMENTS TO SERVICE CONTRACTS:**

TDrechsel made a motion to continue services with Nexus Planning Services based on the modified rates. SJordan seconded.

AO'Brien: yes RWuest: yes TDrechsel: yes SJordan: yes Motion Carries.

SJordan made a motion to amend the City Clerk's wages from \$52,000 per year to \$75,406 per year. TDrechsel seconded.

Discussion: AO'Brien asked for an amendment so the wage would be \$76,200 a year.

AO'Brien: yes RWuest: no TDrechsel: yes SJordan: yes Motion Carries.

11. **ADJOURNMENT:**

TDrechsel made motion to adjourn. SJordan seconded. All in favor. Adjourned 8:20 PM

Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

Ratified Bills List
07/01/2022 to 07/31/2022

Vendor	Amount	Note
Avista Utilities	\$ 256.88	Monthly Electric & Gas
Border Sheet Metal	\$ 205.00	Council Chamber A/C Repair
Coeur d'Alene Garbage Service	\$ 31.00	Garbage
Coeur d'Alene Press	\$ 176.06	Legal publications
Dalton Water Association	\$ 20,219.31	18 Fire Hydrants in Commercial Cooridor from 2017
HMH Engineering	\$ 4,675.47	June Engineering
III-A	\$ 2,045.00	Health Insurance
Kootenai County Auditor	\$ 12,166.67	July for KCSO Deputy
Kootenai County Fire & Rescue	\$ 12,121.00	2 months Building Inspector
Kootenai County Solid Waste Dept.	\$ 44.25	Garbage
Lyons O'Dowd	\$ 2,980.00	City Attorney for June
Nexus Planning Services	\$ 3,406.25	City Planner for June
North Idaho Asphalt	\$ 3,350.00	16th Street Asphalt Repair
Payroll	\$ 8,158.52	July
Payroll Retirement	\$ 1,835.41	July
Payroll Taxes	\$ 3,692.08	July
Sacco De Campos Landscape Maint. LLC	\$ 1,795.76	Landscape Maintenance Services
Service Master By the Lake	\$ 245.00	City Hall cleaning
Spectrum	\$ 218.99	2 months Internet
The Sweep	\$ 240.00	Street Sweeping
TierraNet	\$ 239.40	Annual website Hosting
US Bank, Credit Card	\$ 73.98	Adobe/Zoom subscriptions
Verizon Wireless	\$ 41.02	Code Enforcement Phone
	\$ 78,217.05	

**CITY OF DALTON GARDENS
FINANCIAL STATEMENT
October 1, 2021 to July 31, 2022**

	<u>Oct '21 - Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
301-000 · COMMUNITY DEV. INCOME				
301-03 · BUILDING PERMIT REVENUE				
301-031 · Fence Permit	180.00			
301-032 · MECHANICAL PERMIT REVENUE	10,426.00			
301-033 · ROOF PERMIT REVENUE	2,400.00			
301-034 · SIGN PERMIT FEES	600.00	300.00	300.00	200.0%
301-03 · BUILDING PERMIT REVENUE - Other	70,777.10	65,000.00	5,777.10	108.89%
Total 301-03 · BUILDING PERMIT REVENUE	<u>84,383.10</u>	<u>65,300.00</u>	<u>19,083.10</u>	<u>129.22%</u>
301-04 · BUSINESS LICENSE REVENUE				
301-041 · HOME BASED BUS LICENSE	175.00	250.00	-75.00	70.0%
301-04 · BUSINESS LICENSE REVENUE - Other	4,050.00	7,500.00	-3,450.00	54.0%
Total 301-04 · BUSINESS LICENSE REVENUE	<u>4,225.00</u>	<u>7,750.00</u>	<u>-3,525.00</u>	<u>54.52%</u>
301-05 · FACILITY RESERVATION REVENUE	875.00	500.00	375.00	175.0%
301-06 · FINES	456.00			
301-07 · SPECIAL USE FEES	1,200.00	1,000.00	200.00	120.0%
301-08 · SUBDIVISION REVENUE	0.00	1,000.00	-1,000.00	0.0%
301-11 · ROW PERMITS	1,973.36			
301-12 · Alcohol Licenses	450.00			
Total 301-000 · COMMUNITY DEV. INCOME	<u>93,562.46</u>	<u>75,550.00</u>	<u>18,012.46</u>	<u>123.84%</u>
302-000 · FRANCHISE FEES				
302-01 · FRANCHISE FEE AVISTA	28,937.03	26,000.00	2,937.03	111.3%
302-02 · FRANCHISE FEE TWC/SPECTRUM	11,653.35	26,000.00	-14,346.65	44.82%
302-03 · FRANCHISE FEE TDS	3,515.56	1,000.00	2,515.56	351.56%
Total 302-000 · FRANCHISE FEES	<u>44,105.94</u>	<u>53,000.00</u>	<u>-8,894.06</u>	<u>83.22%</u>
303-000 · HIGHWAY FUNDS				
303-01 · HIGHWAY USERS REVENUE	128,969.94	87,069.00	41,900.94	148.12%
303-02 · NEW HIGHWAY USER REVENUE	20,844.17	29,604.00	-8,759.83	70.41%
303-03 · TRANSFER HWY DISTRICT LEVY	64,993.18	40,000.00	24,993.18	162.48%
303-000 · HIGHWAY FUNDS - Other	74,059.00			
Total 303-000 · HIGHWAY FUNDS	<u>288,866.29</u>	<u>156,673.00</u>	<u>132,193.29</u>	<u>184.38%</u>
304-000 · LID ASSESSMENTS				
304-01 · LID # 1 Assessments	19,891.49	21,873.58	-1,982.09	90.94%
304-02 · LID #2 - GOVERNMENT WAY				
304-021 · LID #2 Assessment Interest	15,152.05			
304-02 · LID #2 - GOVERNMENT WAY - Other	113,806.17	43,903.15	69,903.02	259.22%
Total 304-02 · LID #2 - GOVERNMENT WAY	<u>128,958.22</u>	<u>43,903.15</u>	<u>85,055.07</u>	<u>293.73%</u>
Total 304-000 · LID ASSESSMENTS	<u>148,849.71</u>	<u>65,776.73</u>	<u>83,072.98</u>	<u>226.3%</u>
305-000 · PROPERTY TAXES				
305-01 · AG EQUIP REPLACEMENT	1.50			
305-02 · CURRENT REAL PROPERTY TAX				
305-05 · PERSONAL PROP TAX REPLACE	2,169.36			
305-02 · CURRENT REAL PROPERTY TAX - Other	167,179.02	168,919.00	-1,739.98	98.97%

**CITY OF DALTON GARDENS
FINANCIAL STATEMENT
October 1, 2021 to July 31, 2022**

	Oct '21 - Jul 22	Budget	\$ Over Budget	% of Budget
Total 305-02 · CURRENT REAL PROPERTY TAX	169,348.38	168,919.00	429.38	100.25%
305-03 · DELINQUENT REAL PROPERTY TAX	923.58	1,500.00	-576.42	61.57%
305-04 · PENALTY & INTEREST	411.94	500.00	-88.06	82.39%
Total 305-000 · PROPERTY TAXES	170,685.40	170,919.00	-233.60	99.86%
306-000 · STATE REVENUE SHARE				
306-01 · STATE LIQUOR ALLOCATION	89,072.00	102,540.00	-13,468.00	86.87%
306-02 · STATE REVENUE SHARING	290,311.51	230,768.00	59,543.51	125.8%
Total 306-000 · STATE REVENUE SHARE	379,383.51	333,308.00	46,075.51	113.82%
307-000 · OTHER INCOME				
307-02 · COURT REVENUE-TRAFFIC FINES	3,106.80	5,000.00	-1,893.20	62.14%
307-03 · INTEREST INCOME	4,221.31	5,000.00	-778.69	84.43%
307-05 · REFUNDS & REIMBURSEMENTS	992.41			
307-06 · RENT	4,940.00	6,240.00	-1,300.00	79.17%
307-08 · UNENCUMBERED BANK FUNDS	346,000.00	346,000.00	0.00	100.0%
307-09 · ARPA	518,381.56			
Total 307-000 · OTHER INCOME	877,642.08	362,240.00	515,402.08	242.28%
308-000 · GRANT FUNDS	500.00			
340 · CHARGES FOR SERVICES	50.00			
Total Income	2,003,645.39	1,217,466.73	786,178.66	164.58%
	2,003,645.39	1,217,466.73	786,178.66	164.58%
Expense				
401-000 · GENERAL & ADMIN				
401-016 · TRAINING TRAVEL EXPENSE	1,911.01	3,200.00	-1,288.99	59.72%
401-03 · COUNCIL EXPENSES				
401-033 · CITY COUNCIL SALARIES	16,800.00	19,200.00	-2,400.00	87.5%
401-036 · MAYOR WAGES	8,925.00	10,200.00	-1,275.00	87.5%
Total 401-03 · COUNCIL EXPENSES	25,725.00	29,400.00	-3,675.00	87.5%
401-04 · OFFICE EXPENSES				
401-041 · BLDG MAINT CONTRACTED	4,205.76	3,000.00	1,205.76	140.19%
401-042 · BLDG & GROUNDS MAINTENANCE	4,967.15	5,000.00	-32.85	99.34%
401-043 · DUES & SUBSCRIPTIONS	2,064.55	2,500.00	-435.45	82.58%
401-045 · GARBAGE COLLECTION & DISPOSAL	564.05	500.00	64.05	112.81%
401-046 · OFFICE MAINTENANCE	117.98	600.00	-482.02	19.66%
401-047 · OFFICE SUPPLIES & POSTAGE	4,068.18	8,000.00	-3,931.82	50.85%
401-048 · SOFTWARE PURCHASE & IT SERVICE	12,472.00	20,000.00	-7,528.00	62.36%
401-049 · REFUNDABLE EXPENSE	804.17			
Total 401-04 · OFFICE EXPENSES	29,263.84	39,600.00	-10,336.16	73.9%
401-05 · PERSONNEL EXPENSE				
401-050 · COMPANY PAYROLL TAX EXPENSE				
	11,092.14	14,325.00	-3,232.86	77.43%
	13,823.73	12,078.00	1,745.73	114.45%
Total 401-050 · COMPANY PAYROLL TAX EXPENSE	24,915.87	26,403.00	-1,487.13	94.37%
401-054 · CLERK WAGES	45,500.02	52,000.00	-6,499.98	87.5%
401-058 · DEPUTY CLERK WAGES	17,396.67	38,000.00	-20,603.33	45.78%

**CITY OF DALTON GARDENS
FINANCIAL STATEMENT
October 1, 2021 to July 31, 2022**

	<u>Oct '21 - Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
401-059 · EMP HEALTH INSURANCE	18,187.00	26,400.00	-8,213.00	68.89%
Total 401-05 · PERSONNEL EXPENSE	105,999.56	142,803.00	-36,803.44	74.23%
401-06 · PROFESSIONAL SERVICES				
401-061 · AUDIT AND ACCOUNTING	13,347.30	24,000.00	-10,652.70	55.61%
401-062 · LEGAL PUBLISHING	4,276.15	4,000.00	276.15	106.9%
401-06 · PROFESSIONAL SERVICES - Other	54,301.00	64,000.00	-9,699.00	84.85%
Total 401-06 · PROFESSIONAL SERVICES	71,924.45	92,000.00	-20,075.55	78.18%
401-07 · UTILITES				
401-071 · BLDG & GROUNDS UTILITIES	6,611.02	8,000.00	-1,388.98	82.64%
401-072 · INTERNET	1,142.32	1,708.00	-565.68	66.88%
401-073 · TELEPHONE	897.40	1,092.00	-194.60	82.18%
Total 401-07 · UTILITES	8,650.74	10,800.00	-2,149.26	80.1%
401-08 · ANNUAL PICNIC	0.00	3,500.00	-3,500.00	0.0%
401-11 · GENERAL CONTINGENCY FUND	20,219.31	31,231.00	-11,011.69	64.74%
401-12 · INSURANCE	6,688.00	7,500.00	-812.00	89.17%
401-13 · MISCELLANEOUS SERVICE & CHARGES	0.00	1,800.00	-1,800.00	0.0%
401-15 · Uncategorized Expenses	0.00	725.73	-725.73	0.0%
Total 401-000 · GENERAL & ADMIN	270,381.91	362,559.73	-92,177.82	74.58%
402-000 · LAW ENFORCEMENT				
402-05 · CODE ENFORCEMENT-WAGES	2,886.28	12,000.00	-9,113.72	24.05%
402-06 · PROSECUTING ATTORNEY	0.00	1,740.00	-1,740.00	0.0%
402-08 · SPECIAL LAW ENFORCEMENT EXP	30,416.67	146,000.00	-115,583.33	20.83%
Total 402-000 · LAW ENFORCEMENT	33,302.95	159,740.00	-126,437.05	20.85%
403-000 · STREETS				
403-06 · FUEL AND LUBRICANTS	2,980.22	2,000.00	980.22	149.01%
403-10 · ROADS-ENG PLANS & SERVICES	35,914.75	37,000.00	-1,085.25	97.07%
403-11 · SNOW & ICE CONTROL-REMOVAL	3,360.00	30,000.00	-26,640.00	11.2%
403-12 · STREET EQUIPMENT MAINTENANCE	1,918.46	7,000.00	-5,081.54	27.41%
403-14 · STREET MAINT- CONTRACTED	4,350.00	358,367.00	-354,017.00	1.21%
403-16 · STREET MAINT-SUPPLIES	1,993.24	1,000.00	993.24	199.32%
403-18 · STREET MAINT - WAGES	14,479.75	25,000.00	-10,520.25	57.92%
403-20 · STREET SIGNAL LIGHTS	357.07	500.00	-142.93	71.41%
Total 403-000 · STREETS	65,353.49	460,867.00	-395,513.51	14.18%
404-000 · PARKS				
404-01 · HORSE ARENA EXPENSES	1,090.94	9,000.00	-7,909.06	12.12%
404-03 · PARK MAINTENANCE- CONTRACTED	10,795.09	30,000.00	-19,204.91	35.98%
404-07 · PARK MAINTENANCE- WAGES	3,710.00	6,000.00	-2,290.00	61.83%
404-09 · SUPPLIES- PARK MAINT	382.30	1,500.00	-1,117.70	25.49%
Total 404-000 · PARKS	15,978.33	46,500.00	-30,521.67	34.36%
405-000 · LID				
405-01 · Gov't Way Sewer Project/LID #1	33,523.00	34,000.00	-477.00	98.6%
405-02 · LID PHASE 2	288,077.92	65,500.00	222,577.92	439.81%
Total 405-000 · LID	321,600.92	99,500.00	222,100.92	323.22%
407-000 · COMMUNITY DEV.				

**CITY OF DALTON GARDENS
FINANCIAL STATEMENT
October 1, 2021 to July 31, 2022**

	Oct '21 - Jul 22	Budget	\$ Over Budget	% of Budget
407-01 · PLANNING & ZONING				
407-011 · PLANNING CONSULTANT	34,981.25	25,000.00	9,981.25	139.93%
407-012 · PLANNING SOFTWARE	11,497.00	13,300.00	-1,803.00	86.44%
Total 407-01 · PLANNING & ZONING	46,478.25	38,300.00	8,178.25	121.35%
407-02 · BUILDING INSPECTOR SERVICES	34,824.00	50,000.00	-15,176.00	69.65%
407-03 · KOOTENAI AREA TRANSPORTATION SY	3,051.00			
Total 407-000 · COMMUNITY DEV.	84,353.25	88,300.00	-3,946.75	95.53%
Total Expense	790,970.85	1,217,466.73	-426,495.88	64.97%
	1,212,674.54	0.00	1,212,674.54	100.0%

Checking/Savings

1-101.0 · General Checking- US BANK	75,923.32
1-101.2 · LID #1 Bond Fund	2,079.24
1-101.3 · Guaranteed Fund	35,185.05
1-101.5 · Gen Checking- ICCU	375,762.79
1-101.6 · LID# 2- ICCU	51,308.12
1-101.7 · ARPA- ICCU	259,235.78
1-101.8 · 18th St- ICCU	2,500.00
1-101.9 · General Fund- ICCU	842,618.00
1-102.0 · LGIP #1404-General Fund	2,006,174.40
1-102.1 · LGIP #2380-18th St	42,851.25
1-102.2 · LGIP #3726-ARPA	518,983.89
Total Checking/Savings	4,212,621.84

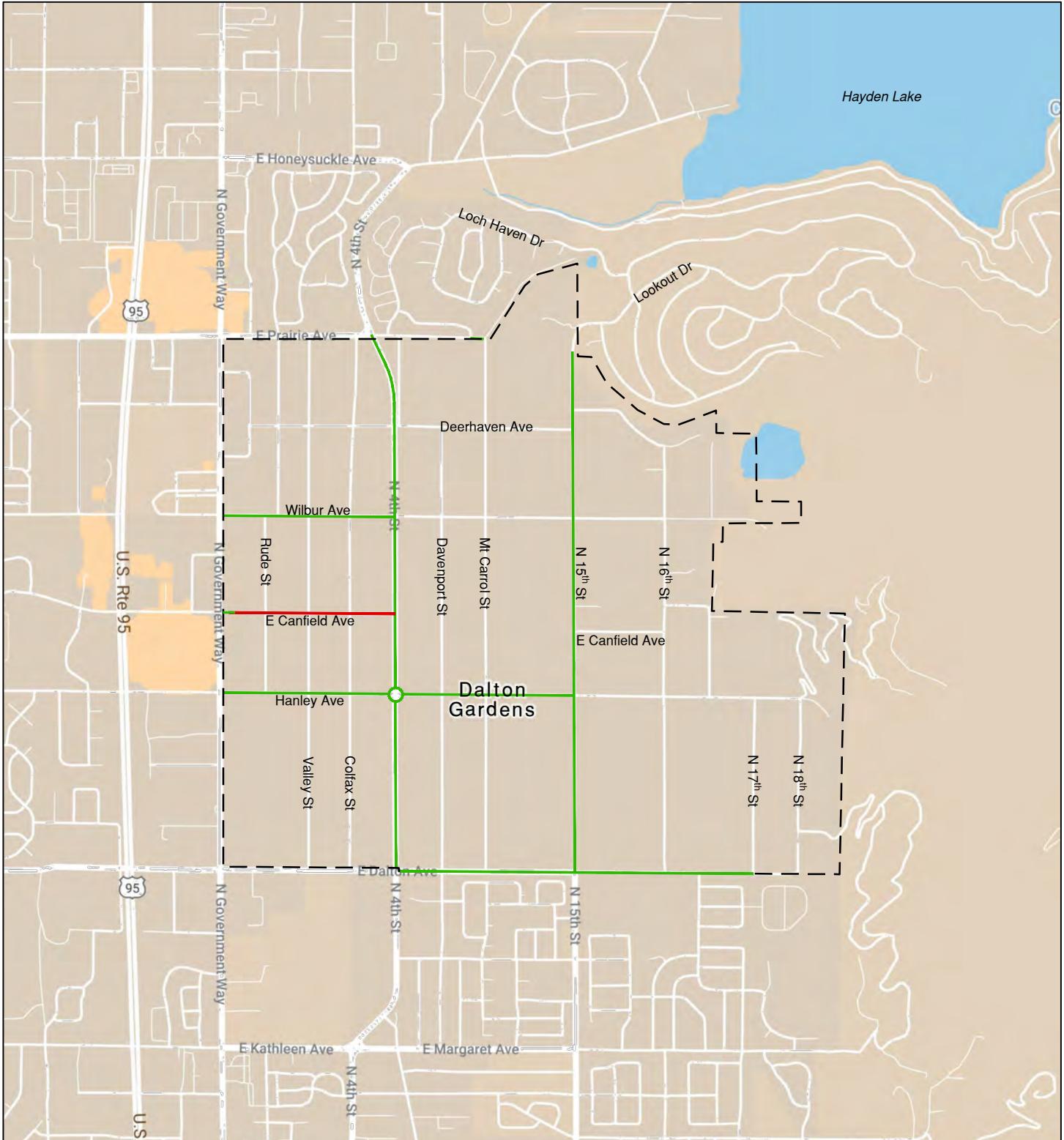
To: Mayor Edwards, City of Dalton Gardens

From: HMH Engineering

Date: August 5, 2022

Re: Engineering Update

1. Child Pedestrian Safety Program Grant – The City of Dalton Gardens has been awarded \$150,000 of grant money through this program. We will begin putting together the design & bid package for this project, which will include thermoplastic crosswalks, school zone beacons, and pedestrian crosswalk beacons.
2. Chip Seal Info – As of the date of this memo, the chip sealing project is still ongoing. The second layer of chips has been completed as of August 3. RPI will be fog sealing the Dalton Gardens portion of the project August 10 & 11.
3. City Street Striping – As directed by the Council, we have given a recommendation on streets to be striped this year. An exhibit showing these streets is attached.
4. City Hall Parking Lot – We have put together an opinion of probable cost for reconstructing the city hall parking lot, as well as a conceptual drawing for your consideration. If approved, we can begin the topographic survey, and parking lot design this Fall. Once we have completed this, we can then put a bid package together, going out to bid for construction this coming Spring.
5. ROW Permits –
 - Open Permits: 21 permits
 - Expired: 10 permits
 - Failed final inspection & waiting for repair: 3 permits



- CENTER LINE MARKINGS ONLY
- CENTER LINE & EDGE LINE MARKINGS
- - - Dalton Gardens City Boundary



PAVEMENT MARKING PLAN
CITY OF DALTON GARDENS, IDAHO



City of Dalton Gardens

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

Monthly Planner Activity Report

July 31, 2022

Code amendments

At their July meeting, the Planning and Zoning Commission discussed the current height measurements as outlined in the Dalton Gardens City Code. This was compared with surrounding jurisdictions and height measurement methodologies in other cities with diverse topography. After deliberations, the P&Z's requested staff to bring forward amended code language which utilizes a simplified, but similar definition from form surrounding jurisdictions, in order to clarify to the building community Dalton Gardens' requirements. In addition, the P&Z Commission reviewed the policy basis for updating design requirements in the commercial district. They have prioritized looking closer at landscaping, parking, and drainage requirements, and whether modifications to the current provisions can offer opportunities to achieve goals and policies outlined in the City's Comprehensive Plan.

Variances / Special Use Permits

At their July meeting, the Planning and Zoning Commission conducted two public hearings for special use permit application requests. Both were approved subject to conditions outlined in the Order of Decisions. No new variance requests were received.

Subdivisions

No new subdivision requests have been submitted.

Building Permits

The City continues to receive and manage a variety permit request. Over 50 commercial business permit license renewals were reviewed in July. The city also continues to receive permit applications for both accessory structures and new home construction.

Code enforcement

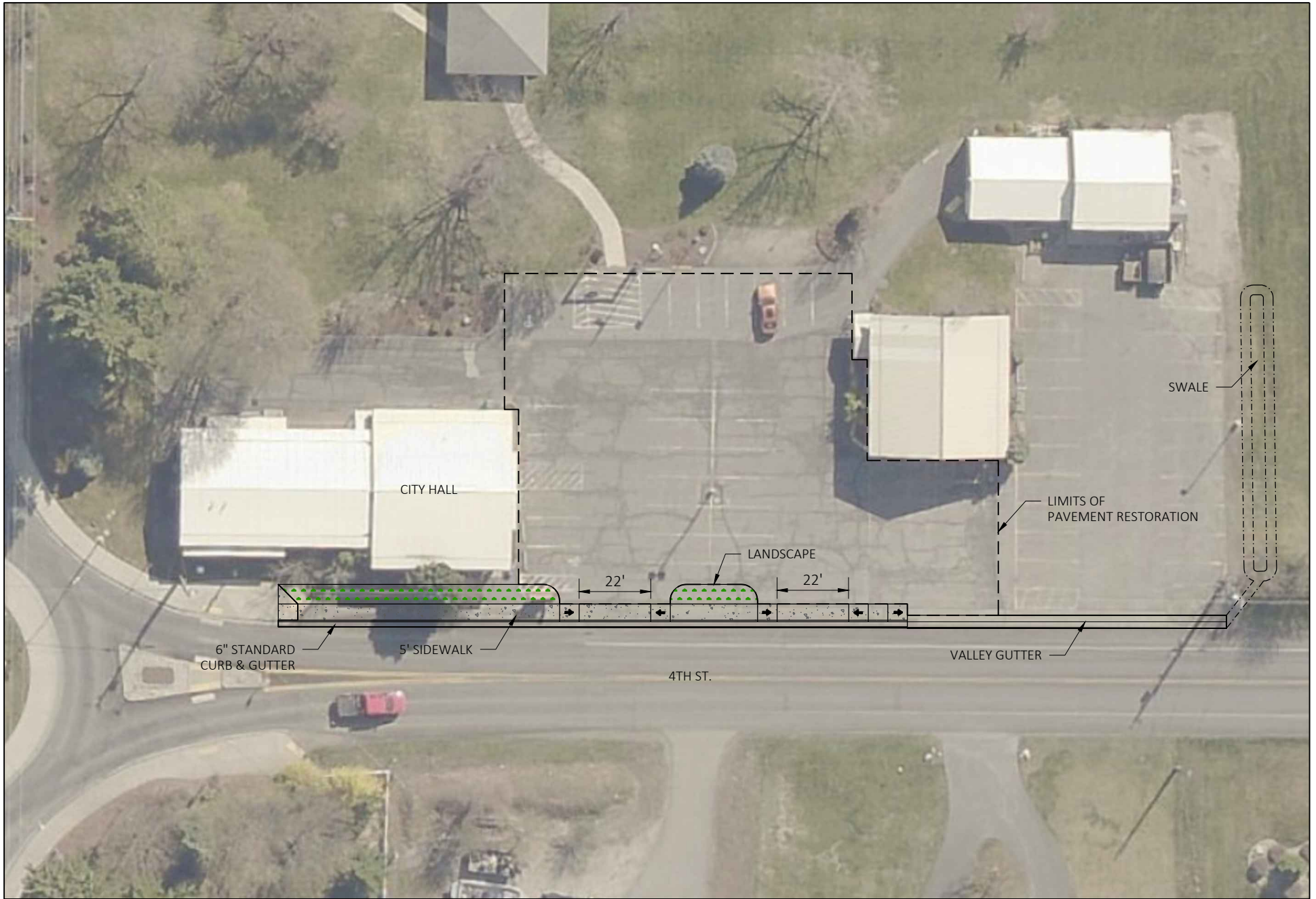
The city continues to receive, on a weekly basis a variety of code-enforcement / compliance complaints. With limited staffing capacity, application of the code compliance policy is applied on a prioritized basis. Further review and updates to the code compliance

policy handbook can assist current and future staff, providing guidance, instruction and prioritization of enforcement / compliance activities. Code enforcement constitutes a significant portion of staff time, including developing and tracking Voluntary Compliance Request (VCR) letters and Notices of Violations. Staff recommends that a dedicated code enforcement staff member is hired and trained to administer the backlog of enforcement cases.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ryan Hughes", written in a cursive style.

Ryan Hughes
City Planner



City Hall Parking Lot Restoration
 Dalton Gardens, ID
 July 7, 2022



Engineering & Survey Estimate

TOPOGRAPHIC SURVEY	\$4,000.00
ENGINEERING DESIGN FEES	\$10,000.00
CONSTRUCTION ADMINISTRATION	\$5,000.00
Total	\$19,000.00

Construction Estimate

ISPWC No.	Item Name	Approx. Quantity	Units	Unit Price	Engineers Estimate Amount
202.4.1.A.1	EXCAVATION	315	CY	\$ 16.00	\$ 5,040.00
201.4.1.D.1.1	REMOVAL OF ASPHALT	1630	SY	\$ 15.00	\$ 24,450.00
201.4.1.D.1.2	REMOVAL OF CONCRETE	11	SY	\$ 60.00	\$ 660.00
706.4.1.A.5	6 INCH VERTICAL CURB & GUTTER	194	FT	\$ 75.00	\$ 14,550.00
706.4.1.B.1	CONCRETE VALLEY GUTTERS	98	LF	\$ 60.00	\$ 5,880.00
706.4.1.E.1	CONCRETE SIDEWALKS, THICKNESS 4"	69	SY	\$ 150.00	\$ 10,350.00
706.4.1.F.1	CONCRETE DRIVEWAY APPROACH	2	EACH	\$ 4,000.00	\$ 8,000.00
706.4.1.H.1.1	PEDESTRIAN RAMP W/DETECTABLE WARNING DOMES TYPE C3	1	EACH	\$ 5,000.00	\$ 5,000.00
802.4.1.B.1	CRUSHED AGGREGATE FOR BASE TYPE I	489	TON	\$ 30.00	\$ 14,670.00
810.4.1.A.1	PLANT MIX PAVEMENT	243	TON	\$ 125.00	\$ 30,375.00
1001.4.1.A.1	SEDIMENT CONTROL	1	LS	\$ 1,000.00	\$ 1,000.00
1103.4.1.A.1	CONSTRUCTION TRAFFIC CONTROL	1	LS	\$ 2,000.00	\$ 2,000.00
1104.4.1.B.1	PAVEMENT LINE PAINT	700	LF	\$ 1.50	\$ 1,050.00
2010.4.1.A.1	MOBILIZATION	1	LS	\$ 20,000.00	\$ 20,000.00
SP-1	DRYWELL	2	EACH	\$ 4,500.00	\$ 9,000.00
Contingency (20%)					\$ 27,597.00
Total					\$ 174,582.00

Sacco de Campos Landscape Maintenance

PO Box 2263
Coeur d'Alene, ID 83816

Sergio@saccodecampos.com

Property: City of Dalton Gardens Bill To:

Attn.

LAWN SERVICES				BED AND SHRUB SERVICES			
Service	Per visit	Quantity	Yearly Total	Service	Per visit	Quantity	Yearly Total
Mowing-	\$449.90	26	\$11,697.40	Shrub Pruning	\$0.00	0	\$ -
Park/arena/4th Dalton Ave.	\$252.80	3	\$758.40	Prune Trees	\$0.00	0	\$ -
Fertilization	\$1,544.67	2	\$3,089.34	Dormit Oil for Pear Trees	\$0.00	0	\$ -
Weed Control	\$967.89	2	\$1,935.78	Fertilization	\$0.00	0	\$ -
Aeration	\$1,307.02	1	\$1,307.02	Pre-emergent	\$425.88	2	\$ 851.76
				Weed touch ups	\$81.37	4	\$ 325.48
ANNUAL LAWN COST:			\$ 17,480.92	ANNUAL BED & SHRUB COST:			\$ 1,177.24

Irrigation Services		Extra services and clean ups	
System Spring Start Up	\$590.00	Spring Clean Up	\$860.00
System adjustments per visit	\$233.40	Fall Clean Up	\$1,352.00
System Fall Blow Out	\$675.00		
		Crew Leader \$55/ man hr & dump fees	
		Labor \$47/man hr	
Irrigation Tech Services \$60/hr plus parts		Tree, water feature and construction projects available per request for bid	
ANNUAL IRRIGATION SERVICES COST:	\$ 1,498.40	EXTRA PROJECTS & CLEAN UP'S COST:	\$ 2,212.00

Payment Terms;
Prices are before applicable sales taxes
Accounts more than fortyfive (45) days past due will be suspended till brought current
Any party may cancel at any given time with a fifteen (15) day written notice

Special Notes or Instructions;

2023-24 (25)Term Agreement **TOTAL ANNUAL COST: \$ 22,368.56**

AUTHORIZED SIGNATURE

Sergio Campos

TITLE DATE:

DATE: July 11, 2022

R&R Northwest

14555 S Bellgrove Rd
Coeur D Alene, ID 83814
208-691-4161
info@rrnorthwest.com
www.rrnorthwest.com



Estimate

ADDRESS

Jim
City of Dalton Gardens

SHIP TO

Jim
City of Dalton Gardens

ESTIMATE # 1557

DATE 08/01/2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Cedar Float Log per LF	28	28.00	784.00
	Cedar Float Log per LF sold from inventory (2) @ 14 LF			
	Cedar Float Log per LF	14	28.00	392.00
	OPTIONAL: Top cross-piece Cedar Float Log per LF sold from inventory (1) @ 14-15 LF			

Thank you for the opportunity to discuss your upcoming project.
I have attached an estimate for your review.

TOTAL

\$1,176.00

Feel free to contact me if you have any questions.
We look forward to working with you.

Thank you,
Brandon Richardson
208.691.4161
R&R Northwest

Accepted By

Accepted Date

RECEIVED

AUG 03 2022

**CITY OF DALTON GARDENS, IDAHO
NOTICE OF PUBLIC HEARING
PROPOSED BUDGET FOR FISCAL YEAR 2022-2023**

Notice is hereby given that the City Council of the City of Dalton Gardens, Kootenai County, Idaho, will hold a public hearing for consideration of the proposed budget for the fiscal period October 1, 2022 to September 30, 2023, pursuant to the provisions of Section 50-1002, Idaho Code. The hearing will be held at City Hall, 6360 N. 4th Street, Dalton Gardens, Idaho, at 6:00 PM on Thursday, August 11, 2022. All interested persons are invited to appear and show cause, if any they have, why such proposed budget should or should not be adopted. Copies of the proposed budget detail are available at City Hall during regular office hours (9:00-5:00 Mon-Thur; 9:00-4:00 Fri). Assistance for persons with disabilities will be provided upon 48-hour notice prior to the public hearing.

EXPENDITURES			
	FY 2021 ACTUAL EXPENDITURES	FY 2022 BUDGET EXPENDITURES	FY 2023 PROPOSED EXPENDITURES
GENERAL FUND:			
General & Admin.	421,693.08	362,559.73	399,328.38
Law Enforcement	5,676.02	159,740.00	157,740.00
Parks	27,349.41	46,500.00	38,660.00
Community Development	102,992.57	88,300.00	101,500.00
STREET & LID FUND:			
Street Fund	118,303.26	460,867.00	438,715.60
LID Phase 1 & 2	98,786.60	99,500.00	74,131.41
TOTAL EXPENSES:	774,782.94	1,217,466.73	1,210,075.39

REVENUES			
	FY 2021 ACTUAL REVENUES	FY 2022 BUDGETED REVENUES	FY 2023 PROPOSED REVENUES
GENERAL FUND:			
Community Development	113,231.26	75,550.00	89,650.00
Franchise Fees	50,166.58	53,000.00	44,000.00
Property Tax Levy	168,139.53	170,919.00	175,988.57
State Rev. Sharing	343,216.35	333,308.00	417,695.00
Other Income	94,466.56	362,240.00	225,922.82
STREET & LID FUND:			
Highway Funds	207,802.38	156,673.00	200,184.00
LID Assessments	107,359.70	65,776.73	56,635.00
TOTAL REVENUE	1,084,382.36	1,217,466.73	1,210,075.39

The proposed expenditures and revenues for the fiscal year 2022-2023 have been tentatively approved by the City Council. Publication dates for the notice of the public hearing are July 28 & August 4, 2022 in the Coeur d' Alene Press.

Teresa Janzen, City Clerk/Treasurer

**CITY OF DALTON GARDENS
KOOTENAI COUNTY, IDAHO
APPROPRIATION ORDINANCE NO 279**

An Ordinance entitled the ANNUAL APPROPRIATION ORDINANCE for the fiscal year beginning October 1, 2022, and ending September 30, 2023, appropriating the sum of \$1,210,075.39 to defray the expenses and liabilities of the CITY OF DALTON GARDENS for said fiscal year, authorizing a levy of a sufficient tax upon the taxable property and specifying the objects and purposes for which said appropriation is made.

BE IT ORDAINED by the Mayor and Council of the City of Dalton Gardens, Kootenai County, Idaho:

Section 1: That the sum of \$1,210,075.39 is, and the same is appropriated to defray the necessary expenses and liabilities of the City of Dalton Gardens, Kootenai County, Idaho for the fiscal year beginning October 1, 2022.

Section 2: The objects and purposes for which such appropriation is made, and the amount of each object and purpose is as follows:

**ESTIMATED EXPENDITURES:
GENERAL FUND**

Administration	399,328.38
Law Enforcement	157,740.00
Parks	38,660.00
Community Development	<u>101,500.00</u>
TOTAL	697,228.38
Street Department	438,715.60
LID Sewer Project	<u>74,131.41</u>
	512,847.01

TOTAL EXPENDITURES \$1,210,075.39

Section 3: That a general tax levy on all taxable property with the City of Dalton Gardens be levied in an amount allowed by law for the general purposes for said City, for the fiscal year beginning October 1, 2022.

Section 4: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5: This ordinance shall take effect and be in full force upon its passage, approval, and publication in one issue of the Coeur d'Alene Press, a newspaper of general circulation in the City of Dalton Gardens, and the official newspaper of said City.

PASSED under suspension of rules upon which a roll call vote was taken and duly enacted an Ordinance of the City of Dalton Gardens, Kootenai County, Idaho at a convened meeting of the City of Dalton Gardens City Council held on the 11th day of August, 2022.

ATTEST:

Dan Edwards, Mayor

Teresa Janzen, City Clerk/Treasurer