



CITY OF BELLEVUE, IDAHO

COMMON COUNCIL

Monday, August 12, 2024 | 5:30 PM

115 E. Pine Street, Bellevue, Idaho 83313

AGENDA

This agenda is subject to revisions. All revisions will be underlined.

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/85954503307?pwd=0XNHk1ebUPzvYC5DtF7NGxu09QVQtl1>

Meeting ID: # 627 312 2357

Passcode: # 606XKf

One Tap Mobile

+1-253-215-8782 US (Tacoma)

+1-346-248-7799 US (Houston)

Please Mute Your Call

Friendly Reminder: Please turn off all cell phones except for emergency personnel.

Finding That the regular meeting notice and agenda were posted in accordance with Idaho Code §74-204 within forty-eight (48) hours prior to the meeting at: Bellevue City Hall, Post Office, and the City's website on August 8, 2024.

CALL TO ORDER: Mayor Chris Johnson

ROLL CALL:

1. NOTICE OF AGENDA COMPLIANCE: (AS OUTLINED IN IDAHO CODE §74-204) | ACTION ITEM

(Suggested Motion: I move that the notice for the August 12, 2024, regular meeting was completed in accordance with Idaho Code, Section §74-204.)

2. CALL FOR CONFLICT: (AS OUTLINED IN IDAHO CODE §74-404)

3. PUBLIC HEARING: Fiscal Year 2025 Budget

a. Ordinance No. 2024-02, An Ordinance of the City of Bellevue, Idaho, Entitled The Annual Appropriation Ordinance for the Fiscal Year 2025 Beginning on October 1, 2024, Appropriating Funds Deemed Necessary to Defray All Necessary Expenses and Liabilities for The Ensuing Fiscal Year, Authorizing a Levy of Sufficient Tax Upon the Taxable Property and Specifying the Objects and Purposes for Which Said Appropriation is Made, and Providing an Effective Date: Shelly Shoemaker, Treasurer | ACTION ITEM

b. Motion to Waive the Three (3) Readings Pursuant to Idaho Code § 50-902 | ACTION ITEM

4. PUBLIC COMMENT: (FOR ITEMS OF CONCERN NOT ON THE AGENDA)

5. CONSENT AGENDA: ACTION ITEM

a. Approval of Common Council Meeting Minutes

i. May 28, 2024, and June 10, 2024, Regular Council Meeting Minutes

b. Approval of Claims: July 23, 2024, through August 12, 2024

6. NEW BUSINESS:

a. Resolution No. _____, A Resolution of the City of Bellevue, Blaine County, Idaho Establishing the Bellevue Labor Day Celebration Committee, the Purpose of Such Committee, the Terms of the Committee Members, and an Effective Date: Chris Johnson, Mayor | ACTION ITEM

b. APPEAL: Appeal the Council's Decision to Deny a Fee Waiver Request for the Memorial Park in the amount of \$680 for September 1 and September 2, 2024, for the Bellevue Labor Day Celebration on July 22, 2024, Stefany Mahoney: | ACTION ITEM

c. Consideration of Resolution No _____, A Resolution of the Mayor and Common Council of the City of Bellevue, Idaho, Confirming the Appointment of Stefany Mahoney to the Bellevue Labor Day Celebration Committee and Appointment as Chair: Chris Johnson, Mayor | ACTION ITEM

d. Resolution No. _____, A Resolution of the City of Bellevue, Idaho. Authorizing the Mayor To Execute a Local Professional Services Agreement No. 96996 with Forsgren Associates, Inc. and the Idaho Transportation Department for a Local Fiscal Year 21 Transportation Plan for the City of Bellevue, Idaho Transportation Department Project No. A022(026), Key No. 22026 in an Amount Not to Exceed \$83,309: Shelly Shoemaker, Treasurer | ACTION ITEM

7. ADJOURNMENT: ACTION ITEM

/s/ Michelle K. Snarr
City Clerk

I, designated City Clerk for the City of Bellevue, Idaho, hereby certify that the regular meeting notice and agenda were posted in accordance with *Idaho Code §74-204* within forty-eight (48) hours prior to the meeting at: the City of Bellevue City Hall, Post Office, and the City's Website on **August 8, 2024**. Council Packets are available online at <https://www.bellevueidaho.us/> (Located under Mayor and City Council /City Council Agendas and Minutes)

In compliance with the American with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Bellevue, 115 East Pine Street, Bellevue, Idaho 83313, or **phone number 208-788-2128 ext. 4, at least twenty-four (24) hours prior to the meeting.**



AGENDA

Esta agenda está sujeta a revisiones. Todas las revisiones estarán subrayadas

ÚNASE A LA REUNIÓN DE ZOOM

<https://us02web.zoom.us/j/6273122357?pwd=ekFEckpSQUF6RnVFUFpGYWNjd29Zdz09&omn=82762802008>

ID de reunión: # **627 312 2357**

Código de acceso: **606XKf**

Móvil con un toque

+1-253-215-8782 EE. UU. (Tacoma)

+1-346-248-7799 EE. UU. (Houston)

Silencie su llamada

Recordatorio amistoso: apague todos los teléfonos celulares excepto los del personal de emergencia.

Determinar que el aviso y la agenda de la reunión regular se publicaron de conformidad con el Código de Idaho §74-204 dentro de las cuarenta y ocho (48) horas anteriores a la reunión en: Bellevue City Hall, la oficina de correos y el sitio web de la ciudad el de 8 de agosto de 2024.

LLAMADA AL ORDEN: Alcalde Chris Johnson

LLAMADA DE ROL:**1. AVISO DE CUMPLIMIENTO DE LA AGENDA:** SEGÚN EL CÓDIGO DE IDAHO §74-204 | **ARTÍCULO DE ACCIÓN**

(Moción sugerida: propongo que el aviso para la reunión ordinaria del 8 de agosto de 2024 de complete de acuerdo con el Código de Idaho, Sección §74-204).

2. LLAMADO A CONFLICTO: (COMO SE DESCRIBE EN EL CÓDIGO DE IDAHO §74-404)**3. AUDIENCIA PÚBLICA: PRESUPUESTO DEL AÑO FISCAL 2025**

- a. Ordenanza No. 2024-02, Una ordenanza de la ciudad de Bellevue, Idaho, titulada Ordenanza de asignación anual para el año fiscal 2025 que comienza el 1 de octubre de 2024, asigna los fondos que se consideran necesarios para sufragar todos los gastos y obligaciones necesarios para el año fiscal siguiente y autoriza una recaudación de impuestos suficientes sobre la propiedad sujeta a impuestos y especificando los objetos y propósitos para los cuales se realiza dicha asignación y proporcionando una fecha de vigencia: Shelly Shoemaker, Tesorera | **ARTÍCULO DE ACCIÓN**

- b. Moción para renunciar a las tres (3) lecturas de conformidad con el Código de Idaho § 50-902 | **ARTÍCULO DE ACCIÓN**

4. COMENTARIO PÚBLICO: (PARA TEMAS DE PREOCUPACIÓN QUE NO ESTÁN EN LA AGENDA)**5. AGENDA DE CONSENTIMIENTO:** **ARTÍCULO DE ACCIÓN**

- a. Aprobación del Acta de la Reunión del Consejo Común
 - i. 28 de mayo de 2024 y 10 de junio de 2024, Actas de la reunión ordinaria del Consejo
 - b. Aprobación de Reclamaciones: 23 de julio de 2024 al 12 de agosto de 2024

6. NUEVO NEGOCIO:

- a. Resolución No. 2385, Resolución de la ciudad de Bellevue, condado de Blaine, Idaho que establece el Comité de Celebración del Día del Trabajo de Bellevue, el propósito de dicho comité, los términos de los miembros del comité y una fecha de entrada en vigor: Chris Johnson, alcalde | **ARTÍCULO DE ACCIÓN**

- b. APELACIÓN: Apelar la decisión del Consejo de denegar una solicitud de exención de tarifas para el Memorial Park por un monto de \$680 para el 1 y 2 de septiembre de 2024, para la celebración del Día del Trabajo de Bellevue el 22 de julio de 2024, Stefany Mahoney: | **ARTÍCULO DE ACCIÓN**

- c. Consideración del nombramiento de Stefany Mahoney como presidenta del Comité de Celebración del Día del Trabajo de Bellevue: Chris Johnson, alcalde | **ARTÍCULO DE ACCIÓN**

- d. Resolución No. 2386, Resolución de la ciudad de Bellevue, Idaho. Autorizando al alcalde a ejecutar un Acuerdo de Servicios Profesionales Locales No. 96996 con Forsgren Associates, Inc. y el Departamento de Transporte de Idaho para un Plan de Transporte Local del Año Fiscal 21 para la Ciudad de Bellevue, Proyecto del Departamento de Transporte de Idaho No. A022(026), Clave No. 22026 por un monto que no excederá los \$83,309: Shelly Shoemaker, Tesorera | **ARTÍCULO DE ACCIÓN**

8. APLAZAMIENTO: **ARTÍCULO DE ACCIÓN**

/s/ Michelle K. Snarr
Secretario Municipal, Ciudad de Bellevue

Yo, Secretario Municipal designado para la Ciudad de Bellevue, Idaho, por la presente certifico que el aviso de la reunión regular y la agenda se publicaron de acuerdo con el Código de Idaho §74-204 dentro de las cuarenta y ocho (48) horas anteriores a la reunión en: la Ciudad de Bellevue Ayuntamiento, oficina de correos y sitio web de la ciudad el **8 de agosto de 2024**. Los paquetes del consejo están disponibles en línea en <https://www.bellevueidaho.us/> (ubicados en Alcalde y consejo municipal/Agendas y actas del consejo municipal)

De conformidad con la Ley de Estadounidenses con Discapacidades, las personas que necesiten adaptaciones especiales durante esta reunión deben notificar a City Bellevue, 115 East Pine Street, Bellevue, Idaho 83313, o al **número de teléfono 208-788-2128 ext. 4, al menos veinticuatro (24) horas antes de la reunión**.



City of Bellevue

City of Bellevue
Regular Common Council Meeting
August 12, 2024

Agenda Item 3: Public Hearing – Fiscal Year 2025 Budget

Item 3a

Ordinance No. 2024-02 Ordinance of the City of Bellevue, Idaho, Entitled The Annual Appropriation Ordinance for the Fiscal Year 2025 Beginning on October 1, 2024, Appropriating Funds Deemed Necessary to Defray All Necessary Expenses and Liabilities for The Ensuing Fiscal Year, Authorizing a Levy of Sufficient Tax Upon the Taxable Property and Specifying the Objects and Purposes for Which Said Appropriation is Made, and Providing an Effective Date

Item 3b

Motion to Waive the Three (3) Readings Pursuant to Idaho Code § 50-902

Action Item: Shelly Shoemaker, Treasurer | **ACTION ITEM**

Note:

Item 3a Suggested Motion:

Move to Adopt Ordinance No. 2024-02, of the City of Bellevue, Idaho, Entitled The Annual Appropriation Ordinance for the Fiscal Year 2025 Beginning on October 1, 2024, Appropriating Funds Deemed Necessary to Defray All Necessary Expenses and Liabilities for The Ensuing Fiscal Year, Authorizing a Levy of Sufficient Tax Upon the Taxable Property and Specifying the Objects and Purposes for Which Said Appropriation is Made, and Providing an Effective Date

Item 3b Suggested Motion

Move to Waive the three (3) readings pursuant to Idaho Code § 50-902

Attachment(s): Ordinance No. 2024-02
Public Hearing Notice
Idaho Code § 50-902
Budget Report for Fiscal Year 2025
Fiscal Year 25 Budgets by Department or Fund

CITY OF BELLEVUE, IDAHO
ORDINANCE NO. 2024-02

AN ORDINANCE OF THE CITY OF BELLEVUE, IDAHO, ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR 2025 BEGINNING ON OCTOBER 1, 2024, APPROPRIATING FUNDS DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES FOR THE ENSUING FISCAL YEAR, AUTHORIZING A LEVY OF SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE, AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BELLEVUE, IDAHO:

SECTION 1. That the sum of \$7,765,415 be appropriated to defray the necessary expenses and liabilities for the City of Bellevue, Idaho, for the fiscal year beginning October 1, 2024.

SECTION 2. That the objects and purposes for which said appropriation is made and the amount of each object and purpose is as follows:

GENERAL FUND:	\$2,386,470
WATER FUND:	\$3,929,141
WASTEWATER FUND:	\$1,449,804
<u>TOTAL CITY BUDGET:</u>	<u>\$7,765,415</u>

SECTION 3. That a general tax levy on all taxable property within the City of Bellevue be levied in the amount of \$877,079 for the general purposes for said City for the fiscal year beginning October 1, 2024.

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 force upon its passage, approval, and publication in one issue of the Idaho Mountain Express, a newspaper of general circulation in the City of Bellevue, and the official newspaper of said City.

PASSED AND ADOPTED by the Common Council of the City of Bellevue, Idaho, and approved by the Mayor of Bellevue this 12th day of August, 2024.

Chris Johnson, Mayor

ATTEST:

Michelle Vest-Snarr, City Clerk

ROLL CALL**AYE****NAY**

Council Member Carreiro

Council Member Giordani

Council Member Leahy

Council Member Mahoney

Council Member Obenauf

Council Member Shay

NOTICE OF PUBLIC HEARING BEFORE THE BELLEVUE COMMON COUNCIL FOR PROPOSED CITY OF BELLEVUE BUDGET FOR FISCAL YEAR 2024-2025

NOTICE IS HEREBY GIVEN that a public hearing, pursuant to Idaho Code 50-1002, for consideration of the proposed budget for fiscal year beginning October 1, 2024, and ending September 30, 2025, will be held at the Bellevue City Hall located at 115 Pine Street, Bellevue, Idaho, and via telecommunication on Monday, August 12, 2024, beginning at 5:30 p.m. Please check the City website, www.bellevueidaho.us, for instructions for telecommunication meeting access. All interested persons are invited to attend this public hearing in person or via telecommunication devices and shall be given an opportunity to comment on the proposed budget or may submit written comment to the City of Bellevue, PO Box 825, Bellevue, Idaho 83313 prior to 5:00 p.m. Wednesday August 7, 2024. Copies of the proposed budget in detail are available on the City website, www.bellevueidaho.us.

EXPENDITURES	Actual FY2023	Budget FY2024	Proposed Budget FY2025
General Fund			
Administrative	\$ 427,061	\$ 564,711	\$ 540,470
Buildings & Grounds	\$ 44,288	\$ 47,824	\$ 58,160
Comm. Development/P&Z	\$ 221,677	\$ 178,848	\$ 277,790
Fire	\$ 203,993	\$ 242,586	\$ 196,608
Library	\$ 74,039	\$ 79,069	\$ 74,780
Marshal	\$ 836,862	\$ 682,949	\$ 668,209
Parks	\$ 59,907	\$ 44,742	\$ 89,453
Streets	\$ 427,075	\$ 491,054	\$ 481,000
Total General Fund	\$ 2,294,902	\$ 2,331,784	\$ 2,386,470
Enterprise Funds			
Water Fund	\$ 453,969	\$ 677,846	\$ 3,929,141
Wastewater Fund	\$ 842,124	\$ 1,750,108	\$ 1,449,804
Total All Funds EXPENDITURES:	\$ 3,590,995	\$ 4,759,738	\$ 7,765,415
REVENUES	Actual FY2023	Budget FY2024	Proposed Budget FY2025
General Fund			
Property Taxes	\$ 870,191	\$ 811,514	\$ 877,079
Franchises, Licenses, Permits, Fees, Fines	\$ 452,169	\$ 225,577	\$ 278,250
State Revenue Sharing	\$ 534,104	\$ 506,566	\$ 522,614
Local Option Tax	\$ 63,498	\$ 50,000	\$ 100,000
Development Impact Fees	\$ 31,005	\$ 66,268	\$ 69,993
Other Revenues and Reimbursements	\$ 292,303	\$ 671,859	\$ 538,534
Total General Fund	\$ 2,243,270	\$ 2,331,784	\$ 2,386,470
Enterprise Funds			
Water Fund	\$ 541,217	\$ 677,846	\$ 3,929,141
Wastewater Fund	\$ 1,267,705	\$ 1,750,108	\$ 1,449,804
TOTAL ALL FUNDS REVENUES	\$ 4,052,192	\$ 4,759,738	\$ 7,765,415

The proposed expenditures and revenues for fiscal year 2024-2025 were tentatively approved by the Bellevue Common Council on July 22, 2024. Any person needing special accommodations to participate in the above noticed meeting should contact Bellevue City Hall, 115 Pine St., Bellevue, ID 83313 or telephone 208-788-2128 at least twenty-four (24) hours prior to the meeting.

Shelly Shoemaker, Bellevue City Treasurer
 Publish in Idaho Mountain Express
 July 31 and August 7, 2024



Idaho Statutes

Idaho Statutes are updated to the website July 1 following the legislative session.

TITLE 50
MUNICIPAL CORPORATIONS
CHAPTER 9

ORDINANCES – CITY CODE – RECORDS

50-902. PASSAGE OF ORDINANCES. The passage or adoption of every ordinance, and every resolution or order to enter a contract shall be by roll call of the council with the yea or nay of each being recorded, and to pass or adopt any ordinance or any such resolution or order, a majority of the council shall be required.

Ordinances shall be read on three (3) different days, two (2) readings of which may be by title only and one (1) reading of which shall be in full, unless one half (1/2) plus one (1) of the members of the full council shall dispense with the rule. In preparation, passage and publication, ordinances shall contain no subject which shall not be clearly expressed in the title, and no ordinance or section thereof shall be revised or amended unless all ordinances, which are intended to amend existing ordinances, shall have the words which are added to such ordinance underlined; when the amendment is to strike out or repeal any part of an existing ordinance, the letter, figure, word or words stricken or repealed shall be printed with a line through such letter, figure, word or words in the printed bill to indicate the part stricken or repealed. Provided, however, that when an ordinance includes or consists of the repeal of an entire section or chapter, it shall not be necessary to print such repealed section or chapter.

All ordinances may be proved by a certificate of the clerk under the seal of the city and when printed or published individually in book or pamphlet form by authority of the city, shall be read and received in evidence in all courts and places without further proof.

History:

[50-902, added 1967, ch. 429, sec. 153, p. 1249; am. 1972, ch. 18, sec. 1, p. 24.]

How current is this law?

City of Bellevue, Idaho



Fiscal Year 2025 Budget Report

TABLE OF CONTENTS

Mayor's Message	
	3
City Leadership and Staffing	
	4
Fiscal Year 24 Highlights	
	5-10
General Fund Summary	
	11
Budget Summary FY25	
	12
Revenue Forecasting	
	13
General Fund Revenues	
	14-18
General Fund Expenses	
	19-22
Enterprise Funds Summary	
	23
Water Fund	
	24-25
Wastewater Fund	
	26



MAYOR'S MESSAGE

Council Members, Residents and Community Partners:

I am pleased to announce that through several workshops and with hard-working dedicated staff members we have a quality budget proposal. This is one of the first years in recent memory we have accomplished this without additional special meetings. This is particularly noteworthy, given the changeover in staffing and limited resources to reference past budgets. We also were working to maintain a balanced budget with limited use of carryover funds, and without ARPA funds or additional federal funds that we have seen in recent years.

My goal is to ensure the City can continue providing the same levels of service to our community. Having less revenue was a challenge to accomplish and various departments did see cuts in their budgets. We did keep funds in our Community Development Department to hire a director. We have budgeted for a supervisor for our water and wastewater departments along with staff positions so we can rebuild those departments and reduce our contracting needs. I would like to continue to identify funding opportunities to:

- Hire another officer in our Marshals department to improve coverage and provide a better rotation for our current officers and reduce overtime costs.
- Build capital funds for street projects and other upgrades to the City.
- Provide safety equipment and training for our devoted volunteer firefighters.

- Increase the services provided by the Library.
- Continue to work with community partners to help address housing issues.

I appreciate the support for the City's water infrastructure improvement project. There have been multiple questions on why rates continue to rise. Simply put, the operating costs for our utility departments exceed our revenue. The costs of supplies, chemicals, and staffing have increased greatly over the last five years. Housing is one big issue and supply availability has been a continued challenge since Covid. We continue to look for additional grant funding to reduce the eventual overall loan amount and keep rates as low as possible.

We have been addressing the challenges at the wastewater treatment plant as quickly as we can. We are working with ICRMP, DEQ and our engineers to get the plant back up and operational. We have been waiting for various quotes to get a reliable cost estimate to bring the plant online which has been a slow process due to the backlog of work in various industries.

Moving forward, we plan to hold workshops and discussions to review the various fees in the City. We will have discussions on our Local Option Tax and potential changes or adjustments. We will continue to be open and transparent with the budget and the management of the city. Our comprehensive plan is up for review, and we would like involvement for residents and community partners. We will continue to strive to keep up the current levels of service, rebuild the departments and find resources to improve our streets, parks, and public buildings.



CITY LEADERSHIP

The Mayor is a political leader and the City's chief executive officer. The Mayor can appoint department heads, make key administrative decisions, and propose the City's budget. The Mayor also represents the City's interests in local, regional, state, and national matters.

Both the Mayor and Common Council are elected representatives that enact laws, approve budgets, and provide general oversight of the operations of the City. They meet regularly on the 2nd and 4th Mondays of every month. Those meetings are open to the public.

Department Heads oversee the daily operations of the City and provide regular updates to the Mayor and Common Council on City needs and activities. Over the past year, the City has made significant progress in filling staffing vacancies, welcoming six new team members who have demonstrated the impact of selecting the right candidates for each role. Looking ahead, there are more positions to be filled in the upcoming fiscal year, particularly as we focus on rebuilding the Community Development, Water, and Wastewater Departments.

Mayor and Common Council

Chris Johnson – Mayor
Christina Giordani – Council President
Robin Leahy – Council Member
Shaun Mahoney – Council Member
John Carreiro – Council Member
Diane Shay – Council Member
Jessica Obenauf – Council Member

Department Heads

Greg Beaver – Fire Chief
Kirtus Gaston – Marshal
Kristin Gearhart – Librarian
Casey McGehee – Streets Supervisor
Shelly Shoemaker – City Treasurer
Michelle Vest-Snarr – City Clerk

Staff Members

Marcy Hunt – Deputy Clerk-AP/Payroll
Maria Palomera – Deputy Clerk-Water/Sewer
Amy Phelps – P&Z Administration
Justin Rawson – Deputy Officer
Michael Shelamer – Deputy Officer
Joseph Thayer – Deputy Officer
Tracy Peterson – Streets Operator
Ethan Shoemaker – Streets/Water Operator

FISCAL YEAR 24 HIGHLIGHTS

The City focused on re-building infrastructure and securing essential funding to support our community's growth. This section outlines the key accomplishments during FY24 and ongoing projects that reflect our commitment to building a better Bellevue.



The city separated the duties formerly performed by one into two positions, a City Clerk and a City Treasurer. The Clerk focused on organizing City records, implementing a new City website, records requests and administrative services.



The Treasurer focused on City finances, budgets and is currently working to implement new software to manage all City financials, communications, water meters and water/sewer billings and payments.



The city adopted a financial controls policy to safeguard our accounting practices, to clearly define responsibilities, to ensure segregation of duties, and to ensure the proper acceptance and distribution of City funds.

FISCAL YEAR 24 HIGHLIGHTS --

Streets, Buildings & Grounds and Parks



FY24 is a time of rebuilding capital equipment to maintain our public spaces. FY24 highlights include:

- A lease agreement for a 2024 Caterpillar Loader with snow pusher.
- Two snowplows to fit the City's F250 trucks.
- The lease of a 2024 Bobcat Tool Cat for a term of 36-months.
- The purchase of sanders for streets and sidewalks sanding.
- A lease agreement for a 2023 Chevrolet Silverado 5500 for a term of 60 months and the purchase of a snowplow to fit the Chevrolet truck.
- The purchase of a 2011 Pelican street sweeper.

The City has successfully revitalized the Streets Department by hiring three new staff members. These new hires not only manage street maintenance but also contribute to the upkeep of City parks, buildings, and properties. This integrated approach has significantly reduced the City's reliance on contract labor, maximizing efficiency and ensuring comprehensive care for our public spaces.



FISCAL YEAR 24 HIGHLIGHTS

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Marshal Gaston was appointed in July 2023, and there is currently one Sergeant and two Deputies. The Marshal's Office has responded to 4,156 calls in the past year and acquired one new patrol car. The duties of code enforcement were absorbed by the Marshal's office with assistance from the Clerk and P&Z staff.



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The City's fire protection capabilities have been bolstered with major repairs to an essential fire engine and the receipt of a donated brush fire truck from the City of Sun Valley.



FISCAL YEAR 24 HIGHLIGHTS --

Grants and Funding

Drinking Water Study

The City secured a \$49,999 grant from the American Rescue Plan Act of 2021 (ARPA) for a Drinking Water Study. This grant supports our efforts to maintain vital public water system. A second grant was also received for \$30,000 to help with the replacement of the water tank valve and CL2 analyzers for the City water system.

Water Bond

The city passed a Water Bond approved by the residents of Bellevue to replace aging components, secure long-term access for construction, operation and maintenance of the infrastructure necessary to continue to use the Seamans Creek surface water rights.

Lead Service Line Inventory and Drinking Water Improvements

The City secured grants through the State Department of Environmental Quality (IDEQ) for the Lead Service Line Inventory and Drinking Water Improvements Projects. These grants aim to assess and address the health, safety, and well-being needs of our drinking water facilities.

Wastewater Treatment Plant

The City secured an ARPA grant for \$49,999, for repairs to the electrical system and the Supervisory Control and Data Acquisition (SCADA) System at the City's wastewater treatment plant. These repairs are currently in progress.

FY24 HIGHLIGHTS --

Transportation Plan

The City has accepted a Federal Aid Highway Project grant from the Idaho Transportation Department for the creation of a Transportation Plan, valued at approximately \$84,000. The City's match for this project is 7.34% of the total cost. The Plan is expected to be complete in late 2025. The City can then pursue funding for improving City streets, sidewalks, and more.





FY24 HIGHLIGHTS -- Collaborative Efforts

Greenhouse Gas Emission Inventory

The City entered a Memorandum of Understanding with Blaine County for cost-sharing on a greenhouse gas emission inventory. This initiative will provide both county-wide and municipal-level data to support sustainability planning, implementation, and benchmarking efforts across the region.

Recreation and Community Development

The City has entered a Memorandum of Understanding with the Blaine County Recreation District and the cities of Carey, Hailey, Ketchum, Sun Valley, as well as the Blaine County School District, to enhance recreational opportunities and community development.

GENERAL FUND SUMMARY

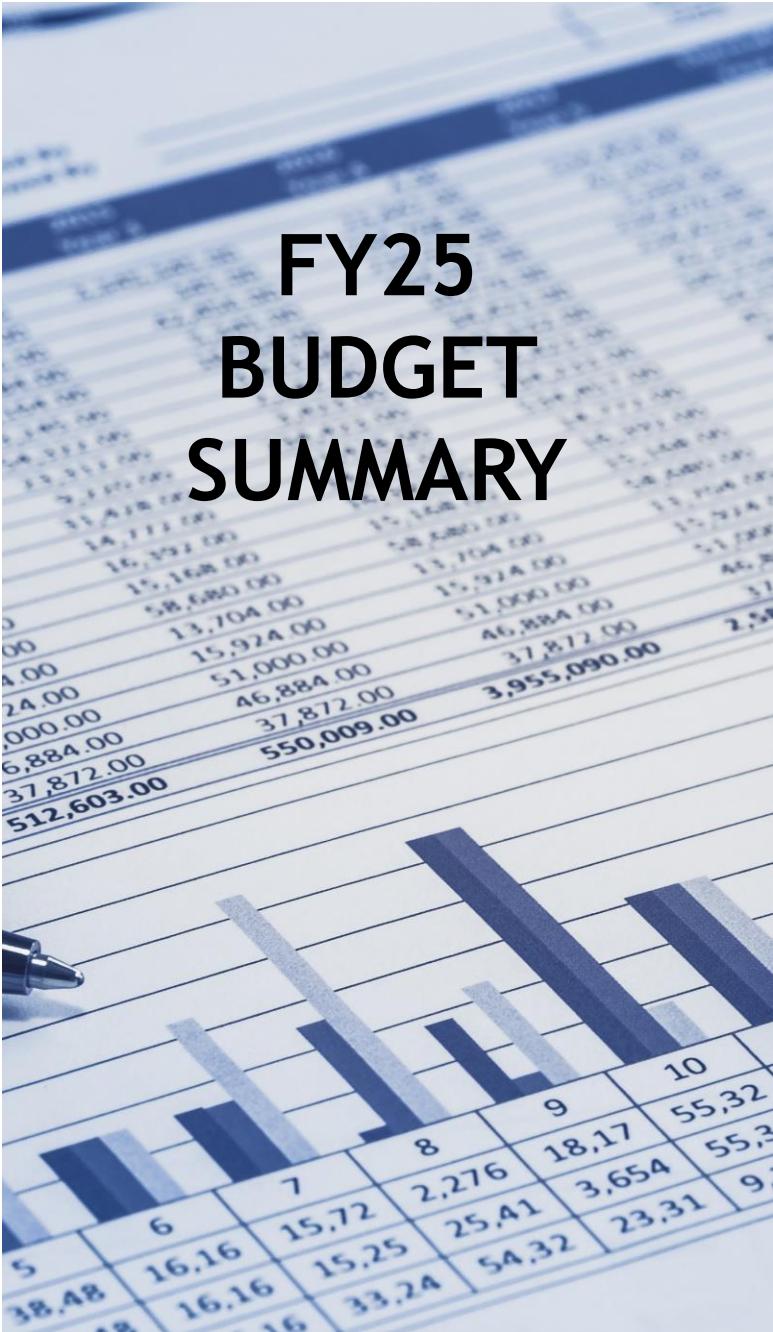
Bellevue is diligently working to achieve fiscal equilibrium by aligning expenses with income without reliance on fund balances. For Fiscal Year 2025, our objective is to reduce this dependence by at least half as we progress towards that target. The proposed budget does not encompass an overall cost-of-living adjustment for staff; however, it incorporates a 10% escalation in health care benefits and allows for merit increases as deemed appropriate.

Careful scrutiny has been applied to operating and personnel expenditures, resulting in a marginal increase of 2.35% in the General Fund. Encouragingly, five out of Bellevue's eight departments effectively decreased budgets compared to FY24.

The City has made significant progress in rebuilding our Streets, Administrative, and Planning and Zoning departments, despite challenges related to offering competitive wages and the availability of affordable housing for employees. The City is committed to continuing efforts to hire quality personnel, which will substantially reduce the need for external contract services in water, wastewater, and planning and zoning. This strategy is vital for long-term sustainability of City services.

Overall, the City's total budget for FY25 is down by 6% compared to FY24, excluding the \$3.3 million grant to the Water Fund. This reduction reflects our diligent efforts to operate within earned revenues.

FY25 BUDGET SUMMARY



EXPENDITURES	Actual FY2023	Budget FY2024	Proposed Budget FY2025
General Fund			
Administrative	\$ 427,061	\$ 564,711	\$ 540,470
Buildings & Grounds	\$ 44,288	\$ 47,824	\$ 58,160
Comm. Development/P&Z	\$ 221,677	\$ 178,848	\$ 277,790
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Wastewater Fund	\$ 842,124	\$ 1,750,108	\$ 1,449,804
Total All Funds EXPENDITURES:	\$ 3,590,995	\$ 4,759,738	\$ 7,765,415
REVENUES	Actual FY2023	Budget FY2024	Proposed Budget FY2025
General Fund			
Property Taxes	\$ 870,191	\$ 811,514	\$ 877,079
Franchises, Licenses, Permits, Fees, Fines	\$ 452,169	\$ 225,577	\$ 278,250
State Revenue Sharing	\$ 534,104	\$ 506,566	\$ 522,614
Local Option Tax	\$ 63,498	\$ 50,000	\$ 100,000
Development Impact Fees	\$ 31,005	\$ 66,268	\$ 69,993
Other Revenues and Reimbursements	\$ 292,303	\$ 671,859	\$ 538,534
Total General Fund	\$ 2,243,270	\$ 2,331,784	\$ 2,386,470
Enterprise Funds			
Water Fund	\$ 541,217	\$ 677,846	\$ 3,929,141
Wastewater Fund	\$ 1,267,705	\$ 1,750,108	\$ 1,449,804
TOTAL ALL FUNDS REVENUES	\$ 4,052,192	\$ 4,759,738	\$ 7,765,415

REVENUE FORECASTING



Estimating revenue involves predicting future economic conditions, estimating tax bases, and evaluating revenue sources. These projections form the basis for budget planning, ensuring the continued funding of essential services and allowing for future planning. Our objective is to keep up with the increasing demands of the community while providing essential services for the health, safety, and welfare of our residents.

GENERAL FUND REVENUES

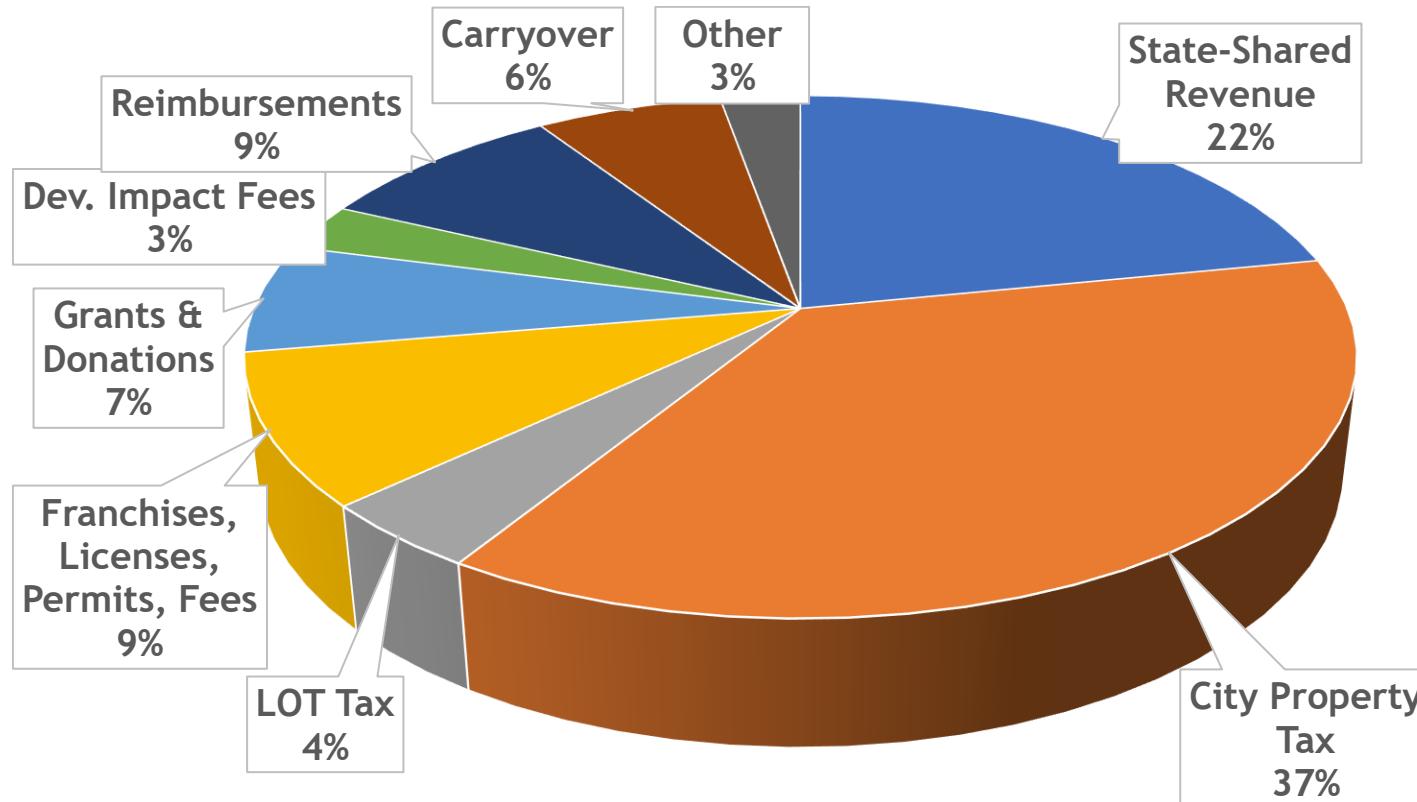
The General Fund is the City's primary operating fund. It encompasses the day-to-day financial activities supporting eight departments and their core functions for the City. Primary revenue for the General Fund comes from state sales tax revenue, state highway revenue, local option tax and City fees, licenses and permits.

- **City Property Tax.** Simply put, cities may increase the property tax portion of their budget up to 3%. The maximum increase, including new construction and annexation levies, cannot exceed 8% in total. For FY25, the total property tax revenue for the City is estimated at about a 5% increase.
- **State-Shared Sales Tax Revenue.** The State allocates 11.5% of sales tax revenue to counties, cities and non-school special districts. In FY21 and FY22 there were substantial increases in State-shared revenue that were simply not sustainable (18% and 14%). As the climate settled for the State, FY23 ended with a 4.9% increase. FY24 (ending Sept. 30, 2024) predictions are for a 2.4% decrease. *FY25 estimates are for a 4.1% decrease in revenue sharing dollars to cities.*
- **State-Shared Highway Revenue.** The State Highway Distribution Account provides over \$250 million to local highway jurisdictions annually. These revenues are allocated solely on the basis of population. Bellevue expects to receive just under \$200,000 in FY25.

GENERAL FUND REVENUES -- LOT, Licenses, Fees, Permits & Franchises

- Local Option Tax (LOT). In June 2022, after voter approval, Bellevue adopted Ordinance 2022-04 establishing a 3% LOT tax on hotel-motel lodging. The Ordinance also pertains to condominiums, tourist homes and any other entity that rents or leases for occupancy temporary lodging to individuals for less than 30 days.
- The Ordinance provides that LOT revenues are dedicated to road repair, maintenance, transportation enhancements, equipment, and snow removal. Upon careful review the LOT tax, Bellevue is evaluating the need to increase this tax that is dedicated to our City streets.
- Building Permits and Fees. Building permits and fees account for about 4% of the City's revenue.
- City Licenses, Permits and Fees. These include business licenses, sign permits, fence permits, park rental fees, special permit fees and fire department fees. They total less than 2% of City revenue.
- Franchise Fees. The City currently has three franchise agreements (power, gas, cable) that total 3.35% of general fund revenue.

GENERAL FUND REVENUE SOURCES



- State-Shared Revenue
- LOT Tax
- Grants & Donations
- Reimbursements
- Other
- City Property Tax
- Franchises, Licenses, Permits, Fees
- Dev. Impact Fees
- Carryover

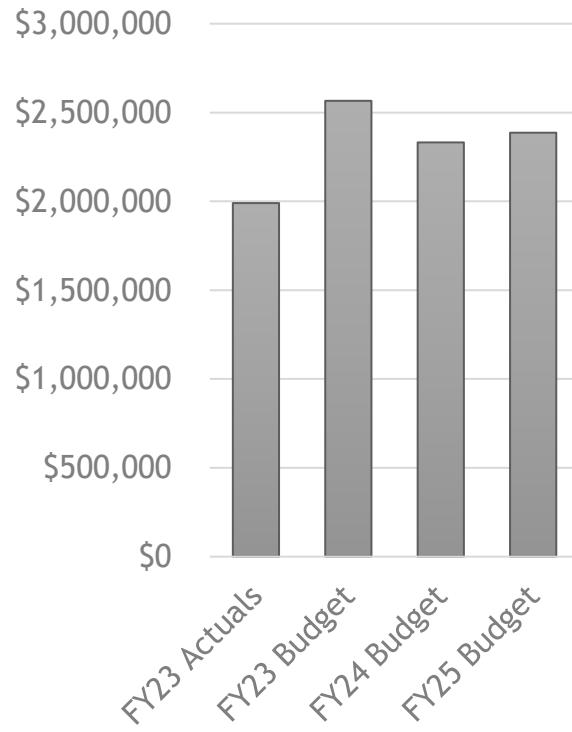
GENERAL FUND REVENUE COMPARISONS

DEPARTMENT OR FUND	FY22 ACTUAL	FY23 ACTUAL	FY24 BUDGET	FY25 PROPOSED BUDGET
Admin	\$ 1,419,572	\$ 1,472,699	\$ 1,804,756	\$ 1,672,899
B&G	\$ -	\$ -	\$ -	\$ 20,000
Comm Devel. / P&Z	\$ 162,510	\$ 111,709	\$ 85,500	\$ 107,050
Fire	\$ 21,050	\$ 19,362	\$ 18,977	\$ 23,027
Library	\$ 1,550	\$ 2,935	\$ 7,000	\$ 12,250
Marshal	\$ 61,803	\$ 57,816	\$ 39,600	\$ 56,500
Parks	\$ 1,925	\$ 3,860	\$ 3,000	\$ 25,200
Streets (includes LOT)	\$ 195,299	\$ 261,187	\$ 306,684	\$ 399,551
Development Impact	\$ 55,557	\$ 31,005	\$ 66,268	\$ 69,993
GF Total	\$ 1,919,266	\$ 1,960,573	\$ 2,331,785	\$ 2,386,470
Water FY24	\$ 731,290	\$ 585,486	\$ 677,846	\$ 3,929,141
Sewer FY24	\$ 1,198,539	\$ 1,231,565	\$ 1,750,108	\$ 1,449,804
Total City Budget	\$ 3,849,095	\$ 3,777,624	\$ 4,759,738	\$ 7,765,415
*Includes \$3.3M grant				

Revenues by Account	FY23 Actuals	FY23 Budget	FY24 Budget	FY25 DRAFT Budget
40000 - Carryover	\$ -	\$ 558,502	\$ 331,149	\$ 154,777.00
40010 - Carryover Dedicated Funds	\$ -	\$ 68,711	\$ 1,027	
41000 - State Highway Revenue - Regular	\$ 66,750	\$ 96,393	\$ 94,964	\$ 99,349.00
41100 - State Highway Revenue HB312	\$ 92,072	\$ 30,317	\$ 28,263	\$ 28,624.00
41110 - State Highway Revenue HB 362	\$ 17,293	\$ 17,721	\$ 16,569	\$ 14,666.00
41111 - State Highway Revenue GF HB354				\$ 54,912.00
41115 - LOT Tax Revenue	\$ 63,498	\$ 50,000	\$ 50,000	\$ 100,000.00
41200 - State Sales Tax Revenue	\$ 285,831	\$ 311,166	\$ 306,770	\$ 260,063.00
41210 - State Liquor Funds	\$ 72,157	\$ 68,000	\$ 60,000	\$ 65,000.00
41400 - Alcohol Permits	\$ 4,600	\$ 5,300	\$ 5,300	\$ 5,000.00
41500 - Business Licenses	\$ 19,086	\$ 18,200	\$ 18,200	\$ 18,500.00
41600 - Franchise Fees	\$ 97,553	\$ 70,000	\$ 70,000	\$ 80,000.00
41700 - City Property Tax	\$ 802,677	\$ 787,878	\$ 811,514	\$ 877,079.00
41710 - Personal Property Replacement	\$ 4,016	\$ 7,073	\$ 7,073	\$ 7,073.00
41800 - Administrative Fees	\$ 193,999	\$ 193,900	\$ 193,999	\$ 208,684.00
41805 - Building Permits	\$ 64,432	\$ 60,000	\$ 50,000	\$ 50,000.00
Encroachment Permit	\$ 300			\$ 1,000.00
Fence Permits				\$ 1,500.00
Manuf Home Install & Set Down				\$ 3,000.00
Roof Permit				\$ 7,000.00
41806 - Building Permit Plan Review Fee	\$ 33,951	\$ 39,000	\$ 30,000	\$ 37,050.00
41815 - Application Fees (GF)	\$ 13,336	\$ 5,000	\$ 5,000	\$ 7,000.00
41820 - Sign Permits	\$ 650	\$ 500	\$ 500	\$ 500.00
41900 - Grants	\$ -	\$ 85,100	\$ 130,888	\$ 161,000.00
41901 - Park Rental Fee	\$ 3,410	\$ 3,450	\$ 3,450	\$ 1,000.00
41902 - Park Sports Field Fee				\$ 3,000.00
41903 - Park Deposit (Refundable)				\$ -
41904 - Park - Add'l Staff Time				\$ 600.00
41905 - Park - Add'l Services (Trash/Toilet)				\$ 600.00
41920 - Donations	\$ 3,335	\$ 2,000	\$ 2,000	\$ 1,000.00
41930 - Fire Equip/Pay Reimbursement	\$ 14,661	\$ 6,000	\$ 6,000	\$ 6,000.00
41950 - Permit - Special Event/Other	\$ 5,591	\$ 2,500	\$ 2,500	\$ 2,500.00
41955 - Fire Dept Fees & Permits				\$ 6,000.00
41960 - City Code Violations				\$ 3,000.00
41980 - Court Fines	\$ 57,811	\$ 10,000	\$ 39,600	\$ 50,000.00
43400 - Zoning Subdivision App				\$ 1,000.00
45000 - Misc Income	\$ 20,358	\$ 2,200	\$ -	
45100 - Interest Earned	\$ 21,863	\$ 850	\$ 750	
46100 - DIF Administration	\$ 2,215	\$ 6,000	\$ 6,000	\$ 3,164.00
46200 - DIF Buildings & Grounds	\$ 4,801	\$ 13,224	\$ 13,224	\$ 6,727.00
46300 - DIF Community Development	\$ 5,408	\$ 14,892	\$ 14,992	\$ 7,721.00
46400 - DIF Fire Services	\$ 7,137	\$ 25,000	\$ 25,000	\$ 3,423.00
46500 - DIF Library	\$ 297	\$ 810	\$ 810	\$ 1,134.00
46600 - DIF Marshal	\$ 97	\$ 264	\$ 264	\$ 3,234.00
46700 - DIF Parks	\$ 886	\$ 2,436	\$ 2,436	\$ 1,519.00
46800 - DIF Streets	\$ 10,165	\$ 3,542	\$ 3,542	\$ 43,071.00
	\$ 1,990,236	\$ 2,565,929	\$ 2,331,785	\$ 2,386,470.00

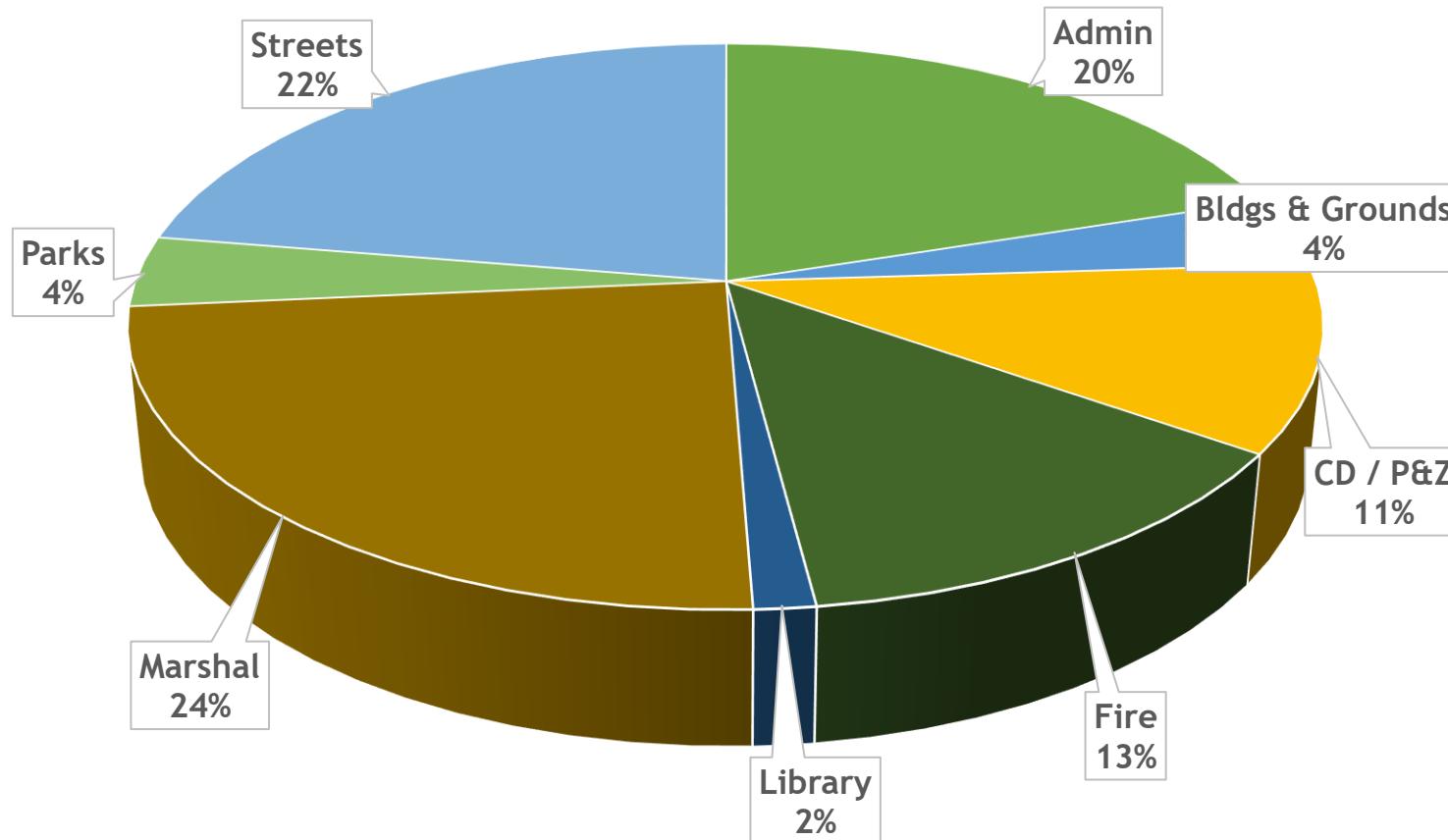
GENERAL FUND REVENUES BY ACCOUNT

Yearly Comparison



GENERAL FUND EXPENSES BY DEPARTMENT

■ Admin ■ Bldgs & Grounds ■ CD / P&Z ■ Fire ■ Library ■ Marshal ■ Parks ■ Streets



GENERAL FUND OPERATING AND CAPITAL EXPENSES

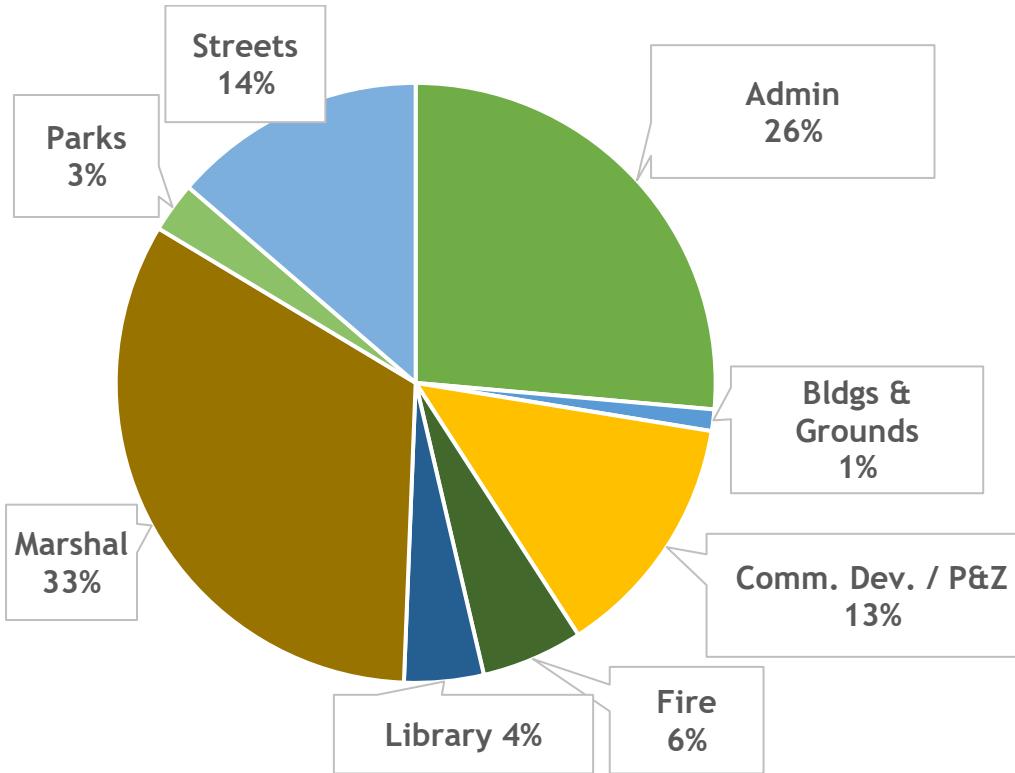
BY DEPARTMENT AND ACCOUNT

Operating Expenses	Admin	B&G	CD	Fire	Library	Marshal	Parks	Streets	TOTALS
51020 · Advertising / Publishing	\$ 500		\$ 1,000		\$ 200				\$ 1,700.00
51060 · Computer IT Support*	\$ 15,000								\$ 15,000.00
51062 · Computers - Software & Subs.	\$ 17,000				\$ 3,000	\$ 250			\$ 20,250.00
51073 · Contract Labor		\$ 3,000		\$ 2,200			\$ 20,000		\$ 25,200.00
51073.1 · DBS Contract Labor			\$ 39,172						\$ 39,172.00
51075 · Contingency Fund	\$ 10,000		\$ 10,000	\$ 10,000		\$ 10,000		\$ 10,000	\$ 50,000.00
51080 · Dues & Memberships	\$ 1,200		\$ 100	\$ 3,800	\$ 350	\$ 800		\$ 100	\$ 6,350.00
51110 · Fuel				\$ 4,000		\$ 15,000		\$ 13,000	\$ 32,000.00
51125 · Interest Expense				\$ 8,600					\$ 8,600.23
51130 · Equipment Lease						\$ 17,000			\$ 17,000.00
51140 · Legal Fees	\$ 8,000		\$ 10,000	\$ 200					\$ 18,200.00
51145 · Legal - Prosecuting Attorney	\$ 22,000								\$ 22,000.00
51150 · Liability Insurance	\$ 6,915	\$ 714	\$ 3,495	\$ 2,692	\$ 938	\$ 8,701	\$ 878	\$ 8,274	\$ 32,607.55
51160 · Repairs & Maintenance (General)		\$ 6,654					\$ 3,000	\$ 500	\$ 10,154.00
51163 · M & R - Equipment (non-vehicle)				\$ 5,000				\$ 7,518	\$ 12,518.00
51164 · M & R - Streets								\$ 10,000	\$ 10,000.00
51165 · M & R Trees								\$ 4,000	\$ 4,000.00
51166 · M & R Snow (LOT)								\$ 50,000	\$ 50,000.00
51167 · M & R - Autos				\$ 5,000		\$ 7,000		\$ 5,000	\$ 17,000.00
51168 · M & R Street Lights								\$ 2,000	\$ 2,000.00
51177 · Misc Expense				\$ 500	\$ 500			\$ 500	\$ 1,500.00
51180 · Office Equipment Rental/Repair	\$ 7,304				\$ 250				\$ 7,553.84
52010 · Office Supplies	\$ 9,000			\$ 100		\$ 1,200		\$ 250	\$ 10,550.00
52020 · Internet Expense	\$ 4,164								\$ 4,164.00
52040 · Postage, Copies, Mailing	\$ 6,000								\$ 6,000.00
52050 · Professional Services	\$ 5,000							\$ 7,000	\$ 12,000.00
52052 · Prof. Engineering			\$ 12,000						\$ 12,000.00
52070 · Signs							\$ 300	\$ 2,000	\$ 2,300.00
52080 · Small Tools & Equipment				\$ 2,000			\$ 800	\$ 2,000	\$ 4,800.00
52085 · Storage	\$ 800								\$ 800.00
52090 · Supplies	\$ 1,000	\$ 1,000		\$ 500	\$ 500		\$ 600	\$ 4,000	\$ 7,600.00
52100 · Telephone	\$ 11,000		\$ 600	\$ 602		\$ 2,950		\$ 750	\$ 15,902.00
52120 · Training & Meetings	\$ 2,000		\$ 700	\$ 2,000	\$ 200	\$ 5,000		\$ 1,500	\$ 11,400.00
52124 · Travel Expense	\$ 600		\$ 300	\$ 1,500		\$ 3,000		\$ 500	\$ 5,900.00
52130 · Uniforms				\$ 1,000		\$ 5,000		\$ 1,500	\$ 7,500.00
52140 · Utilities - Gas		\$ 6,000							\$ 6,000.00
52143 · Utilities - Power		\$ 7,700							\$ 7,700.00

GENERAL FUND OPERATING AND CAPITAL EXPENSES BY DEPARTMENT AND ACCOUNT

Operating Expenses	Admin	B&G	CD	Fire	Library	Marshal	Parks	Streets	TOTALS
52145 - Utilities - Street Lights								\$ 20,000	\$ 20,000.00
52146 - Utilities - Trash / Toilet		\$ 3,000					\$ 3,000		\$ 6,000.00
55000 - Library - New Books					\$ 1,800				\$ 1,800.00
55010 - Library Programs					\$ 2,500				\$ 2,500.00
56010 - 911 Dispatch						\$ 28,886			\$ 28,886.19
56020 - Service Contracts	\$ 15,000								\$ 15,000.00
56030 - Investigations (Fire)				\$ 150					\$ 150.00
56040 - Medical/Lab Kits						\$ 500			\$ 500.00
56045 - Radio Fees				\$ 240		\$ 2,640		\$ 500	\$ 3,380.00
56047 - RMS/CAD				\$ 4,000		\$ 13,199			\$ 17,199.05
56050 - Specialized Equipment						\$ 10,000			\$ 10,000.00
57000 - Safety Equipment				\$ 40,000		\$ 1,500		\$ 500	\$ 42,000.00
Total Operating Expenses:	\$ 142,482.84	\$ 28,068.28	\$ 77,367.32	\$ 94,083.90	\$ 10,237.90	\$ 132,626.58	\$ 28,578.31	\$ 151,391.73	\$ 664,836.86
	Admin	B&G	CD/P&Z	Fire	Library	Marshal	Parks	Streets	
58000 - Capital Expenses									
58120 - Construction & Improvement		\$ 11,000.00					\$ 20,000.00		
58150 - Auto/Equipment Lease (12+ mos)				\$ 20,083.46		\$ 38,656.00		\$ 23,440.00	
58160 - Auto or Equipment Purchase									
58190 - Real Property Lease		\$ 1,625.00							
58250 - Street Construction								\$ 100,000.00	
Total Capital Expenses:	\$ -	\$ 12,625.00	\$ -	\$ 20,083.46	\$ -	\$ 38,656.00	\$ 20,000.00	\$ 123,440.00	\$ 214,804.46
TOTAL OPERATING AND CAPITAL EXPENSES FY25:	\$ 142,482.84	\$ 40,693.28	\$ 77,367.32	\$ 114,167.36	\$ 10,237.90	\$ 171,282.58	\$ 48,578.31	\$ 274,831.73	\$ 879,641.32

GENERAL FUND PAYROLL SUMMARY FY25

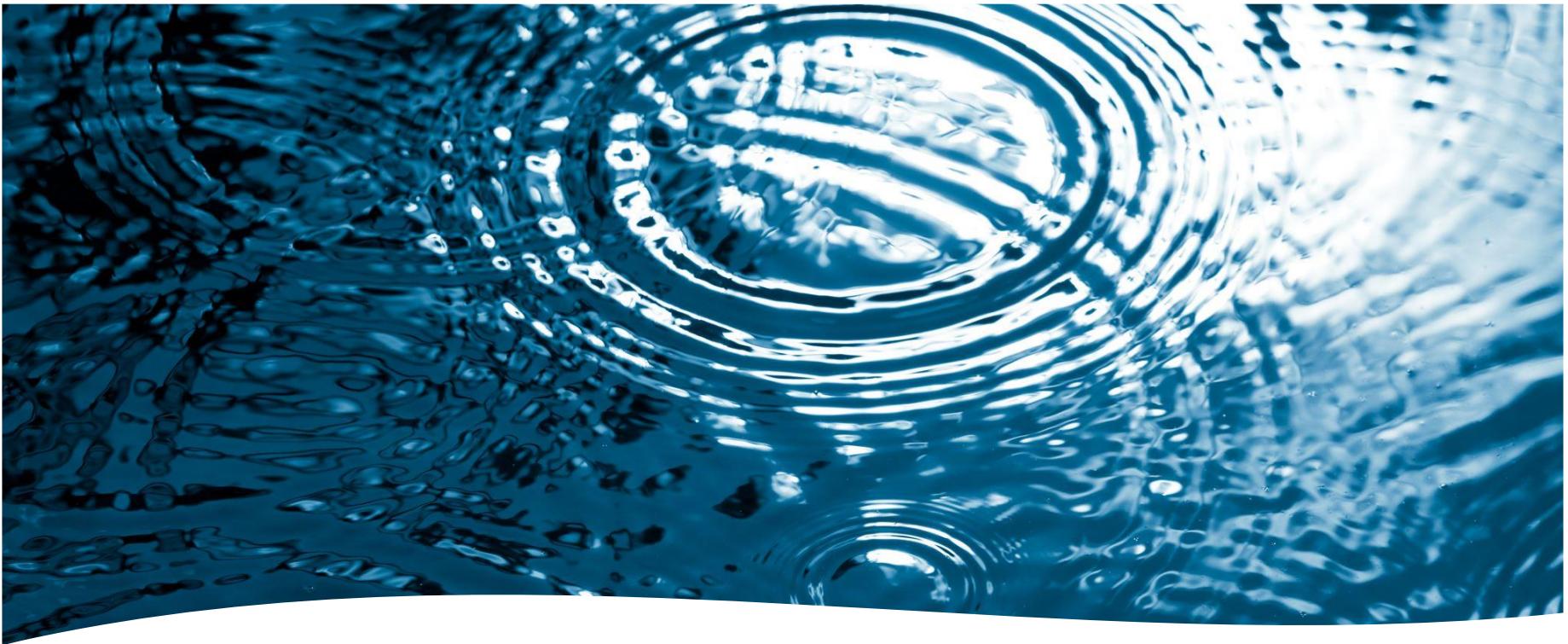


	Admin	B&G	CD	Fire	Library	Marshal	Parks	Streets	Totals:
Wages	\$ 289,284	\$ 10,764	\$ 147,020	\$ 71,234	\$ 43,380	\$ 354,093	\$ 29,049	\$ 141,447	\$ 1,086,272
Tax	\$ 22,130	\$ 823	\$ 10,979	\$ 2,833	\$ 3,319	\$ 27,088	\$ 2,222	\$ 10,821	\$ 80,216
Insurance	\$ 51,600	\$ 5,040	\$ 25,200	\$ 1,500	\$ 12,600	\$ 51,600	\$ 6,048	\$ 29,484	\$ 183,072
Worker's Comp	\$ 608	\$ 453	\$ 59	\$ 1,449	\$ 55	\$ 12,270	\$ 81	\$ 7,500	\$ 22,474
Retirement	\$ 34,364	\$ 386	\$ 17,165	\$ 5,425	\$ 5,188	\$ 51,875	\$ 3,474	\$ 16,917	\$ 134,795
TOTALS:	\$ 397,987	\$ 17,467	\$ 200,423	\$ 82,441	\$ 64,542	\$ 496,926	\$ 40,874	\$ 206,169	\$ 1,506,829

ENTERPRISE FUNDS SUMMARY



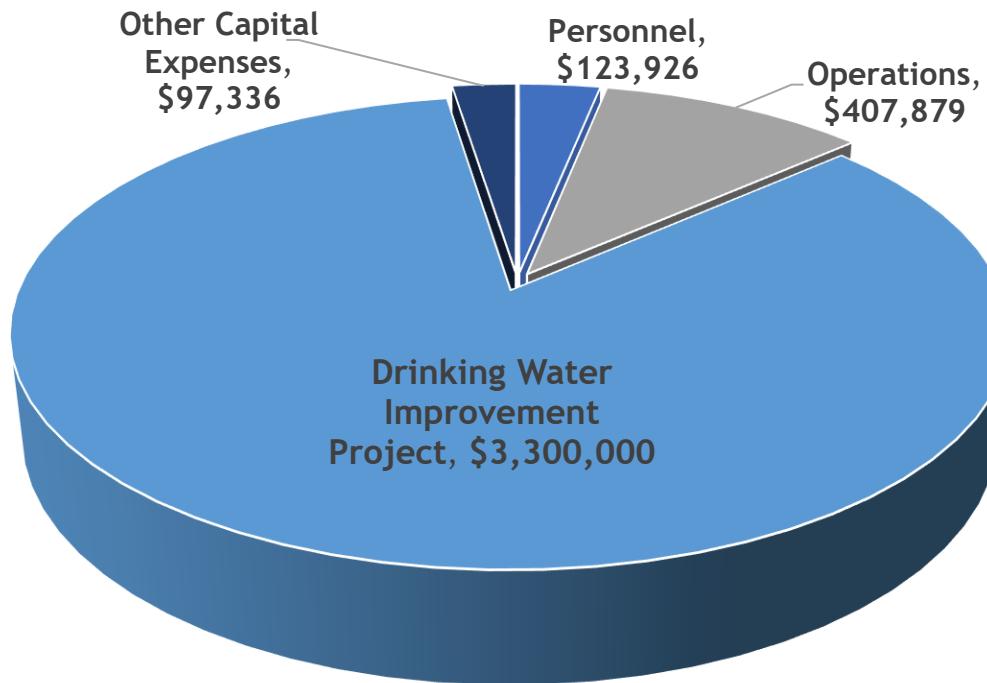
The City operates two public utilities: a municipal water system and a wastewater treatment plant. Each of these utilities are supported by distinct funds separate from all other City funds. Enterprise funds are established to operate like self-sustaining businesses within a municipal government. Revenues are generally restricted and can only be used for the specific enterprise's operations, maintenance, capital improvements and debt service obligations. A proposed 4.99% user fee increase for both Water and Wastewater is needed to keep pace with increasing operation costs.



WATER FUND

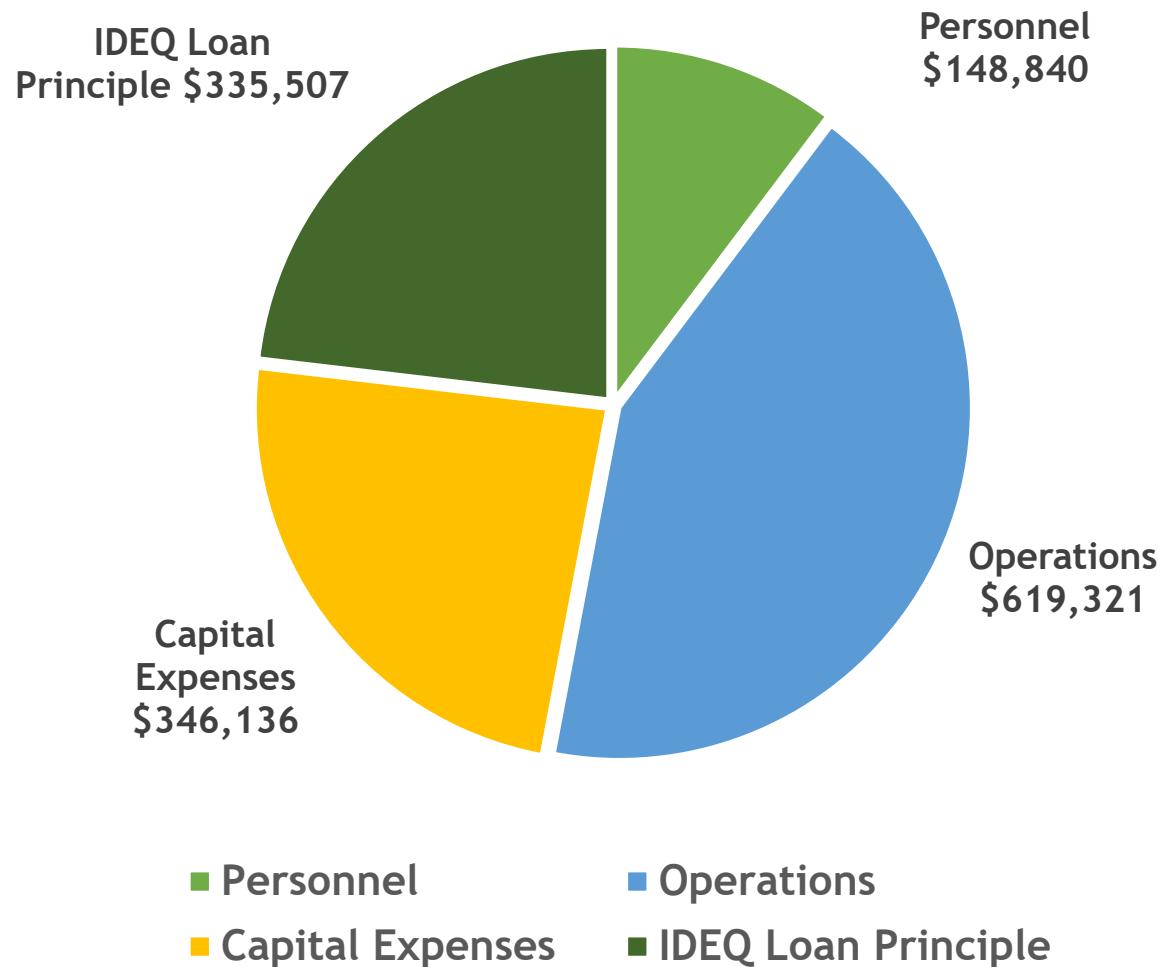
- The Water Fund will be a major focus for the coming year as the Drinking Water Improvement Project moves forward. The Fund is set to receive a \$3.3M grant and the project is currently in the engineering phase, progressing towards implementation.
- The City has hired a Manager to oversee both Water and Wastewater operations, with plans to onboard apprentices to learn the skills and obtain the licenses to operate public works. This transition from contract labor to staff is expected to reduce Water Fund expenses by 7% compared to FY24.
- The City is moving forward with the implementation of water meters in FY25.

WATER FUND EXPENSES FOR FY25



- Personnel
- Operations
- Drinking Water Improvement Project
- Other Capital Expenses

WASTEWATER FUND EXPENSES FOR FY25



QUESTIONS?

Contact Shelly Shoemaker
City Treasurer/Finance Manager
Email: sshoemaker@bellevueidaho.us
Office: 208-913-0192



City of Bellevue
Budget Overview - GENERAL FUND TOTAL
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
40000 · Carryover	154,777.00
41000 · State Highway Revenue - Regular	99,349.00
41100 · State Highway Revenue HB312	28,624.00
41110 · State Highway Revenue HB 362	14,666.00
41111 · State Highway Revenue GF HB354	54,912.00
41115 · LOT Tax Revenue	100,000.00
41200 · State Sales Tax Revenue	260,063.00
41210 · State Liquor Funds	65,000.00
41400 · Alcohol Permits	5,000.00
41500 · Business Licenses	18,500.00
41600 · Franchise Fees	80,000.00
41700 · City Property Tax	877,079.00
41710 · Personal Property Replacement	7,073.00
41800 · Administrative Fees	208,684.00
41805 · Building Permits	
Encroachment Permit	1,000.00
Fence Permits	1,500.00
Manuf Home Install & Set down	3,000.00
Roof Permit	7,000.00
41805 · Building Permits - Other	50,000.00
Total 41805 · Building Permits	62,500.00
41806 · Building Permit Plan Review Fee	37,050.00
41815 · Application Fees (GF)	7,000.00
41820 · Sign Permits	500.00
41900 · Grants	161,000.00
41901 · Park Rental Fee	1,000.00
41902 · Park Rental Sports Field	3,000.00
41904 · Park Add'l Serv. (trash/toilet)	600.00
41905 · Park Add'l Staff Time	600.00
41920 · Donations	1,000.00
41930 · Fire Equip/Pay Reimbursement	6,000.00
41950 · Permit - Special Event/Other	2,500.00
41955 · Fire Dept Fees & Permits	6,000.00
41960 · City Code Violation Fee	3,000.00
41980 · Court Fines	50,000.00
43400 · Zoning Subdivision App	1,000.00
46100 · DIF Administration	3,164.00
46200 · DIF Buildings & Grounds	6,727.00
46300 · DIF Community Development	7,721.00
46400 · DIF Fire Services	3,423.00
46500 · DIF Library	1,134.00
46600 · DIF Marshal	3,234.00
46700 · DIF Parks	1,519.00
46800 · DIF Streets	43,071.00
Total Income	2,386,470.00
Gross Profit	2,386,470.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	1,082,771.84
50010 · P/R Tax Expense	80,215.62
50011 · Insurance - Health	181,572.00
50014 · Insurance - Life	1,500.00
50015 · Workers Compensation Insurance	22,474.21
50017 · Retirement	134,794.93
50020 · P & Z Commission	3,500.00
Total 49999 · PAYROLL	1,506,828.60
51000 · OPERATING EXPENSES	
51020 · Advertising / Publishing	1,700.00

City of Bellevue
Budget Overview - GENERAL FUND TOTAL
October 2024 through September 2025

	Oct '24 - Sep 25
51022 · Automobile Lease	0.00
51060 · Computer IT Support	15,000.00
51062 · Computers - Software & Subscript	20,250.00
51073 · Contract Labor	25,200.00
51073.1 · DBS Contract Labor	39,172.00
51075 · Contingency Fund	50,000.00
51080 · Dues & Memberships	6,350.00
51110 · Fuel	32,000.00
51125 · Interest Expense	8,600.23
51130 · Equipment Rental or Lease	17,000.00
51140 · Legal Fees	18,200.00
51145 · Legal - Prosecuting Attorney	22,000.00
51150 · Liability Insurance	32,607.55
51160 · Repairs & Maintenance (General)	10,154.00
51163 · R & M - Equipment (non-auto)	12,518.00
51164 · R & M - Street Maintenance	10,000.00
51165 · R & M - Tree Expense	4,000.00
51166 · R & M - Snow Removal (LOT)	50,000.00
51167 · R & M - Autos	17,000.00
51168 · R & M - Street Lights	2,000.00
51177 · Misc Expense	1,500.00
51180 · Office Equipment Rental/Repair	7,553.92
52010 · Office Supplies	10,550.00
52020 · Internet Expense	4,164.00
52040 · Postage, Copies, Mailing	6,000.00
52050 · Professional Services	12,000.00
52052 · Professional Engineering	12,000.00
52070 · Signs	2,300.00
52080 · Small Tools & Equipment	4,800.00
52085 · Storage	800.00
52090 · Supplies	7,600.00
52100 · Telephone	15,902.00
52120 · Training & Meetings	11,400.00
52124 · Travel Expense	5,900.00
52130 · Uniforms & Clothing	7,500.00
52140 · Utilities - Gas	6,000.00
52143 · Utilities - Power	7,700.00
52145 · Utilities - Street Lights	20,000.00
52146 · Utilities - Trash/Toilet/Recycl	6,000.00
55000 · Library New Books	1,800.00
55010 · Library Programs	2,500.00
56010 · 911 Dispatch	28,886.19
56020 · Service Contracts	15,000.00
56030 · Investigations	150.00
56040 · Medical/Lab Kits	500.00
56045 · Radio Fees	3,380.00
56047 · RMS/CAD	17,199.05
56050 · Specialized Equipment	10,000.00
57000 · Safety Equipment	42,000.00
Total 51000 · OPERATING EXPENSES	664,836.94
58000 · CAPITAL EXPENDITURES	
58120 · Construction & Improvement	31,000.00
58150 · Auto/Equipment Lease (12+ mos)	82,179.46
58190 · Real Property Lease Exp	1,625.00
58250 · Street Construction	100,000.00
Total 58000 · CAPITAL EXPENDITURES	214,804.46
Total Expense	2,386,470.00
Net Income	0.00

City of Bellevue
Budget Overview - Administration
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
40000 · Carryover	150,000.00
41200 · State Sales Tax Revenue	260,063.00
41210 · State Liquor Funds	65,000.00
41400 · Alcohol Permits	5,000.00
41500 · Business Licenses	18,500.00
41600 · Franchise Fees	80,000.00
41700 · City Property Tax	877,079.00
41710 · Personal Property Replacement	7,073.00
41800 · Administrative Fees	208,684.00
41950 · Permit - Special Event/Other	1,500.00
46100 · DIF Administration	3,164.00
Total Income	1,676,063.00
Gross Profit	1,676,063.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	289,284.00
50010 · P/R Tax Expense	22,130.19
50011 · Insurance - Health	51,600.00
50015 · Workers Compensation Insurance	608.00
50017 · Retirement	34,364.42
Total 49999 · PAYROLL	397,986.61
51000 · OPERATING EXPENSES	
51020 · Advertising / Publishing	500.00
51060 · Computer IT Support	15,000.00
51062 · Computers - Software & Subscript	17,000.00
51075 · Contingency Fund	10,000.00
51080 · Dues & Memberships	1,200.00
51140 · Legal Fees	8,000.00
51145 · Legal - Prosecuting Attorney	22,000.00
51150 · Liability Insurance	6,915.00
51180 · Office Equipment Rental/Repair	7,303.92
52010 · Office Supplies	9,000.00
52020 · Internet Expense	4,164.00
52040 · Postage, Copies, Mailing	6,000.00
52050 · Professional Services	5,000.00
52085 · Storage	800.00
52090 · Supplies	1,000.00
52100 · Telephone	11,000.00
52120 · Training & Meetings	2,000.00
52124 · Travel Expense	600.00
56020 · Service Contracts	15,000.00
Total 51000 · OPERATING EXPENSES	142,482.92
Total Expense	540,469.53
Net Income	1,135,593.47

City of Bellevue
Budget Overview -Buildings & Grounds
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
41900 · Grants	20,000.00
46200 · DIF Buildings & Grounds	6,727.00
Total Income	26,727.00
Gross Profit	26,727.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	10,764.00
50010 · P/R Tax Expense	823.45
50011 · Insurance - Health	5,040.00
50015 · Workers Compensation Insurance	453.16
50017 · Retirement	386.21
Total 49999 · PAYROLL	17,466.82
51000 · OPERATING EXPENSES	
51073 · Contract Labor	3,000.00
51150 · Liability Insurance	714.28
51160 · Repairs & Maintenance (General)	6,654.00
52090 · Supplies	1,000.00
52140 · Utilities - Gas	6,000.00
52143 · Utilities - Power	7,700.00
52146 · Utilities - Trash/Toilet/Recycl	3,000.00
Total 51000 · OPERATING EXPENSES	28,068.28
58000 · CAPITAL EXPENDITURES	
58120 · Construction & Improvement	11,000.00
58190 · Real Property Lease Exp	1,625.00
Total 58000 · CAPITAL EXPENDITURES	12,625.00
Total Expense	58,160.10
Net Income	-31,433.10

City of Bellevue
Budget Overview - CD / P&Z
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
41805 · Building Permits	
Fence Permits	1,500.00
Manuf Home Install & Set down	3,000.00
Roof Permit	7,000.00
41805 · Building Permits - Other	<u>50,000.00</u>
Total 41805 · Building Permits	61,500.00
41806 · Building Permit Plan Review Fee	37,050.00
41815 · Application Fees (GF)	7,000.00
41820 · Sign Permits	500.00
43400 · Zoning Subdivision App	1,000.00
46300 · DIF Community Development	<u>7,721.00</u>
Total Income	114,771.00
Gross Profit	114,771.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	143,520.00
50010 · P/R Tax Expense	10,979.28
50011 · Insurance - Health	25,200.00
50015 · Workers Compensation Insurance	58.58
50017 · Retirement	17,164.99
50020 · P & Z Commission	<u>3,500.00</u>
Total 49999 · PAYROLL	200,422.85
51000 · OPERATING EXPENSES	
51020 · Advertising / Publishing	1,000.00
51073.1 · DBS Contract Labor	39,172.00
51075 · Contingency Fund	10,000.00
51080 · Dues & Memberships	100.00
51140 · Legal Fees	10,000.00
51150 · Liability Insurance	3,495.32
52052 · Professional Engineering	12,000.00
52100 · Telephone	600.00
52120 · Training & Meetings	700.00
52124 · Travel Expense	<u>300.00</u>
Total 51000 · OPERATING EXPENSES	77,367.32
Total Expense	277,790.17
Net Income	<u>-163,019.17</u>

9:20 AM

08/07/24

Accrual Basis

City of Bellevue
Budget Overview - Fire Dept
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
40000 · Carryover	1,027.00
41900 · Grants	10,000.00
41930 · Fire Equip/Pay Reimbursement	6,000.00
41955 · Fire Dept Fees & Permits	6,000.00
46400 · DIF Fire Services	3,423.00
Total Income	26,450.00
Gross Profit	26,450.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	71,234.00
50010 · P/R Tax Expense	2,833.00
50014 · Insurance - Life	1,500.00
50015 · Workers Compensation Insurance	1,449.00
50017 · Retirement	5,425.00
Total 49999 · PAYROLL	82,441.00
51000 · OPERATING EXPENSES	
51073 · Contract Labor	2,200.00
51075 · Contingency Fund	10,000.00
51080 · Dues & Memberships	3,800.00
51110 · Fuel	4,000.00
51125 · Interest Expense	8,600.23
51140 · Legal Fees	200.00
51150 · Liability Insurance	2,691.67
51163 · R & M - Equipment (non-auto)	5,000.00
51167 · R & M - Autos	5,000.00
51177 · Misc Expense	500.00
52010 · Office Supplies	100.00
52080 · Small Tools & Equipment	2,000.00
52090 · Supplies	500.00
52100 · Telephone	602.00
52120 · Training & Meetings	2,000.00
52124 · Travel Expense	1,500.00
52130 · Uniforms & Clothing	1,000.00
56030 · Investigations	150.00
56045 · Radio Fees	240.00
56047 · RMS/CAD	4,000.00
57000 · Safety Equipment	40,000.00
Total 51000 · OPERATING EXPENSES	94,083.90
58000 · CAPITAL EXPENDITURES	
58150 · Auto/Equipment Lease (12+ mos)	<u>20,083.46</u>
Total 58000 · CAPITAL EXPENDITURES	20,083.46
Total Expense	196,608.36
Net Income	<u>-170,158.36</u>

9:20 AM

08/07/24

Accrual Basis

City of Bellevue
Budget Overview - Library
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
40000 · Carryover	2,250.00
41900 · Grants	10,000.00
46500 · DIF Library	1,134.00
Total Income	13,384.00
Gross Profit	13,384.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	43,380.48
50010 · P/R Tax Expense	3,318.61
50011 · Insurance - Health	12,600.00
50015 · Workers Compensation Insurance	54.75
50017 · Retirement	5,188.31
Total 49999 · PAYROLL	64,542.15
51000 · OPERATING EXPENSES	
51020 · Advertising / Publishing	200.00
51062 · Computers - Software & Subscrip	3,000.00
51080 · Dues & Memberships	350.00
51150 · Liability Insurance	937.90
51177 · Misc Expense	500.00
51180 · Office Equipment Rental/Repair	250.00
52090 · Supplies	500.00
52120 · Training & Meetings	200.00
55000 · Library New Books	1,800.00
55010 · Library Programs	2,500.00
Total 51000 · OPERATING EXPENSES	10,237.90
Total Expense	74,780.05
Net Income	-61,396.05

City of Bellevue
Budget Overview - Marshal
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
40000 · Carryover	1,500.00
41900 · Grants	1,000.00
41920 · Donations	1,000.00
41960 · City Code Violation Fee	3,000.00
41980 · Court Fines	50,000.00
46600 · DIF Marshal	3,234.00
Total Income	59,734.00
Gross Profit	59,734.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	354,093.36
50010 · P/R Tax Expense	27,088.14
50011 · Insurance - Health	51,600.00
50015 · Workers Compensation Insurance	12,270.00
50017 · Retirement	51,874.68
Total 49999 · PAYROLL	496,926.18
51000 · OPERATING EXPENSES	
51022 · Automobile Lease	0.00
51062 · Computers - Software & Subscrip	250.00
51075 · Contingency Fund	10,000.00
51080 · Dues & Memberships	800.00
51110 · Fuel	15,000.00
51130 · Equipment Rental or Lease	17,000.00
51150 · Liability Insurance	8,701.34
51167 · R & M - Autos	7,000.00
52010 · Office Supplies	1,200.00
52100 · Telephone	2,950.00
52120 · Training & Meetings	5,000.00
52124 · Travel Expense	3,000.00
52130 · Uniforms & Clothing	5,000.00
56010 · 911 Dispatch	28,886.19
56040 · Medical/Lab Kits	500.00
56045 · Radio Fees	2,640.00
56047 · RMS/CAD	13,199.05
56050 · Specialized Equipment	10,000.00
57000 · Safety Equipment	1,500.00
Total 51000 · OPERATING EXPENSES	132,626.58
58000 · CAPITAL EXPENDITURES	
58150 · Auto/Equipment Lease (12+ mos)	38,656.00
Total 58000 · CAPITAL EXPENDITURES	38,656.00
Total Expense	668,208.76
Net Income	-608,474.76

City of Bellevue
Budget Overview - Parks
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
41900 · Grants	20,000.00
41901 · Park Rental Fee	1,000.00
41902 · Park Rental Sports Field	3,000.00
41904 · Park Add'l Serv. (trash/toilet)	600.00
41905 · Park Add'l Staff Time	600.00
46700 · DIF Parks	1,519.00
Total Income	26,719.00
Gross Profit	26,719.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	29,049.00
50010 · P/R Tax Expense	2,222.25
50011 · Insurance - Health	6,048.00
50015 · Workers Compensation Insurance	80.72
50017 · Retirement	3,474.26
Total 49999 · PAYROLL	40,874.23
51000 · OPERATING EXPENSES	
51073 · Contract Labor	20,000.00
51150 · Liability Insurance	878.31
51160 · Repairs & Maintenance (General)	3,000.00
52070 · Signs	300.00
52080 · Small Tools & Equipment	800.00
52090 · Supplies	600.00
52146 · Utilities - Trash/Toilet/Recycl	3,000.00
Total 51000 · OPERATING EXPENSES	28,578.31
58000 · CAPITAL EXPENDITURES	
58120 · Construction & Improvement	20,000.00
Total 58000 · CAPITAL EXPENDITURES	20,000.00
Total Expense	89,452.54
Net Income	-62,733.54

City of Bellevue
Budget Overview - Streets
October 2024 through September 2025

	Oct '24 - Sep '25
Income	
41000 · State Highway Revenue - Regular	99,349.00
41100 · State Highway Revenue HB312	28,624.00
41110 · State Highway Revenue HB 362	14,666.00
41111 · State Highway Revenue GF HB354	54,912.00
41115 · LOT Tax Revenue	100,000.00
41805 · Building Permits	
Encroachment Permit	1,000.00
	<hr/>
Total 41805 · Building Permits	1,000.00
41900 · Grants	100,000.00
41950 · Permit - Special Event/Other	1,000.00
46800 · DIF Streets	43,071.00
	<hr/>
Total Income	442,622.00
Gross Profit	442,622.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	141,447.00
50010 · P/R Tax Expense	10,820.70
50011 · Insurance - Health	29,484.00
50015 · Workers Compensation Insurance	7,500.00
50017 · Retirement	16,917.06
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Total 49999 · PAYROLL	206,168.76
51000 · OPERATING EXPENSES	
51022 · Automobile Lease	0.00
51075 · Contingency Fund	10,000.00
51080 · Dues & Memberships	100.00
51110 · Fuel	13,000.00
51150 · Liability Insurance	8,273.73
51160 · Repairs & Maintenance (General)	500.00
51163 · R & M - Equipment (non-auto)	7,518.00
51164 · R & M - Street Maintenance	10,000.00
51165 · R & M - Tree Expense	4,000.00
51166 · R & M - Snow Removal (LOT)	50,000.00
51167 · R & M - Autos	5,000.00
51168 · R & M - Street Lights	2,000.00
51177 · Misc Expense	500.00
52010 · Office Supplies	250.00
52050 · Professional Services	7,000.00
52070 · Signs	2,000.00
52080 · Small Tools & Equipment	2,000.00
52090 · Supplies	4,000.00
52100 · Telephone	750.00
52120 · Training & Meetings	1,500.00
52124 · Travel Expense	500.00
52130 · Uniforms & Clothing	1,500.00
52145 · Utilities - Street Lights	20,000.00
56045 · Radio Fees	500.00
57000 · Safety Equipment	500.00
	<hr/>
Total 51000 · OPERATING EXPENSES	151,391.73
58000 · CAPITAL EXPENDITURES	
58150 · Auto/Equipment Lease (12+ mos)	23,440.00
58250 · Street Construction	100,000.00
	<hr/>
Total 58000 · CAPITAL EXPENDITURES	123,440.00
Total Expense	481,000.49
Net Income	-38,378.49

City of Bellevue
Budget Overview - Water Fund
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
40000 · Carryover	143,087.00
41800 · Administrative Fees	375.00
41816 · Application Fee - Water	125.00
41900 · Grants	3,300,000.00
41950 · Permit - Special Event/Other	500.00
42000 · Water Income	
42000.1 · Water User Fees	467,779.00
42000.2 · Water Meter Vault Fees	100.00
42000.3 · Water Meter Unit Fees	1,425.00
42000.4 · Water Capitalization Fee	13,750.00
42000.6 · Water On or Off	2,000.00
Total 42000 · Water Income	485,054.00
Total Income	3,929,141.00
Gross Profit	3,929,141.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	88,001.00
50010 · P/R Tax Expense	6,732.00
50011 · Insurance - Health	17,640.00
50015 · Workers Compensation Insurance	1,028.00
50017 · Retirement	10,525.00
Total 49999 · PAYROLL	123,926.00
51000 · OPERATING EXPENSES	
51010 · Admin Fees	93,908.00
51020 · Advertising / Publishing	200.00
51022 · Automobile Lease	0.00
51060 · Computer IT Support	1,920.00
51070 · Conjunctive Management	53,000.00
51073 · Contract Labor	80,000.00
51075 · Contingency Fund	40,000.00
51080 · Dues & Memberships	3,000.00
51110 · Fuel	4,000.00
51122 · IDWR/DEQ Drinking Water	4,000.00
51140 · Legal Fees	1,000.00
51150 · Liability Insurance	12,632.00
51155 · Merchant Fees	4,000.00
51160 · Repairs & Maintenance (General)	23,595.00
51163 · R & M - Equipment (non-auto)	5,000.00
51167 · R & M - Autos	2,000.00
51169 · R & M - Water	25,000.00
52040 · Postage, Copies, Mailing	200.00
52050 · Professional Services	6,000.00
52080 · Small Tools & Equipment	1,000.00
52090 · Supplies	10,000.00
52100 · Telephone	550.00
52110 · Test Samples - Water & Sewer	8,500.00
52120 · Training & Meetings	6,000.00
52124 · Travel Expense	1,000.00
52135 · Water District Fees	1,200.00
52143 · Utilities - Power	11,630.00
56045 · Radio Fees	240.00
57000 · Safety Equipment	1,000.00
Total 51000 · OPERATING EXPENSES	400,575.00
58000 · CAPITAL EXPENDITURES	
58120 · Construction & Improvement	50,000.00
58125 · Drinking Water Plan - IDEQ	3,300,000.00
58150 · Auto/Equipment Lease (12+ mos)	23,440.00
58160 · Auto or Equipment Purchase	20,000.00

9:23 AM

08/07/24

Accrual Basis

City of Bellevue
Budget Overview - Water Fund
October 2024 through September 2025

	Oct '24 - Sep 25
58250 · Street Construction	5,000.00
58260 · Water Meter	5,000.00
58270 · Water Meter Vault	1,200.00
Total 58000 · CAPITAL EXPENDITURES	3,404,640.00
Total Expense	3,929,141.00
Net Income	0.00

City of Bellevue
Budget Overview - Wastewater Fund
October 2024 through September 2025

	Oct '24 - Sep 25
Income	
40000 · Carryover	222,811.00
41800 · Administrative Fees	300.00
41817 · Application Fee - Sewer	100.00
42002 · Sewer Income	
42002.1 · Sewer User Fees	1,213,273.00
42002.2 · Sewer Connection Fee	13,320.00
Total 42002 · Sewer Income	1,226,593.00
Total Income	1,449,804.00
Gross Profit	1,449,804.00
Expense	
49999 · PAYROLL	
50001 · Salaries & Wages	106,001.00
50010 · P/R Tax Expense	8,109.00
50011 · Insurance - Health	20,160.00
50015 · Workers Compensation Insurance	1,892.00
50017 · Retirement	12,678.00
Total 49999 · PAYROLL	148,840.00
51000 · OPERATING EXPENSES	
51010 · Admin Fees	114,776.00
51020 · Advertising / Publishing	200.00
51030 · Bank Charges	50.00
51060 · Computer IT Support	4,000.00
51073 · Contract Labor	125,000.00
51075 · Contingency Fund	33,271.00
51080 · Dues & Memberships	2,000.00
51110 · Fuel	6,000.00
51125 · Interest Expense	80,000.00
51140 · Legal Fees	2,000.00
51150 · Liability Insurance	25,646.00
51155 · Merchant Fees	10,000.00
51160 · Repairs & Maintenance (General)	30,000.00
51163 · R & M - Equipment (non-auto)	3,000.00
51167 · R & M - Autos	2,000.00
51171 · R & M - Wastewater	39,000.00
52020 · Internet Expense	1,860.00
52050 · Professional Services	3,000.00
52052 · Professional Engineering	17,000.00
52070 · Signs	500.00
52080 · Small Tools & Equipment	2,000.00
52090 · Supplies	60,000.00
52100 · Telephone	602.00
52110 · Test Samples - Water & Sewer	7,572.00
52120 · Training & Meetings	6,000.00
52124 · Travel Expense	1,000.00
52140 · Utilities - Gas	1,500.00
52143 · Utilities - Power	33,000.00
52146 · Utilities - Trash/Toilet/Recycl	700.00
56045 · Radio Fees	240.00
57000 · Safety Equipment	100.00
Total 51000 · OPERATING EXPENSES	612,017.00
58000 · CAPITAL EXPENDITURES	
58120 · Construction & Improvement	300,000.00
58150 · Auto/Equipment Lease (12+ mos)	23,440.00
58160 · Auto or Equipment Purchase	30,000.00
58170 · IDEQ Loan	335,507.00
Total 58000 · CAPITAL EXPENDITURES	688,947.00
Total Expense	1,449,804.00

9:22 AM

08/07/24

Accrual Basis

City of Bellevue
Budget Overview - Wastewater Fund
October 2024 through September 2025

	Oct '24 - Sep 25
Net Income	<hr/> <hr/> 0.00 <hr/> <hr/>



City of Bellevue

City of Bellevue
Regular Common Council Meeting
August 12, 2024"

Agenda Item 7a: Approval of Common Council Meeting Minutes"

May 28, 2024, Regular Meeting Minutes

June 10, 2024, Regular Meeting Minutes

Action Item: Clerk's Office, Michelle Snarr

Note:

Suggested Motion: Move to Approve the "Consent Agenda" as: *amended, corrected, or as presented*

Attachment(s): Draft, May 28, 2024, Common Council Regular Meeting Minutes
Draft, June 10, 2024, Common Council Regular Meeting Minutes



**CITY OF BELLEVUE
COMMON COUNCIL
May 28, 2024**

The Common Council of the City of Bellevue, Idaho, met in a Regular Meeting, on Tuesday, May 28, 2024, at 5:30 p.m. in the Council Chambers of the City of Bellevue Offices, located at 115 E. Pine Street, Bellevue, ID 83313.

Call to Order: Mayor Johnson called the Regular Meeting to order at 5:30 p.m.

Roll Call:

Present

Chris Johnson, Mayor

Christina Giordani, Council President

Robin Leahy, Council Member

John Carreiro, Council Member

Jessica Obenauf, Council Member

Diane Shay, Council Member

Shaun Mahoney, Council Member – *via Zoom*

Roll Call was conducted; all Members were present.

Staff Present: Rick Allington, City Legal Representative; Greg Beaver, Fire Chief; Kirt Gaston, Marshal; Shelly Shoemaker, City Treasurer; and Michelle Snarr, City Clerk

Others in Attendance: Jerry Grebenc, Great West Engineering – *via Zoom*, Courtney Long, Great West Engineering – *via Zoom*, Tony Evans, *via Zoom*, Blanca Romero-Green, Hunger Coalition, and Aaron Heugly

1. Notice of Agenda Compliance:

The posting of this regular meeting agenda complied with Idaho Code §74-204. The regular meeting agenda was posted within forty-eight (48) hours prior to the meeting at the Bellevue City Hall, Post Office, and on the city website on *May 23, 2024*.

Motion: President Giordani moved the notice agenda was in compliance with Idaho Code §74-204. Council Member Carreiro seconded the motion. The motion passed unanimously.

2. Call for Conflict as Outline in Idaho Code §74-404:

Mayor Johnson called for conflict from any Council Member or staff Member with any agenda item. No conflict was noted.

3. Public Comment: (for Items of Concern Not on the Agenda):

Mayor Johnson opened the meeting for public comment at 5:33 p.m. He thanked everyone for helping get the documents sent out for the water bond. He noted there was a great voter turnout and thanked everyone supporting the water bond. He said he was looking forward to Labor Day. He indicated the event sponsors were looking for nominations for Grand Marshal. He asked individuals to nominate individuals with close connections to Bellevue. Public Comment closed at 5:35 p.m.

4. CONSENT AGENDA:

- a. Approval of Common Council Meeting Minutes
 - i. March 11, 2024, Regular Council Meeting Minutes
- b. Approval of Claims: May 14, 2024, through May 28, 2024
- c. Consideration of Resolution No. 2378, A Resolution of the Mayor and Common Council of the City of Bellevue, Idaho, Confirming the Appointment of ***Aaron Heugly***, to the Bellevue Planning and Zoning Commission: Chris Johnson, Mayor

- d. Request for Funds, Marshal's Office, Repair and Vehicle Preventive Maintenance for PD3435, 2018 Ford Police Interceptor: Kirt Gaston, Marshal
- e. Department Head Reports
- f. Treasurer's Report – April 2024

The March 11, 2024, regular Common Council meeting minutes were removed from the consent agenda.

President Giordani said she would like to hear some background, and Mr. Heugly's interest with the Planning and Zoning Commission. Mr. Heugly informed the Council he and his family moved to Bellevue from Montana, and he owned a home construction business in the valley. He explained he knows Chair Kurtz, and he asked if he would be interested in being on the commission. Mr. Heugly indicated he has the same ideas, which were smart growth - slow and deliberate and to do the best they can for the community. President Giordani said it was nice to see residents volunteer and thanked him for being at the meeting.

Motion: President Giordani moved to approve the consent agenda. Council Member Carreiro seconded the motion. Council Members voting aye: Members Giordani, Carreiro, Obenauf, Shay, Mahoney and Leahy. Members voting nay: None. The motion passed unanimously.

- 5. **PARK FEES:** Request for Fee Waiver or Reduction of Fees for the Memorial Park (Green Space/Stage) of \$980 for Mondays and Wednesdays from June 10, 2024, through August 21, 2024, for the Summer Food/ Free Lunch Program: Blanca Romero Green, Hunger Coalition:

Mayor Johnson informed the Council this is the city's annual fee waiver of \$980 for the summer food/free lunch program for the Hunger Coalition. He thinks the city should continue to waive the fee. He noted that they previously discussed a fee waiver for another program that benefits the community as a whole. For some children/youth, this is the only meal they get for the day.

Ms. Romero-Green, Hunger Coalition, said they really don't use the park; it is just a nice meeting point for individuals all over the valley, and they have access to lunch. Council Member Leahy asked if the city could exchange some advertisement with the Hunger Coalition in lieu of the park fee. Mr. Romero-Green indicated that she could ask.

Motion: President Giordani moved to approve the fee waiver in the amount of \$980 for the Hunger Coalition's park application for Memorial Park (green space/storage) Mondays and Wednesdays from June 10, 2024, through August 21, 2024, for the Summer Food/ Free Lunch Program. Council Member Carreiro seconded the motion. Council Members voting aye: Members Shay, Mahoney, Leahy, Obenauf, Carreiro and Giordani. Members voting nay: None. The motion passed unanimously.

6. **New Business:**

- a. Request from South Tacoma Way, LLC for a Lot-Line Readjustment for the properties located at 305, 309, and 313 Main Street, Bellevue, ID to abandon the three (3) interior lot lines of Bellevue LOTS 2A, 3A, and 4A, BLOCK P to create one lot, LOT 2AA, BLOCK P, City of Bellevue

Mayor Johnson introduced the lot-line readjustment for the properties located at 305, 309, and 313 Main Street. Bellevue, Idaho, and introduced Ms. Courtney Long, Great West Engineering.

Mr. Long summarized the petitioner's application and said it was a straightforward lot-line readjustment. The petitioner requested to remove the interior lot lines for one aggregated parcel. As of now, they do not have any information on a development; however, any proposed development would be subject to a subdivision review, and they would make sure it complied with the zoning regulations.

Council Member Obenauf clarified if the lot-line readjustment was associated with Mr. Jeff Swanson and the nine (9) units he wants to construct. Ms. Long said she thought it was eight (8) units. Council Member Obenauf

inquired if the size of the units had been discussed. Ms. Long indicated they have not. The unit sizes could be affected by the text amendment to the Business District.

Motion: Council Member Shay moved to approve the application for a lot-line readjustment submitted by South Tacoma Way, LLC wherein Lots 2A, 3A, and 4A, Block P are combined to create a single Lot 2AA; finding the application meets all applicable standards and criteria outlined in Title 11-6-1 of the Bellevue Subdivision Ordinance with the following conditions: 1. The applicant shall comply with all Bellevue Public Works requirements; 2. The application shall comply with all State and Local Building Codes; and 3. The application shall comply with all Bellevue Street Department requirements. Council Member Mahoney seconded the motion. Council Members voting aye: Members Carreiro, Shay, Leahy and Mahoney. Council Members voting nay: Members Obenauf and Giordani. The motion passed four votes in favor and two opposed.

b. Request from KMAM Real Estate IDBEL, LLC for a Lot-Line Readjustment for the properties located north of Kirtley Street and west and adjacent to State Highway 75, Bellevue, Idaho, to shift the southern boundary of KMAM LOT 1, BLOCK 1 southward to create two lots: LOT 1A and 2A, BLOCK 1, KMAM

Mayor Johnson introduced the lot-line readjustment for the properties located north of Kirtley Street and west and adjacent to State Highway 75, Bellevue, Idaho, and introduced Mr. Jerry Grebenc, Great West Engineering.

Mr. Grebenc stated the application is a straightforward lot line readjustment. The petitioner is requesting to shift the interior lot line to the south. The existing Lot 1, Block 1 would increase the lot from 3.12 acres to 5.43 acres creating Lot 2A, Block 1, KMAM. Existing Lot 2, Block 1 would be reduced from 7.28 acres to 4.97 acres creating Lott 2A, Block 1, KMAM. He noted that during the review, he evaluated the lot-line size and setbacks.

Motion: Council Member Shay moved to approve the application for a lot-line readjustment submitted by KMAM Real Estate IDBEL, LLC wherein the lot line between Lots 1 and 2, Block 1 is shifted south to increase the size of Lot 1 from 3.12 acres to 5.43 acres and decrease the size of Lot 2 from 7.28 acres to 4.97 acres; finding the application meets all applicable standards and criteria outlined in Title 11-6-1 of the Bellevue Subdivision Ordinance with the following conditions: 1. The applicant shall comply with all Bellevue Public Works requirements; 2. The application shall comply with all State and Local Building Codes; and 3. The application shall comply with all Bellevue Street Department requirements. President Giordani seconded the motion. Members voting aye: Member Obenauf, Leahy Giordani, Carrerio, Mahoney and Shay. Members voting nay: none. The motion passed unanimously.

c. Resolution No. 2379, A Resolution of the City Of Bellevue, Idaho, Authorizing the Treasurer to Release \$71,441 from Strahorn Phase 2 Bond Savings (LGIP 4037) to Strahorn Partners, LLC:

Ms. Shoemaker, City Treasurer, informed the Council that the \$71,441 is the largest amount of money the city has for the Strahorn Phase 2 Bond and the release of funds is for the installation of fencing.

President Giordani pointed out during the last discussion with Mr. Jeff Pfaffle, it was decided there would be fencing on both sides of the path in lieu of the street lighting. Mayor Johnson said he saw some of the fencing but was unsure if it had all been completed. He suggested continuing the agenda item to the Council's June 10, 2024, regular meeting. It was noted that the request came from Galena-Benchmark to release the funds; however, the fencing is a safety corridor.

Motion: President Giordani moved to continue Resolution No. 2379, A Resolution of the City Of Bellevue, Idaho, authorizing the Treasurer to release \$71,441 from Strahorn Phase 2 Bond Savings (LGIP 4037) to Strahorn Partners, LLC until June 10, 2024. Council Member Carreiro seconded the motion. The motion passed unanimously.

10. **Adjournment:**

With no further business coming before the Common Council at this time, Council Member Carrerio moved to adjourn the meeting at 6:16 p.m. President Giordani seconded the motion. The motion passed unanimously.

Chris Johnson, Mayor

Michelle K. Vest Snarr, City Clerk

DRAFT



**CITY OF BELLEVUE
COMMON COUNCIL
June 10, 2024**

The Common Council of the City of Bellevue, Idaho, met in a Regular Meeting, on, Monday, June 10, 2024, at 5:30 p.m. in the Council Chambers of the City of Bellevue Offices, located at 115 E. Pine Street, Bellevue, ID 83313.

Call to Order: Mayor Johnson called the Regular Meeting to order at 5:31 p.m.

Roll Call:

Present

Chris Johnson, Mayor
Christina Giordani, Council President
Robin Leahy, Council Member
John Carreiro, Council Member
Diane Shay, Council Member
Shaun Mahoney, Council Member

Excused:

Jessica Obenauf, Council Member

Roll Call was conducted; all Members were present with the exception of Council Member Obenauf.

Staff Present: Rick Allington, City Legal Representative; Greg Beaver, Fire Chief; Kirt Gaston, Marshal; Casey McGehee, Streets; Shelly Shoemaker, Treasurer; Kristin Gearhart, Library Director; Bryson Ellsworth, Contractor Wastewater - *via Zoom*; Shane Garrison, Contractor Water - *via Zoom*; and Michelle Snarr, City Clerk

Others in Attendance: Jeff Pfaeffle, Courtney Long and Jerry Grebenc, Great West Engineering and Tony Evans

1. Notice of Agenda Compliance:

The posting of this regular meeting agenda complies with Idaho Code §74-204. The regular meeting agenda was posted within forty-eight (48) hours prior to the meeting at the Bellevue City Hall, Post Office, and on the city website on *June 6, 2024*.

Motion: President Giordani moved the noticed agenda was in compliance with Idaho Code §74-204. Council Member Carreiro seconded the motion. The motion passed unanimously.

2. Call for Conflict as Outline in Idaho Code §74-404:

Mayor Johnson called for conflict from any Council Member or staff Member with any agenda item. No conflict was noted.

3. Public Comment: (for Items of Concern Not on the Agenda):

Mayor Johnson opened the meeting for public comment at 5:33 p.m. Council Member Leahy asked about the landscaping at the ARCH cabin and pointed out it is not completed. Public Comment closed at 5:33 p.m.

4. Old Business:

Resolution No. 2379, A Resolution of the City of Bellevue, Idaho, Authorizing the Treasurer to Release \$71,441 from Strahorn Phase 2 Bond Savings (LGIP 4037) to Strahorn Partners, LLC:

Mayor Johnson informed the Council he went back and looked at the Strahorn landscaping. Due to the size of Phase 2, the trail side is open, and he wasn't sure if there would be a way to remove the snow from the ground if there was a fence on both sides of the trail. President Giordani said she didn't think it created a public safety concern on the roadside of the trail.

Mayor Johnson suggested they could install a double rail for the first 20 feet. Council Member Leahy inquired if there was a landscape plan. Mr. Pfaffle discussed landscaping options with the Council and indicated they would like to bring in some larger rocks at the booster station.

Motion: Council Member Carreiro moved to approve Resolution No. 2379, A Resolution of the City of Bellevue, Idaho, Authorizing the Treasurer to Release \$71,441 from Strahorn Phase 2 Bond Savings (LGIP 4037) to Strahorn Partners, LLC. Council Member Shay seconded the motion. Council Members voting aye: Members Carreiro, Shay, Leahy and Mahoney. Members voting nay: President Giordani. The motion passed with four votes in favor and one vote opposed. Council Member Obenauf was not present for the vote.

5. **Introduction:** Jerry Grebenc, Senior Planner, CFM and Courtney Long, CFM, Great West Engineering | City of Bellevue On-Call Planning Services

Mayor introduced Mr. Jerry Grebenc and Ms. Courtney Long, Great West Engineering; the city's on-call planners. Ms. Long and Mr. Grebenc said they enjoyed working with the Planning and Zoning Commission, and they met with Chair John Kurtz for two hours.

6. **Fee Waiver for Extra Garbage Cans and Two Porta-Potties:** Bellevue Memorial Park, Sunday June 23, 2024, for a Community Potluck Celebrating Bellevue's Unique and Diverse History That Helped Shape the Wood River Valley

Mayor Johnson said the application with the request for the fee waiver was brought to him from the Bell Events Community. He thought they were working with the library, but they are not. However, Council Member Obenauf is affiliated with them.

This is a community event, and if they paid their fees, they would see additional fees for trash and porta-potties. It was noted they are not a 501(3)(c). President Giordani said it is important for community members to get together, but when they have an organization like the Hunger Coalition, she believes the Hunger Coalition's event is for the best of community as a whole. Mayor Johnson said they need to have a separation of what the city is organizing and what others are organizing. For example, bellevue.work site is not the city. It is a clear division of what and where the city is actively engaged.

Discussion followed regarding concerns with the application. It was thought the event was misleading by using the city's name, there were liability concerns with the even, and it isn't a city event. It was commented that the city knows it is not a city event, but do other people know?

Motion: President Giordani moved to deny the fee waiver of \$242.98 for Jessica Mayne to waive the extra garbage cans and porta-potties fees in association with her park application for Memorial Park. Council Member Leahy seconded the motion. Council Members voting aye: Members Giordani, Carreiro, Leahy, Shay, Mahoney, and Obenauf. Members voting nay: None. The motion passed unanimously. Council Member Obenauf was not present for the vote.

7. **Consent Agenda:**

- a. Approval of Common Council Meeting Minutes | March 11, 2024, Regular Council Meeting Minutes
- b. Approval of Claims: May 29, 2024, through June 10, 2024
- c. Approval of Finds of Fact, and Conclusion of Law for the Lot-Line Readjustment Application Submitted by Jeff Swanson on behalf of South Tacoma Way, LLC
- d. Approval of Finds of Fact, and Conclusion of Law for the Lot-Line Readjustment Application Submitted by Eerin Bliss, Bliss Architecture on behalf of KMAM Real Estate IDB EL, LLC

Motion: President Giordani moved to approve the consent agenda. Council Member Shay seconded the motion. Council Members voting aye: Members Giordani, Carreiro, Shay, Mahoney and Leahy. Members

voting nay: None. The motion passed unanimously. Council Member Obenauf was not present for the vote.

8. **New Business:**

- a. Resolution No. 2380, A Resolution of the Mayor and Common Council of the City of Bellevue, Idaho, Approving and Authorizing the Mayor to Execute the State of Idaho DEQ Loan Offer, Acceptance and Agreement for Drinking Water Facilities Design and Construction; State of Idaho DEQ Loan Offer, Acceptance and Agreement for Lead Service Line Inventory and/or Replacement; DEQ Leading Idaho Funding Offer, Acceptance, and Agreement for Drinking Water Facilities Design and Construction, and the Substantial Form Bond/Lead Line Bond

Mayor Johnson explained the have two (2) different items. The city received a lot of funding from the Department of Environmental Quality (DEQ) and that is why it seems so messy. It includes the facility design bond, and \$50,000 for the Lead Service Line Inventory and/or Replacement with \$34,000 of principle forgiveness.

Motion: President Giordani moved to approve Resolution No. 2380, A Resolution of the Mayor and Common Council of the City of Bellevue, Idaho, Approving and Authorizing the Mayor to Execute the State of Idaho DEQ Loan Offer, Acceptance and Agreement for Drinking Water Facilities Design and Construction; State of Idaho DEQ Loan Offer, Acceptance and Agreement for Lead Service Line Inventory and/or Replacement; DEQ Leading Idaho Funding Offer, Acceptance, and Agreement for Drinking Water Facilities Design and Construction, and the Substantial Form Bond/Lead Line Bond. Council Member Carrerio seconded the motion. Council Members voting aye: Members Shay, Carreiro Mahoney, Giordani and Leahy. Members voting nay: None. The motion passed unanimously. Council Member Obenauf was not present for the vote.

- b. Resolution No. 2381, A Resolution of the City Council and Mayor of the City of Bellevue, Idaho, Authorizing the City Clerk to Issue a Letter Verifying their Approval of Issuance of not More than Three (3) Resort City Restaurant Liquor Licenses Pursuant to Idaho Code Section 23-903c, in Accordance with the Qualifications, Proof and Approval as Stated Therein

Discussion followed regarding the opportunity for the city to issue not more than three (3) Resort City Restaurant Liquor Licenses pursuant to Idaho Code § 23-903c, and the Council's authorization for the City Clerk to issue a letter verifying the Council's approval of participating in the issuance of not more than three (3) Resort City Restaurant Liquor Licenses.

Mayor Johnson explained the Resort City liquor licenses were from the legislation over the summer, and the Resort Cities Coalition. The primary requirement is that the licenses have to be issued to a restaurant, which has more food sales than alcohol. In addition, the city has the opportunity to restrict the hours; alcohol cannot be served until 2:00 a.m.

Council Member Mahoney inquired about his license. He paid \$150,000 for his legacy license. President Giordani said there would be safeguards that would be regulated by Alcohol Beverage Control, and the city can put regulations in sideboards and add those to the city's resolution. Council Member Mahoney expressed if they could serve liquor, he doesn't agree with it. He wasn't aware there was a possibility of doing different liquor license; he didn't hear about it, and he owns a bar.

President Giordani explained that sideboards were put into the legislation; there has to be food and there must be more sales of food than alcohol. Council Member Mahoney said his liquor license has value, and others selling liquor would dilute his value.

President Giordani said she thought the resolution before the Council only authorized the city to obtain three Resort City liquor licenses. She added, within the statue there are line items that identify how this license is

different from a legacy license. It has to do with where it is, the marking, not a bar or lounge, the food percentage, and cocktails need to be served on a tray and not across the bar.

The letter verifying the city's approval needs to be issued to Alcohol Beverage Control by June 15, 2024, with a copy of the resolution authorizing not more than three (3) Resort City Restaurant Liquor Licenses. Council Member Mahoney ask how many licenses they intended to allow. Mayor Johnson noted that just because the city could authorizes an additional three (3) liquor licenses does not mean they city has to issue them.

President Giordani said she thought the item is a complicated issue. She pointed out the community is growing and has a need for services in the community. In addition, it is a way to determined how the city can get more sustainable business operations. Council Member Shay indicated it was also an opportunity to make the city more operational.

President Giordani asked how the other council members felt about the three (3) additional Resort City Liquor License. She pointed out that right now the city has two (2) bar licenses that are attached to restaurants. However, the city doesn't really have "bar license" users. Council Member Shay inquired what the resolution require. Mr. Allington indicated the state of Idaho just wants to know if the city is going to take advantage of the Resort City additional three (3) liquor licenses.

Council Member Mahony expressed that if the Cutthroat received a liquor license, at the end of the (designated) serving time, people in the restaurant will still continue to drink. President Giordani explained that was the purpose of the sideboards. If the city sets a sideboard that says Resort City liquor licenses cannot sell liquor after 10:00 p.m., they can't sell liquor after that time.

Mayor Johnson agreed the laws do make it unfair to Council Member Mahoney, but it is unfair to others that can't get a license. Council Member Mahoney said they should pay for their license. He asked about the City of Hailey, Ketchum and Sun Valley; will they gets three additional liquor licenses as well?

Council Member Mahoney said he didn't think the city was capable of having more than one (1) additional license right now. President Giordani stated the city didn't have to issue all three (3) additional licenses. The city just needed to let the state know they want to accept them, and the city can choose how many they want to issue. The city will have to approve all the sideboards, businesses have to be a brick a mortar business, which is a restaurant as the primary business, and it is up to the Council on what they want to approve and what type of business it has to be.

Motion: Council Member Shay moved to approve Resolution No. 2381, A Resolution of the City Council and Mayor of the City of Bellevue, Idaho, Authorizing the City Clerk to Issue a Letter Verifying their Approval of Issuance of not More than Three (3) Resort City Restaurant Liquor Licenses Pursuant to Idaho Code Section 23-903c, in Accordance with the Qualifications, Proof and Approval as Stated Therein. Council Member Leahy seconded the motion. Council Members voting aye: Members Shay, Giordani, Leahy and Carreiro. Members voting nay: Council Member Mahoney. The motion passed with four votes in favor and one vote opposed. Council Member Obenauf was not present for the vote.

c. Resolution No. 2382, A Resolution of the Common Council of the City of Bellevue, Idaho, Adopting the City of Bellevue, Financial Controls Policy

Mayor Johnson explained as part of the grant acceptance, the city had to draft a Financial Controls policy. He inquired if anyone had any comments. It was suggested the city add it to the personnel manual in the section, "Governing the Treasure." Mayor Johnson indicated the proposed Financial Controls Policy went to bond counsel and DEQ for review. It was noted the policy would stay in effect until the city changed it unless the Council put an effective date on. Mayor Johnson requested the policy be sent to the city's accountants to be reviewed and revised if necessary.

Motion: President Giordani moved to approve Resolution No. 2382, A Resolution of the Common Council of the City of Bellevue, Idaho, Adopting the City of Bellevue, Financial Controls Policy Council Member Shay seconded the motion. Members voting aye: Member Leahy, Giordani, Carrerio, Mahoney and Shay. Members voting nay: none. The motion passed unanimously. Council Member Obenauf was not present for the vote.

9. **Budget Workshop:** Consideration of Discussion and Direction Regarding the Preliminary Budget for Fiscal Year 2025

Ms. Shelly Shoemaker, City Treasurer, provided the Council with updated budget documents. She informed the Council she worked on the funds, which shows where they are starting from, what needs to change, and where the city needs to be. – [Audio](#) and [Video](#) for full discussion and [Draft Budget Documents](#) for review.

Discussion began at the Fiscal Year (FY) 2025 Budget at a Glance, which is broken down by department and additions to payroll. The report identifies all operating costs, capital expenses, total expense and the difference between revenue and expenses, and what percent each line item represents in the budget.

She pointed out the city's current, to date, FY 2024 budget and expenses and where the city is over and/or under. The budget difference is \$453,000 and shows the increases or decreases compared to the city's current fiscal year.

She prepared a breakdown of general revenues in the 2024 budget and all the revenues for the entire general fund, and calculated an estimate of where she thinks the city will end. She noted there were some state funds that would be going down and state sales tax is going down. President Giordani inquired if the estimates were conservative. Ms. Shoemaker indicated they were.

Ms. Shoemaker said the city budgeted more for payroll than the actual payroll for FY 2024, and that is why the draft FY 2025 payroll is less than 2024. In addition, the city budgeted more than it committed to and hired a few more employees than what the city budgeted. She went on to explain that she started with the FY 2023 payroll and moved forward to FY 2024. Based on that, she calculated a FY 2025 and added a 3-percent (3%) COLA for all departments. In addition, she added in a five percent (5%) increase for all employees.

Ms. Shoemaker referred to Buildings and Ground, and there is a nominal amount in payroll. Approximately 16 percent (16%) of the Streets payroll is spent on Buildings and Grounds. This payroll reflects that Buildings, Grounds and Parks went up considerably. Mayor Johnson inquired what Buildings and Grounds consisted of. Ms. Shoemaker indicated it is City Hall, Library and Fire Department. It was noted that all city owned property should be reflected in Buildings and Ground and the Treatment Plant would fall under Sewer.

It was decided it was time to do away with the recycling and cardboard. President Giordani indicated if there was a big demand to bring it back, they could bring it back. Council Member Shay said she didn't think the city anticipated that people wouldn't use it appropriately. Council Member Shay stated now is the time to cut back on frivolous expenses. The city needs to talk with Clear Creek about options for residents. The people that want to recycle will do it, and they will take the initiative.

Ms. Shoemaker went back to the last year and reviewed all of the city's professional fees, e.g., engineering and legal, that should have been billed back to applicants, and she has collected approximately \$30,000. She is trying to collect all of the fees that go back into last fiscal year.

Ms. Shoemaker covered expenses and revenues for the Fire Department. She noted she budgeted for two (2) options. Option 1 is to stay at the status quo. Option 2 would move Chief Beaver into a full-time fire chief. She thought there were a lot of reasons the city could utilize a full-time fire chief, e.g., inspections each year for business renewal and new business licenses.

Ms. Shoemaker indicated that Chief Beaver gave her his budget numbers. Operating costs were up nominally from the previous year, and there are items included from the past for capital expenses. It was inquired if the city charges for the inspections the fire chief does for business licenses. Chief Beaver indicated that they are trying to look into that, which would be 35 percent (35%) for alarms and fire suppression. He thought the city changed it across the board. Fire fees were discussed and Ms. Shoemaker indicated that she entered \$450 for those fees. President Giordani said she was going to look into that; it is important to charge appropriately for services.

Discussion followed regarding IT. It was proposed to budget the IT contract to all city departments. Mayor Johnson noted that Marshal Gaston has his own server and IT. Marshal Gaston added that he has the county and state to work with, and he has the city's IT.

Marshal Gaston addressed personnel. He indicated that the Marshal's Office was down one officer this year, and he is anticipating some large cost for overtime. He thought the city could hire someone for less than paying the overtime. Mayor Johnson asked why the Marshal's Office was down one officer. Marshal Gaston stated he was only funded four positions, and if he doesn't get the funding for next year, he would have to lay off the new officer. Marshal Gaston's budget was not funded with overtime, and the regular hours weren't budgeted correctly; law enforcement and fire fall under a different Fair Labor Standards Act (FLSA). Mayor Johnson asked if the city funded a fifth officer, would it need another vehicle. The city would not need an additional vehicle at this time.

It was inquired if the Friends of the Preserve were interested in some budgeted items. Mayor Johnson explained they were for fencing and other items; he thought there should a separate "line item for the preserve and provide the maintenance. It was determined to allocate approximately \$5,000.

Mayor Johnson indicated the city needed to think about a parking area in the Strayhorn Subdivision. Mr. McGehee said they were going to try and mow in the area. Mayor Johnson requested general maintenance and repairs to be completed as well.

Ms. Shoemaker discussed Street revenue, one of which is highway revenues. It is currently \$52,000; however, she believes it will go away. The city has \$115,000 budgeted for Street grants in FY24, and she does not know where it came from. The city's transportation plan won't be ready for a year and it isn't likely there will be a lot in grants.

Mr. McGehee indicated he spoke with a company that wants to asphalt behind two buildings, and he mentioned the need for encroachment permits. The gentleman said they were told they didn't need one and has never applied for one. Mr. McGehee asked the gentleman how much work they have done in the city, and he said quite a bit.

Discussion followed regarding the LOT tax. President Giordani said the city isn't able to get general maintenance completed or have enough money to do asphalt or repair half the potholes. She has been looking into where the city is with the its LOT tax, and possibly place it on a special elections. It was noted that a bed tax would not burden the community, and it would help bring funds into the Street's revenue. It was pointed out that 3 percent (3%) is a low LOT tax. President Giordani added the city needed to address compliance and have the ability to verify those properties that are on the LOT tax and address short-term rentals.

Ms. Shoemaker informed the council that the Water and Sewer accounts were not completed; however, at the beginning of the documents, they are summarized on the "Budget at a Glance." She reported there are more expenses than revenues because the revenue isn't solid due to fluctuation.

10. Adjournment:

With no further business coming before the Common Council at this time, Council Member Carrero moved to adjourn the meeting at 8:14 p.m. President Giordani seconded the motion. The motion passed unanimously.

Chris Johnson, Mayor

Michelle K. Vest Snarr, City Clerk

DRAFT



City of Bellevue

City of Bellevue
Regular Common Council Meeting
August 12, 2024

Agenda Item 6b: Approval of Claims
July 23, 2024, through August 12, 2024

Action Item: Treasurer's Office: Shelly Shoemaker

Note: N/A

Suggested Motion: Move to Approve the "Consent Agenda" as: *amended, corrected, or as presented*

Attachment(s): Claims Payable by **Account** – July 23, 2024, through August 12, 2024
Claims Payable by **Class** – July 23, 2024, through August 12, 2024

City of Bellevue
CLAIMS PAYABLE

August 12, 2024

Date	Num	Name	Memo	Account	Class	Amount
Admin						
08/12/2024	12678660	Idaho Mountain Express	Revenue & Expenditures per Charter	51020 · Advertising / Publishing	01 - Admin	110.80
08/12/2024	80424	Micro Tech System, LLC.	Reso #2366 - Monthly Service - August	51060 · Computer IT Support	01 - Admin	1,205.00
08/12/2024	80424	Micro Tech System, LLC.	On-line backup for desktops	51060 · Computer IT Support	01 - Admin	13.25
08/12/2024	072224	DL Evans - Mayor	MSFT	51062 · Computers - Software	01 - Admin	148.50
08/12/2024	072224	DL Evans - Mayor	Zoom	51062 · Computers - Software	01 - Admin	40.00
08/12/2024	072224	DL Evans - Mayor	MSFT	51062 · Computers - Software	01 - Admin	148.00
08/12/2024	072224	DL Evans - Mayor		51062 · Computers - Software	01 - Admin	196.00
08/12/2024	62512	ToreUp	Shredding Bin - 8/6/24	51080 · Dues & Memberships	01 - Admin	45.00
08/12/2024	072524	Allington, Frederick	Monthly Payment - August	51145 · Legal - Prosecuting Atty	01 - Admin	1,800.00
08/12/2024	37040415	Great America Financial	Standard Payment	51180 · Office Equip Rental	01 - Admin	406.60
08/12/2024	072224	DL Evans - Mayor	Home Depot - filters for water cooler	52010 · Office Supplies	01 - Admin	104.72
08/12/2024	072224	DL Evans - Mayor	Amazon - Supplies/Clerk	52010 · Office Supplies	01 - Admin	27.97
08/12/2024	072224	DL Evans - Mayor	Amazon - Supplies/Clerk	52010 · Office Supplies	01 - Admin	6.79
08/12/2024	071924	Pitney Bowes Purchase Power	Postage Refill 6/25, 7/11	52040 · Postage	01 - Admin	405.00
08/12/2024	073124	South Valley Storage Co.	August Rent - Unit #F-13 - 1/2 Price	52085 · Storage	01 - Admin	63.00
08/12/2024	02774259	Atkinson's Market	Supplies	52090 · Supplies	01 - Admin	29.07
08/12/2024	072024	First Net	Clerk - 208-309-6430	52100 · Telephone	01 - Admin	45.19
08/12/2024	072024	First Net	Admin - 208-309-5732 & 208-309-5734	52100 · Telephone	01 - Admin	100.46
08/12/2024	072024	First Net	Treasurer - 208-309-5081	52100 · Telephone	01 - Admin	45.19
08/12/2024	200012218	Association of Idaho Cities	Full Registration - Michelle	52120 · Training & Meetings	01 - Admin	225.00
Total Admin						\$5,165.54

City of Bellevue
CLAIMS PAYABLE

August 12, 2024

Date	Num	Name	Memo	Account	Class	Amount
P & Z						
08/12/2024	073024	Kurtz, John	P & Z Commissioner Comp 7/1/24, 7/15/24 mtgs.	50020 · P & Z Commission	03 - P & Z	84.00
08/12/2024	073024	Grootveld, Eric	P & Z Commissioner Comp- 7/1/24, 7/15/24 mtgs.	50020 · P & Z Commission	03 - P & Z	84.00
08/12/2024	073024	Lindberg, Alexis D.	P & Z Commission Comp - 7/1/24, 7/15/24 mtgs.	50020 · P & Z Commission	03 - P & Z	84.00
08/12/2024	073024	Wiesen, Robert	P & Z Commissioner Comp - 7/1/24, 7/15/24 mtgs.	50020 · P & Z Commission	03 - P & Z	84.00
08/12/2024	073024	Heugly, Aaron	P & Z Commissioner Comp.- 7/1/24 - 1 mtg.	50020 · P & Z Commission	03 - P & Z	42.00
08/12/2024	12679064	Idaho Mountain Express	Text Amendment - South Tacoma Way,LLC.	51020 · Advertising / Publishing	03 - P & Z	47.84
08/12/2024	12679065	Idaho Mountain Express	Preliminary Plat Application - Karl Malone	51020 · Advertising / Publishing	03 - P & Z	45.08
08/12/2024	33141	Great West Engineering	TO #1 - Annexation review for Gannett Ranch	52050 · Professional Services	03 - P & Z	2,194.95
08/12/2024	33142	Great West Engineering	TO #2 - Zoning Code Amdt Business District Zone	52050 · Professional Services	03 - P & Z	1,097.50
08/12/2024	33145	Great West Engineering	Task Order #3 - General Planning /Planner I	52050 · Professional Services	03 - P & Z	565.25
08/12/2024	33145	Great West Engineering	Task Order #3 - General Planning - Senior Planner	52050 · Professional Services	03 - P & Z	865.00
08/12/2024	33145	Great West Engineering	TO #3 - General Services - Project Administrator	52050 · Professional Services	03 - P & Z	<u>207.00</u>
Total P & Z						\$5,400.62
Fire						
08/12/2024	080524	AFBA	Life Insurance - Fire Dept.	50014 · Insurance - Life	05 - Fire	80.00
08/12/2024	CL61628	United Oil	Fuel - Card #1840084 #4	51110 · Fuel	05 - Fire	105.22
08/12/2024	0016624301-001	Silver Creek Supply	Parts for Engine 4	51163 · R & M - Equipment	05 - Fire	33.57
08/12/2024	072224	DL Evans - Mayor	ID Transportation Dept./New Fire Truck	51167 · R & M - Autos	05 - Fire	23.57
08/12/2024	69075	Weidner & Associates	Hose Couplings	52080 · Small Tools & Equip	05 - Fire	143.99
08/12/2024	072224	DL Evans - Fire Dept.	Lights for Engine 4	52080 · Small Tools & Equip	05 - Fire	213.98
08/12/2024	F06277	Valley Wide Cooperative	Fuel - Fire Dept. - Card #3816393	52090 · Supplies	05 - Fire	63.86
08/12/2024	F06253	Valley Wide Cooperative	Fuel - Fire Dept. - Card #3816394	52090 · Supplies	05 - Fire	38.04
08/12/2024	F13898	Valley Wide Cooperative	Fuel - Fire Dept. - Card #3816395	52090 · Supplies	05 - Fire	40.22
08/12/2024	F27451	Valley Wide Cooperative	Fuel - Fire Dept. - Card #3816395	52090 · Supplies	05 - Fire	28.16
08/12/2024	I66011	Valley Wide Cooperative	Fuel - Fire Dept. - Card #3816394	52090 · Supplies	05 - Fire	43.97
08/12/2024	I66013	Valley Wide Cooperative	Fuel - Fire Dept. - Card #3816395	52090 · Supplies	05 - Fire	19.80
08/12/2024	072024	First Net	Fire Dept.	52100 · Telephone	05 - Fire	<u>50.23</u>
Total Fire						\$884.61

City of Bellevue
CLAIMS PAYABLE

August 12, 2024

Date	Num	Name	Memo	Account	Class	Amount
Library						
08/12/2024	1000386223	OCLC	Contract Subscription 7/1/2024 - 6/30/2025	51080 · Dues & Memberships	07 - Library	322.10
08/12/2024	072024	First Net	Library	52100 · Telephone	07 - Library	45.19
08/12/2024	072224	DL Evans - Library	Atkinson's - Supplies	55010 · Library Programs	07 - Library	37.65
08/12/2024	072224	DL Evans - Library	Domino's - Summer Reading	55010 · Library Programs	07 - Library	249.41
					Total Library	\$654.35
Marshal						
08/12/2024	26206	Rocky Mountain Info. Network	Membership Dues	51080 · Dues & Memberships	08 - Marshal	50.00
08/12/2024	CL61626	United Oil	Fuel - Card #263953/Gaston	51110 · Fuel	08 - Marshal	418.22
08/12/2024	CL61626	United Oil	Fuel - Card #263954/Shelamer	51110 · Fuel	08 - Marshal	195.85
08/12/2024	CL61626	United Oil	Fuel - Card #263955/Thayer	51110 · Fuel	08 - Marshal	146.39
08/12/2024	CL63089	United Oil	Fuel - Card #263953/Gaston	51110 · Fuel	08 - Marshal	337.19
08/12/2024	CL63089	United Oil	Fuel - Card #263954/Shelamer	51110 · Fuel	08 - Marshal	247.29
08/12/2024	CL63089	United Oil	Fuel - Card #263955/Thayer	51110 · Fuel	08 - Marshal	233.10
08/12/2024	11700887519	Les Schwab	Tire mount	51167 · R & M - Autos	08 - Marshal	39.96
08/12/2024	11700887519	Les Schwab	Wheel spin balance	51167 · R & M - Autos	08 - Marshal	67.96
08/12/2024	11700887519	Les Schwab	battery install	51167 · R & M - Autos	08 - Marshal	24.99
08/12/2024	11700887519	Les Schwab	Xt Power Battery	51167 · R & M - Autos	08 - Marshal	216.99
08/12/2024	998052	Idaho Lumber	Storage Container	52090 · Supplies	08 - Marshal	23.99
08/12/2024	80948/9	Valley Wide Cooperative	Staple Gun	52090 · Supplies	08 - Marshal	23.99
08/12/2024	80948/9	Valley Wide Cooperative	Staples	52090 · Supplies	08 - Marshal	4.79
08/12/2024	072024	First Net	Marshal & Deputy Marshal	52100 · Telephone	08 - Marshal	90.38
08/12/2024	072024	First Net	1 Laptop - 208-309-3737	52100 · Telephone	08 - Marshal	40.09
08/12/2024	072024	First Net	5 Laptop - 208-309-8876	52100 · Telephone	08 - Marshal	40.09
08/12/2024	072024	First Net	City of Bellevue FN - 208-309-8877	52100 · Telephone	08 - Marshal	40.09
08/12/2024	072024	First Net	3 Laptop - 208-309-8878	52100 · Telephone	08 - Marshal	40.09
08/12/2024	072024	First Net	2 Laptop - 208-309-8879	52100 · Telephone	08 - Marshal	40.09
08/12/2024	7280	Mountain Humane	Q2 FY2024 payment	56020 · Service Contracts	08 - Marshal	250.00
08/12/2024	97918	Salt Lake Wholesale Sports	Ammunition - 223 Rem 62 GR Gold Dot	56050 · Specialized Equipment	08 - Marshal	339.00
08/12/2024	97918	Salt Lake Wholesale Sports	Shipping UPS Ground	56050 · Specialized Equipment	08 - Marshal	21.35
					Total Marshal	\$2,931.89

City of Bellevue
CLAIMS PAYABLE

August 12, 2024

Date	Num	Name	Memo	Account	Class	Amount
B & G						
08/12/2024	996140	Idaho Lumber	Repair steps @ Memorial Park Stage	51160 · Repairs & Maintenance	09 - B & G	67.88
08/12/2024	199	Palomera, Maria	Office Cleaning/ Aug. City Hall/Library & Marshal's Office	51160 · Repairs & Maintenance	09 - B & G	500.00
08/12/2024	996086	Idaho Lumber	8' 2x6 and screws for Memorial Park Band Stand	52090 · Supplies	09 - B & G	67.98
08/12/2024	072424	Intermountain Gas	Fire Station - 517 N. 2nd	52140 · Utilities - Gas	09 - B & G	16.12
08/12/2024	072424	Intermountain Gas	206 N .Main St. - Museum	52140 · Utilities - Gas	09 - B & G	15.45
08/12/2024	072424	Intermountain Gas	City Hall	52140 · Utilities - Gas	09 - B & G	18.83
08/12/2024	072424	Intermountain Gas	Shop - Martin Lane	52140 · Utilities - Gas	09 - B & G	17.48
08/12/2024	072424	Idaho Power	115 Pine St. - City Hall	52143 · Utilities - Power	09 - B & G	221.97
08/12/2024	072424	Idaho Power	117 Pine St. - Library	52143 · Utilities - Power	09 - B & G	113.41
08/12/2024	072424	Idaho Power	206 N. Main St - Museum	52143 · Utilities - Power	09 - B & G	38.54
08/12/2024	072424	Idaho Power	517 N. 2nd St.	52143 · Utilities - Power	09 - B & G	83.91
08/12/2024	072424	Idaho Power	89 Martin Ln. - Shop	52143 · Utilities - Power	09 - B & G	80.11
08/12/2024	072524	Gardner, Robert	Rent 109 Cedar - August	58190 · Real Property Lease	09 - B & G	<u>125.00</u>
					Total B & G	\$1,366.68
Streets						
08/12/2024	652975	The Bancorp Bank, N.A.	1/3 Chevy 5500 lease/August	51022 · Automobile Lease	10 - Streets	608.66
08/12/2024	CL61627	United Oil	Fuel - Streets/McGehee - Card #26139	51110 · Fuel	10 - Streets	188.56
08/12/2024	CL61629	United Oil	Streets/Equipment - Card #8191665	51110 · Fuel	10 - Streets	880.56
08/12/2024	CL61629	United Oil	Card #263960 - Streets	51110 · Fuel	10 - Streets	28.24
08/12/2024	CL63090	United Oil	Fuel - Streets/McGehee - Card #26139	51110 · Fuel	10 - Streets	204.34
08/12/2024	CL63091	United Oil	Streets/Equipment - Card #8191665	51110 · Fuel	10 - Streets	245.40
08/12/2024	1355810	Walker Sand & Gravel	Gravel for Snow Storage Site (Gannett Road)	51164 · R & M - Street Maint.	10 - Streets	543.83
08/12/2024	46156	Hillside Auto	Starter for 1995 S-10 Pickup	51167 · R & M - Autos	10 - Streets	569.07
08/12/2024	192892	Napa Auto Parts	Headlights for truck	51167 · R & M - Autos	10 - Streets	15.67
08/12/2024	0000148275	Sawtooth Wood Products Inc.	Chains for chainsaws, bar oil, oil mix	52080 · Small Tools & Equip	10 - Streets	158.68
08/12/2024	0000148264	Sawtooth Wood Products Inc.	Ignition module, throttle cable, etc.	52080 · Small Tools & Equip	10 - Streets	258.70
08/12/2024	997471	Idaho Lumber	Scrub brush for washing vehicles	52090 · Supplies	10 - Streets	15.99
08/12/2024	193696	Napa Auto Parts	2-cycle oil	52090 · Supplies	10 - Streets	14.95
08/12/2024	194601	Napa Auto Parts	Supplies (non-office) - headlights 03 Truck	52090 · Supplies	10 - Streets	59.97

City of Bellevue
CLAIMS PAYABLE

August 12, 2024

Date	Num	Name	Memo	Account	Class	Amount
Streets						
08/12/2024	080584/9	Valley Wide Cooperative	Hose connections	52090 · Supplies	10 - Streets	48.97
08/12/2024	0000148469	Sawtooth Wood Products Inc.	Chainsaw parts	52090 · Supplies	10 - Streets	42.33
08/12/2024	0000148469	Sawtooth Wood Products Inc.	Safety Glasses	52090 · Supplies	10 - Streets	17.99
08/12/2024	223619	Gem State Welders Supply	Oxygen & Acetylene	52090 · Supplies	10 - Streets	9.61
08/12/2024	072024	First Net	Streets - 208-309-6895	52100 · Telephone	10 - Streets	62.19
08/12/2024	072424	Idaho Power	100 N. 8th St. - Park	52145 · Utilities - Street Lights	10 - Streets	51.25
08/12/2024	072424	Idaho Power	114 Elm St. - PED	52145 · Utilities - Street Lights	10 - Streets	30.58
08/12/2024	072424	Idaho Power	116 Pine St. - PED	52145 · Utilities - Street Lights	10 - Streets	29.88
08/12/2024	072424	Idaho Power	1461 S. Main St. - Light	52145 · Utilities - Street Lights	10 - Streets	31.45
08/12/2024	072424	Idaho Power	161 Cowcatcher Loop Lite	52145 · Utilities - Street Lights	10 - Streets	3.06
08/12/2024	072424	Idaho Power	218 N. Main St. - Light	52145 · Utilities - Street Lights	10 - Streets	5.89
08/12/2024	072424	Idaho Power	300 E. Cedar Sts. - Park	52145 · Utilities - Street Lights	10 - Streets	26.68
08/12/2024	072424	Idaho Power	318 Cedar St. - Park	52145 · Utilities - Street Lights	10 - Streets	26.50
08/12/2024	072424	Idaho Power	508 Broadford Rd. - Light	52145 · Utilities - Street Lights	10 - Streets	26.78
08/12/2024	072424	Idaho Power	714 Main St. - Light	52145 · Utilities - Street Lights	10 - Streets	28.25
08/12/2024	072424	Idaho Power	921 Riverside Drive - Light	52145 · Utilities - Street Lights	10 - Streets	2.46
08/12/2024	072424	Idaho Power	Street Lights	52145 · Utilities - Street Lights	10 - Streets	1,291.15
08/12/2024	072424	Idaho Power	Street Lights	52145 · Utilities - Street Lights	10 - Streets	26.34
					Total Streets	\$5,553.98
City Council						
08/12/2024	072024	First Net	Alderman & Mayor	52100 · Telephone	11 - Council	316.33
					Total Council	\$316.33
Water						
08/12/2024	2024/2	Idaho Department of Labor	Cost Reimbursement - Lindt - 2nd Qtr 2024	50001 · Salaries & Wages	20 - Water	1,496.32
08/12/2024	652975	The Bancorp Bank, N.A.	1/3 Chevy 5500 lease/August	51022 · Automobile Lease	20 - Water	608.66
08/12/2024	1000 4193	McHugh Bromley Atty. at Law	Rep. delivery calls & other water rights work	51070 · Conjunctive Mgmt	20 - Water	2,520.00
08/12/2024	WRV03-13	Spronk Water Engineers, Inc.	Big WR GW Mgmt. w/Bellevue & Hailey /Ketchum/ S.V. Co.	51070 · Conjunctive Mgmt	20 - Water	4,033.75
08/12/2024	BDD-24-7-2	BDE Water Professionals	Monthly Fee - July	51073 · Contract Labor	20 - Water	3,000.00
08/12/2024	BDD-24-7-2	BDE Water Professionals	Hourly Response chg. 5 hrs @ \$85.00 per hr.	51073 · Contract Labor	20 - Water	425.00

City of Bellevue
CLAIMS PAYABLE

August 12, 2024

Date	Num	Name	Memo	Account	Class	Amount
Water						
08/12/2024	BDD-24-7-2	BDE Water Professionals	Monthly Backup RC Operator	51073 · Contract Labor	20 - Water	600.00
08/12/2024	BDD-24-7-2	BDE Water Professionals	Fully Licensed Operator - 195 hrs @ \$60.00 per hr.	51073 · Contract Labor	20 - Water	11,700.00
08/12/2024	BDD-24-7-2	BDE Water Professionals	Hourly rounds help - 25 hrs @ \$40.00 per hr.	51073 · Contract Labor	20 - Water	1,000.00
08/12/2024	240806A	Garrison, Shane	Water System Management - July	51073 · Contract Labor	20 - Water	2,890.00
08/12/2024	240806A	Garrison, Shane	July- hour overage - 32 hrs. @ \$95.00 per hr.	51073 · Contract Labor	20 - Water	3,040.00
08/12/2024	0074497-IN	Digline Inc.	Monthly Fee	51160 · Repairs & Maint,	20 - Water	38.05
08/12/2024	IN002858331	Western States Equipment Co.	Water Generator @ Strahorn	51160 · Repairs & Maint.	20 - Water	529.36
08/12/2024	39320	Advanced Control Systems	Reso #2367 Alarm Monitoring Hardware & Software - Water	51169 · R & M - Water	20 - Water	4,175.00
08/12/2024	39240	Advanced Control Systems	Reso #2367 Alarm Monitoring Hardware & Software - Water	51169 · R & M - Water	20 - Water	13,375.00
08/12/2024	240806A	Garrison, Shane	Reimbursement -Supplies for CL2 leaking fittings	52090 · Supplies	20 - Water	42.00
08/12/2024	072024	First Net	PW - On-call phone - Water - 208-309-6733	52100 · Telephone	20 - Water	45.19
08/12/2024	072024	First Net	IBR9001, IBR6007, IBR6002, IBR6006, IBR6004, IBR6005	52100 · Telephone	20 - Water	172.36
08/12/2024	072024	First Net	IBR600 8-3A	52100 · Telephone	20 - Water	43.09
08/12/2024	072024	First Net	IBR600 8-3	52100 · Telephone	20 - Water	43.09
08/12/2024	32050	Water Dynamics, dba M.V.Labs	Drinking Water Samples	52110 · Test Samples	20 - Water	120.00
08/12/2024	072324	Intermountain Gas	Strahorn P.S. Strahorn Pump Station	52140 · Utilities - Gas	20 - Water	17.48
08/12/2024	072324	Idaho Power	100 Slaughterhouse - Pump House	52143 · Utilities - Power	20 - Water	243.21
08/12/2024	072324	Idaho Power	32 Muldoon Rd. - WTNK	52143 · Utilities - Power	20 - Water	40.88
08/12/2024	072324	Idaho Power	400 Muldoon Rd.	52143 · Utilities - Power	20 - Water	25.68
08/12/2024	072324	Idaho Power	805 Chestnut St. - Pump	52143 · Utilities - Power	20 - Water	914.62
08/12/2024	072324	Idaho Power	90 1/2 Tendoy St. - Well	52143 · Utilities - Power	20 - Water	120.38
08/12/2024	072324	Idaho Power	90 Tendoy St Well	52143 · Utilities - Power	20 - Water	2,233.41
08/12/2024	7890	Merrick & Company	Eng. Services - Design of Hwy. 75 Water Main Replacement	58125 · Drinking Water Plan	20 - Water	26,470.00
08/12/2024	INV0008155	Core & Main	Spill Deck - Chlorine @ pump houses per Bryson 8/6/24	58260 · Water Meter	20 - Water	391.07
Total Water						\$80,353.60

Wastewater

08/12/2024	12679600	Idaho Mountain Express	Public comment - WW Facility Planning Study	51020 · Advertising / Publishing	30 - Wastewater	86.25
08/12/2024	12679602	Idaho Mountain Express	Public Comment- WW Facility Planning Study/Spanish	51020 · Advertising / Publishing	30 - Wastewater	96.60
08/12/2024	652975	The Bancorp Bank, N.A.	1/3 Chevy 5500 lease/August	51022 · Automobile Lease	30 - Wastewater	608.66

City of Bellevue
CLAIMS PAYABLE

August 12, 2024

Date	Num	Name	Memo	Account	Class	Amount
Wastewater						
08/12/2024	BDE-24-7-1	BDE Water Professionals	Monthly Fee - July	51073 · Contract Labor	30 - Wastewater	4,000.00
08/12/2024	BDE-24-7-1	BDE Water Professionals	Hourly Apprentice - 41 hrs @ \$65.00 per hr.	51073 · Contract Labor	30 - Wastewater	2,665.00
08/12/2024	BDE-24-7-1	BDE Water Professionals	Hourly response chg. - 8 hrs @ \$90.00 per hr.	51073 · Contract Labor	30 - Wastewater	720.00
08/12/2024	BDE-24-7-1	BDE Water Professionals	Hourly Apprentice Helper - 61hrs @ \$60.00 per hr.	51073 · Contract Labor	30 - Wastewater	3,660.00
08/12/2024	CL61625	United Oil	Fuel - Wastewater - Card #263140	51110 · Fuel	30 - Wastewater	110.43
08/12/2024	CL63088	United Oil	Fuel - Wastewater - Card #263140	51110 · Fuel	30 - Wastewater	207.66
08/12/2024	0074497-IN	Digline Inc.	Monthly Fee	51160 · Repairs & Maintenance	30 - Wastewater	38.05
08/12/2024	65397	Clearwater Power Equip LLC	Walk Behind Trimmer	51163 · R & M - Equipment	30 - Wastewater	276.91
08/12/2024	39318	Advanced Control Systems	Reso #2368 - Alarm Monitoring Hardware & Software - WW	51171 · R & M - Wastewater	30 - Wastewater	2,693.00
05/19/2122	39238	Advanced Control Systems	Reso #2368 - Alarm Monitoring Hardware & Software - WW	51171 - R & M - Wastewater	30 - Wastewater	13,465.00
08/12/2024	072224	Century Link	Internet Service - Wastewater Treatment Plant	52020 · Internet Expense	30 - Wastewater	157.06
08/12/2024	33191	Great West Engineering	Wastewater Treatment Plan Evaluation	52050 · Professional Services	30 - Wastewater	5,302.90
08/12/2024	2794	Oxy-Pro Solutions, Inc.	Tote of OxyPro Patented Chemistry for H2S Control	52090 · Supplies	30 - Wastewater	3,356.10
08/12/2024	2794	Oxy-Pro Solutions, Inc.	Freight	52090 · Supplies	30 - Wastewater	1,098.00
08/12/2024	2024100110269	Thatcher Company	Citric Acid Solution	52090 · Supplies	30 - Wastewater	1,253.20
08/12/2024	64511	Clearwater Power Equip LLC	Replacement Trimmer Head	52090 · Supplies	30 - Wastewater	29.99
08/12/2024	072024	First Net	Public Works - 208-309-1609	52100 · Telephone	30 - Wastewater	50.23
08/12/2024	072024	First Net	IBR9001, IBR6007, IBR6002, IBR6006, IBR6004, IBR6005	52100 · Telephone	30 - Wastewater	172.36
08/12/2024	32051	Water Dynamics, dba M.V. Labs	Coliform, Nitrate, Nitrite, Phosphorus, Chloride Samples	52110 · Test Samples	30 - Wastewater	1,495.00
08/12/2024	130116	Go-Fer It Express Inc.	Sample deliveries to Magic Valley Labs	52110 · Test Samples	30 - Wastewater	109.20
08/12/2024	072424	Intermountain Gas	130 Riverview	52140 · Utilities - Gas	30 - Wastewater	24.24
08/12/2024	072424	Idaho Power	1269 Glen Aspen Drive - Lift	52143 · Utilities - Power	30 - Wastewater	41.82
08/12/2024	072424	Idaho Power	130 Riverview Drive - Lift	52143 · Utilities - Power	30 - Wastewater	229.75
08/12/2024	072424	Idaho Power	31 Alyson Rd. - Lagoon	52143 · Utilities - Power	30 - Wastewater	923.99
08/12/2024	072424	Idaho Power	31 Alyson Rd. - Main	52143 · Utilities - Power	30 - Wastewater	596.01
08/12/2024	072424	Idaho Power	80 Honeysuckle Lift	52143 · Utilities - Power	30 - Wastewater	32.14
08/12/2024	072424	Idaho Power	88 Martin Ln. - Lift	52143 · Utilities - Power	30 - Wastewater	76.98
08/12/2024	072424	Idaho Power	90 Tendoy St. - Lift	52143 · Utilities - Power	30 - Wastewater	39.74
				Total WW		\$43,616.27
				Grand Total - Claims Payable		\$146,243.87



City of Bellevue

City of Bellevue
Regular Common Council Meeting
August 12, 2024

Agenda Item 7a: NEW BUSINESS:

Resolution No. aaaaa, A Resolution of the City of Bellevue, Blaine County, Idaho Establishing the Bellevue Labor Day Celebration Committee, the Purpose of Such Committee, the Terms of the Committee Members, and an Effective Date

Action Item: Chris Johnson, Mayor | **ACTION ITEM**

Note: Mayor Johnson is proposing to create a Bellevue Labor Day Celebration Committee

Suggested Motion: Move to Approve Resolution No. 45: 7, A Resolution of the City of Bellevue, Blaine County, Idaho Establishing the Bellevue Labor Day Celebration Committee, the Purpose of Such Committee, the Terms of the Committee Members, and an Effective Date

Attachment(s): Resolution No. 2385



City of Bellevue

City of Bellevue
Regular Common Council Meeting
August 12, 2024

Agenda Item 7b: Appeal: the Council's Decision to Deny a Fee Waiver Request for the Memorial Park in the amount of \$680 for September 1 and September 2, 2024, for the Bellevue Labor Day Celebration on July 22, 2024, Stefany Mahoney

Action Item: Stefany Mahoney: | ACTION ITEM

Note: If the Council does not approve Resolution No. 2385, establishing the Bellevue Labor Day Committee, she would like to Appeal the Council's decision to deny the fee waiver for the Bellevue Labor Day Celebration.

Suggested Motion:

- 1. Move** to Approve the Appeal submitted by Stefany Mahoney and waive the fees for the Memorial Park in the amount of \$680 for the Bellevue Labor Day Celebration. .
- 2. Move** to Deny the Appeal submitted by Stefany Mahoney to waive the fees for the Memorial Park in the amount of \$680 for the Bellevue Labor Day Celebration

Attachment(s): None

Resolution 2385

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF BELLEVUE, BALINE COUNTY, IDAHO, ESTABLISHING A LABOR DAY CELEBRATION COMMITTEE, THE PURPOSE OF SUCH COMMITTEE, THE TERMS OF THE COMMITTEE MEMBERS, AND AN EFFECTIVE DATE

WHEREAS, the City of Bellevue, Blaine County, Idaho (the “City”), is a municipal corporation duly organized and operating under the laws of the State of Idaho; and

WHEREAS, the Common Council of the City of Bellevue is authorized pursuant to Idaho Code Title 50, § 50-210, to appoint such boards, commissions and committees as may be deemed necessary or expedient to assist the mayor and council in better carrying out the responsibilities of their offices; and

WHEREAS, the Common Council is to confirm the appointment of the Committee members by the Mayor and to establish the duties and term of said Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BELLEVUE, BLAINE COUNTY, IDAHO, as follows:

Section 1: The Common Council desires to establishes a City Labor Day Celebration Committee to advise and make a recommendation to the Common Council.

Section 2: The duties of the Committee are to:

- a. Plan, coordinate and implement the annual City of Bellevue Labor Day Celebration.
- b. Review previous years' successes and deficiencies and implement adjustments to achieve positive outcomes for future celebrations.
- c. Ensure all state and city licensing requirements are met for the city and vendors.
- d. Coordinate with city department heads to ensure the health and safety of residents, visitors, applicants, and city employees.
- e. Communicate with potential vendors, participants and city employees.
- f. Administer event and parade participants applications.
- d. Present recommendation(s) to the City Council each year two (2) months prior to Labor Day and as needed.

Section 3: The Committee shall be comprised of three (3) community members. The initial appointment term shall be one year for one member, two years for one member, and there years for one member. Thereafter, appointments shall be for a term of three years. Whenever a seat on the Committees shall become vacant for whatever reason, the Committee shall report same to the Council within 15 days and that vacancy shall be filed as set forth herein by the Mayor and Council for the remainder of the term.

Section 4: Committee members shall be recommended by the Mayor and confirmed by the City Council at a regular public meeting.

Section 5: The Committee shall be comprised of members that represent the broad interests of the people of Bellevue without regard to sex, age, race, nationality, religion, disability or political affiliation.

Section 6: This resolution shall take effect and be in force from and after its passage and approval.

PASS AND ADOPTED by the Bellevue Common Council and signed by the Mayor of the City of Bellevue, Blaine County, Idaho, this _____ day of _____, 2024.

Chris Johnson, Mayor

ATTEST:

Michelle K. Vest Snarr, City Clerk

ROLL CALL	AYE	NAY
Council Member Carreiro	_____	_____
President Giordani	_____	_____
Council Member Leahy	_____	_____
Council Member Mahoney	_____	_____
Council Member Obenauf	_____	_____
Council Member Shay	_____	_____



City of Bellevue

City of Bellevue
Regular Common Council Meeting
August 12, 2024

Agenda Item 7c: NEW BUSINESS:

Resolution No. xxxx, A Resolution of the Mayor and Common Council of the City of Bellevue, Idaho, Confirming the Appointment of Stefany Mahoney to the Bellevue Labor Day Celebration Committee and Appointment as Chair

Action Item: Chris Johnson, Mayor | **ACTION ITEM**

Note: **If the Council adopted Resolution No. 2385,** Mayor Johnson is proposing to appoint Stefany Mahoney to the Bellevue Labor Day Celebration Committee and Appointment as Chair

Suggested Motion: Move to Approve Resolution No 2386, A Resolution of the Mayor and Common Council of the City of Bellevue, Idaho, Confirming the Appointment of Stefany Mahoney to the Bellevue Labor Day Celebration Committee and Appointment as Chair

Attachment(s): Resolution No. 2386

**CITY OF BELLEVUE
RESOLUTION NO. xxxx**

**RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF
BELLEVUE, IDAHO, CONFIRMING THE APPOINTMENT OF STEFANY
MAHONEY TO THE BELLEVUE LABOR DAY CELEBRATION COMMITTEE AND
APPOINTMENT AS CHAIR**

WHEREAS, the Mayor of the City of Bellevue, by and with the advice and consent of the Bellevue Common Council is responsible for appointing Committee members and their terms pursuant to Bellevue Resolution No. 2385; and,

WHEREAS, the Committee was established on August 12, 2024, and the Committee is comprised of three (3) community members. The initial appointment term shall be one year for one member and two years for two members. Thereafter, appointments shall be for a term of three years.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF BELLEVUE, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the Mayor and Common Council, confirm and appoint the following individual to the Bellevue Labor Day Celebration Committee for the identified term.

Stefany Mahoney: 2-year term, expiring August 12, 2026

Section 3: That following the initial term, the commissioner(s) shall be appointed and/or reappointed to serve a three (3) year term.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the City of Bellevue Common Council, Idaho, this _____ day of _____, 2024

Chris Johnson, Mayor

ATTEST:

Michelle Vest Snarr, City Clerk

ROLL CALL

Council Member Carreiro
Council Member Giordani
Council Member Leahy
Council Member Mahoney
Council Member Obenauf
Council Member Shay

AYE

NAY



City of Bellevue

City of Bellevue
Regular Common Council Meeting
July 22, 2024

Agenda Item 7d: NEW BUSINESS:

Resolution No. zzzz'*45: 9+, A Resolution of the City of Bellevue, Idaho. Authorizing the Mayor To Execute a Local Professional Services Agreement No. 96996 with Forsgren Associates, Inc. and the Idaho Transportation Department for a Local Fiscal Year 21 Transportation Plan for the City of Bellevue, Idaho Transportation Department Project No. A022(026), Key No. 22026 in an Amount Not to Exceed \$83,309

Action Item: Shelly Shoemaker, ACTION ITEM

Note: On January 8, 2024, the Council adopted Resolution No. 5360, A Resolution of the City of Bellevue, Idaho, Authorizing the Mayor and City Clerk to Execute an Agreement, Project A022(26), with the State of Idaho Transportation Department for the Construction of FY-21 Transportation Plan

Resolution zzzz'*2389+Authorizes the execution of the Professional Service Agreement (Exhibit A) with Forsgren Associates and ITD for the FY-21 Transportation Plan NTE \$83,309. The federal participation is 92.66% or \$77,194.12 leaving the city with the responsibility of 7.34%, or \$6,114.88

Suggested Motion:

Move to approved Resolution No. **45: 9**, A Resolution of the City of Bellevue, Idaho. Authorizing the Mayor To Execute a Local Professional Services Agreement No. 96996 with Forsgren Associates, Inc. and the Idaho Transportation Department for a Local Fiscal Year 21 Transportation Plan for the City of Bellevue, Idaho Transportation Department Project No. A022(026), Key No. 22026 in an Amount Not to Exceed \$83,309

Attachment(s): Resolution No. 2385
Exhibit "A"
Resolution No. 5360 – with the State/Local Agreement Project No. A022 (26)

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY OF BELLEVUE, IDAHO. AUTHORIZING THE MAYOR TO EXECUTE A LOCAL PROFESSIONAL SERVICES AGREEMENT NO. 96996 WITH FORSGREN ASSOCIATES, INC. AND THE IDAHO TRANSPORTATION DEPARTMENT FOR A LOCAL FISCAL YEAR 21 TRANSPORTATION PLAN FOR THE CITY OF BELLEVUE, IDAHO TRANSPORTATION DEPARTMENT PROJECT NO. A022(026), KEY NO. 22026 IN AN AMOUNT NOT TO EXCEED \$83,309.

WHEREAS, the Idaho Transportation Department and the City of Bellevue, entered into an agreement on January 22, 2024 (the “ITD Agreement”), pursuant to Idaho Code § 40-317, for Federal participation funding of 92.66 percent (92.66%) from the approved Idaho Transportation Investment program for a local Fiscal Year 21 transportation plan for the City of Bellevue (“City”); and,

WHEREAS, pursuant to the ITD Agreement, the City is responsibility for 7.34 percent (7.34%) of the total project cost; and,

WHEREAS, pursuant to the ITD Agreement, Forsgren Associates, Inc. (“Forsgren”) was selected by the City as Consultant for the transportation plan;

WHEREAS, an Idaho Transportation Department Local Professional Services Agreement, 96996, between Forsgren, the City of Bellevue and the Idaho Transportation Department authorizing Forsgren to proceed in an amount not to exceed \$83,309 outlines the duties and responsibilities of all parties for the project.

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BELLEVUE, IDAHO, AS FOLLOWS:

- Section 1.** Approves the Idaho Transportation Department Local Professional Services Agreement No. 96996 between Forsgren, the City of Bellevue, Idaho, and the Idaho Transportation Department, for a Local Fiscal Year 21 Transportation Plan in substantially the form presented at the August 12, 2024, regular Council meeting attached hereto as **Exhibit “A”**.
- Section 2.** The Agreement is adopted as a binding obligation of the City and that changes *may* later be made to the Agreement *if the Changes* (“Approved Changes”) are approved by the City’s Common Council and that the signing of the Approved Changes and any related documents are conclusive evidence of the approval of the changes.
- Section 3.** The Mayor is authorized to execute the Professional Services Agreement for a Local Fiscal Year 21 Transportation Plan with Forsgren, the City of Bellevue, Idaho, and the Idaho Transportation Department.

PASSED AND APPROVED by the Bellevue Common Council and signed by the Mayor of the City of Bellevue, Idaho, this 22nd day of July 2024.

Chris Johnson, Mayor

ATTEST:

Michelle Vest Snarr, City Clerk

ROLL CALL

AYE

NAY

Council Member Carreiro _____
Council Member Giordani _____
Council Member Leahy _____
Council Member Mahoney _____
Council Member Obenauf _____
Council Member Shay _____

EXHIBIT "A"

Idaho Transportation Department Local Professional Services Agreement

Agreement #: 96996

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the City of Bellevue, whose address is 1115 E Pine St Bellevue, ID 83313, hereinafter called the "Sponsor," and Forsgren Associates, Inc., whose address is 1109 W. Myrtle St, Suite 300, , Boise, ID, 83702, hereinafter called the "Consultant."

RATIFICATION

The Idaho Transportation Department, representing the Federal Highway Administration on all local federal-aid highway projects, is authorized to ratify all agreements for engineering services entered into between sponsoring local agencies and their retained consultants. All references to State used hereafter shall denote the Idaho Transportation Department.

NOW, THEREFORE, the parties hereby agree as follows:

The work covered by this Agreement is for the following project(s):

Project Name	Project #	Key #
LOCAL, FY21 TRANSPORTATION PLAN CITY OF BELLEVUE	A022(026)	22026

SUBCONSULTANTS

The State approves the Consultant's utilization of the following Subconsultants:

N/A

AGREEMENT ADMINISTRATOR

This Agreement shall be administered by Ken Kanownik, Deputy Administrator, LHTAC; (208) 344-0565; or an authorized representative.

DUTIES AND RESPONSIBILITIES OF CONSULTANT

A. DESCRIPTION OF WORK

The Consultant shall provide professional services as outlined in the attachment(s) and as further described herein.

1. The following attachments are made a part of this Agreement:

- a. **Attachment No. 1L** is the Consultant Agreement Specifications which are applicable to all agreements.
- b. **Attachment No. 2** is the negotiated Scope of Work, Cost Estimate, and Man-Day Estimate.

In the case of discrepancy, this Agreement shall have precedence over Attachment No. 2, and Attachment No. 2 shall have precedence over Attachment No. 1.

2. Per Diem will be reimbursed at the current approved rates. These rates are listed at <http://itd.idaho.gov/business/?target=consultant-agreements> .

DUTIES AND RESPONSIBILITIES OF SPONSOR AND/OR STATE

The Sponsor and/or State shall provide to the Consultant, upon request, copies of any records or data on hand which are pertinent to the work under the Agreement.

TIME AND NOTICE TO PROCEED

A. The Consultant shall start work under this Agreement no later than ten (10) calendar days from the receipt of the written notice to proceed with the work. The Consultant shall complete all work by **11/30/2025**.

B. The Consultant shall remain available to perform additional work for an additional sixty (60) days or until the Agreement is closed out, whichever comes first.

BASIS OF PAYMENT

A. Payment Basis: Cost Plus Fixed Fee

B. Compensation Amount

1. Not-To-Exceed Amount: **\$83,309.00**

2. Additional Services Amount: **\$0.00**

3. Total Agreement Amount: **\$83,309.00**

C. Fixed Fee Amount: **\$8,308.00** (This is included in the Total Agreement Amount.)

D. Approved Overhead Rates for Prime Consultant and Subconsultants

Forsgren Associates, Inc. 174.06%

E. Reasonable increases in labor rates during the life of this Agreement will be accepted. Payroll additive rate, general administrative overhead rate, and unit prices are subject to adjustment during the life of this Agreement based on audit and negotiations. If the State approves an adjustment to the overhead rate or unit prices, the Consultant must then submit a written request to the Agreement Administrator requesting use of the approved rate(s) on this agreement. If the new rate(s) are accepted by the Agreement Administrator, they shall apply from the date the written request was made to the Agreement Administrator. An adjustment shall not change the Non-To-Exceed amount of the Agreement. For projects of duration greater than two years, the Not-To-Exceed amount may be negotiated. In no case will rates be adjusted more than once per agreement year.

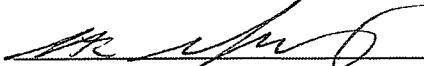
F. Professional Services Authorization and Invoice Summary (Authorization) No. 1 is issued in the amount of **\$83,309.00** to perform the work of this Agreement.

An additional services amount may be included in this Agreement. If so, the Sponsor will determine if additional services is required beyond the services outlined in Attachment No. 2. When additional services are required, the additional services amount of the Agreement will be utilized, and a subsequent Authorization will be issued.

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year in this Agreement first written above.

FORSGREN ASSOCIATES, INC.

Consultant

By: 

Title: CIVIL MANAGER

CITY OF BELLEVUE

Local Sponsor

By: _____

Title: _____

**IDAHO TRANSPORTATION
DEPARTMENT**

By: _____

Title: _____

ATTACHMENT NO. 1L
CONSULTANT AGREEMENT SPECIFICATIONS

These specifications supplement Local Professional Services Agreements and shall be attached to said Agreements.

A. DEFINITIONS

1. **Administrator:** Person directly responsible for administering the Professional Services Agreement (Agreement) on behalf of the Local Public Agency.
2. **Combined Overhead:** The sum of the payroll additives and general administrative overhead expressed as a percent of the direct labor cost.
3. **Cost:** Cost is the sum of the hourly charge out rate and other direct costs.
4. **Cost Plus Fixed Fee:** Cost Plus Fixed Fee is the sum of the payroll costs, combined overhead, and other direct costs, plus the fixed fee.
5. **CPM:** Critical Path Scheduling. The CPM will list work tasks, their durations, milestones and their dates, and State/Local review periods.
6. **Fixed Fee:** A dollar amount established to cover the Consultant's profit and business expenses not allocable to overhead. The fixed fee is based on a negotiated percent of direct labor cost and combined overhead and shall take into account the size, complexity, duration, and degree of risk involved in the work. The fee is "fixed," i.e. it does not change. If extra work is authorized, an additional fixed fee can be negotiated, if appropriate.
7. **General Administrative Overhead (Indirect Expenses):** The allowable overhead (indirect expenses) expressed as a percent of the direct labor cost.
8. **Hourly Charge Out Rate:** The negotiated hourly rate to be paid to the Consultant which includes all overhead for time worked directly on the project.
9. **Incentive/Disincentive Clause:** Allows for the increase or decrease of total Agreement amount paid based on factors established in the Agreement. Normally, these factors will be completion time and completion under budget.
10. **Lump Sum:** An agreed upon total amount, that will constitute full payment for all work described in the Agreement.
11. **Milestones:** Negotiated portions of projects to be completed within the negotiated time frame. Normally the time frame will be negotiated as a calendar date, but it could also be "working" or "calendar" days. As many milestones as the Consultant and the State/Sponsor believe necessary for the satisfactory completion of the Agreement will be negotiated.
12. **Not-To-Exceed Amount:** The Agreement amount is considered to be a Not-to-Exceed amount, which amount shall be the maximum amount payable and shall not be exceeded unless adjusted by a Supplemental Agreement.
13. **Other Direct Costs:** The out-of-pocket costs and expenses directly related to the project that are not a part of the normal company overhead expense.
14. **Payroll Additives:** All payroll additives allocable to payroll costs such as FICA, State Unemployment Compensation, Federal Unemployment Compensation, Group Insurance, Workmen's Compensation, Holiday, Vacation, and Sick Leave. The payroll additive is expressed as a percent of the direct labor cost.

15. **Payroll Costs (Direct Labor Cost):** The actual salaries paid to personnel for the time worked directly on the project. Payroll costs are referred to as direct labor cost.
16. **Per Diem Rates:** Per Diem will be reimbursed at actual cost. However, reimbursements shall not exceed the current approved rates. The current rates are listed on the following Web site: <http://itd.idaho.gov/business/?target=consultant-agreements>.
17. **Standard of Care:** The level or quality of service ordinarily provided by normally competent practitioners of good standing in that field, contemporaneously providing similar services in the same locality and under the same circumstances.
18. **State:** Normally "State" refers to the Idaho Transportation Department.
19. **Sponsor:** The "Sponsor" refers to the local public agency.
20. **Unit Prices:** The allowable charge out rate for units or items directly related to the project that are not a part of the normal overhead expense.

NOTE: All cost accounting procedures, definitions of terms, payroll cost, payroll additives, general administrative overhead, direct cost, and fixed fee shall comply with Federal Acquisition Regulations, 48 CFR, Part 31, and be supported by audit accepted by the State.

B. STANDARDS OF PERFORMANCE

Except as otherwise specifically provided for in the Consultant's Scope of Work, the Consultant agrees that all work performed under the Agreement will be performed in accordance with Idaho Transportation Department Standards and other appropriate standards with generally acceptable standard of care. When the work is of a nature that requires checking, the checking shall be performed by a qualified person other than the one who performed the work.

C. AGREEMENT ADMINISTRATOR

The Agreement Administrator will administer the Agreement for performance and payment, and will decide all questions which may arise as to quality and acceptability of the work, rate of progress, definition of work to be performed, completion of milestones, and acceptable fulfillment of the Agreement. The Consultant shall address all correspondence, make all requests, and deliver all documents to the Administrator. The Administrator shall be responsible for the timely coordination of all reviews performed by the State or their representatives.

D. PERSONNEL

The Consultant shall provide adequate staff of experienced personnel or Subconsultants capable of and devoted to the successful accomplishment of work to be performed under the Agreement. The specific individuals or Subconsultants listed in this Agreement, including Project Manager, shall be subject to approval by the State and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have qualifications, experience and expertise at least equal to those listed in the proposal.

E. SUBCONSULTANTS

The Consultant shall have sole responsibility for the management, direction, and control of each Subconsultant and shall be responsible and liable to the Sponsor for the satisfactory performance and quality of work performed by Subconsultants under the terms and conditions of this Agreement. The Consultant shall include all the applicable terms and conditions of this Agreement in each Subconsultant Agreement between the Consultant and Subconsultant, and provide the State with a copy of each Subconsultant Agreement prior to the Subconsultant beginning work. No other Subconsultant shall be used by the Consultant without prior written consent by the State.

F. PROFESSIONAL SERVICES AUTHORIZATION

1. A written PROFESSIONAL SERVICES AUTHORIZATION (PSA) will be issued by the State to authorize the Consultant to proceed with a specific portion of the work under this Agreement. The number of PSAs required to accomplish all the work under this Agreement is one to several. Each PSA will authorize a maximum dollar amount and specify the milestone(s) for which the PSA represents. The Sponsor assumes no obligation of any kind for expenses incurred by the Consultant prior to the issuance of the PSA; for any expenses incurred by the Consultant for services performed outside the work authorized by the PSA; and for any dollar amount greater than authorized by the PSA.
2. The Consultant's work of this Agreement will be divided into milestones, each governed by a separate PSA. It is not necessary for a PSA to be completed prior to the issuance of the next PSA. The Consultant shall not perform work which has not been authorized by a PSA. When the money authorized by a PSA is nearly exhausted, the Consultant shall inform the Administrator and shall identify the need for additional authorization via issuance of the next PSA. The Administrator must concur with the Consultant prior to the issuance of the next PSA.
3. The Agreement is lump sum, unit cost, or cost plus fixed fee amount as indicated in this Agreement and may include an Additional Services amount for possible extra work not contemplated in the original scope of work. For the Consultant to receive payment for any work under the Additional Services Amount of this Agreement, said work must be authorized and performed under a PSA issued by the State specifically for the extra work. Should the Sponsor request that the Consultant perform additional services, the scope of work and method of payment will be negotiated. The basis of payment for additional work will be set up either as a Lump Sum or Cost Plus Fixed Fee.

G. PROJECT SCHEDULING

All negotiated agreements shall be accompanied by a critical path method schedule (CPM Schedule). The CPM Schedule will list the work tasks for the Agreement, their duration, negotiated milestones and their completion dates, including State/Local review periods. The format of this schedule shall be agreed on prior to signing the Agreement.

Along with the monthly progress report, the Consultant shall provide monthly CPM Schedule updates to the Agreement Administrator for approval. The CPM schedule shall show project percent completed on each task.

H. MONTHLY PROGRESS REPORT

The Consultant shall submit to the State a monthly progress report on Form ITD-771, as furnished by the State. When no work will be performed for a period of time, this requirement can be waived by written notice from the Agreement Administrator. However, at such time as work re-commences, the monthly progress reports shall resume.

The Consultant shall provide monthly progress schedule (CPM) updates to the Agreement Administrator.

The monthly progress report and schedule update will be submitted by the tenth of each month following the month being reported or as otherwise agreed to in the approved scope of work.

The Agreement Administrator will review the progress report and submit approved invoices for payment within two weeks of receiving the invoice, the associated monthly report and the schedule update.

Each progress report shall list invoices by PSA number and reference milestones.

I. PROGRESS AND FINAL PAYMENTS

1. Progress payments will be made once a month for services performed which qualify for payment under the terms and conditions of the Agreement. Such payment will be made based on invoices submitted by the Consultant in the format required by the State. The monthly invoice shall be submitted no later than the tenth of each month following the month being invoiced.

Lump Sum

Progress payments will be made based on a percentage of the work or milestones satisfactorily completed.

Cost Plus Fixed Fee

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work, each milestone and percent complete of the entire Agreement. Progress payments will be made based on the invoice cost less the fixed fee for the work satisfactorily completed for each invoicing period. Said payment shall not exceed the percent complete of the entire Agreement. Upon satisfactory completion of each milestone, full payment for all approved work performed for that milestone will be made, including Fixed Fee.

Cost

The Consultant shall submit a breakdown of costs by each item of work on the monthly invoice, and shall show the percent complete of each item of work and percent complete of the entire Agreement. Progress payments will be made based on the invoiced cost for the work satisfactorily completed for each item of work. Said payment shall not exceed the percent complete of the entire Agreement.

Direct expenses will be reimbursed at actual cost, not to exceed the current approved rates as identified at <http://itd.idaho.gov/business/?target=consultant-agreements> .

For "Cost Plus Fixed Fee" and "Cost" agreements, invoices must include backup documentation to support expenditures as appropriate, and as requested by the Agreement Administrator. Such support may consist of copies of time sheets or cost accounting system print-out of employee time, and receipts for direct expenses.

2. The Sponsor will make full payment for the value of the services performed which qualify for payment. This full payment will apply until 95 percent of the work under each Project Agreement PSA or Supplemental Agreement has been completed. No further progress payments will be made until all work under the Agreement has been satisfactorily accomplished and accepted by the Sponsor. If at any time, the Sponsor determines that the work is not progressing in a satisfactory manner, further payments may be suspended or withheld for sums that are deemed appropriate for unsatisfactory services.
3. Final payment of all amounts retained shall be due 60 days after all work under the Agreement has been completed by the Consultant and accepted by the Sponsor. Such final payment will not be made until satisfactory evidence by affidavit is submitted to the State that all indebtedness incurred by the Consultant on this project has been fully satisfied.
4. Agreements which include an incentive/disincentive clause will normally have the clause applied only to the completion of the BID OPENING milestone. If the project is deemed by the Sponsor to be ready for advertisement, but advertisement is postponed at no fault of the Consultant, any incentive earned will be paid.
5. Payments to Subconsultants

The Consultant shall pay each subconsultant for satisfactory performance of its contract items no later than twenty (20) calendar days from receipt of each payment the Consultant receives from the State under this Agreement, in accordance with 49 CFR, Part 26. The Consultant shall return retainage payments to each subconsultant within twenty (20) calendar days after the subconsultant's work is satisfactorily completed. The Consultant will verify that payment or retainage has been released to the subconsultant or suppliers within the specified time for each partial payment or partial acceptance by the Department through entries in the Department's online diversity tracking system during the corresponding monthly audits.

Prompt payment will be monitored and enforced through the Consultant's reporting of monthly payments to its subconsultants and suppliers in the online diversity tracking system. Subconsultants, including lower tier subconsultants, suppliers, or both, will confirm the timeliness and the payment

amounts received utilizing the online diversity tracking system. Discrepancies will be investigated by the Contract Compliance Officer and the Contract Administrator. Payments to the subconsultants, including lower tier subconsultants, and including retainage release after the subconsultant or lower tier subconsultant's work has been accepted, will be reported monthly by the Consultant or the subconsultant.

The Consultant will ensure its subconsultants, including lower tier subconsultants, and suppliers meet these requirements.

J. **MISCELLANEOUS PROVISIONS**

1. **COVENANT AGAINST CONTINGENT FEES**

a. The Consultant warrants that they have not:

Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person to solicit or secure this Agreement, other than a bona fide employee of the firm;

agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out this Agreement, or;

paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee of the firm) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement.

b. The Sponsor warrants that the above Consultant or its representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this Agreement.

Employ or retain, or agree to employ or retain, any firm or person, or; pay, or agree to pay to any firm, person or organization, any fee, contribution, donation or consideration of any kind.

2. **PROHIBITION AGAINST HIRING PERSONNEL AND WORKING FOR CONTRACTOR**

In compliance with the Code of Federal Regulations, (23 CFR, Section 1.33, Conflict of Interest), the Consultant agrees that no one in their employ will work on a part time basis under this Agreement while also in the full-time employ of any Federal Agency, the State, or the Sponsor, without the written consent of the public employer of such person. The Consultant agrees that no one in their employ under any circumstances shall perform any services for the contractor on the construction of this project.

3. **CHANGES IN WORK**

All changes in work shall conform to one or more of the following conditions and in no instance shall such change in work be undertaken without written order or written approval of the Sponsor.

- a. Increase in the work required by the Sponsor due to unforeseen circumstances.
- b. Revision in the work required by the Sponsor subsequent to acceptance of such work at the appropriate conference or after revision of such work as outlined at said conference.
- c. Items of work which are beyond the scope of intent of this Agreement and pre-approved by the Sponsor.
- d. Reduction in the work required by the Sponsor due to unforeseen circumstances.

An increase in compensation will be considered when Department Design Standards or expectations have changed from the time of negotiation.

Adjustment in compensation for either an increase or reduction in work shall be on a negotiated basis arrived at by mutual agreement between the Sponsor and the Consultant. During such

negotiations the Sponsor may examine the documented payrolls, transportation and subsistence costs paid employees actively engaged in the performance of a similar item or items of work on the project, and by estimated overhead and profit from such similar items or items of work.

Said mutual agreement for a negotiated increase or reduction in compensation shall be determined prior to commencement of operations for an increase in a specific item or items of work. In the case of Sponsor order for nonperformance, a reduction in the specific item or items of work will be made as soon as circumstances permit. In the event that a mutual agreement is not reached in negotiations for an increase in work, the Sponsor will use other methods to perform such item or items of work.

The mutually agreed amount shall be covered by a Supplemental Agreement and shall be added to or subtracted from the total amount of the original Agreement.

Adjustment of time to complete the work as may pertain to an increase or a reduction in the work shall be arrived at by mutual agreement of the Sponsor and the Consultant after study of the change in scope of the work.

4. DELAYS AND EXTENSIONS

Time adjustment may occur when the negotiated scope of work is increased or reduced through mutual agreement of the State and the Consultant.

Extensions of time may be granted for the following reasons:

- a) Delays in major portions of the work caused by excessive time used in processing of submittals, delays caused by the State, or other similar items which are beyond the control of the Consultant.
- b) Additional work ordered in writing by the Sponsor.
- c) Department Design Standards have changed or expectations have changed from the time of negotiation.

5. TERMINATION

The Sponsor may terminate or abandon this Agreement at any time, without further obligation, upon giving notice of termination as hereinafter provided, for any of the following reasons:

- a. Evidence that progress is being delayed consistently below the progress required in the current approved CPM Schedule.
- b. Continued submission of sub-standard work.
- c. Violation of any of the terms or conditions set forth in the Agreement, other than for the reasons set forth in a. and b. above.
- d. At the convenience of the Sponsor.

Prior to giving notice of termination for the reasons set forth in a through c above, the Sponsor shall notify the Consultant in writing of any deficiencies or default in performance of the terms of this Agreement, and Consultant shall have ten (10) days thereafter in which to correct or remedy such default or deficiency. Upon their failure to do so within said ten (10) days, or for the reasons set forth in c above, such notice of termination in writing shall be given by the Sponsor. Upon receipt of said notice the Consultant shall immediately discontinue all work and service unless directed otherwise, and shall transfer all documents pertaining to the work and services covered under this Agreement, to the Sponsor. Upon receipt by the Sponsor of said documents, payment shall be made to Consultant as provided herein for all acceptable work and services.

6. DISPUTES

Should any dispute arise as to performance or abnormal conditions affecting the work, such dispute shall be referred to the Sponsor and the Director of the Idaho Transportation Department or his duly authorized representative(s) for determination.

Such determination shall be final and conclusive unless, within thirty (30) days of receipt of the decision Consultant files for mediation or arbitration. Consultant agrees that any mediation or arbitration hearing shall be conducted in Boise, Idaho. Consultant and Sponsor agree to be bound by the mediation agreement or the decision of the arbitration. Expenses incurred due to the mediation or arbitration will be shared equally by the Consultant and the Sponsor.

7. ACCEPTANCE OF WORK

- a. The Consultant represents that all work submitted shall be in accordance with generally accepted professional practices and shall meet tolerances of accuracy required by State practices and procedures.
- b. Acceptance of work will occur at phases appropriate to the terms of the Agreement and level of detail required by the State in its project development procedures.
- c. It is understood by the Consultant that the Sponsor is relying upon the professional expertise and ability of the Consultant in performance of the Agreement. Any examination of the Consultant's work product by the State/Sponsor will not be considered acceptance or approval of the work product which would relieve the Consultant for any liability or expense. Consultant is solely responsible for the propriety and integrity of its work product.

Acceptance or approval of any portion of Consultant's work product by the Sponsor for payment, partial or final, shall not constitute a waiver of any rights the Sponsor may have against the Consultant. If due to errors, omissions and negligent acts by the Consultant, or its Subconsultants, agents or employees, in its work product, the Consultant shall make corrections to its work product at no expense to the Sponsor. The Consultant shall respond to the Sponsor's notice of any error or omission within twenty-four hours of receipt, and give immediate attention to any corrections to minimize any delay to the construction contract. This may include, if directed by the Sponsor, visits to the site of the work.

If the Consultant discovers errors or omissions in its work product, it shall notify the State within seven days of discovery. Failure of the Consultant to notify the State shall be grounds for termination of the Agreement.

The Consultant's liability for damages incurred by the Sponsor due to negligent acts, errors or omissions by the Consultant in its work product shall be borne by the Consultant. Increased construction costs resulting from errors, omissions or negligence in Consultant's work product shall not be the Consultant's responsibility unless the additional construction costs were the result of gross negligence of the Consultant.

8. OWNERSHIP OF DOCUMENTS

All material acquired or produced by the Consultant in conjunction with the preparation of the plans, study, or report, shall become the property of, and be delivered to, the Sponsor without restrictions or limitations of their further use. Any use of these materials by the Sponsor for purposes other than intended under this agreement shall be at the risk of the Sponsor. The Consultant has the right to make and retain copies of all data and documents for project files. Documents provided to the State may be public records under the Public Records Act §§ 74-101 through 74-126 and Idaho Code §§ 9-338 *et seq*, and thus subject to public disclosure unless excepted by the laws of the state of Idaho, otherwise ordered by the courts of the state of Idaho, and/or otherwise protected by relevant state and/or federal law.

9. AERIAL PHOTOGRAPHY

After aerial photography has been flown, processed and checked for coverage, the negatives shall be sent to the State at the address indicated on the Agreement for evaluation, labeling, and prints or diapositives as needed by the District and the Consultant. The negatives shall become the property of the State. Along with the negatives, the Consultant shall also deliver the Report of Calibration for the aerial camera used for the aerial photography, the flight maps, and the flight log. Once complete, a copy of the mapping shall be placed on a CD-ROM and sent to the address specified in the Agreement.

10. CADD SPECIFICATIONS

Two copies of all drawings shall be furnished to the Department upon completion of the contract. One copy shall be a durable reproduction of the drawing stamped and signed by the Engineer. An electronic stamp is acceptable, provided it is registered and approved with the Board of Professional Engineers and Land Surveyors. Roadway plans shall be furnished on 11" x 17" sheets. Structures plans shall be furnished on 22" x 34" sheets. The other copy shall be an electronic drawing file in a MicroStation .DGN file format. Electronic files shall be delivered in one of the following:

- a. Placed within ITD's ProjectWise DataSource (See CADD Manual for proper locations for file storage)
- b. Standard CD/DVD-ROM Format

Files shall be developed with MicroStation software, SS4 Version 8.11X or higher; or converted to the MicroStation .DGN file format with all conversion errors corrected prior to delivery. If the consultant elects to convert files from other CADD software to the .DGN format, the consultant may be required at various times during the contract period to provide proof that all conversion errors can be corrected.

Refer to the CADD Manual for a complete set of CADD Standards. The manual is available at the following website: <http://apps.itd.idaho.gov/apps/manuals/manualsonline.html> .

11. GEOTECHNICAL AND MATERIALS WORK

If geotechnical and materials work is required under this Agreement, the Consultant must ensure that any Subconsultant performing geotechnical and materials work be involved in the final design review. This does not mean that the geotechnical and materials Subconsultant must attend the actual final design review meeting, but does mean that the Subconsultant, will at a minimum, participate in the final design plans and proposal review to assure that all geotechnical and materials recommendations/issues it raised concerning the project have been addressed, or notify the Consultant of any outstanding issues.

12. HIGHWAY CONSTRUCTION ESTIMATING PROGRAM

The Idaho Transportation Department has adopted the Trns.Port Estimator™ Highway Construction Cost Estimation software package as the standard for developing all highway construction cost estimates. Consultants who prepare PS&E (Plans, Specifications and Estimate) packages for submittal to ITD are required to use Estimator. Further information is available at the following Web Site: <http://itd.idaho.gov/business/?target=consultant-agreements> .

13. INDEMNITY

- a. Concerning claims of third parties, the Consultant shall indemnify, and hold harmless and defend the Sponsor from any and all damages of and against any and all suits, actions, claims or losses of every kind, nature and description, including costs, expenses and reasonable attorney fees that may be incurred by reason of any negligent act, error or omission of the Consultant in the prosecution of the work which is the subject of this Agreement.
- b. Concerning claims of the Sponsor, the Consultant shall assume the liability and responsibility for negligent acts, errors or omissions caused by the Consultant or a Subconsultant or their agents or employees to the design, preparation of plans and/or specifications, or other assignments completed under this Agreement, to the standards accepted at the time of the Final Design Review, other established review periods.
- c. Notwithstanding any other provision of this Agreement, the Consultant shall not be responsible for claims arising from the willful misconduct or negligent acts, errors, or omissions of the Sponsor for contamination of the project site which pre-exist the date of this Agreement or subsequent Task Authorizations. Pre-existing contamination shall include but not be limited to any contamination or the potential for contamination, or any risk to impairment of health related to the presence of hazardous materials or substances.

14. INSURANCE

The Consultant, certifying it is an independent contractor licensed in the State of Idaho, shall acquire and maintain commercial general liability insurance in the amount of \$1,000,000.00 per occurrence, professional liability insurance in the amount of \$1,000,000.00, and worker compensation insurance in accordance with Idaho Law.

The professional liability insurance coverage shall remain in force and effect for a minimum of one (1) year after acceptance of the construction project by the State (if applicable), otherwise for one (1) year after acceptance of the work by the State.

Regarding workers' compensation insurance, the Consultant must provide either a certificate of workers' compensation insurance issued by an insurance company licensed to write workers' compensation insurance in the State of Idaho as evidence that the Consultant has a current Idaho workers' compensation insurance policy in effect, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

The Consultant shall provide the State with certificates of insurance within ten (10) days of the Notice to Proceed.

15. ENDORSEMENT BY ENGINEER, ARCHITECT, LAND SURVEYOR, AND GEOLOGIST

Where applicable, the Professional Engineer, Architect, Land Surveyor, or Geologist in direct charge of the work or portion of work shall endorse the same. All plans, specifications, cost summaries, and reports shall be endorsed with the registration seal, signature, and date of the Idaho professional in direct charge of the work. In addition, the firm's legal name and address shall be clearly stamped or lettered on the tracing of each sheet of the plans. This endorsement certifies design responsibility in conformance with Idaho Code, ITD's Design Manual, and acceptance of responsibility for all necessary revisions and correction of any errors or omissions in the project plans, specifications and reports relative to the project at no additional cost to the State based on a reasonable understanding of the project at the time of negotiation.

16. LEGAL COMPLIANCE

The Consultant at all times shall, as a professional, observe and comply with all Federal, State and local laws, by-laws, safety laws, and any and all codes, ordinances and regulations affecting the work in any manner and in accordance with the general standard of care. The Consultant agrees that any recourse to legal action pursuant to this agreement shall be brought in the District Court of the State of Idaho, situated in Ada County, Idaho.

17. SUBLetting

The services to be performed under this Agreement shall not be assigned, sublet, or transferred except by written consent of the Sponsor. Written consent to sublet, transfer or assign any portions of the work shall not be construed to relieve the Consultant of any responsibility for the fulfillment of this Agreement or any portion thereof.

18. PERMITS AND LICENSES

The Consultant shall procure all permits and licenses, pay all charges, fees, and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

19. PATENTS AND COPYRIGHTS

The Consultant shall hold and save the Sponsor and its agents harmless from any and all claims for infringement by reason of the use of any patented design, device, material process, trademark, and copyright.

20. NONDISCRIMINATION ASSURANCES

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

1. **Compliance With Regulations.** The Consultant shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in the appropriate ITD DBE Special Provisions. <http://apps.itd.idaho.gov/apps/ocr/index.aspx>
2. **Nondiscrimination.** The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
4. **Information and Reports.** The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
5. **Sanctions for Noncompliance.** In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress payments on current or future Idaho Federal-aid Projects an administrative remedy by reducing the final payment or future progress payments in an amount equal to 10% of this agreement or \$7,700, whichever is less.
6. **Incorporation of Provisions.** The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

21. INSPECTION OF COST RECORDS

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the project. They shall make such data available for inspection, and audit, by duly authorized personnel, at reasonable times during the life of this Agreement, and for a period of three (3) years subsequent to date of final payment under this Agreement, unless an audit has been announced or is underway; in that instance, records must be maintained until the audit is completed and any findings have been resolved. Failure to provide access to records may affect payment and may constitute a breach of contract.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By signing this document the Consultant certifies to the best of his knowledge and belief that except as noted on an attached Exception, the company or its subcontractors, material suppliers, vendors or other lower tier participants on this project:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

23. CERTIFICATION CONCERNING LOBBYING ACTIVITIES

By signing this document, the Consultant certifies to the best of their knowledge and belief that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The Consultant also agrees that he or she shall require that the language of this certification shall be included in all lower tier subcontracts, which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

24. EMPLOYEE ELIGIBILITY

The Consultant warrants and takes the steps to verify that it does not knowingly hire or engage persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and/or termination of its contract.

Project Description

The City of Bellevue needs a clear picture of existing conditions, opportunities for improvements and a way to anticipate future needs. By studying the issues surrounding road, sign, and sidewalk conditions, safety and population growth, the City will have the data and means to understand the impact of their budgetary decisions. The Transportation Planning Study will be the basis to improve existing conditions and anticipate future needs. Creating this transportation plan will improve the City of Bellevue's ability to set priorities, optimize maintenance budgets and efficiently manage their transportation dollars. With a clear set of goals, a prioritized list of needs and well measured impact of each project, the City can effectively compete for limited funding opportunities to improve the transportation system.

The Transportation Planning Study will analyze existing conditions by inspecting the roadway surface, signs, and sidewalks. Following the analysis of existing conditions, several alternatives to improve the transportation system will be evaluated within the City and increase safety associated with vehicular and pedestrian travel. Finally, recommendations will be generated, and projects will be prioritized resulting in a coordinated capital improvement plan. A yearly maintenance plan as well as a sidewalk transition and multimodal plans will also be developed. Several tools will be utilized to craft the Transportation Planning Study including location of the City's infrastructure, GIS mapping and analysis of geospatial features, and pavement techniques.

Schedule

Please see attached schedule for project milestone task. The estimated duration of this scope of work is 12 months from Notice to Proceed.

Project Requirements

Deliverables will be prepared utilizing the following project requirements:

- All deliverables will be submitted to LHTAC in electronic format (ProjectWise) and hard and electronic copies to the Client.

Project Assumptions

The City of Bellevue is within an urban cluster with the City of Hailey. For the purpose of simplicity, inventory of existing conditions and infrastructure will be within the Bellevue city limits.

Task 1: Project Administration

1.1 Kick-Off Meeting

The kick-off meeting, held at the City of Bellevue office, will focus on the project objectives, communications, coordination guidelines, and LHTAC funding guidelines. The kick-off meeting will include two representatives from FA.

1.2 Invoicing, Progress Reports and Project Schedule

This task will include preparation and submittal of the monthly progress reports following ITD's Consultant Agreement Specifications. Invoices and supporting documentation will include completion of the Professional Services Authorization (PSAs), the ITD 0771 Form,

and the project schedule. It is anticipated 11 invoices and progress reports, and 1 final invoice will be prepared under this contract.

1.3 Project Administration

The project budget will be monitored, project files will be set up and maintained in ProjectWise. Coordination with the project team, LHTAC, and the City of Bellevue will be completed throughout the project design.

Deliverables:

- Invoices and Progress Reports (12 total)
- Project Schedule updates (11 total)

Task 2: City of Bellevue History/Conditions

2.1 Socio-Economic Data and Growth: Research the socio-economic characteristics and growth forecasts of the City of Bellevue. Conduct demographic analysis and prepare community profile. Based on Idaho Department of Labor, the U.S. Bureau of the Census, and U.S. Bureau of Economic Analysis, the City of Bellevue, a community profile of the area will be prepared. The profile will address the history and status of population characteristics and growth, employment trends, income data, and housing information.

2.2 Zoning: Determine the existing zoning requirements and zoned areas within the urban boundary.

2.3 Functional Classification: Examine existing functional classification of all roads within the urban boundary. Prepare an updated classification map. Complete functional classification form to reclassify roads that are identified in the TAC meeting.

2.4 Right-of-Way (ROW) Designations and Roadway Standards: Research existing ROW and roadway standards within the urban boundary.

Deliverables:

- Sections of the Transportation Plan to review at the TAC Meetings.

Task 3: Existing Conditions

3.1 Review Available Traffic Data: Assemble and review pertinent available traffic data for the study area. Traffic volume data will be assembled from City of Bellevue and ITD records. Truck percentage data to be included.

3.2 Summarize Existing Bridge Inspection Reports: Obtain and summarize existing bridge inspection reports and identify and document any problems. Link digital photographs of the structures to the GIS maps. Bridges less than 20 feet will be identified and added to the GIS maps.

3.3 Identify Key Pedestrian and Bicycle Corridors/Activities: Review countywide trails plan completed by the County.

3.4 Identify Existing Transportation Safety Problems: Identify and document existing transportation safety problems, such as; accident history, intersection geometry, poor visibility and/or sight distance, traffic volumes and flows, parking issues, pedestrian concerns, bad drainage, paint markings, pedestrian – vehicle, bicycle – vehicle conflicts, non-conforming traffic signage.

3.5 Generate List of Transportation Problems: Generate a list of existing known problems from the TAC Committee, and Public Involvement Surveys, (i.e. accidents at intersections, drainage, dust, gravel streets, maintenance of streets) and problems discovered as part of this study.

Deliverables:

- Sections of the Transportation Plan to review at the TAC Meetings.

Task 4: Develop GIS Data and Maps

4.1 Develop ArcView GIS Base Maps: Develop ArcView GIS base maps of the study area; streets, intersections, and highway configuration and classification; define road, street, highway, and traffic conditions.

4.2 Collect and Map Land Use Data: Information will be collected on existing land use, planned land use, and current zoning. To the extent that the data is electronically available, maps depicting generalized land use, planned land use, and zoning will be prepared. Maps will be digitized and incorporated into the GIS system.

Task 5: Existing Infrastructure Inventory

5.1 Evaluate Pavement Condition: A Pavement Condition Index (PCI) and or Remaining Service Life (RSL) analysis will be completed on each segment of roadway within the Urban Boundary. Each roadway segment will be inspected and measured to assess its condition. The condition assessment will include inspecting the roadway surface (cracking, rutting, and smoothness), distresses (potholes and edge raveling), drainage, and traffic flow. The information collected will be used to generate a Remaining Service Life (RSL).

5.2 Evaluate Traffic Signs: Survey and document the location and condition of each existing sign. Information that will be collected are type of sign, condition, type of post, sign height.

5.3 Evaluate Sidewalk Condition: A condition assessment of the sidewalks in the Urban Boundary will be completed. The condition assessment will document the overall condition, cracking, vertical transitions, and smoothness.

5.4 Not used

5.5 Preparation of Existing Condition Report: The existing conditions of the above-mentioned items will be summarized in maps showing the roadway PCI or RSL, sign location and conditions, and sidewalk location and condition. The report will be included in the overall transportation plan. Maintenance recommendations will be included in the report.

Deliverables:

- Sections of the Transportation Plan to review at the TAC Meetings.

Task 6: Public Involvement

6.1 Technical Advisory Council Meetings: Two (2) Technical Advisory Council (TAC) meetings will be held to discuss existing conditions, budgets, and long-term goals of the City. TAC will be made up of representatives from LHTAC, ITD, City staff, and key stakeholders identified by the City. It is anticipated that the meetings will last approximately 1.5 hours.

6.2 Public Meetings: Hold one (1) public participation meeting to gain public comments and concerns.

A. Public Meeting: Meeting will be an in-person format to present findings of the Transportation Plan Study and gain public comments and concerns. A summary of public comments and concerns will be developed.

Deliverables:

- Summary of public input to be included in the Transportation Plan

Task 7: Identify and Evaluate Alternatives

7.1 Develop List of Needed Improvements: Develop a list of identified problems. Evaluate alternatives for each listed problem which could include the no action alternative. Provide agency liaison for review of alternatives with LHTAC and ITD in coordination with the City.

7.2 Determine Costs and Impacts: Determine costs and identify general impacts associated with each improvement alternative.

7.3 Recommend Improvements: Recommend an Improvements Program that identifies specific projects, solutions and priorities, project identification and prioritization, and policies based on input from the public to include.

7.4 Future Roads: Identify and develop a plan for future growth and roads for both within the urban boundary and within the area of impact.

Deliverables:

- Sections of the Transportation Plan to review at the TAC Meetings.

Task 8: Develop Plans

8.1 Capital Improvement Plan (CIP): Identify needed capital improvement projects recommended for the study period; prioritize each phase of the project or capital improvement with associated schedules to meet funding cycles; develop implementation plan and schedule to function within existing and proposed funding cycle for the identified capital improvements; and funding sources to be reviewed as sponsored by local roads,

ITD, USDA-Rural Development, Department of Commerce, and federal highways. Unfunded needs/project including bike/pedestrian priorities will be included.

- 8.2 **Maintenance Plan:** Develop a maintenance plan for roads, sidewalks, paths, and signs. Incorporate maintenance cost into the CIP.
- 8.3 **Sidewalk Maintenance Plan:** Create a plan that will focus on the accessibility of pedestrian facilities within the public right-of-way, such as sidewalks, curb ramps, and crosswalks. The plan will address infrastructure repairs and meet ADA specifications.
- 8.4 **Multimodal Plan:** Establish strategic direction and guidance for current and future growth of the City. The plan will encompass multi-forms of commuting such as bicycle and pedestrian pathways. Key components of the county trails will be incorporated into the plan.
- 8.5 **Identify Funding Sources:** Identify funding sources for the City. Provide description of funding programs, application process and approximate application submittal dates.

Deliverables:

- Plans to be reviewed in the TAC Meeting and included to be included in the Transportation Plan

Task 9: Transportation Planning Study Report

- 9.1 **Prepare Draft Transportation Planning Study:** Prepare the draft City of Bellevue Transportation Planning Study incorporating all information compiled into report including final recommendations and disclose costs and funding mechanisms.
- 9.2 **Submit Draft Transportation Planning Study:** Submit a Draft of the City of Bellevue Transportation Planning Study to the City, LHTAC, ITD and TAC.
- 9.3 **Not Used**
- 9.4 **Revise Transportation Planning Study:** Make revisions based on review comments.
- 9.5 **Submit Final Transportation Planning Study:** Make final edits, formatting and submit final City of Bellevue Transportation Planning Study to LHTAC (electronic ProjectWise) and to the City of Bellevue (2 hard copies and electronic copy - pdf, EXCEL, and ArcView).

Deliverables:

- Transportation Plan (Draft)
- Transportation Plan (Final)
- GIS data file
- Word and Excel of Transportation Plan

A. SUMMARY ESTIMATED LABOR-HOUR COSTS

Labor Category	Man Hours	Hourly Rate	Raw Labor Cost
Principal QA/QC	5.00	@ \$ 99.08	= \$ 495.40
Project Manager	90.00	@ \$ 83.65	= \$ 7,528.50
Project Engineer	169.00	@ \$ 41.25	= \$ 6,971.25
Project EIT	167.00	@ \$ 38.00	= \$ 6,346.00
Designer/Drafter	98.00	@ \$ 35.00	= \$ 3,430.00
Clerical	18.00	@ \$ 27.25	= \$ 490.50
	547.00		TOTAL RAW LABOR COST = \$ 25,261.65

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

Total Raw Labor Cost \$25,261.65	X	Approved Rate 174.06%	= \$	43,970.43
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C. NET FEE

Total Raw Labor & Overhead \$69,232.08	X	NET FEE* 12.0%	= \$	8,307.85
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D. FCCM

Total Raw Labor \$25,261.65	X	FCCM 0.8700%	= \$	219.78
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E. Salary Adjustments

Escalation Rate 0%	Percent		\$	-
Total Project Length	Months	Estimated Project Duration	August 2024 - July 2025	
Total Months	Months	Months of Escalation	February 2025 - July 2025	
Escalation Factor 0			FORSGREN LABOR TOTAL	\$ 77,759.70

F. SUBCONSULTANTS

Subconsultant	Subconsultant Fee
	TOTAL ESTIMATED SUBCONSULTANT FEES = \$ -

G. OUT-OF-POCKET EXPENSE SUMMARY

Expense Category	Estimated Amount	Unit Cost	Estimated Expense
MILEAGE***	2,300 MILES	@ \$ 0.670	= \$ 1,541.00
MEALS & INCIDENTALS (FIRST & LAST)***	12 DAYS	@ \$ 55.50	= \$ 666.00
MEALS & INCIDENTALS (FULL DAY)***	8 DAYS	@ \$ 74.00	= \$ 592.00
HOTEL & LODGING	10 NIGHTS	@ \$ 275.00	= \$ 2,750.00
		TOTAL ESTIMATED EXPENSE	= \$ 5,549.00

PROJECT TOTAL = \$83,308.70

* Negotiated % Fee

*** As per the "FEDERAL PER DIEM RATES FOR IDAHO"

1. Project Administration

- 1.1 Kick-Off Meeting
- 1.2 Inviting, Progress Reports and Project Schedule
- 1.3 Project Administration

FORSGREN LABOR-HOUR SUMMARY

	TOTAL	Princ QA/QC	Proj Man	Proj Eng	Proj EIT	Public Involve	Drafter	Clerical
1.1 Kick-Off Meeting	14		6	6	2			12
1.2 Inviting, Progress Reports and Project Schedule	27	3	12	4				6
1.3 Project Administration	22		12	4				
SUBTOTAL	63	3	30	10	2	0	0	18
2. City of Bellevue History/Conditions								
2.1 Socio-Economic Data and Growth	6			2	4			
2.2 Zoning	6			2	4			
2.3 Functional Classification	6			2	4			
2.4 Right-of-Way (ROW) Designations & Roadway Standards	5			2	4			
SUBTOTAL	24	0	0	8	16	0	0	0
3. Existing Conditions								
3.1 Review Available Traffic Data	6			2	4			
3.2 Summarize Existing Bridge Inspection Reports	0							
3.3 Identify Key Pedestrian & Bicycle Corridors/Activities	7			3	4			
3.4 Identify Existing Transportation Safety Problems	7			3	4			
3.5 Generate List of Transportation Problems	8		1	3	4			
SUBTOTAL	28	0	1	11	16	0	0	0
4. Develop GIS Data and Maps								
4.1 Develop ArcView GIS Base Map	18		2	4				12
4.2 Collect and Map Land Use Data	14		2	4				8
SUBTOTAL	32	0	4	8	0	0	20	0
5. Existing Infrastructure Inventory								
5.1 Evaluate Pavement Condition	32			12	12			8
5.2 Evaluate Traffic Signs	32			12	12			8
5.3 Evaluate Sidewalk Conditions	16			4	4			8
5.4 Not Used	0							
5.5 Preparation of Existing Condition Report	26		2	8	8			8
SUBTOTAL	106	0	2	36	36	0	32	0
6. Public Involvement								
6.1 Technical Advisory Council Meetings (2 meetings)	46		16	24	4			2
6.2 Public Meetings (1 meetings)	48		8	24	8			8
SUBTOTAL	94	0	24	48	12	0	10	0
7. Identify & Evaluate Alternatives								
7.1 Develop List of Needed Improvements	14		2	4	8			
7.2 Determine Costs & Impacts	14		2	4	8			
7.3 Recommend Improvements	14		2	4	8			
7.4 Future Roads	14		2	2	4		6	
SUBTOTAL	56	0	8	14	28	0	6	0
8. Develop Plans								
8.1 Capital Improvement Plan	18		2	4	8			4
8.2 Maintenance Plan	18		2	4	8			4
8.3 Sidewalk Maintenance Plan	11		1	2	4			4
8.4 Multimodal Plan	5		1	2	2			2
8.5 Identify Funding Sources	4		1	1	2			
SUBTOTAL	56	0	6	12	20	0	14	0
9. Transportation Planning Study Report								
9.1 Prepare Draft Transportation Planning Study	52	2.0	4	10	24			12
9.2 Submit Draft Transportation Planning Study	4		2	2				
9.3 Not Used	0							
9.4 Revise Transportation Planning Study	22		4	6	8			4
9.5 Submit Final Transportation Planning Study	10		4	3	3			
SUBTOTAL	68	2	14	21	35	0	16	0

SUMMARY

- 1. Project Administration
- 2. City of Bellevue History/Conditions
- 3. Existing Conditions
- 4. Develop GIS Data and Maps
- 5. Existing Infrastructure Inventory
- 6. Public Involvement
- 7. Identify & Evaluate Alternatives
- 8. Develop Plans
- 9. Transportation Planning Study Report

TOTAL MAN-HOURS

MAN-HOUR SUMMARY

	TOTAL	Princ QA/QC	Proj Man	Proj Eng	Proj EIT	Public Involve	Drafter	Clerical
1.1 Kick-Off Meeting	63	3	30	10	2	0	0	18
1.2 Inviting, Progress Reports and Project Schedule	24	0	0	8	16	0	0	0
1.3 Project Administration	28	0	1	11	16	0	0	0
2.1 Socio-Economic Data and Growth	32	0	4	8	0	0	20	0
2.2 Zoning	32	0	4	8	36	0	32	0
2.3 Functional Classification	16		2	4	12	0	10	0
2.4 Right-of-Way (ROW) Designations & Roadway Standards	5		1	2	8	0	6	0
3.1 Review Available Traffic Data	0				28	0	14	0
3.2 Summarize Existing Bridge Inspection Reports					20	0	14	0
3.3 Identify Key Pedestrian & Bicycle Corridors/Activities					35	0	16	0
3.4 Identify Existing Transportation Safety Problems					165	0	98	18
3.5 Generate List of Transportation Problems								
4.1 Develop ArcView GIS Base Map								
4.2 Collect and Map Land Use Data								
5.1 Evaluate Pavement Condition								
5.2 Evaluate Traffic Signs								
5.3 Evaluate Sidewalk Conditions								
5.4 Not Used								
5.5 Preparation of Existing Condition Report								
6.1 Technical Advisory Council Meetings (2 meetings)								
6.2 Public Meetings (1 meetings)								
7.1 Develop List of Needed Improvements								
7.2 Determine Costs & Impacts								
7.3 Recommend Improvements								
7.4 Future Roads								
8.1 Capital Improvement Plan								
8.2 Maintenance Plan								
8.3 Sidewalk Maintenance Plan								
8.4 Multimodal Plan								
8.5 Identify Funding Sources								
9.1 Prepare Draft Transportation Planning Study								
9.2 Submit Draft Transportation Planning Study								
9.3 Not Used								
9.4 Revise Transportation Planning Study								
9.5 Submit Final Transportation Planning Study								

1. Project Administration

- 1.1 Kick-Off Meeting
- 1.2 Invoicing, Progress Reports and Project Schedule
- 1.3 Project Administration

1 Trip for 2 People

MEALS FIRST AND LAST	MEALS FULL DAY	LODGING	MILES
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2		300	

SUBTOTAL	2	0	300
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2. City of Bellevue History/Conditions

- 2.1 Socio-Economic Data and Growth
- 2.2 Zoning
- 2.3 Functional Classification
- 2.4 Right-of-Way (ROW) Designations & Roadway Standards

SUBTOTAL	0	0	0
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3. Existing Conditions

- 3.1 Review Available Traffic Data
- 3.2 Summarize Existing Bridge Inspection Reports
- 3.3 Identify Key Pedestrian & Bicycle Corridors/Activities
- 3.4 Identify Existing Transportation Safety Problems
- 3.5 Generate List of Transportation Problems

SUBTOTAL	0	0	0
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4. Develop GIS Data and Maps

- 4.1 Develop ArcView GIS Base Map
- 4.2 Collect and Map Land Use Data

SUBTOTAL	0	0	0
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5. Existing Infrastructure Inventory

- 5.1 Evaluate Pavement Condition
- 5.2 Evaluate Traffic Signs
- 5.3 Evaluate Sidewalk Conditions
- 5.4 Evaluate Americans with Disabilities Act (ADA) Ramps (Optional)
- 5.5 Preparation of Existing Condition Report

6 Days for 2 people and 2 vehicles

4	8	10	800

SUBTOTAL	4	8	10	800
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6. Public Involvement

- 6.1 Technical Advisory Council Meetings (3 meetings)
- 6.2 Public Meetings (1 meetings)

2 Trips for 2 people

2		600

1	2	300
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SUBTOTAL	4	0	900
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7. Identify & Evaluate Alternatives

- 7.1 Develop List of Needed Improvements
- 7.2 Determine Costs & Impacts
- 7.3 Recommend Improvements
- 7.4 Future Roads

SUBTOTAL	0	0	0
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8. Develop Plans

- 8.1 Capital Improvement Plan
- 8.2 Maintenance Plan
- 8.3 Sidewalk Maintenance Plan
- 8.4 Multimodal Plan
- 8.5 Identify Funding Sources

SUBTOTAL	0	0	0
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9. Transportation Planning Study Report

- 9.1 Prepare Draft Transportation Planning Study
- 9.2 Submit Draft Transportation Planning Study
- 9.3 Conduct City Review Meetings
- 9.4 Revise Transportation Planning Study
- 9.5 Submit Final Transportation Planning Study

	2.0	300	

SUBTOTAL	2	0	300
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SUMMARY

MEALS FIRST AND LAST	MEALS FULL DAY	LODGING	MILES
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2	0	0	300
0	0	0	0
0	0	0	0
0	0	0	0

4	8	10	800
4	0	0	900
0	0	0	0
0	0	0	0

0	0	0	0
0	0	0	0
2	0	0	300

TOTAL MAN-HOURS	12	8	10	2300
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**STATE/LOCAL AGREEMENT
PROJECT NO. A022(026)
FY-21 TRANSPORTATION PLAN
BLAINE COUNTY
KEY NO. 22026**

PARTIES

THIS AGREEMENT is made and entered into this 22nd day of January, 2024, by and between the **IDAHO TRANSPORTATION BOARD**, by and through the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the State, and the **CITY OF BELLEVUE**, acting by and through its **MAYOR and COUNCIL**, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested that the State include in its Idaho Transportation Investment Program Federal-Aid Project No. A022(026), described as FY-21 Transportation Plan City of Bellevue. Project development is to be performed by Sponsor's staff/Consultant Engineers. The purpose of this Agreement is to set out the terms and conditions necessary to obtain Federal-Aid participation for the project.

NOTE: Securing the services of a consultant for project development services must follow the process outlined in the Idaho Transportation Department Guidelines for Local Public Agency Projects.

Since certain functions under this Agreement are to be performed by the State, requiring the expenditure of funds, and since the State can only pay for work associated with the State Highway System, the Sponsor is fully responsible for all costs incurred by the State related to the project.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

The Parties agree as follows.

SECTION I. GENERAL

1. Federal participation in the project is at the rate of 92.66%; local participation is 7.34%. Scheduled funding for this project is listed in the approved Idaho

State/Local Agreement (PD)
FY-21 Transportation Plan City of Bellevue
Key No. 22026
Page 1

Transportation Investment Program, and subsequent revisions. Current estimated cost for development of this project is \$65,000.

2. The Sponsor's match for this project will be provided in cash in the amount of 7.34 percent of the entire project (current estimate \$4,771).
3. Funds owed by the Sponsor shall be remitted to the State through the ITD payment portal at:
<https://apps.itd.idaho.gov/PayITD> .
4. Sufficient Appropriation. It is understood and agreed that the State and the Sponsor are governmental agencies, and this Agreement shall in no way be construed so as to bind or obligate the State or the Sponsor beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State and the Sponsor reserve the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.

SECTION II. That the State shall:

1. Assist in the selection of a Consultant, negotiate, and furnish the Agreement for Consultant Services and any supplements thereto, to be utilized by the Sponsor and Consultant on this project.
2. Upon receipt of appropriate documentation showing expenditure of funds for this project, reimburse the Sponsor for the Federal-aid share at the rate of 92.66%.
3. Bill the Sponsor for any federal funds to be repaid by the Sponsor if the project is terminated by the Sponsor prior to completion, and the Sponsor has been reimbursed with federal funds for project development.
4. Appoint the Local Highway Technical Assistance Council as the contract administrator for the State.

SECTION III. That the Sponsor shall:

1. Pay to the State the sum of **ONE THOUSAND DOLLARS (\$1,000)**, estimated to be the total expense to the State for this project. These funds will be credited towards the Sponsor's match on the project. Upon project completion, if the estimated expense does not reflect the true cost of the work performed by the State, the Sponsor shall remit to the State the additional sum needed to cover the actual costs incurred by the State.
2. With the assistance of the State, secure the services of a consultant through written agreement to prepare the transportation plan.
3. Make timely payment of all consultant invoices throughout the development of the project. Upon completion of the transportation plan, submit to the State copies of all allowable consultant invoices and receipts showing payment of same.
4. Sponsor warrants that it will repay any federal reimbursements on this project if the project is terminated by the Sponsor prior to completion.
5. Upon completion of the project, provide the following to the State:
 - a. written notification of completion of the project,
 - b. one hard copy of the Transportation Plan, and
 - c. an electronic copy of the Plan.
6. Comply with Attachment 1 attached hereto and made a part hereof. By this agreement, Sponsor agrees to comply with and be bound to the Civil Rights provisions of Title VI of the Federal Code and to generally insert those provisions in all contracts that it enters into that are federally funded on this project. If property acquired for this project with Federal financial assistance is transferred, the recipient of the property will be subject to Attachment 1 if the property is used for the same purpose it was originally acquired or for another purpose involving similar services or benefits to the general public. Sponsor should contact the State prior to disposing of any property acquired under this agreement.

7. Maintain all project records, including source documentation for all expenditures and in-kind contributions, for a period of three (3) years from the date of final acceptance. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues that arise from it.
8. Comply with all other applicable State and Federal regulations.

EXECUTION

This Agreement is executed for the State by its Division Administrator, and executed for the Sponsor by the Mayor, attested to by the City Clerk, with the imprinted Corporate Seal of the City of Bellevue.

IDAHO TRANSPORTATION DEPARTMENT

David B. Kuisti, P.E.
Digitally signed by David B.
Kuisti, P.E.
Date: 2024.01.22 13:55:56 -07'00'
Division Administrator

ATTEST:

Michelle K. Vest Snarr
City Clerk
Michelle K. Vest Snarr

(SEAL)

By regular/special meeting
on this 8th Day of January 2024

wd: 22026



**RESOLUTION OF THE CITY OF BELLEVUE, IDAHO, AUTHORIZING THE MAYOR AND
CITY CLERK TO EXECUTE AN AGREEMENT, PROJECT A022(26), WITH THE STATE OF
IDAHO TRANSPORTATION DEPARTMENT FOR THE CONSTRUCTION OF FY-21
TRANSPORTATION PLAN**

RESOLUTION 2360

WHEREAS, the Idaho Transportation Department, hereafter called the **STATE**, has submitted an Agreement stating obligations of the **STATE** and the **CITY OF BELLEVUE**, hereafter called the **CITY**, for construction of FY-21 Transportation Plan; and

WHEREAS, the **STATE** is responsible for obtaining compliance with laws, standards and procedural policies in the development, construction and maintenance of improvements made to the Federal-aid Highway System when there is federal participation in the costs; and

WHEREAS, certain functions to be performed by the **STATE** involve the expenditure of funds as set forth in the Agreement; and

WHEREAS, The **STATE** can only pay for work associated with the State Highway system; and

WHEREAS, the **CITY** is fully responsible for its share of project costs; and

NOW, THEREFORE, BE IT RESOLVED:

1. That the Agreement for Federal Aid Highway Project A022(026) is hereby approved.
2. That the Mayor and the City Clerk are hereby authorized to execute the Agreement on behalf of the **CITY**.
3. That duly certified copies of the Resolution shall be furnished to the Idaho Transportation Department.

PASSED, by the Bellevue Common Council and signed by the Mayor this 8th day of January 2024.

ATTEST:

Michelle K. Vest Snarr
Michelle K. Vest Snarr, City Clerk



C-JJ
Chris Johnson, Mayor

CERTIFICATION

Michelle K. Vest Snarr
I hereby certify that the above is a true copy of a Resolution passed at a *regular, duly called* (non-applicable term) meeting of the City Council, City of Bellevue held on the 8th day of January 20234



Michelle K. Vest Snarr
City Clerk, Michelle K Vest Snarr

ATTACHMENT 1

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

1. **Compliance With Regulations.** The Consultant shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in the appropriate ITD DBE Special Provisions.
<http://apps.itd.idaho.gov/apps/ocr/index.aspx>
2. **Nondiscrimination.** The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
4. **Information and Reports.** The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
5. **Sanctions for Noncompliance.** In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress payments on current or future Idaho Federal-aid Projects an administrative remedy by reducing the final payment or future progress payments in an amount equal to 10% of this agreement or \$7,700, whichever is less.
6. **Incorporation of Provisions.** The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non- discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

Implementation Procedures

This agreement shall serve as the Sponsor's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Sponsor, or in recognition of the public interest to be served by such sale or lease to the Sponsor, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The Sponsor shall:

1. Issue a policy statement, signed by the Sponsor's authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Sponsor's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by ITD or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The Sponsor's authorized representative shall be held responsible for implementing Title VI requirements.

3. Designate a Title VI Coordinator who has a responsible position in the organization and easy access to the Sponsor's authorized representative. The Title VI Coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin, sex, or disability; the nature of the complaint; the date the complaint was filed; the date the investigation was completed; the disposition; the date of the disposition; and other pertinent information. A copy of the complaint, together with a copy of the Sponsor's report of investigation, will be forwarded to ITD's EEO Office – External Programs within 10 days of the date the complaint was received by the Sponsor.
6. Collect statistical data (race and sex) of participants in, and beneficiaries of the Transportation programs and activities conducted by the Sponsor.
7. Conduct Title VI reviews of the Sponsor and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Attend training programs on Title VI and related statutes conducted by ITD's EEO Office.
9. Participate in an annual review of the Sponsor's Title VI Program, the purpose of which is to determine to what extent the Sponsor has complied with Title VI requirements including the ADA. This review is conducted one year from the date of approval of the Non-Discrimination Agreement and then annually on the same date. The format for the Title VI review will be provided each year to the Sponsor for completion. A determination of compliance will be made by ITD's EEO Office based on the information supplied in the review. This review of the Sponsor's Title VI Program may also include an on-site review in order to determine compliance.

Discrimination Complaint Procedure

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Sponsor. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Sponsor's Title VI Coordinator for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Sponsor or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Sponsor, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the Sponsor's investigative procedures.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as ITD and USDOT.

The Sponsor will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be

included in every notification to ITD:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex)
- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the Sponsor.
- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the Sponsor has taken or proposed to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Sponsor's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the Sponsor's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ITD, or USDOT, if they are dissatisfied with the final decision rendered by the Sponsor. The Title VI Coordinator will also provide ITD with a copy of this decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

Idaho Transportation Department
Equal Employment Opportunity Office – External Programs
EEO Manager
PO Box 7129
Boise, ID 83707-1129
208-334-8884

Federal Highway Administration
Idaho Division Office
3050 Lakeharbor Lane, Suite 126
Boise, ID 83703
208-334-9180

Sanctions

In the event the Sponsor fails or refuses to comply with the terms of this agreement, the ITD may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the Sponsor under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Sponsor.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Sponsor;
4. Refer the case to the Department of Justice for appropriate legal proceedings.

Distribution: EEO Office
Revised: 03-09, 08-10, 08-17