

**BELLEVUE WEBSITE** <sup>+</sup> <sub>o</sub> •

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# FUNCTIONAL REQUIREMENTS

Basics of what the website needs to do and how it needs to do it





# REQUIREMENTS

- Informative, dynamic, creates sense of pride for community
- Easy to maintain
- Available in English and Spanish
- Fiscally responsible
- Managed by Community Services
- Easy to update
- Easy/helpful for community to use
- Ability to be supported by local consultant(s) as needed
- Integrated as much as possible with “source of truth”
  - Calendar
  - Documents
  - Customer/Resident Services



# HOSTING & EDITING



# HOSTING & INFRASTRUCTURE

- Website Hosting
- Domain Name Annual Registration/DNS
- Website Theme
- Elementor Pro

## SiteGround

RECOMMENDED

### GrowBig

Perfect for your growing business

SAVE 83%

**\$4.99/mo.\***

Discounted from ~~\$29.99/mo.\*~~

## Website Theme

### CityGov - City Government & Municipal WordPress Theme

By Dannci 🛒 1,887 sales Recently Updated Well Documented

Item Details Reviews ⭐⭐⭐⭐ 4.73 22 Comments 141 Support



Live Preview

Overview

Buy license

Regular License \$59

- ✓ Quality checked by Envato
- ✓ Future updates
- ✓ 6 months support from Dannci

Extend support to 12 months \$41.13 \$17.63

Add to Cart

Price is in US dollars and excludes tax and handling fees

## Elementor Pro

ADVANCED SOLO

For a single professional & eCommerce website

**\$6.58**/Mo

Billed annually. You pay \$79 today

Buy Now

Features:

- 1 Site
- ✓ 24/7 Support
- ✓ 86 Pro Widgets
- ✓ Theme Builder
- ✓ Dynamic Content
- ✓ Form Builder
- ✓ Popup Builder
- ✓ Custom Code & CSS
- ✓ Ecommerce Features
- ✓ Collaborative Notes



# FEATURES

- City News
- Community Calendaring
- Community News
- Newsletter Archive/Sign-up
- City Leadership Info
- City Staff Info
- Document Management
- Permits/Licenses
- Customer Service
- Welcome to Bellevue



# DOCUMENT MANAGEMENT

For presentation, organization and search

Document Library Pro

<https://barn2.com/>

Document Library + Protected Categories  
Make any or all of your document library categories private.



Category: [v] Tag: [v] File Type: [v] Search: [input] Download Documents

Title	Summary	Categories	Size	Type	Link
<a href="#">Sales Forecast Q3</a>	This Excel file provides a detailed projection of our sales for the third quarter of 2023, complete with trend analysis and market forecasts.	Politics, Sales	6 KB	xlsx	
<a href="#">Product Images</a>	This ZIP file contains high-quality images of our latest product lineup, suitable for marketing and promotional uses.	E-Commerce		zip	
<a href="#">Software Development Toolkit (Dropbox)</a>	A ZIP file containing various resources such as code libraries, testing tools, and documentation for our software development team.	Research		zip	
<a href="#">Health and Safety Guidelines</a>	A PDF document containing the company's health and safety protocols to ensure the welfare of all staff and visitors on premises.	Politics, Staff	9 KB	PDF	
<a href="#">Annual Conference Highlights</a>	This PowerPoint presentation includes the key takeaways, moments, and speaker highlights from our recent annual conference.	Reports	33 KB	pptx	
<a href="#">Business Plan Template</a>	A ready-to-use Word document that helps entrepreneurs draft their business plans effectively, detailing every aspect required for a comprehensive business plan.	Politics, Sales	7 KB	docx	
<a href="#">Customer Satisfaction Survey Results</a>	This Excel file breaks down the results of our latest customer satisfaction survey, revealing insights about our performance and areas for improvement.	Research	9 KB	PDF	
<a href="#">Marketing Strategy</a>	This PDF provides a comprehensive overview of our planned marketing efforts for the next fiscal year, including targets, channels, and key messages.	Sales	9 KB	PDF	
<a href="#">Company Profile Presentation</a>	A PowerPoint presentation that provides an overview of our company's history, core values, mission, and services.	Politics, Sales	33 KB	pptx	
<a href="#">Product Catalog</a>	This Excel file lists all our current products, complete with their detailed specifications, pricing information, and relevant SKUs.	E-Commerce, eBooks	6 KB	xlsx	
<a href="#">Employee Handbook (Dropbox)</a>	The handbook contains everything you need to know.	Staff	0.5GB	PDF	
<a href="#">Awesome Sales Techniques (YouTube)</a>	You can host your videos on a third party platform like YouTube.	Audio & Video, Sales		www	

Show 25 per page 38 documents 1 2

Source/file storage

Does OneDrive make sense as the document source?

## SharePoint / OneDrive Integration with WordPress Plugin

Integrate SharePoint seamlessly with WordPress. Share, embed, and reuse SharePoint files, videos, and documents directly within your WordPress website. Control access to your centralized document repository based on user roles and permissions.

<https://plugins.miniorange.com/microsoft-sharepoint-wordpress-integration>


## WP Media Folder, Folders in WordPress Media Library

[How to Connect Your WordPress Media Library to OneDrive – Learn WordPress with WPLift](#)

# Event Calendar

## [Events Calendar | The Events Calendar](#)

## [How to Import Events from Outlook - Knowledgebase](#)

**Pro** 

Go beyond the basics with extra features and premium support.

**1 Site** 3 Sites 10 Sites Multisite Unlimited

**\$149** Includes updates & support for one year.



### Import events with ease

Effortlessly fill your calendar with events from Meetup, Eventbrite, iCal, Google Calendar, and more.

**100 imports**  
per day

**\$89**  
1 year of access to Event Aggregator for up to 10 sites.

[Buy Now](#)

**Settings**

Search settings

- Account
- General
- Mail
- Calendar**
- People

View

- Events and invitations
- Weather
- Events from email
- Shared calendars**
- Customize actions
- Bookings with me
- Accounts
- Work hours and location

**Shared calendars** ✕

**Share a calendar**

You can share a calendar with other people and choose whether to let them view or edit the calendar.

Select a calendar  [Share](#)

**Calendar updates**

You can receive email notifications when someone creates or updates an event on a shared calendar. Calendars that aren't shared and calendars where you only have permission to see whether the owner is free or busy aren't listed below.

Send me email notifications for the following shared calendars:

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**Publish a calendar**

You can publish a calendar and share a link with other people to let them view the calendar online. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

Select a calendar  Select permissions  [Publish](#)

- Calendar

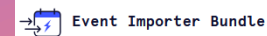
**Can view all details**

HTML: <https://outlook.office365.com/owa/calendar/ae52764b0c1049a49b2b3d4f350e0282@bell-evueidaho.us/52a85193b0e347209fa5c9c51ee161f53780710771158974956/calendar.html>

ICS: <https://outlook.office365.com/owa/calendar/ae52764b0c1049a49b2b3d4f350e0282@bell-evueidaho.us/52a85193b0e347209fa5c9c51ee161f53780710771158974956/calendar.ics>

[Unpublish](#) [Reset links](#)

# COMMUNITY CALENDAR



## Consolidate all your events from across the web

Includes Events Calendar Pro, Filter Bar, and Event Aggregator.

**1 Site**

**\$269** SAVE \$58  
Includes updates & support for one year.

[Buy Now](#)

WPML Plugin

<https://wpml.org>



A product card for the WPML Multilingual CMS. At the top, there is a light green rounded rectangle containing the text "Most Popular". Below this, the text "Multilingual CMS" is displayed in a bold, dark font. Underneath, a smaller line of text reads "The complete solution for multilingual WordPress". At the bottom of the card, there is a dark teal rounded rectangle containing the text "€99 | BUY NOW" in white.

## One WordPress Installation – Multiple Languages

WPML makes it easy to run a multilingual website with a single WordPress installation. Choose languages for your site and start translating content.

WPML comes with **65 languages**. You can also add your own language variants (like Canadian French or Mexican Spanish) using WPML's languages editor.

# MULTIPLE LANGUAGES

Zoho Projects

[Zoho Projects Pricing](#)

Website should be able to provide information about current projects

**PROJECT  
TRACKING**

# VARIOUS FORMS

- Event registration
- Signups
- Public Comment
- Incident reporting

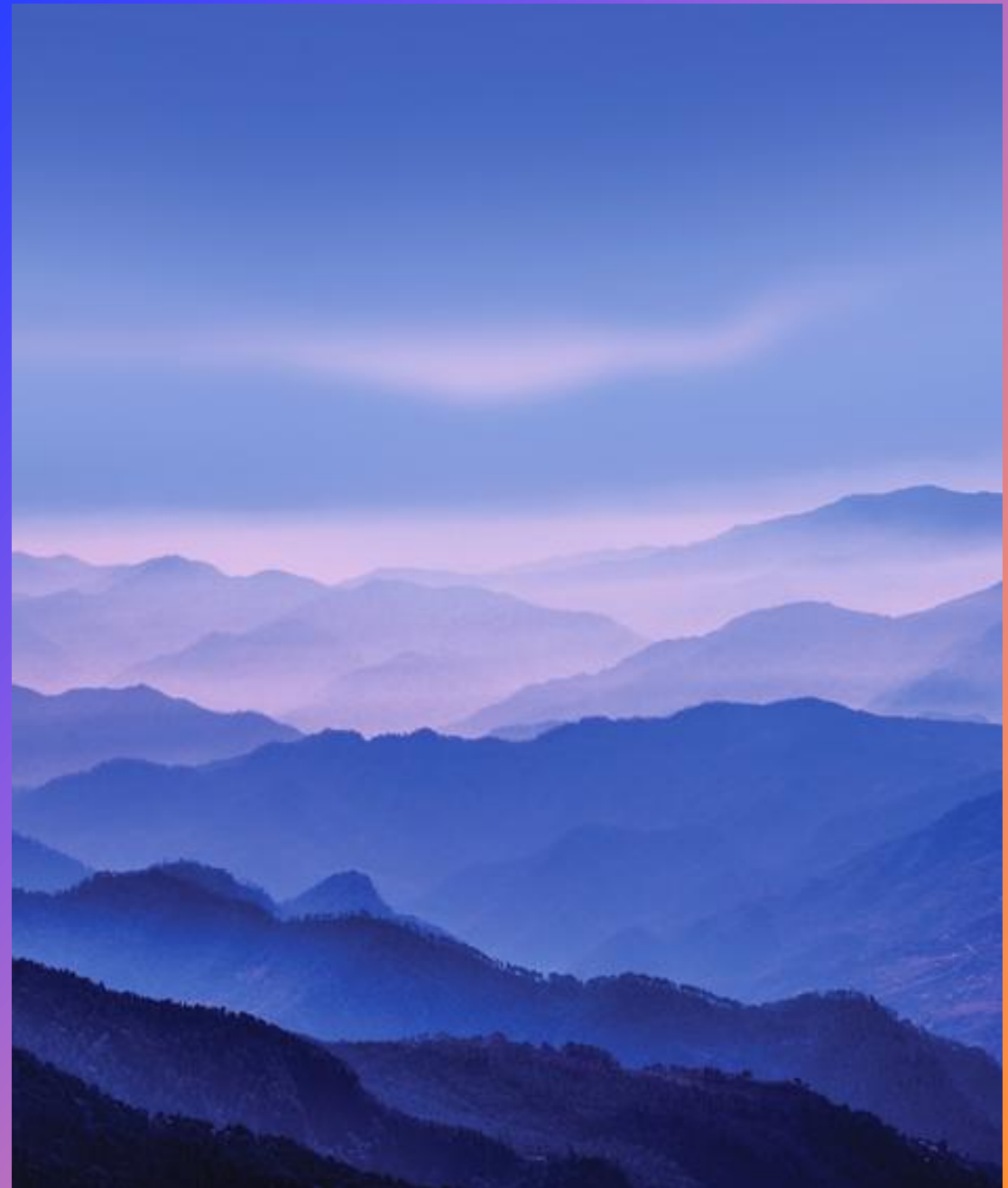
[Form Builder - Zoho Forms](https://www.zoho.com/forms/mobile-forms.html)

STANDARD

US\$ **25**

*/month billed annually*

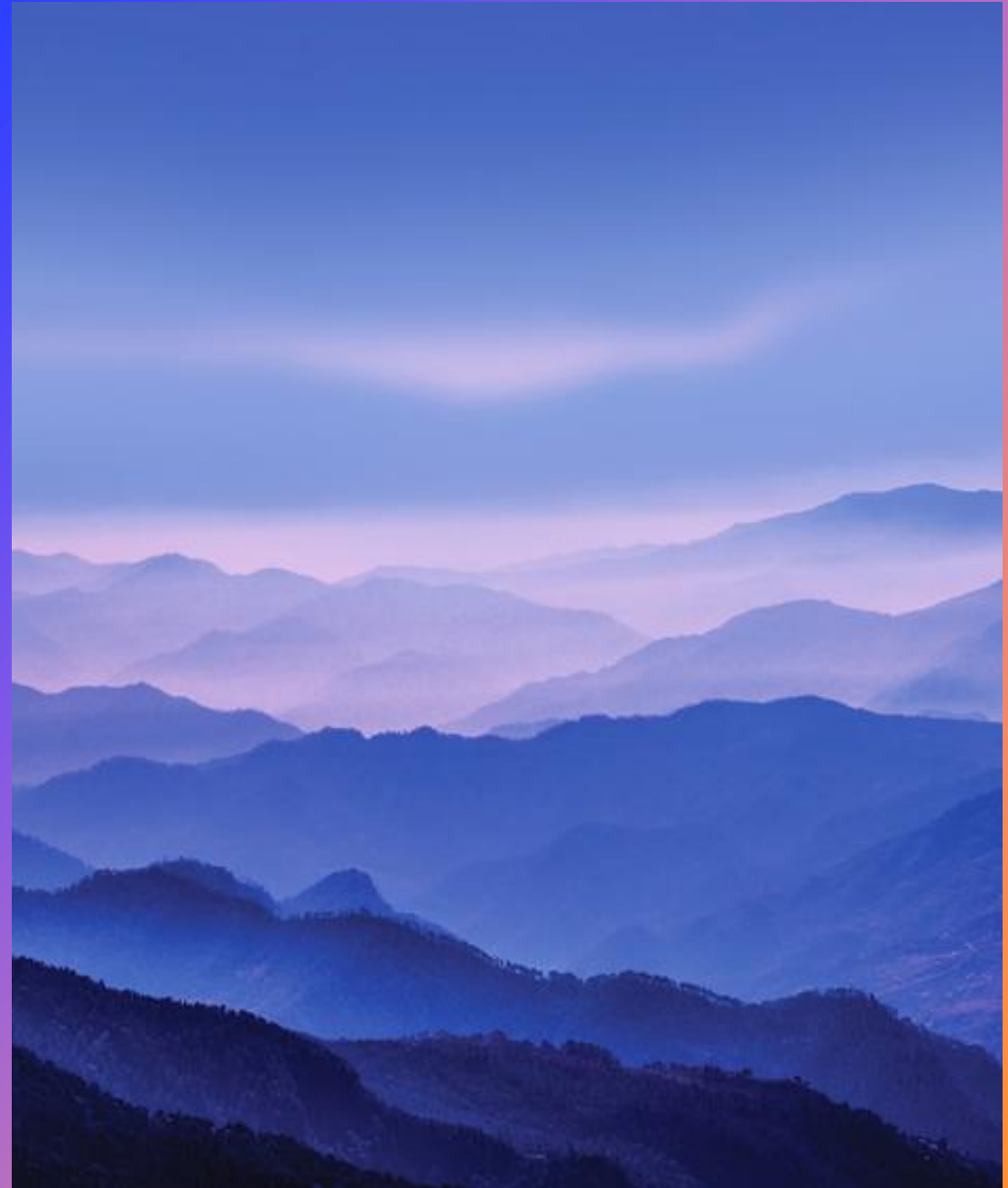
<https://www.zoho.com/forms/mobile-forms.html>



# RESIDENT SERVICES

- Form to report an issue online/mobile
- Support attachments
- Track incidents
- Send user a copy of their submission
- Manage submissions (this is backend – where does this integrate)

[Form Builder - Zoho Forms](#)



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Components and Pricing

# MODULES & COSTS

# COSTS -- \$1500 - \$2000

Purpose	Product	Function	Cost
Hosting	SiteGround ( <a href="https://www.siteground.com">https://www.siteground.com</a> )	Web	\$360/yr First year: \$60
Design	Wordpress Theme ( <a href="https://www.themeforest.net">https://www.themeforest.net</a> )	Design/Layout	\$75 / one time
Languages	WPML ( <a href="https://wpml.org">https://wpml.org</a> )	Requirement	\$169/yr
Calendars	The Event Calendar ( <a href="https://theeventscalendar.com/">https://theeventscalendar.com/</a> )	Manage events, display calendars	\$269/yr
Forms	Zoho Forms ( <a href="https://forms.zoho.com/">https://forms.zoho.com/</a> )	Incident Report, Public Comment, etc	\$300/yr
Editing	Elementor Pro ( <a href="https://elementor.com">https://elementor.com</a> )	Page design, customization	\$150/yr
Document Library	Document Library Pro ( <a href="https://barn2.com/wordpress-plugins/document-library-pro/">https://barn2.com/wordpress-plugins/document-library-pro/</a> )	Enable publication, search, organization of documents	\$169/yr

# MENU ITEMS

Menu Item	Parent	Path
Home		/
Newsletter Hub	City News	
Parks & Rec	Community	
Mayor/CC	Leadership	
Leadership	City Hall	
Community		
Bellevue Library	Community	
<a href="#">Hours of Operation</a>	City Hall	
<a href="#">City Charter</a>	City Hall	
<a href="#">Fee Schedule</a>	City Hall	
<a href="#">Snow Removal Policy</a>	City Hall	
<a href="#">Development Impact Fees</a>	City Hall	
<a href="#">Non-Property Tax on Hotel Motel Rooms</a>	City Hall	

# IMAGES/CONTENT NEEDED

Menu Item	Parent	Path
Memorial Park		/
O'Donnell Park		
Parks & Rec	Community	
Mayor/CC	Government	/government/
Leadership	City Hall	
Community		
Bellevue Library	Community	
<a href="#">Hours of Operation</a>	City Hall	
<a href="#">City Charter</a>	City Hall	
<a href="#">Fee Schedule</a>	City Hall	
<a href="#">Snow Removal Policy</a>	City Hall	
<a href="#">Development Impact Fees</a>	City Hall	
<a href="#">Non-Property Tax on Hotel Motel Rooms</a>	City Hall	

# Page Migration

Bellevueidaho.us		Bellevueidaho.gov
	Home	Home
Mayor/CC	<a href="https://www.bellevueidaho.us/mayor-and-city-council">https://www.bellevueidaho.us/mayor-and-city-council</a>	/city-goverment
Calendar	<a href="https://www.bellevueidaho.us/mayor-and-city-council/page/calendar">https://www.bellevueidaho.us/mayor-and-city-council/page/calendar</a> - DNE	
City Code	<a href="https://codelibrary.amlegal.com/codes/bellevueid/latest/overview">https://codelibrary.amlegal.com/codes/bellevueid/latest/overview</a>	/city-codes
City Jobs	DNW	
City Projects	DNW	
Public Records Request	<a href="https://www.bellevueidaho.us/administration-office/page/public-records-requests">https://www.bellevueidaho.us/administration-office/page/public-records-requests</a>	
Ordinances & Resolutions	<a href="https://www.bellevueidaho.us/administration-office/page/city-code-ordinances-resolutions">https://www.bellevueidaho.us/administration-office/page/city-code-ordinances-resolutions</a> - DNW	
Hours of Operation	<a href="https://www.bellevueidaho.us/government-resources">https://www.bellevueidaho.us/government-resources</a>	/city-hall
City Hall Directory	<a href="https://www.bellevueidaho.us/government-resources">https://www.bellevueidaho.us/government-resources</a>	/city-staff
City Charter	<a href="https://www.bellevueidaho.us/government-resources/page/city-charter">https://www.bellevueidaho.us/government-resources/page/city-charter</a>	<u><a href="#">/city-charter/</a></u>
History of Bellevue	<a href="https://www.bellevueidaho.us/government-resources/page/history-bellevue">https://www.bellevueidaho.us/government-resources/page/history-bellevue</a>	/about-bellevue
Ordinances	<a href="https://www.bellevueidaho.us/government-resources/page/ordinances">https://www.bellevueidaho.us/government-resources/page/ordinances</a>	/ordinances
Snow Removal Policy	<a href="https://www.bellevueidaho.us/government-resources/page/snow-removal-policy">https://www.bellevueidaho.us/government-resources/page/snow-removal-policy</a>	
Newsletter	<a href="https://www.bellevueidaho.us/government-resources/page/sign-bellevue-citynews">https://www.bellevueidaho.us/government-resources/page/sign-bellevue-citynews</a>	

# Page Migration (con't)

Bellevueidaho.us		Bellevueidaho.gov
	Home	Home
Volunteer	<a href="https://www.bellevueidaho.us/community/page/volunteer-opportunities">https://www.bellevueidaho.us/community/page/volunteer-opportunities</a> - NOTHING MEANINGFUL	
Parks & Recreation	<a href="https://www.bellevueidaho.us/parks-and-recreation">https://www.bellevueidaho.us/parks-and-recreation</a>	<a href="/resources/parks-and-recreation">/resources/parks-and-recreation</a>
Park/Event Permits	<a href="https://www.bellevueidaho.us/community/page/special-eventpark-permit-applications">https://www.bellevueidaho.us/community/page/special-eventpark-permit-applications</a>	
Staff Directory	<a href="https://www.bellevueidaho.us/administration-office">https://www.bellevueidaho.us/administration-office</a>	<a href="/city-staff/">/city-staff/</a>
Library	<a href="https://www.bellevueidaho.us/bellevue-public-library">https://www.bellevueidaho.us/bellevue-public-library</a>	<a href="/bellevue-public-library">/bellevue-public-library</a>
BURA	<a href="https://www.bellevueidaho.us/bellevue-urban-renewal-agency">https://www.bellevueidaho.us/bellevue-urban-renewal-agency</a>	<a href="/bura/">/bura/</a>
Emergency Preparedness	<a href="https://www.bellevueidaho.us/emergency-preparedness">https://www.bellevueidaho.us/emergency-preparedness</a>	
Finance Staff	<a href="https://www.bellevueidaho.us/finance">https://www.bellevueidaho.us/finance</a>	<a href="/finance">/finance</a>
Finance Reports	<a href="https://www.bellevueidaho.us/finance/page/financial-reports">https://www.bellevueidaho.us/finance/page/financial-reports</a>	<a href="/finance">/finance</a> – document directory
Public Works Department	<a href="https://www.bellevueidaho.us/public-works-department">https://www.bellevueidaho.us/public-works-department</a>	<a href="/public-works/">public-works/</a>
Community Development Dept	<a href="https://www.bellevueidaho.us/community-development-department">https://www.bellevueidaho.us/community-development-department</a>	<a href="/community-development-department/">community-development-department/</a>
Water and Sewer	<a href="https://www.bellevueidaho.us/microsite/sewer-and-water">https://www.bellevueidaho.us/microsite/sewer-and-water</a>	<a href="/water-and-sewer/">/water-and-sewer/</a>
Building and Safety	<a href="https://www.bellevueidaho.us/building-safety-department">https://www.bellevueidaho.us/building-safety-department</a>	<a href="/Bellevue-building-dept">/Bellevue-building-dept</a>
Parks Committee	<a href="https://www.bellevueidaho.us/parks-committee">https://www.bellevueidaho.us/parks-committee</a>	<a href="/parks-committee">/parks-committee</a>

# Bellevueidaho.us: Government Menu Tab

**Government**

**Community**

**Services**

- [Mayor and City Council](#)
- [Calendar of Events](#)
- [City Code](#)
- [City Jobs](#)
- [City Projects](#)
- [Elections](#)
- [Public Records Requests](#)

- Government Resources**
  - [Hours of Operation](#)
  - [City Charter](#)
  - [Fee Schedule](#)
  - [Helpful Links](#)
  - [Ordinances](#)
  - [Snow Removal Policy](#)
  - [Development Impact Fees](#)
  - [Non-Property Tax on Hotel Motel Rooms](#)

- Public Comment Form**
- Agendas and Minutes**
- Boards and Commissions**
  - [City Council](#)
  - [Parks Committee](#)
  - [Planning and Zoning Commission](#)
  - [Bellevue Urban Renewal Agency](#)
- Contact The City**
  - [Submit a Request or Concern](#)
  - [Staff Directory](#)

# Bellevueidaho.us: Government Menu Tab : Government Resources

## Government

### Government Resources

Hours of Operation

City Charter

Fee Schedule

Helpful Links

Ordinances

Snow Removal Policy


Development Impact Fees


Non-Property Tax on Hotel Motel Rooms

**Government Resources**

- Sign Up for Bellevue CityNews
- 2022 Fee Schedule
- City Charter
- Development Impact Fees
- Helpful Links
- History of Bellevue
- Non-Property Tax on Hotel Motel Rooms
- Ordinances
- Snow Removal Policy

**Snow Removal Policy**

 **Snow Removal Policy**  
1.43 MB



**Government Resources**

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- Ordinances
- Snow Removal Policy

**Government Resources**

Hours of Operation  
The City of Bellevue is open Monday through Thursday from 7:00 am to 5:30 pm.


Phone Numbers


- City Hall (208) 788-3128
- Utility Billing, Business Licensing & Park Reservations, Marla: Ext. 1
- City Treasurer/Financial Mgr., Shelly: Ext. 2
- Accounts Payable, Marcy: Ext. 3
- City Clerk/Administrative Services Mgr., Michelle: Ext. 4
- Planning & Zoning Coordinator (All Permits and Planning/Zoning Appl. Review), Kristin: Ext. 12
- Marshal Office, Marshal Gaston: Ext. 9 & 10
- 911 for EMERGENCIES (208) 578-3831 for NON-EMERGENCIES (208) 578-3831 para NO EMERGENCIAS
- FAX Number: (208) 788-2902

**Government Resources**

- Sign Up for Bellevue CityNews
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- Ordinances
- Snow Removal Policy

**City Charter**

 **City Charter**  
2.08 MB




**Government Resources**

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- Ordinances
- Snow Removal Policy

**Fee Schedule 2022**

 **Fee Schedule 2022**  
173.63 KB



**Government Resources**

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- Snow Removal Policy

**Helpful Links**

Below you will find a list of links that Bellevue area residents and visitors may find helpful

- ADT Security
- Animal Shelter of the Wood River Valley
- ARCH Community Housing Trust
- Bellevue Haunted Forest
- Bellevue Labor Day Celebration on Facebook
- Blaine County Department of Motor Vehicles
- Blaine County Housing Authority
- Blaine County School District
- Blaine County Senior Center
- Blaine County Sheriff's Office
- Direct TV
- Dish Network
- Friedman Memorial Airport

**Government Resources**

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### Development Impact Fees 2021

-  **Development Impact Fee Study dated November 4, 2020**  
978.28 KB
-  **Resolution 2199 Adopting the Development Impact Fee Study**  
33.97 KB
-  **Resolution 2200 Appointing the Bellevue PZ Commission as the 22, 2021**  
35.58 KB
-  **Ordinance 2021-03 Bellevue Development Fees dated March 22, 2021**  
2.39 MB
-  **Development Impact Fee Calculation - ORD. 2023-02 5.8.23**  
181.63 KB

### Government Resources

- Sign Up for Bellevue CityNews
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### History of Bellevue

Bellevue is a western mountain town located on a mile-wide entrance to the Wood River Valley in Blaine County, Idaho, where individuals following the lute of silver and others who emigrated around mining, including the care and feeding of the horse. Before it was part of the paved state highway system, the current State Highway 75 was well traveled by prospectors arriving by wagon, horseback, and stagecoach even before the road was the primary corridor through the Wood River Valley. Travelers came from the south, east, and west - Bellevue. Over the preceding years, indigenous peoples such as the Shoshone made seasonal visits to the Wood River Valley, following the Fur trader and explorer Alexander Ross passed through the hard winter of 1879 here, planning to find and work claim. Approximately a mile west of present day Bellevue, the town containing the famed Minnie Moore and Queen of the Hill related to mining, Bellevue survived and little remains of mines produced more than \$60 million worth of silver an

### Government Resources

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- Snow Removal Policy

### Non-Property Tax on Hotel Motel Rooms

- Local Option Tax/ Non-Property Tax on Hotel Motel Rooms Effective July-1-2022 and in effect
-  **Ordinance 2022-04 Effective July 1, 2022**  
878.88 KB
  -  **Non-Property Tax (LOT) Application**  
25.32 KB
  -  **Non-Property Tax (LOT) Monthly Tax Submission Form**  
21.25 KB

### Government Resources

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- 2022 Fee Schedule
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- Ordinances
- Snow Removal Policy

### Ordinances

- City Code
- Ordinances +
  - BOND ELECTION Ordinance No. 2024-01 | Up to \$7,000,000. Negotiable Water Revenue Bonds +
  - Archived Appropriations Ordinances +

## Government Resources

[Sign Up for Bellevue CityNews](#)

[2022 Fee Schedule](#)

[City Charter](#)

[Development Impact Fees](#)

[Helpful Links](#)

[History of Bellevue](#)

[Non-Property Tax on Hotel Motel Rooms](#)

[Ordinances](#)

[Snow Removal Policy](#)

## Ordinances

→ [City Code](#)

[Ordinances](#) +

[BOND ELECTION Ordinance No. 2024-01 | Up to \\$7,000,000. Negotiable Water Revenue Bonds](#) +

[Archived Appropriations Ordinances](#) +



### Ordinances



[BOND ELECTION ORDINANCE 2024-01 | Up to \\$7,000,000 Negotiable Water Revenue Bonds](#)  
109.96 MB



[2012 EQUAL EMPLOYMENT OPPORTUNITY TITLE IV PROGRAM - LIMITED ENGLISH PROFICIENCY PLAN - LOW INCOME POPULATION CRITERIA - SPECIAL NEEDS REQUESTS](#)  
23 KB



[BURA Ordinance 08 adopted 08-14-2015](#)  
41.22 KB



[Floodplain Ordinance 2019-09](#)  
1.99 MB



[Appendix A - City of Bellevue Street Construction Standards](#)  
2.42 MB

[BOND ELECTION Ordinance No. 2024-01 | Up to \\$7,000,000. Negotiable Water Revenue Bonds](#) -



[Bond Election Ordinance 2024-01 \(The Issuance of up to \\$7,000,000 Negotiable Water Revenue Bonds of the City of Bellevue, Blaine County\)](#)  
4.68 MB

[Archived Appropriations Ordinances](#) -

## Mayor and City Council

## Calendar of Events

## City Code

## City Jobs

## City Projects

## Elections

## Public Records Requests

### Mayor and City Council

**2025 City Council Meeting Schedule**  
**City Council Agendas, Minutes and Audio/Recordings**  
**Public Comment Form**  
**Public Hearing Notices**

#### Mayor and City Council

**Mayor**

Christina Giordani	Mayor	Cell: (208) 309-6731 Email
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[View All Listings](#)

**Council President**

**Alderman**

Diane Shay	Council President	Cell: (208) 309-6681 Email
Tammy Davis	Alderman	Cell: (208) 309-6732 Email
Suzanne Wrede	Alderman	Cell: (208) 309-6263 Email
Shaun Mahoney	Alderman	Cell: (208) 309-3041 Email
Jessica Obenauf	Alderman	Cell: (208) 309-6320 Email

[View All 1 sections](#)

### Calendar

Department:  Boards & Commissions:

< > today

#### February 2025

Sun	Mon	Tue	Wed
26	27	28	29
2	3	4	5

5:30p Planning & Zoning Commission Regular Meeting

### City Jobs

Complete the Employment Application and submit with your resume and cover letter

#### Water and Wastewater Operator Apprentice

**City of Bellevue Employment Application**  
114.75 KB



### City Jobs

#### Water and Wastewater Operator Apprentice


Date Posted: Wednesday, April 24, 2024  
Deadline: Open until filled

#### Supporting Documents

**Water and Wastewater Operator Apprentice**  
33.08 KB

### City Projects

Information coming soon.



### Elections



**Individuals Filing for Declaration of Candidacy**  
(Listed in order of Applicant Date)  
**2024 Election | November 5, 2024**

### Administration Office

**Ordinances and Resolutions**  
**Public Records Requests**

Contact Information

Email  
Contact Group

#### Public Records Requests

E-Mail Forms to: [clerk@bellevueidaho.us](mailto:clerk@bellevueidaho.us)  
FAX Forms to: (208) 788-2092  
Information Regarding Public Record Request: (208) 913-0189

Idaho Code Reference Title 74 Transparent & Ethical Government Chapter 1, Public Records Act § 74-101 - § 74-127

#### Supporting Documents

**Public Records Request Form**  
28.91 KB

**City Code is iFrame from this URL:**  
<https://codelibrary.amlegal.com/codes/bellevueid/latest/overview>

Co

- Mayor and City Council
- Administration Office
- Building & Safety Department
- Bellevue Urban Renewal Agency

- Community Development Department
- Emergency Preparedness
- Finance
- Fire Department
- Marshal's Office

- Parks and Recreation
- Public Library
- Public Works Department
- Water and Sewer

**Administration Office**

- Ordinances and Resolutions
- Public Records Requests
- Contact Information

Email  
Contact Group

**Administration Office**

Administration Office

Amy Phelps	City Clerk/Administrative Services Manager	208-788-2128 <a href="#">Email</a>
Marcy Hunt	Deputy Clerk/Treasurer- AP	208-788-2128 x3 <a href="#">Email</a>
Maria Palomera	Deputy Clerk/Treasurer- Water Sewer	208-788-2128 x1 <a href="#">Email</a>

[View All Listings](#)

**Administration Office**

- Ordinances and Resolutions
- Public Records Requests
- Contact Information

Email  
Contact Group

## Public Records Requests

E-Mail Forms to: [clerk@bellevueidaho.us](mailto:clerk@bellevueidaho.us)

FAX Forms to: (208) 788-2092

Information Regarding Public Record Request: (208) 913-0189

Idaho Code Reference Title 74 Transparent & Ethical Government Chapter 1, Public Records Act § 74-101 - § 74-127

### Supporting Documents

**Public Records Request Form**  
28.91 KB

Does not work

**Administration Office**

- Ordinances and Resolutions
- Public Records Requests
- Contact Information

**City Code, Ordinances, & Resolutions**

- City Code
- Ordinances & Resolutions

## Ordinances

Ordinances Resolutions

**Search by Title**

## New Menu



**CityNews:** Goes to a Blog page with recent city articles organized by Category

### **City Hall:**

- Document Library – enable small libraries as Widgets to display related documents
- Permits, Licenses and Planning Forms
- Department Info
- Water and Sewer
- Street Maintenance
- BURA
- P&Z
- Personnel – Staff, Leadership

**About Bellevue:** Charter info, History of Bellevue, Bellevue Historical Society info

**Community Services:** Library, Parks, Website, Newsletter, Bulletin Board

# Stats

[Burst Statistics](https://jetpack.com/resources/best-wordpress-analytics-plugins/)

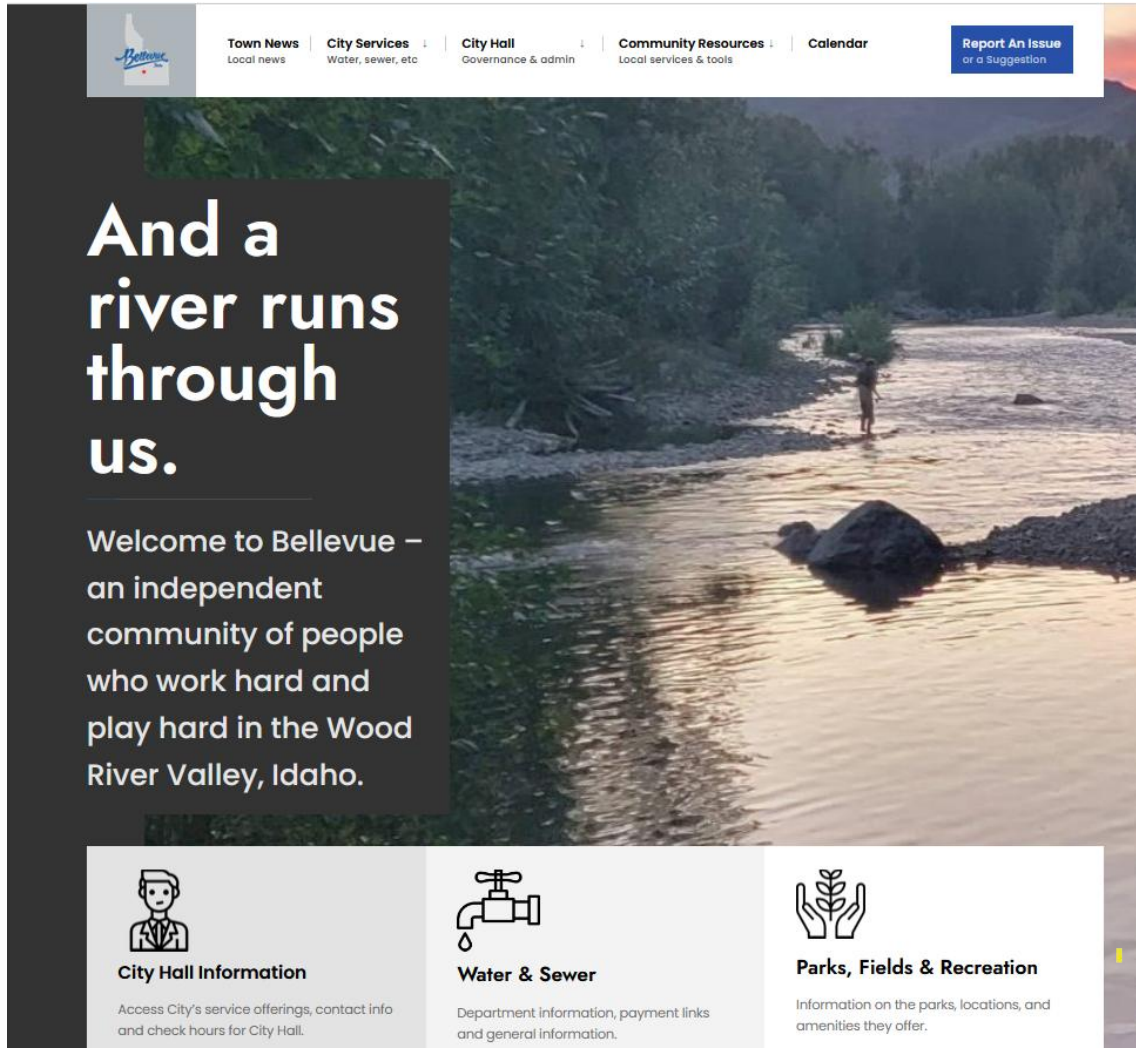
<https://jetpack.com/resources/best-wordpress-analytics-plugins/>



Community Services




# NEW WEBSITE

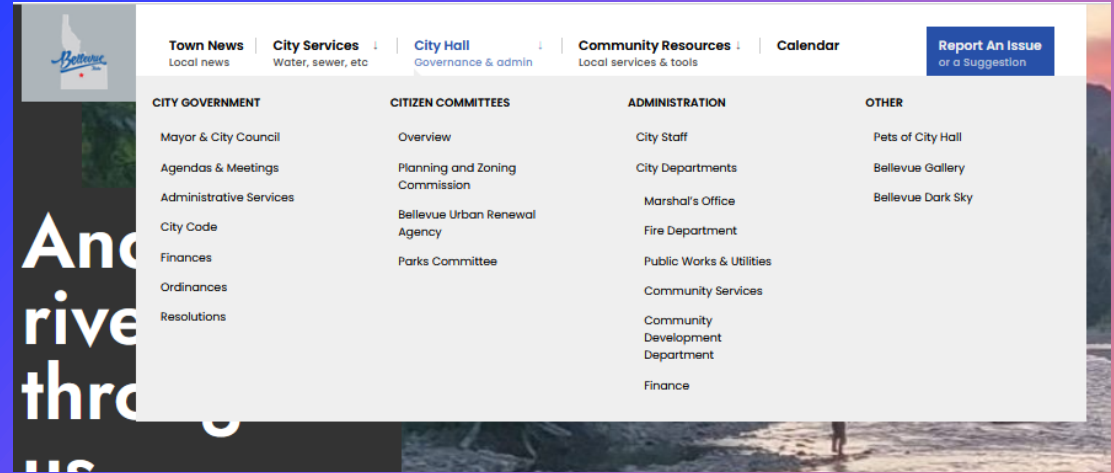
<https://bellevueidaho.gov/>



**And a river runs through us.**

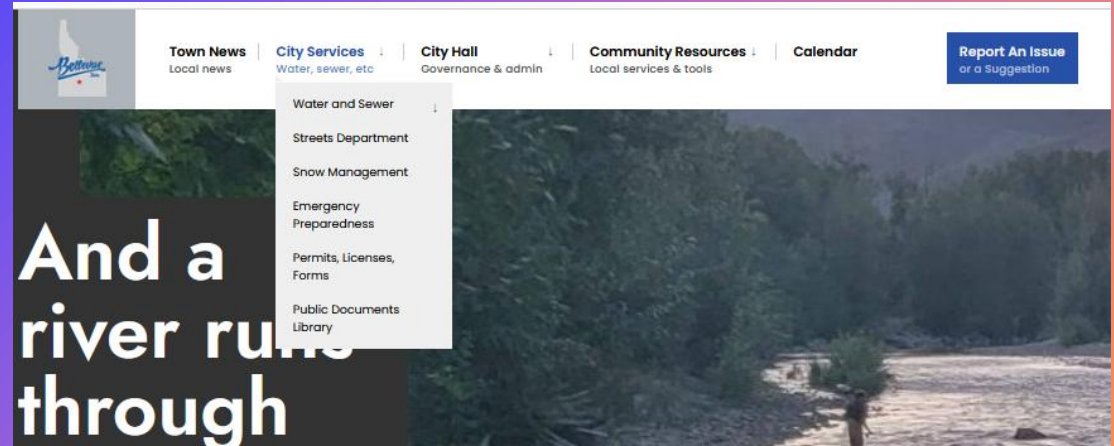
Welcome to Bellevue – an independent community of people who work hard and play hard in the Wood River Valley, Idaho.

 <p><b>City Hall Information</b></p> <p>Access City's service offerings, contact info and check hours for City Hall.</p>	 <p><b>Water &amp; Sewer</b></p> <p>Department information, payment links and general information.</p>	 <p><b>Parks, Fields &amp; Recreation</b></p> <p>Information on the parks, locations, and amenities they offer.</p>
---	---	---



**And a river runs through us.**

<b>Town News</b> Local news	<b>City Services</b> ↓ Water, sewer, etc	<b>City Hall</b> ↓ Governance & admin	<b>Community Resources</b> ↓ Local services & tools	<b>Calendar</b>	<b>Report An Issue</b> or a Suggestion
<b>CITY GOVERNMENT</b>	<b>CITIZEN COMMITTEES</b>	<b>ADMINISTRATION</b>	<b>OTHER</b>		
Mayor & City Council	Overview	City Staff	Pets of City Hall		
Agendas & Meetings	Planning and Zoning Commission	City Departments	Bellevue Gallery		
Administrative Services	Bellevue Urban Renewal Agency	Marshal's Office	Bellevue Dark Sky		
City Code	Parks Committee	Fire Department			
Finances		Public Works & Utilities			
Ordinances		Community Services			
Resolutions		Community Development Department			
		Finance			



**And a river runs through us.**

<b>Town News</b> Local news	<b>City Services</b> ↓ Water, sewer, etc	<b>City Hall</b> ↓ Governance & admin	<b>Community Resources</b> ↓ Local services & tools	<b>Calendar</b>	<b>Report An Issue</b> or a Suggestion
	Water and Sewer ↓				
	Streets Department				
	Snow Management				
	Emergency Preparedness				
	Permits, Licenses, Forms				
	Public Documents Library				



**And a river runs through us.**

<b>Town News</b> Local news	<b>City Services</b> ↓ Water, sewer, etc	<b>City Hall</b> ↓ Governance & admin	<b>Community Resources</b> ↓ Local services & tools	<b>Calendar</b>	<b>Report An Issue</b> or a Suggestion
			Parks & Recreation		
			Bellevue Public Library		
			CityNews Newsletter		
			Bellevue Historical Society		
			Local Resources		
			About Bellevue		

[Town News](#) | [City Services](#) | [City Hall](#) | [Community Resources](#) | [Calendar](#) | [Report An Issue or a Suggestion](#)

[City of Bellevue](#) | [Permits, Licenses & Planning](#) | [Agendas & Meetings](#) | [Public Records](#) | [Español](#)

Search for events  [Find Events](#) [Hide Filters](#) [List](#) [Month](#) [Day](#)

[Tags](#) [Venues](#) [Organizers](#) [Day](#) [Time](#) [Featured Events](#) [Event Status](#)

[<](#) [>](#) [This Month](#) **March 2025**

MON	TUE	WED	THU	FRI	SAT	SUN
<b>24</b> 5:30 pm - 7:30 pm City Council Meeting 5:30 pm - 7:30 pm City Council Meeting	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>1</b>	<b>2</b>
<b>3</b> 5:30 pm - 7:30 pm Planning and Zoning Committee Meeting	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b> 5:30 pm - 7:30 pm City Council Meeting	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b> 5:30 pm - 7:30 pm Planning and Zoning Committee Meeting	<b>18</b>	<b>19</b>	<b>20</b> 4:15 pm - 5:15 pm The Blended Beat	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b> 5:30 pm - 7:30 pm City Council Meeting	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

[Town News](#) | [City Services](#) | [City Hall](#) | [Community Resources](#) | [Calendar](#) | [Report An Issue or a Suggestion](#)

[City of Bellevue](#) | [Permits, Licenses & Planning](#) | [Agendas & Meetings](#) | [Public Records](#) | [Español](#)

## City Council Meeting

January 27 @ 5:30 pm - 7:30 pm [Hybrid Event](#)

Search:

Document Name	Document Type	Options
<a href="#">City Council Meeting Minutes 1/27/2025</a>	Minutes	<a href="#">Download</a>
<a href="#">City Council Meeting Information Packet 1/27/2025</a>	Packet	<a href="#">Download</a>
<a href="#">City Council Meeting Agenda 1/27/2025</a>	Agenda	<a href="#">Download</a>

Show  per page 3 documents

[Add to calendar](#)

January 27, 2025 City of Bellevue, Idaho Common Council Meeting [Copy link](#)

City Hall is committed to providing 24/7 access to our growing library of Public Documents with a goal of having all Public Documents available by 2025.

Can't find the document you are looking for?

**E-Mail Forms** [tc-client@bellevueidaho.us](mailto:tc-client@bellevueidaho.us)

**FAX Forms to:** (208) 788-2092

**Information Regarding Public Record Request:** (208) 913-0189

Idaho Code Reference Title 74 Transparent & Ethical Government

Chapter 1, Public Records Act

**§ 74-101 – § 74-127**

[Submit a Public Records Request](#)

Use the Category and Tag filters to narrow your search or type your search criteria into the Search box to find the documents you would like to view.

Document Name	Document Type	Category	Tags	Download/Select
SISW insert Waste Acceptance Policy	Policy	Building and Safety Department, Water and Sewer	policy, waste	
Construction Waste Management Plan	Plan	Building and Safety Department	application, plan, waste	
Building Permit Submittal Checklist – Spanish	Checklist	Building and Safety Department	application, checklist, permit, spanish	
Building Permit Submittal Checklist	Checklist	Building and Safety Department	application, checklist, permit	
ALT ENERGY Permit Application	Permit	Building and Safety Department	application, permit	
BURA Public Hearing Notice – 7/31/2024	Agenda	BURA	2024, notice	<input type="checkbox"/>
BURA Meeting Minutes – 7/16/2019	Minutes	BURA	2019	<input type="checkbox"/>
BURA Meeting Packet – 2/25/2025	Agenda	BURA	2025	<input type="checkbox"/>
BURA Meeting Agenda and Notice – 3/18/2020	Agenda	BURA	2020	<input type="checkbox"/>
BURA Meeting Agenda and Notice – 6/30/2020	Agenda	BURA	2020	<input type="checkbox"/>



### Public Records Request Form

**PUBLIC RECORDS – RIGHT TO EXAMINE.** (1) Every person has a right to examine and take a copy of any public record of this state and there is a presumption that all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.

For more information, please read [Idaho Statute 74-102: Transparent and Ethical Government, Chapter 1, Public Records Act.](#)

#### Requestor Information

Name \*

First Name Last Name

Address \*

Street Address

Address Line 2

an addition fee charged at the per hour pay rate of the lowest paid administrative staff employee or public official of the public agency who is necessary and qualified to process the request.

However, Bellevue may not charge any cost of fee for copies or labor when the requester demonstrates that the requester's examination and/or copying of public records:

- Is likely to contribute significantly to the public's understanding of the operations or activities of the government;
- Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
- Will not occur if fees are charged because the requester has insufficient financial resources to pay such fees

**All Copies made are subject to a copying cost after the first 100 pages, which may be required prior to receipt of record(s). If the request requires more than 2 hours of labor to produce and review records, the request will incur an addition fee charged at the per hour pay rate of the lowest paid administrative staff employee or public official of the public agency who is necessary and qualified to process the request.**

I Understand the Fee Schedule \*

Signature \*

Upload additional forms or details.

File Upload

Choose File

Submit

As part of our effort to improve customer service, reduce costs and streamline operations, Bellevue will be migrating all paper forms to online submissions. Below is a list of all applications and forms. If you are unable to find the form you want, please contact the City Clerk at [cityclerk@bellevueidaho.us](mailto:cityclerk@bellevueidaho.us).

Category:  Tag:

Search:  [Download Selected Documents](#)

Document Name	Document Type	Category	Tags	Download/Select
Construction Waste Management Plan	Plan	Building and Safety Department	application, plan, waste	<a href="#">Download</a>
Building Permit Submittal Checklist - Spanish	Checklist	Building and Safety Department	application, checklist, permit, spanish	<a href="#">Download</a>
Building Permit Submittal Checklist	Checklist	Building and Safety Department	application, checklist, permit	<a href="#">Download</a>
ALT ENERGY Permit Application	Permit	Building and Safety Department	application, permit	<a href="#">Download</a>
Application for Automatic Payment	Application	Water and Sewer	application, payment, water	<a href="#">Download</a> <input type="checkbox"/>
Wireless Communication Facility Application	Application	Community Development Department	application	<a href="#">Download</a>
Water Turn On/Off Request Application	Application	Water and Sewer	application	<a href="#">Download</a>
Water & Sewer Service Permit Application	Application	Water and Sewer	application	<a href="#">Download</a>
Variance Application	Application	Community Development Department	application	<a href="#">Download</a>
Vacation Application	Application	Community Development Department	application	<a href="#">Download</a>
Utility Application revised 2024	Application	Public Works Department, Water and Sewer	2024, application	<a href="#">Download</a>
Text Amendment Application	Application	Planning and Zoning Commission	application	<a href="#">Download</a>
Subdivision Application	Application	Community Development Department	application	<a href="#">Download</a>
Street Closure Application	Application	Community	application	<a href="#">Download</a>
Special Event Application Permit	Application	Community	application	<a href="#">Download</a>
Sign Permit Application	Application	Community Development Department	application	<a href="#">Download</a>
Roof Permit Application	Application	Building and Safety Department	application	<a href="#">Download</a>
Rezone Application	Application	Building and Safety Department, Community Development Department	application	<a href="#">Download</a>

## General Info

### Friendly Reminder

Requests to turn off water in the Applications list below.

### Current Rates

#### Residential Rates

- Water = \$35.05/month
- Sewer = \$89.29/month

The new combined total monthly Unmetered Flat Water and Sewer fee will be \$124.34

**Water/Sewer is due by the 10th of every month**

### Applications

Search:

Document Name	Download/View
Application for Automatic Payment	<a href="#">Download</a>
Water Turn On/Off Request Application	<a href="#">Download</a>
Water & Sewer Service Permit Application	<a href="#">Download</a>
Utility Application revised 2024	<a href="#">Download</a>

Show  per page

4 documents

### Water Ordinances

Search:

Document Name	Download/View
Water Bond Election Ordinance 2024-01   Up to \$7M Negotiable Water Revenue Bonds	<a href="#">Download</a>

Show  per page

1 document

### Violations

Search:

Document Name	Download/View
Failure to Comply with a Testing Procedure - Tier 3 Water Violation - 02/26/2019	<a href="#">Download</a>

### Water Quality

Search:

Document Name	Download/View
Consumer Confidence Report 2017	<a href="#">Download</a>

Requesting an automatic payment option. Simply fill out the form below and return it to Maria at City Hall. You will have two date options for payment, the 5th or the 20th. Please allow one month for this to take effect.

[Pay Now](#)

### Report an Issue or Concern

Have a question, concern or issue? Submit it to our Customer Service Desk using the button below.

[Report on Issue](#)

### Contact Info

**Maria Palomera**  
Sewer & Water Clerk  
208-788-2128  
[mpalomera@bellevueidaho.us](mailto:mpalomera@bellevueidaho.us)

**Bryson Ellsworth**  
Water and Wastewater  
208-721-0094

**Questions? (208) 788-2128**  
**WATER & SEWER EMERGENCIES**  
• WATER: 208-919-0253  
• SEWER: 208-309-1809

## City Departments

City Departments enable City Hall to delivery services to Bellevue residents and community members.



### Administrative Services

The Administrative Services Department is responsible for the management of the procurement process, protection of the city's physical assets and related support services for citizens and city operations.



### Bellevue Marshal's Office

We are here to provide the best services to the community and those who visit it with respect, honor, and integrity, all while being professional.

[READ MORE](#)



### Community Development Department

City of Bellevue's Community Development department deals with urban planning, assessment of housing needs and revitalization projects within our city.

City of Bellevue | Permits, Licenses & Planning | **Agendas & Meetings** | Public Records | Español | f @ Q

## City Meetings, Agendas & Minutes

### City Meetings

### Meeting Materials

- MAR 5:30 pm - 7:30 pm [🔔](#)  
**10 City Council Meeting**
- MAR 5:30 pm - 7:30 pm [🔔](#)  
**17 Planning and Zoning Committee Meeting**
- MAR 4:15 pm - 5:15 pm  
**20 The Blended Beat**
- MAR 5:30 pm - 7:30 pm [🔔](#)  
**24 City Council Meeting**
- APR 5:30 pm - 7:30 pm [🔔](#)  
**7 Planning and Zoning Committee Meeting**







[View Calendar](#)

Meeting Type:  Search:







Document Name	Document Type	Options
BURA Meeting Minutes - 7/16/2019	Minutes	<a href="#">Download</a>
BURA Public Hearing Notice - 7/31/2024	Agenda	<a href="#">Download</a>
BURA Meeting Packet - 7/07/2022	Packet	<a href="#">Download</a>
BURA Meeting Packet - 7/16/2019	Packet	<a href="#">Download</a>
BURA Meeting Packet - 8/03/2021	Packet	<a href="#">Download</a>
BURA Meeting Packet - 8/09/2022	Packet	<a href="#">Download</a>
BURA Meeting Packet - 8/18/2020	Packet	<a href="#">Download</a>

# Form Management / Tracking

## Report an Issue / Ask a Question

 All Entries	Share		New Report					
All Entries <input type="checkbox"/>	List View <input type="checkbox"/>            							
	<input type="checkbox"/>	Name	Email	Phone	Your Comments	Added Time	Desk Status	Referrer Nar
<input type="checkbox"/>	<input type="checkbox"/>	Happy, Chicken	<a href="mailto:chickeletta@innercore.net">chickeletta@innercore.net</a>	1221231234	Hello, this is a test - where did I start? where did I go?	10-Mar-2025 13:38:09	Success	<a href="https://commun">https://commun</a>

## Public Records Request

All Entries <input type="checkbox"/>	List View <input type="checkbox"/>            							
	<input type="checkbox"/>	I Want to:	List of Documents / Description of Desired Documents	Start Date Range:	End Date Range	Signature	I Understand the Fee Schedule	
<input type="checkbox"/>	<input type="checkbox"/>	Receive Copies of Records	So many documents, so little time!	01-Mar-2025	10-Mar-2025		true	



Tools for City Hall

# CITYOPS PORTAL

<https://cityops.bellevueidaho.gov/>

# OVERVIEW

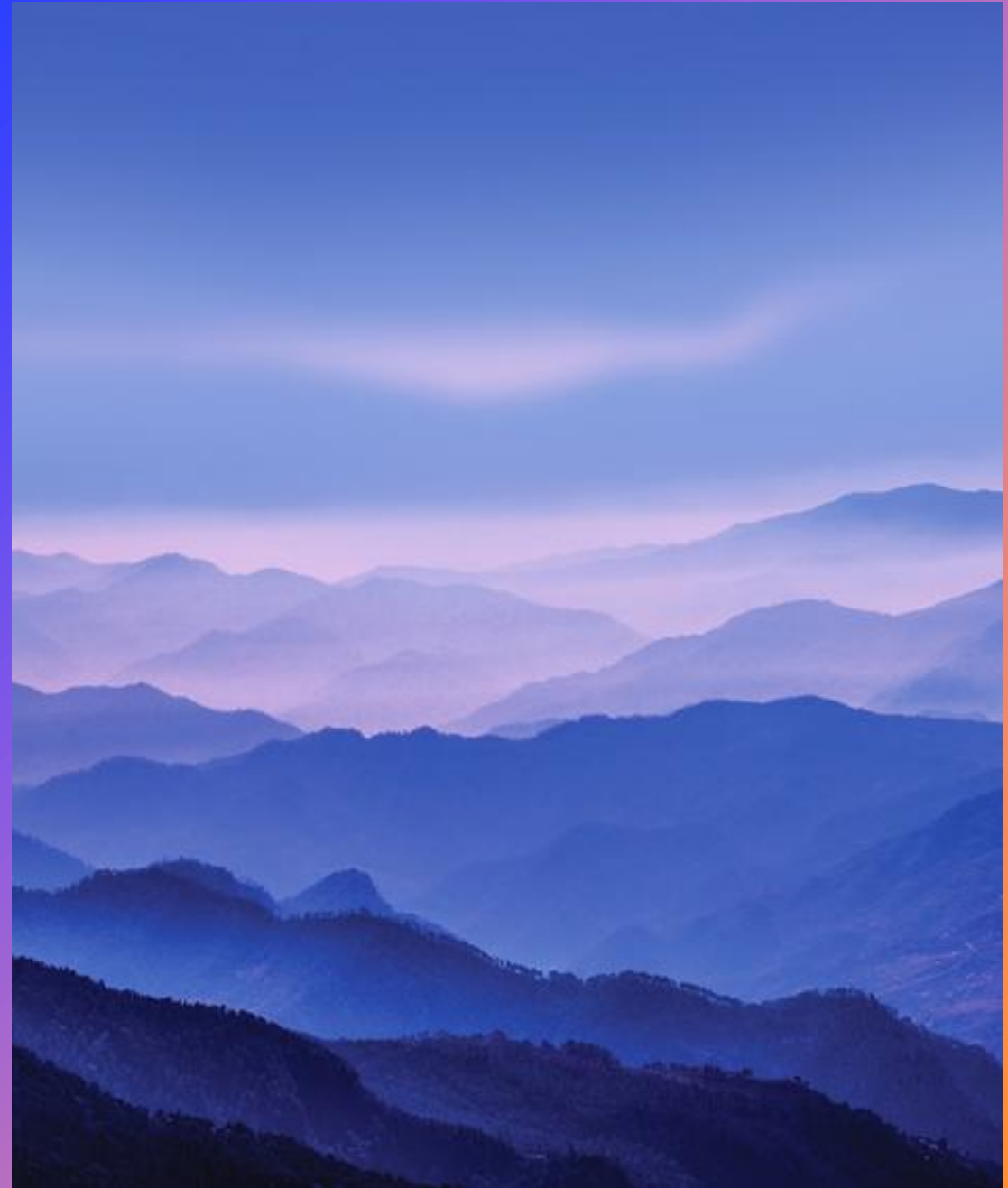
City Hall Staff and Council Portal for City Operations

Login using Microsoft account

WordPress + Microsoft Office 365 / Azure AD | LOGIN

# CITYOPS PORTAL

- Timesheet Portal
- Human Resources Documents
- Track incidents
- Directory
- Knowledgebase
- Project Management Tools
- Department Portals
- Staff Calendar
- Guides
  - Staff Reports
  - Customer Bill of Rights



# Staff Portal Home

Office

Projects

Field Services

Directories

Permits &  
Licenses

Agendas  
/Meetings

Customer Service

Documents

Calendar

Guides

Timesheet Portal



Future

# IDEAS

<https://bellevueidaho.gov/>

# RENTALS POSTING BOARD – SHORT & LONG TERM

---

1. Free to post
  2. Reservation system
  3. Automatic City deductions
- Is there value in helping residents post-rentals for local events?
  - Does it increase the likelihood of tax collection?
  - Does it improve their chance of renting?
  - Are there features we could offer to support rentals?
  - Could this be a bad thing if we grow our local rental market before we figure out how to control short-term rental purchases here?

# WEBSITE DETAILS

Hosting: [SiteGround.com](https://SiteGround.com)

Login URL:

Admin Email: [website@bellevueidaho.gov](mailto:website@bellevueidaho.gov)

[www.bellevueidaho.gov](http://www.bellevueidaho.gov)

Theme: [CityGov](#) by [themnific.com](https://themnific.com)

Wordpress Editor: [Elementor Pro](#)

