



## AGENDA

Agendas May Be Amended

### JOIN TEAMS MEETING:

<https://teams.microsoft.com/meet/262293539509564?p=OSAL05DZzfAvjvKvYB>

**Meeting ID:** 262 293 539 509 564

**Passcode:** Mf9p48FQ

**PLEASE MUTE YOUR CALL: PLEASE TURN OFF ALL CELL PHONES EXCEPT FOR EMERGENCY PERSONNEL.**

### CALL TO ORDER

### ROLL CALL

1. **NOTICE OF AGENDA COMPLIANCE (PER IDAHO CODE §74-204): ACTION ITEM**  
*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: the City of Bellevue City Hall, Post Office, and on the City's website on June 17, 2026. **Suggested Motion:** Move that the notice for the June 22, 2026, meeting was completed in accordance with Idaho Code, Section §74-204.)*
2. **CALL FOR CONFLICT (AS OUTLINED IN IDAHO CODE §74-404): ACTION ITEM**
3. **MAYOR AND COUNCIL REPORT**
4. **PUBLIC COMMENT: FOR ITEMS OF CONCERN NOT ON THE AGENDA – (COMMENTS ARE LIMITED TO 3-5 MINUTES)**
5. **CONSENT AGENDA: ACTION ITEMS**
  - a. Approval of Minutes: May 11, Regular Meeting Minutes: Amy Phelps, City Clerk
  - b. Approval of Claims: June 9, 2026 through June 22, 2026: Shelly Shoemaker, Treasurer
  - c. Treasurer's Report, May 2026: Shelly Shoemaker, Treasurer
6. **OLD BUSINESS**
  - a. Consideration of Resolution No 26-20 Authorizing the Mayor to execute a service agreement with iWorQ (*Continued from June 8<sup>th</sup>, 2026*): Chris Johnson, Public Works Director | **ACTION ITEM**
7. **PUBLIC HEARING**
  - a. Appeal of DR-26-01 – Malone Shipping Containers, 811 North Main Street (*continued from June 8<sup>th</sup>, 2026*): Brian Parker, Community Development Director | **ACTION ITEM**
  - b. Development Impact Fee Review, (*continued from June 8<sup>th</sup>, 2026*): Brian Parker, Community Development Director | **ACTION ITEM**
8. **EXECUTIVE SESSION: Pursuant to Idaho Code 74-206(1)(A): ACTION ITEM**
9. **ADJOURNMENT: ACTION ITEM**

❖ *If you would like to submit written comment on a public hearing agenda item: Submit your comments to [aphelps@bellevueidaho.us](mailto:aphelps@bellevueidaho.us) (by noon the day of the meeting)*



## AGENDA

Las agendas pueden ser modificadas

### ÚNETE A LA REUNIÓN DE EQUIPOS:

<https://teams.microsoft.com/meet/262293539509564?p=OSAL05DZzfAvjvKvYB>

**ID de la reunión:** 262 293 539 509 564

**Código de entrada:** Mf9p48FQ

**POR FAVOR, SILENCIE SU LLAMADA: POR FAVOR, APAGUE TODOS LOS TELÉFONOS MÓVILES EXCEPTO EL PERSONAL DE EMERGENCIA.**

**LLAMADA AL ORDEN**

### LISTA DE LISTA

1. **AVISO DE CUMPLIMIENTO DE LA AGENDA (SEGÚN EL CÓDIGO DE IDAHO §74-204): PUNTO DE ACCIÓN**  
*Se determinó que el aviso y la agenda de la reunión ordinaria se publicaron conforme al Código de Idaho §74-204 en cuarenta y ocho (48) horas previas a la reunión en: el Ayuntamiento de Bellevue, la Oficina de Correos y en la página web de la ciudad el 17 de junio de 2026. **Moción sugerida:** Propone que el aviso para la reunión del 22 de junio DE 2026 se completó conforme al Código de Idaho, Sección §74-204.)*
2. **LLAMAMIENTO AL CONFLICTO (SEGÚN LO ESTABLECIDO EN EL CÓDIGO DE IDAHO §74-404): PUNTO DE ACCIÓN**
3. **INFORME DEL ALCALDE Y DEL CONSEJO**
4. **COMENTARIOS públicos: PARA ASUNTOS DE INTERÉS QUE NO ESTÁN EN LA AGENDA – (LOS COMENTARIOS ESTÁN LIMITADOS A 3-5 MINUTOS)**
5. **ORDEN DEL DÍA DE CONSENTIMIENTO: PUNTOS DE ACCIÓN**
  - a. Aprobación de las actas: 11 de mayo, Actas de la reunión ordinaria: Amy Phelps, secretaria municipal
  - b. Aprobación de reclamaciones: 9 de junio de 2026 al 22 de junio de 2026: Shelly Shoemaker, Tesorera
  - c. Informe del Tesorero, mayo de 2026: Shelly Shoemaker, Tesorera
6. **ASUNTOS ANTIGUOS**
  - a. Consideración de la Resolución nº 26-20 que autoriza al alcalde a firmar un acuerdo de servicios con iWorQ (Continuación desde el 8 de junio de 2026): Chris Johnson, Director de Obras Públicas | **PUNTO DE ACCIÓN**
7. **AUDIENCIA PÚBLICA**
  - a. Apelación del DR-26-01 – Malone Shipping Containers, 811 North Main Street (continúa desde el 8 de junio de 2026): Brian Parker, Director de Desarrollo Comunitario | **PUNTO DE ACCIÓN**
  - b. Revisión de la tasa de impacto del desarrollo, (continúa desde el 8 de junio de 2026): Brian Parker, Director de Desarrollo Comunitario | **PUNTO DE ACCIÓN**
8. **SESIÓN EJECUTIVA:** De acuerdo con el Código de Idaho 74-206(1)(A): **PUNTO DE ACCIÓN**
9. **APLAZAMIENTO: PUNTO DE ACCIÓN**

- ❖ *Si desea enviar un comentario escrito sobre un punto del orden del día de una audiencia pública: Envíe sus comentarios a [aphelps@bellevueidaho.us](mailto:aphelps@bellevueidaho.us) (antes del mediodía del día de la reunión)*



## Memorandum

**To: Mayor Giordani and Bellevue Common Council**

**From: Amy Phelps, City Clerk**

**Re: Consent Agenda**

**Date: June 22, 2026**

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The consent agenda allows the Council to approve routine items in one motion to save time and streamline meetings. Typical items include approval of minutes, bills, and standard reports. Any council member may request that an item be removed from the consent agenda for separate discussion before the vote.

### **Suggested Motion**

Move to approve the Consent Agenda as: *amended, corrected, or as presented.*

### **Enclosures**

- a. May 11, 2026 Meeting Minutes
- b. Claims Payable Report June 9 Through June 22, 2026
- c. Treasurer's Report



The Common Council of the City of Bellevue, Idaho met at a regularly scheduled Meeting on Monday, May 11, 2026, 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 Giordani called the Regular Meeting to order at 5:35 p.m. (00:16:21 in video)

**Roll Call:**

Christina Giordani, Mayor – Present  
Diane Shay, Council President – Present  
Tammy E. Davis, Council Member – Present  
Suzanne Wrede, Council Member – Present  
Anders Ard, Council Member – Present  
Tom Bergin, Council Member – Present  
Jessica Obenauf, Council Member – Present

**Staff Present:**

Amy Phelps, City Clerk  
Brian Parker, Community Development Director  
Carter Bullock, Planner  
Shelly Shoemaker, Treasurer  
Greg Beaver, Fire Chief  
Rick Allington, Legal Counsel  
Kirt Gaston, Bellevue Marshal  
Casey McGeehe, City Assets Manager (via Teams)  
Chris Johnson, Public Works Director (via Teams)

**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 7, 2026*.

**Motion: Council President Shay** moved that the agenda notice was in compliance with Idaho Code §74-204. **Council Member Davis** seconded, and **the motion passed unanimously**.

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

No conflict was noted at this time.

**3. MAYOR AND COUNCIL REPORT (00:17:29 in video)**

Mayor Giordani wished a belated Happy Mother's Day to council members and community members who celebrated the holiday. She recognized the success of the ERC Clean Sweep event, thanking community volunteers, event sponsors, Council Member Reed for coordinating the effort on behalf of

the City and Council, and the ERC for its partnership. Mayor Giordani also highlighted the upcoming Tree Inventory volunteer training scheduled for May 12 at City Hall, encouraging community members to participate in learning about and assisting with the City's tree inventory process.

Council President Shay reported that she recently visited the new Maverik station site and was impressed with the overall appearance and level of completion. She noted that the landscaping looked great and commended the quality of the finished project.

**Motion: Council Member Wrede moved** to amend the agenda by adding an item following public comment and before the consent agenda to allow the Council to discuss the potential impact of the library levy on Bellevue and consider appropriate ways to provide residents with information regarding the levy. Council Member Ard seconded the motion. Council Members voting Aye: Council President Shay, Council Member Bergin, Council Member Wrede, Council Member Ard. Council Members Voting No: Council Member Obenauf, Council Member Davis.  
**The motion passed.**

**4. PUBLIC COMMENT: FOR ITEMS OF CONCERN NOT ON THE AGENDA – (COMMENTS ARE LIMITED TO 3-5 MINUTES)**

**Jackie Peppard, Beech Street**

Jackie Peppard expressed opposition to the City's use of Flock cameras, citing concerns about cost, privacy, constitutional rights, data security, and government overreach. While expressing support for the Bellevue Marshal's office, she stated that she believes the City cannot currently afford the cameras and referenced examples of other communities that have discontinued their use. Ms. Peppard urged the City to terminate its Flock camera contract. She also raised concerns regarding the City's tree inventory project, particularly the potential cataloging of trees on private property, and requested that property owners provide written permission before any photographs or inventory information are collected from private property.

**Josh Poderick, 208 S. 4th Street:**

Josh Poderick thanked City staff and officials for their work and spoke in support of ongoing efforts to address conditions in City alleys. He expressed concerns about obstructions, encroachments, and debris in alleyways, stating that some alleys are difficult to access and create challenges for residents who rely on them for parking and access to their properties. He emphasized the importance of consistent enforcement of City regulations, noting concerns about structures, stored materials, and landscaping extending into public rights-of-way. Mr. Poderick also highlighted potential safety issues, including impacts on snow removal, emergency vehicle access, and fire protection. He encouraged the City to continue alley cleanup efforts, apply standards uniformly, and pursue timely enforcement actions to address violations. He concluded by thanking the City for its work and expressing support for continued progress on the issue.

**Amended agenda item:** Discussion on the impact of the Library Levy

Mayor Giordani opened the discussion regarding the proposed library district levy.

Council Member Wrede expressed concern about the financial impact of the levy on Bellevue residents, noting that additional property taxes could affect housing affordability and limit taxpayers'

ability to support other community priorities. He stated that residents should have access to factual information regarding the costs and long-term implications of the levy.

Council Member Ard supported providing residents with objective information about the financial impacts of the proposal so they can make informed decisions.

Council President Shay acknowledged the concerns raised but noted that the library district steering committee had already devoted significant effort to public outreach and education. She expressed concern about introducing additional information late in the process without input from the steering committee and cautioned against any City action that could be perceived as influencing the election outcome.

Mayor Giordani emphasized that the City's role would be limited to sharing factual information specific to Bellevue, including what residents currently pay for library services through their property taxes. She stated that providing factual tax information would help residents better understand the proposal without advocating for or against it.

Council Member Davis noted that while the levy may have financial impacts, it is important to accurately characterize those impacts. She emphasized that the funds generated by the levy would remain in the community to support library services and should not be described as resources leaving Bellevue.

Council members also discussed prior actions related to the formation of the library district and whether sufficient information had been available during earlier stages of the process. The discussion concluded with general agreement that factual information regarding current library funding and potential tax impacts could be shared with residents while maintaining neutrality regarding the levy. No formal action was taken.

## 5. CONSENT AGENDA: ACTION ITEMS

- a. Approval of Minutes: March 9, 2026, and March 23, 2026 Regular Meeting Minutes: Amy Phelps, City Clerk
- b. Approval of Claims: April 28 through May 11, 2026: Shelly Shoemaker, Treasurer
- c. Department Head Reports
- d. Approval of Retail Alcoholic Beverage Permit Application for Maverik, Inc: Kirtus Gaston, Bellevue Marshal
- e. Authorization for the Mayor to sign a letter of support for the Wood River Land Trust to Submit an application to the Blaine County Land, Water, and Wildlife Program to aid in the purchase of an additional 0.55 acres at the southern end of the Preserve: Brian Parker, Community Development Director

Council President Shay asked to pull item c from the consent agenda in order to discuss the community development department report. Council Member Wrede asked about the Street Sweeper outside of BURA and wondered where she could find reimbursements to BURA within the claims report. Council President Shay asked if there was a mechanism for our website to who tracking of administrative approvals for certain projects. She specified that she was talking about the approval of the Karl Malone

Fence application and expressed that she'd like to see a mechanism on the website to show that an administrative approval has taken place. Brian Parker, Community Development director explained that there is an API system on Civic Review that could be added to the website. Council Member Wrede asked to have those reports prioritized. Council President Shay asked about an administrative design review mentioned in the Community Development Department Report. He explained we had received the application, but it had not been processed yet.

Council Member Bergin asked for clarification regarding references to the water project in the meeting materials and requested an update on the status and timeline of the membrane bioreactor system membranes, which had previously been reported as potentially arriving ahead of schedule.

Public Works Director Chris Johnson reported that he has been in contact with Veolia and that delivery of the membrane bioreactor membranes and related upgrade components remains anticipated by the end of the month. He stated that staff are completing cleanup of the membrane trains and reviewing plans to identify work that can be completed prior to equipment arrival. Johnson noted that establishing internet connectivity at the wastewater facility is currently a priority, with Starlink expected to be operational by the end of the week to support SCADA system data access. He added that installation is expected to begin following delivery, with the goal of having the system operational by summer.

Council Member Wrede inquired whether providing department directors with City-issued credit cards would improve efficiency and reduce the need for employees to make purchases personally and seek reimbursement. She noted concerns with the current reimbursement process and asked whether changes to the system were being considered.

Treasurer Shelly Shoemaker responded that the City's credit card process is currently under review and that addressing the issue is included in her list of items to improve.

**Motion:** [\(01:05:42 in Video\)](#) **Council President Shay** approve the consent agenda. **Council Member Bergin** seconded. Council Member Voting Aye: Council President Shay, Council Member Davis, Council Member Bergin, Council Member Ard, Council Member Obenauf. Council Members Voting No: Council Member Wrede. **The Motion Passed.**

## 6. PROCLAMATION

- a. Proclamation for Mental Health Awareness Month: May 2026 (*This measure recognizes May 2026 as Mental Health Awareness Month in Blaine County to affirm mental health as a normal and essential part of overall health, encourage open and ongoing conversation, and strengthen a unified, community-wide commitment to well-being in Blaine County.*)

Council discussion focused on the importance of regional collaboration to improve mental health awareness, prevention, and access to resources. Council Members Obenauf, Davis, and Council President Shay expressed support for ongoing efforts to normalize conversations about mental health, reduce barriers to seeking help, and strengthen community partnerships. Discussion highlighted the role of prevention-focused initiatives, the need for greater awareness of available resources, and the importance of addressing mental health challenges throughout the community. Council Member

Obenauf also provided information on an upcoming community resource hub that will serve as a centralized platform for connecting residents with mental health services, crisis resources, support organizations, and community programs.

**Motion:** (01:15:08 in Video) **Council President Shay moved to approve** the proclamation for mental Health Awareness Month 2026 and Authorize the Mayor to Sign it: Council President Shay, , Council Member Davis, Council Member Ard, Council Member Obenauf, Council Member Wrede, Council Member Bergin. Council Members Voting No: none. **The Motion Passed.**

Mayor Giordani read the proclamation. (See attached exhibit A)

## 7. NEW BUSINESS

- a. Consideration of Resolution No. 26-15 Authorizing the Mayor to Execute a Service Agreement with Clearwater Landscaping in an Amount Not to Exceed \$18,812.13 for Landscaping Services: Casey McGehee, City Assets Manager | **ACTION ITEM**

Council Members Davis and Wrede expressed support for obtaining multiple bids when possible and encouraged a more standardized process for soliciting and documenting contractor proposals. Council President Shay noted that previous efforts to obtain competing landscaping bids had received little response and that Clearwater had consistently provided services at an acceptable price. Council Member Bergin requested clarification regarding locations included in the contract and identified a maintenance concern at O'Donnell Park involving a damaged sprinkler box that created a safety hazard. Staff clarified that the contract had been amended to remove certain mowing responsibilities that would be performed by City staff, acknowledged the discrepancy in the supporting documents, and confirmed that the sprinkler box had been repaired. Casey McGeehee further noted that the contract covers routine landscaping services, while irrigation repairs and similar maintenance work are billed separately on a time-and-materials basis.

**Motion:** (01:24:04 in Video) **Council Member Bergin moved to approve** Resolution No. 26-15 Authorizing the Mayor to Execute a Service Agreement with Clearwater Landscaping in an Amount Not to Exceed \$18,812.13 for Landscaping Services as amended: Council President Shay, , Council Member Davis, Council Member Ard, Council Member Obenauf, Council Member Wrede, Council Member Bergin. Council Members Voting No: none. **The Motion Passed.**

## 8. PUBLIC HEARING

- a. **TA-25-01 – Text Amendment - CONTINUED FROM APRIL 27, 2026**

A text amendment to Bellevue City Code Titles 10 (Zoning Regulations), 11 (Subdivision Regulations), and 12 (Flood Damage Prevention Ordinance) to improve clarity, correct errors, and increase enforceability: Brian Parker, Community Development Director | **ACTION ITEM**

Community Development Director Brian Parker presented the continued public hearing for Text Amendment TA-25-01, noting that the proposed ordinance was substantially the same as the version previously reviewed by the Council. He explained that the only substantive changes involved regulations for temporary RV occupancy permits. The amendments limit occupancy permits to 14 days within any 30-day period, require a 16-day waiting period before a subsequent permit may be issued, prohibit occupied RVs within required yard setbacks, and require any RV located within a front yard

setback to be placed on an improved surface. Parker stated that all other proposed amendments to Titles 10, 11, and 12 remained unchanged from the version previously presented to the Council.

Council President Shay asked whether a fee would be charged for the proposed RV occupancy permit. Mr. Parker explained that no fee is currently proposed, noting that a fee may be considered in the future but that the initial intent is to encourage compliance and establish a permitting process. City Attorney, Rick Allington and Parker further clarified that the permit system is primarily intended to track occupancy periods by establishing permit start and expiration dates.

The Mayor opened the public comment portion of the public hearing at 6:48pm, [\(01:28:51 in video\)](#)

### **Jackie Peppard, Beech Street, Bellevue**

Ms. Peppard commented on the proposed RV occupancy permit provisions and expressed support for the ordinance. She requested clarification regarding the City's authority to issue notices related to occupancy compliance and emphasized the importance of ensuring that the regulations are enforceable.

With no further public comment the Mayor closed the public comment period of the hearing.

**Motion:** [\(01:31:13 in Video\)](#) **Council Member Davis moved to approve** the waiving of three readings of Ordinance No. 2026-01 and read by title only. **Council President Shay** seconded. Council Member Voting Aye: Council President Shay, Council Member Davis, Council Member Obenauf. Council Members Voting No: Council Member Wrede, Council Member Ard, Council Member Bergin. Mayor Giordani broke the tie by voting Aye. **The Motion Passed.**

Mayor Giordani read ordinance 2026-01 by title only.

**Motion:** [\(01:33:15 in Video\)](#) **Council Member Davis moved to approve** the passage of Ordinance 2026-01. **Council Member Obenauf** seconded. Council Member Voting Aye: Council President Shay, Council Member Davis, Council Member Ard, Council Member Obenauf. Council Members Voting No: Council Member Wrede, Council Member Bergin. **The Motion Passed.**

**Motion:** [\(01:33:39 in Video\)](#) **Council Member Davis moved to approve** the publication of Ordinance 2026-01 by summary only. **Council President Shay** seconded. Council Member Voting Aye: Council President Shay, , Council Member Davis, Council Member Ard, Council Member Obenauf, Council Member Wrede, Council Member Bergin. Council Members Voting No: none. **The Motion Passed.**

## **9. PRESENTATIONS**

- a. Road Improvement Project: Oak Street and East Subdivisions: Chris Johnson, Public Works Director, Casey McGehee, City Assets Manager

Casey McGehee, City Assets Manager, presented the proposed street maintenance project. He explained that Development Impact Fee (DIF) funds identified Oak Street improvements in the Capital Improvement Plan and that staff evaluated street conditions using the Forsgren transportation plan assessment and field observations.

Mr. McGehee stated that streets within the Sunrise Ranch and Pine View subdivisions remain suitable for preventative maintenance treatments to extend their service life. He outlined two project phases: a DIF-funded project that includes Oak Street, 8th and 9th Streets, Slaughterhouse Drive, Parkside Drive, Sunrise Ranch, Elm Street, Pine, Lower Muldoon, Ridgeview Drive, and Summit Lane; and a second project funded through remaining Local Option Tax (LOT) snow removal funds and street repair funds that includes Chestnut, Pine View, Chestnut Loop, and Maple Ridge Loop.

Mr. McGehee reported that the projects would treat approximately 2.5 to 3 miles of roadway, including all of Oak Street and streets east of 8th Street. He noted that staff is coordinating the work with a proposed City of Sun Valley project to reduce mobilization costs. The proposed treatment consists of a polymer-modified friction seal similar to that previously applied in the Strahorn area. Construction was anticipated to begin the week of June 22, subject to coordination with Sun Valley. Maps depicting the project areas were included in the council packet.

Council Member Wrede asked how the proposed street maintenance project fit within the budget process, why it was being presented at this time, and whether budget amendments would be required to reallocate unused snow removal funds and Development Impact Fee (DIF) revenues. She also inquired whether other road projects and cost alternatives had been considered.

Mayor Giordani explained that a memorandum from Treasurer Shelly Shoemaker included in the packet outlined the need for a budget amendment to authorize the expenditure of DIF revenues. She noted the project had been planned at the staff level as part of the Capital Improvement Plan, but clarification received after adoption of the budget indicated that DIF revenues must be specifically included in the budget if they are to be spent during the fiscal year. She further explained that Local Option Tax (LOT) revenues may be used for both snow removal and street maintenance, and because of the mild winter, unused snow removal funds were available for roadway repair projects.

In response to questions regarding the selection of the proposed road segments, Mayor Giordani asked City Assets Manager Casey McGehee to explain the recommendation. Mr. McGehee stated the selected roads would help complete and connect previously treated areas, creating a more uniform maintenance area extending from the Strahorn, Cowcatcher, Sunrise Ranch, and Pine View neighborhoods into Old Town. He said this approach would allow the City to continue future roadway maintenance efforts in a systematic, quadrant-by-quadrant manner.

Council Member Wrede expressed concern that previous discussions had suggested surface treatments such as chip sealing were ineffective on roads with poor base conditions and questioned what had changed. Mr. McGehee reviewed the range of roadway preservation treatments available, including fog seals, slurry seals, micro surfacing, chip seals, friction seals, and full asphalt reconstruction, noting the significant cost differences among the options. He explained that the proposed treatment was selected as an appropriate and cost-effective preservation method for roads that remain in serviceable condition.

Mayor Giordani clarified that prior discussions regarding poor road base conditions applied to specific roadways and that the City's transportation planning efforts, roadway assessments, and presentations from Forsgren had identified other roads where preservation treatments would effectively extend pavement life. She emphasized that recent transportation planning has focused on balancing available

funding with roadway conditions and determining how many miles of roadway can be maintained each year. He noted the proposed project would address approximately 2.5 to 3 miles of roadway and was made possible in part by the availability of unspent snow removal funds due to the mild winter season.

Mr. McGehee explained that the proposed street preservation project was based on street condition assessments completed through the Forsgren transportation plan and staff evaluation of roadway conditions. He stated that the selected streets in the Sunrise Ranch and Pine View subdivisions were in good enough condition to benefit from a seal coat treatment, which is expected to extend their useful life by four to six years. Casey noted that while many city streets require full reconstruction, the proposed treatment represents the most cost-effective way to preserve roads that still have serviceable pavement. He also stated that full roadway reconstruction currently costs approximately \$1.3 million per mile.

Council Member Wrede said she appreciated the explanation and better understood the reasoning behind the proposed street selections. Mayor Giordani expressed appreciation for staff's efforts in evaluating projects and bringing recommendations forward to the Council. Council Member Obenauf asked about the expected lifespan of the treatment and resident notification efforts. Casey stated that the City would use its website, printed notices, and door hangers to communicate with affected residents.

Council Member Bergin expressed support for the approach, noting it appeared to provide the greatest benefit for the available funding. He also raised concerns regarding pavement deterioration along Slaughterhouse Road near O'Donnell Park. Casey stated that staff could perform shoulder maintenance, while Public Works Director Chris Johnson explained that much of the damage results from vehicles parking along the roadway during large soccer events. Mr. Johnson also reported that the City had been awarded a \$3 million Small Urban LTAC grant to reconstruct Pine Street from Main Street to Quarter Horse, with construction anticipated around 2030.

Council Member Davis asked whether Council action was being requested. Mayor Giordani and staff clarified that the presentation was informational only and the project is already identified in the Capital Improvement Plan and will be funded through Development Impact Fees. Approval will occur through a future budget amendment, which Treasurer Shoemaker explained will follow the required public notice and budget amendment process before being presented to the Council for consideration.

b. Code Enforcement and Ticketing: Carter Bullock, Planner, Kirt Gaston, Bellevue Marshal

Carter Bullock, Planner, presented on the City's evaluation of implementing an electronic citation and code enforcement system in coordination with staff from multiple departments, including Kurt and other internal staff. He explained that the City has been reviewing options to improve consistency and effectiveness in code enforcement, including research into potential ticketing authority for certain code violations.

He noted discussions with DataTicket, a vendor used by other municipalities such as Ketchum and Hailey, regarding a potential contract for services that would include citation software, supporting

hardware such as printers and handheld devices, and issuance of physical tickets. The system would allow staff in the field to issue citations for violations such as illegal parking, with notices processed through the vendor's platform. The vendor would also support administrative functions including payment processing, appeals, adjudication, and collections, with appeals anticipated to be routed through the City Clerk's office.

Bullock explained that the proposal was still in the informational stage and no contract was being requested at this time. He also referenced that implementation would require supporting code amendments to allow enforceable citations for certain violations, as the current code does not fully support penalty issuance in some areas, including parking-related enforcement in specific rights-of-way and constrained areas.

He described two potential cost structures: a transaction-based model with per-ticket processing fees, and an alternative model based on a percentage of collections. Staff analysis suggested the transaction-based model was more commonly selected by comparable jurisdictions. He further outlined anticipated startup costs for hardware and system setup, followed by more stable ongoing costs once the system is operational.

Bullock noted that financial projections were based on estimated ticket volumes, compliance rates, and appeal activity, with recognition that actual revenue and costs would vary significantly depending on enforcement activity and public compliance. He indicated there would likely be a minimum monthly cost requirement from the vendor regardless of ticket volume.

Marshal Gaston concluded that the primary need identified at this stage was the establishment of a formal, consistent process for code enforcement and collections, and that staff would return to Council in the future with a formal request for action, likely within the next budget cycle.

Council Member Davis asked for clarification about enforcement of long-term parking violations in the right-of-way. Staff explained that the city currently has limited code tools and, in most cases, the only enforcement mechanism is removal or towing of the vehicle, typically with a two-day notice unless it obstructs work such as snow removal.

Discussion then shifted to enforcement challenges, including difficulty identifying responsible parties for vehicle-related violations and limitations in the current ticketing system. Staff noted that improvements to software and code changes are being considered to allow more effective citation of vehicle and code violations.

Council also discussed anticipated workload and enforcement volume, with staff estimating an initial range of roughly 30–50 parking-related issues per month, expected to decrease after an initial compliance period and education efforts (including warning "coupons").

Members and staff talked through the planned escalation process from education to warnings to tickets, emphasizing that enforcement would be complaint-driven but also proactive. They also noted that future code revisions, fee schedule updates, and software implementation would need to work together to support a structured ticketing program, including RV and right-of-way issues.

Carter Bullock presented the final design and sound test results for the Memorial Park Community Project funded by an \$85,000 community grant. The project will resurface and re-stripe the existing basketball courts and convert them into multi-use courts, including the City's first pickleball courts in the South Valley.

He explained that the updated design reduces the number of courts to allow space for seating and improved access, relocates the north gate for better flow, and adds a new four-foot fence between court areas. Sound mitigation is a key feature, with the use of specialized acoustic panels (including some transparent sections) to reduce noise while maintaining visibility for safety and oversight. Landscaping improvements are also included, with possible support from a local nursery and volunteer planting efforts in the fall.

Carter also summarized a community sound test conducted at the site, where pickleball play was measured at roughly 50–55 decibels across the street, with peak paddle strikes reaching about 70–80 decibels. He reported that community feedback during the test was generally positive, with many noting the noise was comparable to existing basketball activity and that the courts appeared well-used and enjoyable.

c. Community Project Update - Final Design and Sound Test Summary: Carter Bullock, Planner

Carter Bullock presented the final design and sound test results for the Memorial Park Community Project funded by an \$85,000 community grant. The project will resurface and re-stripe the existing basketball courts and convert them into multi-use courts, including the City's first pickleball courts in the South Valley.

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Carter also summarized a community sound test conducted at the site, where pickleball play was measured at roughly 50–55 decibels across the street, with peak paddle strikes reaching about 70–80 decibels. He reported that community feedback during the test was generally positive, with many noting the noise was comparable to existing basketball activity and that the courts appeared well-used and enjoyable.

Council discussion focused on the proposed pickleball court project, with questions and concerns raised about design details, fencing, sound mitigation, and long-term maintenance.

Councilmembers discussed the adequacy of a 4-foot separation fence between courts, noting potential safety and liability concerns if balls travel between adjacent sports areas. They also reviewed the proposed sound-reduction fencing, including its placement on the north and east sides to buffer nearby homes. One member cautioned that fully enclosing all sides could create echo effects and heat retention, noting that the current design aligns with typical pickleball court standards.

Much of the discussion centered on noise impacts. Staff explained that sound barriers are expected to reduce perceived noise by about 50%, with an estimated reduction of roughly 10 decibels, which corresponds to a meaningful decrease in perceived loudness due to the logarithmic nature of sound. Councilmembers questioned whether this would adequately address impacts to nearby residences, particularly those within close proximity.

Maintenance and lifecycle costs were also addressed. Staff explained that sound panels have an expected lifespan of roughly 10–20 years, with clear panels gradually becoming less transparent over time. Ongoing costs were described as primarily staff time for installation, seasonal removal (if needed), cleaning, and routine park maintenance, with additional costs for replacement nets and periodic resurfacing already anticipated in existing budgets or future capital planning.

Council also raised concerns about graffiti, cleaning requirements, and potential vandalism, with staff indicating most systems are designed for easy cleaning and typically include warranties.

Finally, discussion touched on funding and contingencies. Staff noted the project is funded through grants and allocated funds, and that any future enhancements or additional sound mitigation beyond the current plan would need to be considered in future budgets rather than within the current project scope.

#### **10. ADJOURNMENT: Action Item**

With no further business coming before the Common Council at this time, Council Member Davis moved to adjourn the meeting. Council Member Wrede seconded the motion. The meeting adjourned at 7:57 p.m. The motion passed unanimously.

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Christina Giordani, Mayor

Attest:

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Amy Phelps, City Clerk

City of Bellevue  
Hosted Live 3/11/2025

Invoice Register - Claim Report by Vendor  
Input Dates: 6/9/2026 - 6/22/2026

Page: 1  
Jun 17, 2026 01:52PM

Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
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<b>3D Hay, LLC. (4620)</b>							
2026-1716C	1	Invoice	40 Ft. Shipping Container for Training	06/08/2026	5,200.00	100-05-57000	Safety Equipment
Total 3D Hay, LLC. (4620):					5,200.00		

<b>AFBA (160)</b>							
060526	1	Invoice	Life Insurance - June	06/05/2026	80.00	100-05-50014	Insurance - Life
Total AFBA (160):					80.00		

<b>Allington, Frederick (210)</b>							
070126	1	Invoice	Monthly Payment- July	07/01/2026	1,909.00	100-01-51145	Legal - Prosecuting Attorney
Total Allington, Frederick (210):					1,909.00		

<b>Backstrom, Kayme (3880)</b>							
061026	1	Invoice	Per Diem - AIC Conference	06/15/2026	236.34	200-20-52124	Travel Expense
061026	2	Invoice	Per Diem - AIC Conference	06/15/2026	236.33	300-30-52124	Travel Expense
Total Backstrom, Kayme (3880):					472.67		

<b>Caselle, Inc. (580)</b>							
INV-20669	1	Invoice	Annual Maint. & Support 7/1/26 to 6/30/27	06/03/2026	22,445.16	100-01-51062	Computers - Software & Subscri
CM-0017	1	Invoice	CR for cancelled services April	03/03/2026	274.00-	100-01-51062	Computers - Software & Subscri
Total Caselle, Inc. (580):					22,171.16		

<b>Cintas (650)</b>							
5342187103	1	Invoice	Supplies	06/16/2026	129.82	100-15-57000	Safety Equipment
Total Cintas (650):					129.82		

<b>Cleanwater Landscaping (710)</b>							
13335	1	Invoice	Irrigation repair - O'Donnell Park	06/16/2026	1,086.53	100-15-51073	Contract Labor
13334	1	Invoice	Irrigation repair - Chestnut Well Site	06/16/2026	76.50	100-15-51073	Contract Labor
Total Cleanwater Landscaping (710):					1,163.03		

<b>Cleanwater Power Equipment LLC (720)</b>							
95866	1	Invoice	Trimmer parts	06/10/2026	20.77	100-15-52090	Supplies
96175	1	Invoice	Trimmer line	06/16/2026	38.58	100-15-51162	R & M - Parks

Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
	95539	1 Invoice	Mower belt	06/04/2026	164.27	100-15-52090	Supplies
Total Cleanwater Power Equipment LLC (720):					223.62		
<b>Concrete Construction Supply (770)</b>							
	S49461	1 Invoice	Diesel Sprayer for Streets	06/08/2026	225.00	100-15-52090	Supplies
Total Concrete Construction Supply (770):					225.00		
<b>Core &amp; Main (790)</b>							
	V000043235	1 Invoice	Water meters	08/02/2026	6,087.36	200-20-58260	Water Meter or Vault Expense
Total Core & Main (790):					6,087.36		
<b>Cox Business Services (820)</b>							
	0012401205	1 Invoice	Telephone Chgs. - 6/5/26 - 7/4/26	06/05/2026	1,260.19	100-01-52100	Telephone
Total Cox Business Services (820):					1,260.19		
<b>Digline Inc. (930)</b>							
	0079716-IN	1 Invoice	Monthly Fees	05/31/2026	5.85	200-20-52050	Professional Services
Total Digline Inc. (930):					5.85		
<b>Express Publishing - Idaho Mtn. Express (1590)</b>							
	12701453	1 Invoice	Text Amendment #26-01	04/29/2026	9.20	100-03-51041	Client Cost Expense
	12701453	2 Invoice	Text Amendment #26-01	04/29/2026	50.60	100-03-52060	Publishing
	12702133	1 Invoice	Appeal of DR-26-01	05/20/2026	10.12	100-03-51041	Client Cost Expense
	12702133	2 Invoice	Appeal of DR-26-01	05/20/2026	50.60	100-03-52060	Publishing
	12702310	1 Invoice	CUP-26-01	05/27/2026	50.60	100-03-51041	Client Cost Expense
	12702132	1 Invoice	Legal - Amended Budget	05/20/2026	309.53	100-01-52060	Publishing
Total Express Publishing - Idaho Mtn. Express (1590):					480.65		
<b>Gardner, Robert (1240)</b>							
	070126	1 Invoice	Rent - July	07/01/2026	125.00	100-15-58190	Real Property Lease
Total Gardner, Robert (1240):					125.00		
<b>Idaho Indep. Intergov. Authority (4290)</b>							
	3228	1 Invoice	Comm Dev Health Insur	05/20/2026	1,768.00	100-03-50011	Insurance - Health

Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
3228	2	Invoice	Admin Health Insur	05/20/2026	4,837.00	100-01-50011	Insurance - Health
3228	3	Invoice	Library Health Insur	05/20/2026	884.00	100-07-50011	Insurance - Health
3228	4	Invoice	Marshal Health Insur	05/20/2026	4,437.00	100-08-50011	Insurance - Health
3228	5	Invoice	City Assets	05/20/2026	3,537.00	100-15-50011	Insurance - Health
3228	6	Invoice	Water Health Insur	05/20/2026	941.00	200-20-50011	Insurance - Health
3228	7	Invoice	WW Health Insur	05/20/2026	1,825.00	300-30-50011	Insurance - Health
Total Idaho Indep. Intergov. Authority (4290):					18,229.00		

**Idaho Lumber (1580)**

74706/1	1	Invoice	16' Extension Ladder	06/15/2026	289.99	200-20-52080	Small Tools & Equipment
71760	1	Invoice	Wood stakes	05/20/2026	59.88	100-03-52060	Publishing
Total Idaho Lumber (1580):					349.87		

**Idaho Power (1600)**

2203628603-	1	Invoice	100 N. 8th St. Park	05/22/2026	42.21	100-15-52143	Utilities - Power
2203628603-	2	Invoice	114 Elm St. Ped	05/22/2026	31.53	100-15-52143	Utilities - Power
2203628603-	3	Invoice	City Hall	05/22/2026	168.65	100-15-52143	Utilities - Power
2203628603-	4	Invoice	116 Pine St. Ped	05/22/2026	30.29	100-15-52143	Utilities - Power
2203628603-	5	Invoice	Library	05/22/2026	77.97	100-15-52143	Utilities - Power
2203628603-	6	Invoice	1461 S. Main St. Lite	05/22/2026	32.19	100-15-52145	Utilities - Street Lights
2203628603-	7	Invoice	161 Cowcatcher Loop Lite	05/22/2026	1.76	100-15-52145	Utilities - Street Lights
2203628603-	8	Invoice	Museum	05/22/2026	32.19	100-15-52143	Utilities - Power
2203628603-	9	Invoice	218 N. Main St. Lite	05/22/2026	2.70	100-15-52145	Utilities - Street Lights
2203628603-	10	Invoice	300 E. Cedar St. Park	05/22/2026	26.34	100-15-52143	Utilities - Power
2203628603-	11	Invoice	318 E. Cedar St. Park	05/22/2026	26.34	100-15-52143	Utilities - Power
2203628603-	12	Invoice	508 Broadford Rd. Light	05/22/2026	27.84	100-15-52145	Utilities - Street Lights
2203628603-	13	Invoice	Fire Station	05/22/2026	90.13	100-15-52143	Utilities - Power
2203628603-	14	Invoice	714 N. Main St. Light	05/22/2026	29.93	100-15-52145	Utilities - Street Lights
2203628603-	15	Invoice	Shop	05/22/2026	106.38	100-15-52143	Utilities - Power
2203628603-	16	Invoice	921 Riverside Dr. Lite	05/22/2026	1.40	100-15-52145	Utilities - Street Lights
2203628603-	17	Invoice	Street Lights	05/22/2026	1,722.29	100-15-52145	Utilities - Street Lights
2203628603-	18	Invoice	Street Lights	05/22/2026	29.18	100-15-52145	Utilities - Street Lights
Total Idaho Power (1600):					2,479.32		

**iWork Systems, Inc. (4610)**

216622	1	Invoice	Workflow & Asset Mgmt. Software Setup 1 yr. subscription	06/04/2026	4,000.00	200-20-51062	Computers - Software & Subs
216622	2	Invoice	Workflow & Asset Mgmt. Software Setup 1 yr. subscription	06/04/2026	6,000.00	300-30-51062	Computers - Software & Subs

Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
Total iWorQ Systems, Inc. (4610):							
					10,000.00		
<b>Joe's Backhoe Service Inc (1830)</b>							
	26-1054	1 Invoice	Roller repair - replace fuel filters & repair wiring	06/11/2026	905.00	100-15-51163	R & M - Equipment (non-auto)
Total Joe's Backhoe Service Inc (1830):							
					905.00		
<b>Les Schwab (1970)</b>							
	11701004419	1 Invoice	Tire for sit down mower	06/09/2026	113.68	100-15-51163	R & M - Equipment (non-auto)
	11701002412	1 Invoice	Loader tire repair	05/27/2026	413.96	100-15-51163	R & M - Equipment (non-auto)
Total Les Schwab (1970):							
					527.64		
<b>Lunceford Excavation, Inc. (2030)</b>							
	19504	1 Invoice	Site prep & compaction for training container	06/05/2026	300.00	100-15-51164	R & M - Street Maintenance
Total Lunceford Excavation, Inc. (2030):							
					300.00		
<b>Napa Auto Parts (2260)</b>							
	252001	1 Invoice	Motor oil - Chiefs Car	06/08/2026	55.70	100-05-51167	R & M - Autos
Total Napa Auto Parts (2260):							
					55.70		
<b>Oxarc (2390)</b>							
	0062302590	1 Invoice	Supplies	05/31/2026	9.61	100-15-52090	Supplies
Total Oxarc (2390):							
					9.61		
<b>Safebuilt LLC (4470)</b>							
	3962084	1 Invoice	Building Inspections 5/7/26 - 5/29/26	05/31/2026	920.00	100-03-51041	Client Cost Expense
	3962084	2 Invoice	Plan Review Fees 5/5/26 - 5/18/26	05/31/2026	3,995.59	100-03-52050	Professional Services
Total Safebuilt LLC (4470):							
					4,915.59		
<b>Shoemaker, Shelly (2970)</b>							
	060826	1 Invoice	Reimbursement/Greg's Retirement Party	06/08/2026	22.02	100-01-52090	Supplies
	061726	1 Invoice	Per Diem - AIC Annual Conf. 6/10- 6/12/26	06/12/2026	286.30	100-01-52124	Travel Expense
Total Shoemaker, Shelly (2970):							
					308.32		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
<b>South Valley Storage Company LLC (3060)</b>							
	053126	1 Invoice	June Rent- Unit #-13	05/31/2026	70.00	100-01-52085	Storage
Total South Valley Storage Company LLC (3060):							
<b>Spronk Water Engineers, Inc. (3080)</b>							
	WRV03-33	1 Invoice	Big W.R. GW Management 5/4 - 5/31/25-split w/ Hailey SV Co., Ketc	06/17/2026	1,634.38	200-20-51070	Conjunctive Management
Total Spronk Water Engineers, Inc. (3080):							
<b>The Copy Center, LLC (3820)</b>							
	4319	1 Invoice	Public Notice Mailers	05/18/2026	48.64	100-03-51041	Client Cost Expense
	4319	2 Invoice	Public Notice Mailers	05/18/2026	50.00	100-03-52060	Publishing
Total The Copy Center, LLC (3820):							
<b>ToreUp (3360)</b>							
	72773	1 Invoice	Temp records destruction per Reso #26-16	06/02/2026	240.00	100-01-51080	Dues & Memberships
Total ToreUp (3360):							
<b>Valley Wide Cooperative (3510)</b>							
	098486/9	1 Invoice	Shovel	06/15/2026	16.95	200-20-52080	Small Tools & Equipment
	98475/9	1 Invoice	Tools	06/15/2026	114.95	200-20-52080	Small Tools & Equipment
	98225/9	1 Invoice	Supplies	06/05/2026	95.91	200-20-52090	Supplies
	B27472	1 Invoice	Fuel - Card #3816395	06/08/2026	53.29	100-05-51110	Fuel
	98272/9	1 Invoice	Supplies	06/08/2026	61.96	200-20-52090	Supplies
	098308/9	1 Invoice	Light bulbs- Library	06/09/2026	14.99	100-15-51161	R & M - Bldgs & Grounds
	B29406	1 Invoice	Fuel - Card #3816393	06/08/2026	85.57	100-05-51110	Fuel
	B32821	1 Invoice	Fuel Card #3816744	06/10/2026	42.09	100-15-51110	Fuel
	B32821	2 Invoice	Fuel Card #3816744	06/10/2026	42.08	200-20-51110	Fuel
	B32821	3 Invoice	Fuel Card #3816744	06/10/2026	42.08	300-30-51110	Fuel
	B32909	1 Invoice	Fuel Card #3816744	06/11/2026	54.32	100-15-51110	Fuel
	B32909	2 Invoice	Fuel Card #3816744	06/11/2026	54.33	200-20-51110	Fuel
	B32909	3 Invoice	Fuel Card #3816744	06/11/2026	54.32	300-30-51110	Fuel
	B34893	1 Invoice	Fuel Card #3816744	06/16/2026	16.06	100-15-51110	Fuel
	B06300	1 Invoice	Fuel - Card #3816395	05/12/2026	77.56	100-05-51110	Fuel
	B18390	1 Invoice	Fuel Card #3816744	05/28/2026	24.54	100-15-51110	Fuel
	H24709	1 Invoice	Credit - Fuel Allowance	05/15/2026	3.63-	100-15-51110	Fuel
	H24761	1 Invoice	Credit - Fuel Allowance	05/15/2026	.65-	100-15-51110	Fuel

Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
Total Valley Wide Cooperative (3510):							
					846.72		
<b>Water Dynamics, LLC dba Magic Valley Lab (3560)</b>							
	38599	1 Invoice	Monthly Samples	05/26/2026	135.00	200-20-52110	Test Samples - Water
	38600	1 Invoice	Monthly Samples	05/26/2026	2,001.00	300-30-52110	Test Samples - Sewer
Total Water Dynamics, LLC dba Magic Valley Lab (3560):					2,136.00		
Grand Totals:					<u>82,639.14</u>		

Report GL Period Summary

Vendor number hash: 0  
 Vendor number hash - split: 0  
 Total number of invoices: 0  
 Total number of transactions: 0

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
<b>100-01</b>								
Idaho Indep. Intergov. Authority	3228	2	Invoice	Admin Health Insur	05/20/2026	4,837.00	100-01-50011	Insurance - Health
Caselle, Inc.	INV-20669	1	Invoice	Annual Maint. & Support 7/1/26 to 6/30/2	06/03/2026	22,445.16	100-01-51062	Computers - Software & Su
Caselle, Inc.	CM-0017	1	Invoice	CR for cancelled services April	03/03/2026	274.00-	100-01-51062	Computers - Software & Su
ToreUp	72773	1	Invoice	Temp records destruction per Reso #26-	06/02/2026	240.00	100-01-51080	Dues & Memberships
Allington, Frederick	070126	1	Invoice	Monthly Payment- July	07/01/2026	1,909.00	100-01-51145	Legal - Prosecuting Attorne
Express Publishing - Idaho Mtn.	12702132	1	Invoice	Legal - Amended Budget	05/20/2026	309.53	100-01-52060	Publishing
South Valley Storage Company LL	053126	1	Invoice	June Rent- Unit #F-13	05/31/2026	70.00	100-01-52085	Storage
Shoemaker, Shelly	060826	1	Invoice	Reimbursement/Greg's Retirement Party	06/08/2026	22.02	100-01-52090	Supplies
Cox Business Services	0012401205	1	Invoice	Telephone Chgs. - 6/5/26 - 7/4/26	06/05/2026	1,260.19	100-01-52100	Telephone
Shoemaker, Shelly	061726	1	Invoice	Per Diem - AIC Annual Conf. 6/10- 6/12/	06/12/2026	286.30	100-01-52124	Travel Expense
Total 100-01:						31,105.20		
<b>100-03</b>								
Idaho Indep. Intergov. Authority	3228	1	Invoice	Comm Dev Health Insur	05/20/2026	1,768.00	100-03-50011	Insurance - Health
Express Publishing - Idaho Mtn.	12701453	1	Invoice	Text Amendment #26-01	04/29/2026	9.20	100-03-51041	Client Cost Expense
Express Publishing - Idaho Mtn.	12702133	1	Invoice	Appeal of DR-26-01	05/20/2026	10.12	100-03-51041	Client Cost Expense
Express Publishing - Idaho Mtn.	12702310	1	Invoice	CUP-26-01	05/27/2026	50.60	100-03-51041	Client Cost Expense
Satebuill LLC	3962084	1	Invoice	Building Inspections 5/7/26 - 5/29/26	05/31/2026	920.00	100-03-51041	Client Cost Expense
The Copy Center, LLC	4319	1	Invoice	Public Notice Mailers	05/18/2026	48.64	100-03-51041	Client Cost Expense
Safebuill LLC	3962084	2	Invoice	Plan Review Fees 5/5/26 - 5/18/26	05/31/2026	3,995.59	100-03-52050	Professional Services
Express Publishing - Idaho Mtn.	12701453	2	Invoice	Text Amendment #26-01	04/29/2026	50.60	100-03-52060	Publishing
Express Publishing - Idaho Mtn.	12702133	2	Invoice	Appeal of DR-26-01	05/20/2026	50.60	100-03-52060	Publishing
Idaho Lumber	71760	1	Invoice	Wood stakes	05/20/2026	59.88	100-03-52060	Publishing
The Copy Center, LLC	4319	2	Invoice	Public Notice Mailers	05/18/2026	50.00	100-03-52060	Publishing
Total 100-03:						7,013.23		
<b>100-05</b>								
AFBA	060526	1	Invoice	Life Insurance - June	06/05/2026	80.00	100-05-50014	Insurance - Life
Valley Wide Cooperative	B27472	1	Invoice	Fuel - Card #3816395	06/08/2026	53.29	100-05-51110	Fuel
Valley Wide Cooperative	B29406	1	Invoice	Fuel - Card #3816393	06/08/2026	85.57	100-05-51110	Fuel
Valley Wide Cooperative	B06300	1	Invoice	Fuel - Card #3816395	05/12/2026	77.56	100-05-51110	Fuel
Napa Auto Parts	262001	1	Invoice	Motor oil - Chiefs Car	06/08/2026	55.70	100-05-51167	R & M - Autos
3D Hay, LLC.	2026-1716C	1	Invoice	40 Ft. Shipping Container for Training	06/08/2026	5,200.00	100-05-57000	Safety Equipment
Total 100-05:						5,552.12		
<b>100-07</b>								
Idaho Indep. Intergov. Authority	3228	3	Invoice	Library Health Insur	05/20/2026	884.00	100-07-50011	Insurance - Health

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
<b>100-08</b>								
Idaho Indep. Intergov. Authority	3228	4	Invoice	Marshal Health Insur	05/20/2026	4,437.00	100-08-50011	Insurance - Health
Total 100-08:						4,437.00		
<b>100-15</b>								
Idaho Indep. Intergov. Authority	3228	5	Invoice	City Assets	05/20/2026	3,537.00	100-15-50011	Insurance - Health
Clearwater Landscaping	13335	1	Invoice	Irrigation repair - O'Donnell Park	06/16/2026	1,086.53	100-15-51073	Contract Labor
Clearwater Landscaping	13334	1	Invoice	Irrigation repair - Chestnut Well Site	06/16/2026	76.50	100-15-51073	Contract Labor
Valley Wide Cooperative	B32821	1	Invoice	Fuel Card #3816744	06/10/2026	42.09	100-15-51110	Fuel
Valley Wide Cooperative	B32909	1	Invoice	Fuel Card #3816744	06/11/2026	54.32	100-15-51110	Fuel
Valley Wide Cooperative	B34893	1	Invoice	Fuel Card #3816744	06/16/2026	16.06	100-15-51110	Fuel
Valley Wide Cooperative	B18390	1	Invoice	Fuel Card #3816744	05/28/2026	24.54	100-15-51110	Fuel
Valley Wide Cooperative	H24709	1	Invoice	Credit - Fuel Allowance	05/15/2026	3.63-	100-15-51110	Fuel
Valley Wide Cooperative	H24761	1	Invoice	Credit - Fuel Allowance	05/15/2026	.65-	100-15-51110	Fuel
Valley Wide Cooperative	098308/9	1	Invoice	Light bulbs - Library	06/09/2026	14.99	100-15-51161	R & M - Bldgs & Grounds
Clearwater Power Equipment LLC	96175	1	Invoice	Trimmer line	06/16/2026	38.58	100-15-51162	R & M - Parks
Joe's Backhoe Service Inc	26-1054	1	Invoice	Roller repair - replace fuel filters & repair	06/11/2026	905.00	100-15-51163	R & M - Equipment (non-au
Les Schwab	11701004419	1	Invoice	Tire for sit down mower	06/09/2026	113.68	100-15-51163	R & M - Equipment (non-au
Les Schwab	11701002412	1	Invoice	Loader tire repair	05/27/2026	413.96	100-15-51163	R & M - Equipment (non-au
Luneford Excavation, Inc.	19504	1	Invoice	Site prep & compaction for training contai	06/05/2026	300.00	100-15-51164	R & M - Street Maintenance
Clearwater Power Equipment LLC	95866	1	Invoice	Trimmer parts	06/10/2026	20.77	100-15-52090	Supplies
Clearwater Power Equipment LLC	95539	1	Invoice	Mower belt	06/04/2026	164.27	100-15-52090	Supplies
Concrete Construction Supply	S49461	1	Invoice	Diesel Sprayer for Streets	06/08/2026	225.00	100-15-52090	Supplies
Oxarc	0062302590	1	Invoice	Supplies	05/31/2026	9.61	100-15-52090	Supplies
Idaho Power	2203628603-	1	Invoice	100 N. 8th St. Park	05/22/2026	42.21	100-15-52143	Utilities - Power
Idaho Power	2203628603-	2	Invoice	114 Elm St. Ped	05/22/2026	31.53	100-15-52143	Utilities - Power
Idaho Power	2203628603-	3	Invoice	City Hall	05/22/2026	168.65	100-15-52143	Utilities - Power
Idaho Power	2203628603-	4	Invoice	116 Pine St Ped	05/22/2026	30.29	100-15-52143	Utilities - Power
Idaho Power	2203628603-	5	Invoice	Library	05/22/2026	77.97	100-15-52143	Utilities - Power
Idaho Power	2203628603-	8	Invoice	Museum	05/22/2026	32.19	100-15-52143	Utilities - Power
Idaho Power	2203628603-	10	Invoice	300 E. Cedar St. Park	05/22/2026	26.34	100-15-52143	Utilities - Power
Idaho Power	2203628603-	11	Invoice	318 E. Cedar St. Park	05/22/2026	26.34	100-15-52143	Utilities - Power
Idaho Power	2203628603-	13	Invoice	Fire Station	05/22/2026	90.13	100-15-52143	Utilities - Power
Idaho Power	2203628603-	15	Invoice	Shop	05/22/2026	106.38	100-15-52143	Utilities - Power
Idaho Power	2203628603-	6	Invoice	1461 S. Main St. Lite	05/22/2026	32.19	100-15-52145	Utilities - Street Lights
Idaho Power	2203628603-	7	Invoice	161 Cowcatcher Loop Lite	05/22/2026	1.76	100-15-52145	Utilities - Street Lights
Idaho Power	2203628603-	9	Invoice	218 N. Main St. Lite	05/22/2026	2.70	100-15-52145	Utilities - Street Lights

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
Idaho Power	2203628603-	12	Invoice	508 Broadford Rd. Light	05/22/2026	27.84	100-15-52145	Utilities - Street Lights
Idaho Power	2203628603-	14	Invoice	714 N. Main St. Light	05/22/2026	29.93	100-15-52145	Utilities - Street Lights
Idaho Power	2203628603-	16	Invoice	921 Riverside Dr. Lite	05/22/2026	1.40	100-15-52145	Utilities - Street Lights
Idaho Power	2203628603-	17	Invoice	Street Lights	05/22/2026	1,722.29	100-15-52145	Utilities - Street Lights
Idaho Power	2203628603-	18	Invoice	Street Lights	05/22/2026	29.18	100-15-52145	Utilities - Street Lights
Cintas	5342187103	1	Invoice	Supplies	06/16/2026	129.82	100-15-57000	Safety Equipment
Gardner, Robert	070126	1	Invoice	Rent - July	07/01/2026	125.00	100-15-58190	Real Property Lease
Total 100-15:						9,772.76		

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
Idaho Indep. Intergov. Authority	3228	6	Invoice	Water Health Insur	05/20/2026	941.00	200-20-50011	Insurance - Health
iWorQ Systems, Inc.	216622	1	Invoice	Workflow & Asset Mgmt. Software Setup	06/04/2026	4,000.00	200-20-51062	Computers - Software & Su
Spronk Water Engineers, Inc.	WRV03-33	1	Invoice	Big W/R. GW Management 5/4 -5/31/26-	06/17/2026	1,634.38	200-20-51070	Conjunctive Management
Valley Wide Cooperative	B32821	2	Invoice	Fuel Card #3816744	06/10/2026	42.08	200-20-51110	Fuel
Valley Wide Cooperative	B32909	2	Invoice	Fuel Card #3816744	06/11/2026	54.33	200-20-51110	Fuel
Digline Inc.	0079716-IN	1	Invoice	Monthly Fees	05/31/2026	5.85	200-20-52050	Professional Services
Idaho Lumber	74706/1	1	Invoice	16' Extension Ladder	06/15/2026	289.99	200-20-52080	Small Tools & Equipment
Valley Wide Cooperative	098486/9	1	Invoice	Shovel	06/15/2026	16.95	200-20-52080	Small Tools & Equipment
Valley Wide Cooperative	98475/9	1	Invoice	Tools	06/15/2026	114.95	200-20-52080	Small Tools & Equipment
Valley Wide Cooperative	98225/9	1	Invoice	Supplies	06/05/2026	95.91	200-20-52090	Supplies
Valley Wide Cooperative	98272/9	1	Invoice	Supplies	06/08/2026	61.96	200-20-52090	Supplies
Water Dynamics, LLC dba Magic	38599	1	Invoice	Monthly Samples	05/26/2026	135.00	200-20-52110	Test Samples - Water
Backstrom, Kayme	061026	1	Invoice	Per Diem - AIC Conference	06/15/2026	236.34	200-20-52124	Travel Expense
Core & Main	V000043235	1	Invoice	Water meters	06/02/2026	6,087.36	200-20-58260	Water Meter or Vault Expe
Total 200-20:						13,716.10		

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost	GL Account	GL Account Description
Idaho Indep. Intergov. Authority	3228	7	Invoice	WW Health Insur	05/20/2026	1,825.00	300-30-50011	Insurance - Health
iWorQ Systems, Inc.	216622	2	Invoice	Workflow & Asset Mgmt. Software Setup	06/04/2026	6,000.00	300-30-51062	Computers - Software & Su
Valley Wide Cooperative	B32821	3	Invoice	Fuel Card #3816744	06/10/2026	42.08	300-30-51110	Fuel
Valley Wide Cooperative	B32909	3	Invoice	Fuel Card #3816744	06/11/2026	54.32	300-30-51110	Fuel
Water Dynamics, LLC dba Magic	38600	1	Invoice	Monthly Samples	05/26/2026	2,001.00	300-30-52110	Test Samples - Sewer
Backstrom, Kayme	061026	2	Invoice	Per Diem - AIC Conference	06/15/2026	236.33	300-30-52124	Travel Expense
Total 300-30:						10,158.73		

Grand Totals: 82,639.14

City of Bellevue  
Hosted Live 3.11.2025

Invoice Register - Claims by Dept  
Input Dates: 6/9/2026 - 6/22/2026

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Jun 17, 2026 01:56PM

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Vendor number hash:	0
Vendor number hash - split:	0
Total number of invoices:	0
Total number of transactions:	0





## Memorandum

**To:** Common Council

**From:** Chris Johnson, Public Works Director

**Re:** Continuation of implementation of iWorQs System

**Date:** June 22, 2026

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### Background

The Public Works Department set funds aside for Management Software to assist with operations and management. iWorQs is a cloud-based software which among other things will allow us to track work orders, track specifics on location, work descriptions, departments, & man-hours. It is accessible on any mobile device; you can create and complete work orders in the field and upload pictures of the completed work. It will also allow us to develop and implement an asset management plan to monitor our equipment, facilities, and infrastructure expected operational lifespan. We have a quote for \$10,000 which is \$7000 annually for work management packages for the water system, the wastewater collections system and the wastewater treatment plant. With this bundle they included the streets and assets management package as well.

### Recommendation and Next Steps

### Enclosures

1. Implementation Overview
2. Training Overview
3. June 8 Memo
4. Service Agreement
5. Resolution No. 26-20

## 27 Implementation Plan

The City of Bellevue and iWorQs will work together to implement the work management applications through a coordinated project schedule and training outline. City of Bellevue will provide timely access to required personnel, source data, forms, workflows, and system preferences.

Chris Johnson will be the point of contact and senior account manager. Assisting with implementation will be Casey McGehee and Kayme Backstrom who will help to configure the application, coordinate data import, provide training to other staff, and work with the iWorQs team to prepare the city for implementation.

Implementation is expected to be conducted over eight weeks and will be broken into 4 sections.

<b>Timeline</b>	<b>Focus Area</b>	<b>Key Activities</b>	<b>Expected Outcome</b>
Weeks 1–2	Project kickoff and City Assets	Confirm project scope, assign responsibilities, gather asset data, review existing forms and workflows, and begin configuration for streets, signs, sidewalks, buildings, grounds, parks, equipment, vehicles, tools, and shop assets.	Project schedule confirmed; City Assets data and workflows ready for configuration review.
Weeks 3–4	Water system implementation	Import and configure water source, infrastructure, distribution, equipment, and compliance records, including springs, wells, reservoir, booster station, hydrants, valves, meters, main lines, service lines, sampling, reports, usage, and groundwater management plan items.	Water module configured and ready for staff review and initial training.
Weeks 5–6	Wastewater collections and treatment plant	Import and configure wastewater collection infrastructure, lift stations, collection lines, main lines, manholes, tools, equipment, treatment facility components, vehicles, heavy equipment, permits, reports, and sampling requirements.	Wastewater collections and treatment plant modules configured for operational testing.
Weeks 7–8	Training, testing, and launch readiness	Conduct staff training, review imported data, test workflows, resolve configuration questions, confirm reporting needs, and prepare the City of Bellevue for system launch.	Initial training completed; system reviewed, accepted, and ready for active use.

iWorQs will perform one import of City of Bellevue data provided in an electronic relational database format suitable for import. City of Bellevue is responsible for obtaining, reviewing, and delivering all data, forms, letters, inspections, checklists, and related materials and must have clear ownership or authorization to provide those materials to iWorQs. Implementation will be considered complete when the configured applications, imported data, and initial training have been delivered, and City of Bellevue is ready to begin use of the system.

## Work Management

### Training 1 - Work Orders/Fields

- Intro to iWorQ – web-based, suggested browsers
- Bulletin Board
- Name Dropdown – user info, contact us
- “Select Application” Drop-down (explain links between applications and modules in the package they purchased)
- Start in Work Management
- Explain the 2 tabs we’re working on (Work Orders & Fields), as well as the training timeline for other tabs.
  - Training 1 - WO and fields tabs
  - Training 2 - Employee, equipment, material and inventory tabs
  - Training 3 - Schedule, reports, email settings, and map
- Cover preferences \*Preferences are unique for each user\* - Each user can have their own.
  - Header details to show
  - Table size & color scheme
- Create a WO
  - “Fields” are what we are filling out now with different information
  - Built from 3 sections - **Fields**, **side menu** and **tables** at the bottom
- Cover Fields Tab
  - Drag & drop names in order desired
  - Click on name and change it if desired
  - Preferences on right side
    - Text field
    - Numeric field
    - Lookup field
    - Date field
  - Status
  - Work Type
    - Email person depending on work type
  - Note Templates
    - Clients can use this feature to quickly add notes to work orders if needed.
  - Checklists
    - Adding in Checklists on the Right-Hand side – Can create multiple as needed. Clients can then add Checklists to the work orders and check off items as needed.
- Cover WO sub tabs
  - Show advanced search and save one with a name
    - “Status” or “Assigned To” is a good one to use, and/or Assigned Department, and Work Type.
  - Show the search with “Open Saved Search”
  - Cover that you can swap between Saved Searches on the “Select View” button on the right hand side.
  - Show that you can even set a saved search as the “Default View” from within preferences.
- Head back to WO and cover the side menu and tables
  - Don’t cover templates (create/apply) in first training, this is a good third training topic.
  - Don’t cover Assign Asset(s)
- Ask about Employee/Equipment/Employee/Inventory & GIS status (if they have not been received yet)
- Schedule next training

## Training 2 - Employee/Equipment/Material/Inventory

- Employee tab
  - Department button
  - Select Department Right Hand Side
  - Adding an employee
  - Active vs inactive employees
  - Employee Log
  - \*Talk about how they want their employees entered if they have sent it to you\*
- Equipment tab
  - Category
  - Select Category Right Hand Side
  - Checked Out By
  - FEMA Codes
  - Adding equipment
  - Active vs inactive equipment
  - Adding maintenance
  - Checked Out
  - File uploads
  - \*Talk about how they want their equipment entered if they have sent it to you\*
- Material tab
  - Category
  - Select Category
  - Adding material
  - Active vs inactive
  - File uploads
  - \*Talk about how they want their material entered if they have sent it to you\*
- Inventory tab
  - Category
  - Select Category
  - Adding inventory
    - Notification quantity
  - Active vs inactive
  - Adding a purchase
  - Item history page
    - Purchases
    - Work order usage
    - Other usage (adding)
  - \*Talk about how they want their inventory entered if they have sent it to you\*
- Ask about Employee/Equipment/Employee/Inventory & GIS status (if they have not been received yet) You would also ask if they plan on using all of the tabs, as most people don't use all four.
- Ask for final questions
- Schedule next training

### Training 3 - Schedule/Reports

- Schedule
  - Start by going over templates
    - Creating/saving a template
      - Fields, employees, equipment, material, inventory, and notes all save to a template.
    - WO Template Button
      - Delete, Edit, and Create
  - Once you have a created template, head to the schedule tab. A template must be created in order for them to use the schedule tab.
  - All templates show up in the tab, show them how to schedule the ones they want scheduled.
  - Creating a work order from the Upcoming Work Orders list.
    - Yellow and red dots – They will NOT get email notifications. It will NOT create automatically. They have to create the scheduled WO's.
- Reports
  - Talk about all the different types of reports (WO Reports, Employee Reports, Equipment Reports, Inventory Reports (includes one material report), and \*Saved Reports\*)
  - Ask if there are any reports that they would find helpful that you could walk them through. If they don't have any, go over the "Work Order Report" on the top.
  - Show them how to customize, group, etc. and Save the report at the end.
  - Show them where to find the saved reports, and edit, run, and delete them.
- \*Letters\* - This will only show up for you, **not the client**, and you won't use it either (it holds background coding). Feel free to let them know that.
- Email Settings
  - Status change emails per employee or department. Once assigned the recipient will get an email **every time** a WO status is changed to that status.
  - Email Subject Line settings. This is where you can change what is in the subject line of the system emails. You cannot change the body of the email, that is hard coded in.
- Map
  - Top left mini section
    - + zoom in, + zoom out
    - Full extent (globe)
    - Current Location (cross hair)
    - Clear selection (eraser)
  - Right hand menu
    - Toggle on/off layers
    - Map printout
    - Address search
  - Left hand main menu
    - Add work order
      - Current Location vs zooming in
    - Draw shape options
    - Advanced Search
    - Search Work Orders
    - Saved Searches
    - Color By Lookup

- Ask about Employee/Equipment/Employee/Inventory & GIS status (if they have not been received yet) You would also ask if they plan on using all of the tabs, as most people don't use all four.
- Ask for final questions
- Schedule next training

## Sign Management - Without GIS (Most Common)

### Training 1 Fields/Creating Signs from the Dashboard vs. the Map

- Start by going over the Dashboard
- Clarify and show them that there are 2 ways to add in a sign:
  - Add in sign info first, and then go map, or
  - Go straight to the map and plot the sign and add its info at one time.
- Talk about the fields, default and custom and show them how to edit in the fields tab
  - Default fields are Sign #, Sign Date, MUTCD and GIS Link ID.
    - The MUTCD is going to be the same list for everyone across the system. There is a MUTCD Sheet in the main dashboard sub tabs that you can show them if they are unfamiliar with MUTCD codes.
  - The rest are custom and can be changed as needed.
- Move on to the other button in the dashboard sub tab menu
  - Simple Search, Advanced Search, and Open Saved Search. They will not see the Import Data button in their account, so you don't need to talk about that.
- Go over the process of adding in Work Orders to the sign.
  - Either use the advanced search to find the sign you are looking for on the main dashboard by searching an address, or an MUTCD code.
  - Or open the map and find/click on the sign that you are looking to add the work order to. Remind them that they can search for an address over on the right hand side or they can also use the advance search on the left hand side of the map.
  - Once you click on the sign from the map, you will see 5 options - click on the Add Work Order option.
    - Go over the 2 different options - either add a new work order or add a work order from a template.
  - Also show them how they can add a work order to the sign by clicking on the "Edit/View" option after you click on the sign from the map.
    - Enter in a work order - enter in some example info.
    - Show them how the work order ties back to the sign (scroll on the work order and you will see the "Asset Link"
    - Show them how the Sign is now linked to the work order (scroll on the sign and you will see the "Asset WO Link"
- Go over the items in the right hand side of the sign.
  - Copy, Print, Notes, Upload Files, Add Reflectivity
  - Copy Same Support - if you copy the same support, that means they have 2 signs on 1 post. If that is the case, they will use this option.
    - Once you copy the same support, you will see the new sign linked on your original sign toward the bottom.
    - They will also have the same ID showing that they are linked together.
- Move on to the Ratings and Treatments for the Signs.
  - Begin talking about the ratings for the signs. (Scroll on the sign and you will see "Current Rating Information") This is a scale from 0-10, 10 being good and 0 being bad.
  - Click on the "Edit Ratings" option. Enter in a rating for the sign and the support.
    - After you enter in a rating, you will see a new area on the sign titled "Sign Condition" depending on what you select on the ratings, it is going to update that Sign Condition info and spit out a RSL (RSL means - Remaining Service Life) and a Recommended Treatment for that sign.
  - Once you have the rating, you can show them how to add a treatment.

- Treatments will add RSL points back to the sign, but are separate from work orders. Work orders do not add life back to a sign.
- Briefly show them the Ratings and Treatments tabs, and how to add new ratings/treatments.
- You will want to skip over Email Settings, Sign Management has no functionality in this tab.
- Show them the Reports tab and the different reports available. There is also some sign information available in Work Management work order reports as well.
- Ask for final questions
- Schedule next training

**\*If they have sign data and it has been imported, the training will be the same, you would begin by showing them their import on the map and then start at the top of this training\***

### **Inspections for Sign Management (IF they want the inspections)**

- The Inspection dashboard is something that has to be toggled on for the client on the back end. (New Support)
  - **Note** - I usually do not toggle this on unless they need inspections.
  - **Also Note** - the employee tab is only for the inspections.
  - Walk through the process of creating an inspection for the sign.
  - After the inspection is created, show them what it looks like on the sign.
    - After you create an example inspection, jump into the inspection dashboard and show the client where the inspections will be located.
  - Go over tabs in the inspection dashboard
    - Dashboard Default
    - Calendar
      - Show them what the inspections will look like on the calendar view and how they can toggle employees on and off on that calendar view. Also let them know they can also export that calendar to outlook if needed.
    - Inspection Types
      - Cover Inspection Items with them as well - add in some examples and show the client what the items look like on the sign after.
    - Inspection Status
- Employee Tab
  - Department button
  - Adding an employee
  - Active vs inactive employees

## Pavement Management - Requires GIS

### Training 1

- Start by showing them their pavement import on the map.
- **Clarify that there is only one way to update their pavement - by sending us an updated shapefile.**
- Talk about the fields now in the system from the import (default and custom).
  - Default fields are Pavement #, Pavement Date, Road Name, From Address, To Address, Length, Width and Area (Yd<sup>2</sup>).
  - The rest are custom and can be changed as needed.
- Move on to the other button in the dashboard sub tab menu
  - Simple Search, Advanced Search, Open Saved Search, and Add Pavement. They will not see the Import Data button in their account, so you don't need to talk about that.
    - Add Pavement is not a button they will want to use (it will only update the data side of the system and not the map. We can only update pavement with a new shapefile.
- Go over the process of adding in Work Orders to the pavement segments.
  - Either use the advanced search to find the segment you are looking for on the main dashboard by searching a road.
  - Or open the map and find/click on the segment that you are looking to add the work order to. Remind them that they can search for an address over on the right hand side or they can also use the advance search on the left hand side of the map.
  - Once you click on the segment from the map, you will see 3 options - click on the Add Work Order option.
    - Go over the 2 different options - either add a new work order or add a work order from a template.
  - Also show them how they can add a work order to the segment by clicking on the "Edit/View" option after you click on the sign from the map.
    - Enter in a work order - enter in some example info.
    - Show them how the work order ties back to the segment (scroll on the work order and you will see the "Asset Link"
    - Show them how the segment is now linked to the work order (scroll on the segment and you will see the "Asset WO Link"
- Go over the items in the right hand side of the segment.
  - Copy, Print, Notes, Upload Files
- Move on to the Ratings and Treatments for the Segments.
  - Begin talking about the ratings for the segments. (Scroll on the segment and you will see "Current Rating Information") This is a scale from 0-20, 20 being good and 0 being bad.
  - Click on the "Edit Ratings" option. Enter in a rating for the segment.
    - After you enter in a rating, you will see a new area on the segment titled "Segment Condition" depending on what you select on the ratings, it is going to update that Segment Condition info and spit out a RSL (RSL means - Remaining Service Life) and a Recommended Treatment for that segment.
  - Once you have the rating, you can show them how to add a treatment.
    - Treatments will add RSL points back to the segment, but are separate from work orders. Work orders do not add life back to a segment.
- Briefly show them the Ratings and Treatments tabs, and how to add new ratings/treatments.
- You will want to skip over Email Settings, Pavement Management has no functionality in this tab.
- Show them the Reports tab and the different reports available. There is also some segment information available in Work Management work order reports as well.

- Show them the Budget tab and give a brief explanation on the function. They can only use the budget if they have segment lengths and widths, and are utilizing the RSL ratings and treatments.
- Show them the map and how that functions with their pavement in contrast to work orders and signs.
- Ask for final questions
- Schedule next training

## Water/Sewer/Stormwater

### Training 1 - Water/Sewer/Stormwater Management (Dashboard/Fields/Map)

- Logins
- Bulletin Board
- Name Dropdown
- "Select Application" Drop-down (explain links between applications and modules in the package they purchased)
- Start in Water/Sewer/Stormwater
- Begin explaining the 2-3 items you will be going over in the training
  - The Asset layer tabs (Hydrants, Water Lines, Meters, Manholes, Sewer Lines, Culverts, Inlets, etc.)
    - Explain how they have 5 tabs (or more according to the contract) and how you can change the names of the tabs depending on what they are tracking in their GIS shapefiles.
- Begin by showing the client how they have 2 different views of their water/sewer/storm data.
  - They can either interact with the assets from the dashboard view or the map view.
- If the Client has GIS data for the assets, go over what has been imported with them to make sure everything is looking correct.
- Open up an asset to show the client the data that was brought over from the GIS into iWorQ.
- Cover Fields Tab
  - Drag & drop names in order desired
  - Click on name and change it if desired
  - Preferences on right side
    - Text field
    - Numeric field
    - Lookup field
    - Date field
- Explain to the client that each layer of the CA application will all have their OWN fields tab, maintenance schedule tab, reports tab, inspection dashboard (if they are using this), and employee tab.
  - If they want to make changes to the Hydrants fields, they HAVE to be in the Hydrants tab.
  - Each asset layer will have its own "Type" and its own Maintenance Type options.
- Open up the Map tab and begin explaining the Map features and how they can add work to the assets from the map.
  - Left hand menu
    - Add asset (hydrant, manhole, culvert)
      - **Keep in mind they CANNOT add lines to the map, just points.**
      - **Remind client that we do have Free Quarterly updates for GIS (If they are using REST services, that will update according to their contract.)**
      - **If they use REST, they WILL NOT be able to add points to the map.**
      - Current Location vs zooming in
    - Draw shape options (They can add in a work order for multiple assets at a time)
    - Advanced Search
    - Saved Searches
    - Color By Lookup
  - Right hand menu
    - Toggle on/off layers
    - Map printout
    - Address search
- If you have time, begin showing them how to create/add a work order for a water/sewer/storm asset.
  - Create an example work order for an asset with the client from the map.
    - Make sure to show them how the work order links to the asset and how the asset is now linked to the work order.
  - Show them the maintenance option over on the right hand side of the asset.
    - Explain the difference between the work orders and the maintenance.
    - Also show them where they can add more maintenance types for the assets.
- **Save the Inspections and the schedule Work Orders/Maintenance for Training 2.**
- Schedule next training.

## Water/Sewer/Stormwater Management Training 2 - Inspections/Scheduled Maintenance and Work Orders

- Begin the training by going over the scheduled Work Order option. Open up your example asset either from the dashboard view or the map depending on if they have GIS and click on the “Schedule WO” option.
  - Keep in mind they **HAVE** to have a WO Template in order to create a scheduled work order.
  - Walk through the process of creating a scheduled work order with the client.
  - After it is created, show them what it looks like on the asset.
  - Then jump into the Maintenance Schedule tab and show them where the scheduled WO ended up.
    - Go into detail showing them the last and next dates for the scheduled WO, and how to create a work order from within the Maintenance Schedule tab.
  - After you create the scheduled work order, show them how the dates will change based on when it needs to be scheduled for (Every 7 days, 30 days, once a year, etc.)
- Open up your example asset again (from the dashboard or the map if they have GIS) and show them the schedule maintenance option.
  - Keep in mind they **HAVE** to have maintenance types in order to create scheduled Maintenance.
  - Walk through the process of creating scheduled maintenance with the client.
  - After it is created, show them what it looks like on the asset.
  - Then jump into the Maintenance Schedule tab and show them where the scheduled maintenance ended up.
    - Go into detail showing them the last and next dates for the scheduled maintenance, and how to create maintenance from within the Maintenance Schedule tab.
- The Inspection dashboard is something that has to be toggled on for the client on the back end. (New Support)
  - **Note** - I usually do not toggle this on unless they need inspections.
  - **Also Note** - the employee tab is only for the inspections.
  - Walk through the process of creating an inspection for the asset. (from the dashboard or the map if they have GIS)
  - After the inspection is created, show them what it looks like on the asset.
    - After you create an example inspection, jump into the inspection dashboard and show the client where the inspections will be located.
  - Go over tabs in the inspection dashboard
    - Dashboard Default
    - Calendar
      - Show them what the inspections will look like on the calendar view and how they can toggle employees on and off on that calendar view. Also let them know they can also export that calendar to outlook if needed.
    - Inspection Types
      - Cover Inspection Items with them as well - add in some examples and show the client what the items look like on the asset after.
    - Inspection Status
    - Inspection Schedule
      - Show client how to create a scheduled inspection and how they will end up in the Inspection Schedule tab just like the scheduled WO's and Maintenance (Just a different area).
- Go over the process of customizing the inspection fields.
  - Jump into the fields tab and show the client how to add in inspection fields. Show them it will mark the inspection field “Yes” within the fields tab.
  - Create an inspection with new inspection fields and show clients how the inspection fields will be updating the asset as they add in more inspections.
- Employee Tab
  - Department button
  - Adding an employee
  - Active vs inactive employees
- Reports
  - Talk about all the different types of reports (Maintenance Reports, and \*Saved Reports\*)
  - Ask if there are any reports that they would find helpful that you could walk them through. If they don't have any, go over the “Asset Work Order Report”
  - Show them how to customize, group, etc. and Save the report at the end.
  - Show them where to find the saved reports, and edit, run, and delete them.
    - Also remind them they can run a WO report in the WM as long as they are tying work orders to the assets.
- Letters and Email Setting have no function in CA applications.
- Ask for final questions and schedule the next training.

## Facility Management

*Keep in mind, this is a very custom application. Training will probably not be the same each time.*

### Training 1 - Facility Management (Dashboard/Fields)

- Logins
- Bulletin Board
- Name Dropdown
- "Select Application" Drop-down (explain links between applications and modules in the package they purchased)
- Start in Facility Management
- Begin explaining the 2-3 items you will be going over in the training
  - The Asset layer tabs (Buildings, HVAC's, etc.)
    - Explain how they have 5 tabs (or more according to the contract) and how you can change the names of the tabs depending on what they would like to track for the facility management.
- Jump back into the main Facility Management (buildings tab) Open up your example building and show the client what info they can track about the buildings/facilities.
- Explain that they can change the fields themselves (if they have data that needs to be imported the info will change depending on what they track for the assets).
- Cover Fields Tab
  - Drag & drop names in order desired
  - Click on name and change it if desired
  - Preferences on right side
    - Text field
    - Numeric field
    - Lookup field
    - Date field
- Explain to the client that each layer (Buildings, HVAC's, Generators, etc.) will all have their OWN fields tab, maintenance schedule tab, reports tab, inspection dashboard (if they are using this), and employee tab.
  - If they want to make changes to HVAC fields, they HAVE to be in the HVAC tab.
  - Each asset layer will have its own "Type" and its own Maintenance Type options.
- Open up your example building and begin going over the different items on the right hand side of the asset.
  - Copy/Print/Email
  - Create/Link Asset
  - Link Existing Asset
  - Show them how to create an asset to that building by using the Create/Link Asset
  - Enter in info for example asset (HVAC, Generator, etc.) and select create.
- Make sure to show them how the assets will tie together in the "Linked Asset" option down below. (Show them on both the building and the new asset.)
  - Link Existing Asset - show them how they can link an already existing asset to the building if it has already been created.
    - Notes
    - Upload File
- If you have time, begin showing them how to create/add a work order for the asset, either to the building itself, or the actual asset - HVAC, Generator, etc.
  - Create an example work order with the client.
    - Make sure to show them how the work order links to the asset and how the asset is now linked to the work order.
  - Show them the maintenance option over on the right hand side of the asset.
    - Explain the difference between the work orders and the maintenance.
    - Also show them where they can add more maintenance types for the assets.
- **Save the Inspections and the schedule Work Orders/Maintenance for Training 2.**
- Schedule next training.

## Facility Management Training 2 - Inspections/Scheduled Maintenance and Work Orders

- Begin the training by going over the scheduled Work Order option. Open up your example asset and click on the "Schedule WO" option.
  - Keep in mind they **HAVE** to have a WO Template in order to create a scheduled work order.
  - Walk through the process of creating a scheduled work order with the client.
  - After it is created, show them what it looks like on the asset.
  - Then jump into the Maintenance Schedule tab and show them where the scheduled WO ended up.
    - Go into detail showing them the last and next dates for the scheduled WO, and how to create a work order from within the Maintenance Schedule tab.
  - After you create the scheduled work order, show them how the dates will change based on when it needs to be scheduled for (Every 7 days, 30 days, once a year, etc.)
- Open up your example asset again and show them the schedule maintenance option.
  - Keep in mind they **HAVE** to have maintenance types in order to create scheduled Maintenance.
  - Walk through the process of creating scheduled maintenance with the client.
  - After it is created, show them what it looks like on the asset.
  - Then jump into the Maintenance Schedule tab and show them where the scheduled maintenance ended up.
    - Go into detail showing them the last and next dates for the scheduled maintenance, and how to create maintenance from within the Maintenance Schedule tab.
- The Inspection dashboard is something that has to be toggled on for the client on the back end. (New Support)
  - **Note** - I usually do not toggle this on unless they need inspections.
  - **Also Note** - the employee tab is only for the inspections.
  - Walk through the process of creating an inspection for the asset.
  - After the inspection is created, show them what it looks like on the asset.
    - After you create an example inspection, jump into the inspection dashboard and show the client where the inspections will be located.
  - Go over tabs in the inspection dashboard
    - Dashboard Default
    - Calendar
      - Show them what the inspections will look like on the calendar view and how they can toggle employees on and off on that calendar view. Also let them know they can also export that calendar to outlook if needed.
    - Inspection Types
      - Cover Inspection Items with them as well - add in some examples and show the client what the items look like on the asset after.
    - Inspection Status
    - Inspection Schedule
      - Show client how to create a scheduled inspection and how they will end up in the Inspection Schedule tab just like the scheduled WO's and Maintenance (Just a different area).
- Go over the process of customizing the inspection fields.
  - Jump into the fields tab and show the client how to add in inspection fields. Show them it will mark the inspection field "Yes" within the fields tab.
  - Create an inspection with new inspection fields and show clients how the inspection fields will be updating the asset as they add in more inspections.
- Employee Tab
  - Department button
  - Adding an employee
  - Active vs inactive employees
- Reports
  - Talk about all the different types of reports (Maintenance/WO Reports, and \*Saved Reports\*)
  - Ask if there are any reports that they would find helpful that you could walk them through. If they don't have any, go over the "Asset Work Order Report"
  - Show them how to customize, group, etc. and Save the report at the end.
  - Show them where to find the saved reports, and edit, run, and delete them.
    - Also remind them they can run a WO report in the WM as long as they are tying work orders to the assets.
- Letters and Email Setting have no function in CA applications.
- Ask for final questions
- Schedule Next Training

## Facility Request

### Training 1: Submitting Requests/Exporting Requests (Requests usually only take 1 training session)

- Jump into the Facility Request Application
- Begin by explaining the dashboard is where all requests will be located when they are submitted.
- Open the Fleet Request Portal page
  - Explain how the person submitting the request is going to be able to submit a request by clicking on the link (after you send them the link).
- Keep in mind - the client **CANNOT** customize the portal page, the only thing they can change/add to the portal is anything in a drop down menu.
- Quick walk through with the client of the Facility Request Portal, ask them if everything looks okay. Let them know that you will send them the link afterword so they can check colors, verbiage, and their City/County logo.
- Walk through the process of submitting a Facility Request - fill out a fake request.
  - Show them the email you will receive after you submit the fake request with your email attached in that request. (The requester will only receive an email if they enter in their emails.)
- On the main portal page, walk them through the process of searching for a request that has already been submitted. (By using request number, or any other fields they may want to use to be able to search.) Go back to the Facility Request page in iWorQ, show them where the request ends up after it is submitted from the portal.
  - Also let them know you can set up them (or more people) to also receive email notifications when a new request is submitted.
- Open up the example request you submitted.
  - Walk though all the options on the right hand side (Notes, Uploading Files, Email, Copy, etc.)
  - Last step! Show them how to export that request into the Facility Work Management by selecting the "Export" option.
- Once the request is exported, show them how the request has now been created as a work order in the Facility Work Management. Also show them the work order now has 2 status. 1 for the actual work order, and 1 for the request itself.
  - Show them how to change the request status, and how that will also change on the request itself within the facility request, and on the portal.
- Employee Tab
  - Department button
  - Adding an employee
  - Active vs inactive employees
- Reports
  - Talk about all the different types of reports (Request Reports, and \*Saved Reports\*)
  - Ask if there are any reports that they would find helpful that you could walk them through. If they don't have any, go over the "Request Report"
  - Show them how to customize, group, etc. and Save the report at the end.
  - Show them where to find the saved reports, and edit, run, and delete them.
    - Also remind them, they will be exporting these requests into the facility work management, so they can also run reports from there after they are exported.
- Email Settings
  - Status Change to Email Requester
    - This will allow iWorQ to send an automatic email to the requester whenever a status is changed on the request.
  - Status Change to Email Employee
    - This will allow iWorQ to send an automatic email to the employees whenever a status is changed on a request. (Same thing with the department option.)



## Memorandum

**To:** Common Council

**From:** Chris Johnson, Public Works Director

**Re:** iWorQs Computerized Maintenance Management System

**Date:** June 8, 2026

---

### Background

The Public Works Department set funds aside for Management Software to assist with operations and management. iWorQs is a cloud-based software which among other things will allow us to track work orders, track specifics on location, work descriptions, departments, & man-hours. It is accessible on any mobile device; you can create and complete work orders in the field and upload pictures of the completed work. It will also allow us to develop and implement an asset management plan to monitor our equipment, facilities, and infrastructure expected operational lifespan. We have a quote for \$10,000 which is \$7000 annually for work management packages for the water system, the wastewater collections system and the wastewater treatment plant. With this bundle they included the streets and assets management package as well.

### Enclosures

1. iWorQs Quote
2. Resolution No. 26-20



# Service Agreement

For iWorQ Applications and Services



**Prepared for:**

City of Bellevue, ID  
115 E Pine Street • Bellevue, ID 83313  
Population: 2575

**Prepared by:**

Richy Anderson  
iWorQ Systems

Agreement ID: 261233



City of Bellevue, ID hereafter known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

### **1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:**

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all iWorQ application(s) and service(s) including the application(s) and service(s) listed in Appendix A.

### **2. CUSTOMER RESPONSIBILITY:**

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

### **3. TRAINING AND IMPLEMENTATION:**

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

### **4. CUSTOMER DATA:**

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. iWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).



Data upload and usage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data usage on AWS GovCloud. Additional upload file sizes and managed data usage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

## **5. CUSTOMER SUPPORT:**

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

## **6. BILLING:**

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

## **7. TERMINATION:**

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.



Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

**8. ACCEPTABLE USE:**

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

**9. MISCELLANEOUS PROVISIONS:**

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

**10. CUSTOMER IMPLEMENTATION INFORMATION:**

**Primary Implementation Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Implementation Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Email: \_\_\_\_\_



**11. CUSTOMER BILLING INFORMATION:**

**Billing Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PO #:** \_\_\_\_\_ **Tax Exempt ID # (required):** \_\_\_\_\_

Note: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

**12. ACCEPTANCE:**

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the agreement and agree and accept all the terms.

**Signature:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

*Unless otherwise stated, Service Period starts the first day of the month after signature and Effective Date.*

**APPENDIX A**  
**APPLICATIONS, SERVICES AND PRICING SCHEDULE**

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## Standard Billing Terms

### Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$7,000.00	Annual Invoice	06-01-2026 - 05-31-2027

### Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$3,000.00	Agreement Setup Amount	60 Days after Kickoff

### Annual Subscription Fees

Application ID	Classification	Application Name	Standard Pricing	Agreement Pricing
100	Package	Work Management	\$6,000.00	\$5,000.00
1300	Package	Pavement Management	\$1,000.00	\$0.00
1400	Package	Sign Management	\$1,000.00	\$0.00
300	Package	Water Management	\$1,000.00	\$0.00
300	Package	Sewer Management	\$1,000.00	\$0.00
300		Wastewater Treatment Plant	\$2,000.00	\$2,000.00
100	Package	Work Management	\$1,000.00	\$0.00
700	Package	Facility Request	\$500.00	\$0.00

**Subscription Fee Total (This amount will be invoiced each year) \$7,000.00**

### One-Time Setup

Service(s)	Standard Pricing	Agreement Pricing
Implementation and Setup Cost (Year 1)	\$4,600.00	\$3,000.00

Org ID: 19972

iWorQ Systems  
P.O. Box 3784, Logan, UT 84323

Deal ID: 119778

Recurring Agreement Pricing	\$7,000.00
Agreement Setup	\$3,000.00
<b>Total Due Year 1</b>	<b>\$10,000.00</b>

**NOTES AND SERVICE DESCRIPTION**

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date.
- II. This Subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days.
- III. This cost proposal cannot be disclosed or used to compete with other companies.



## APPENDIX B PRODUCT DESCRIPTIONS

### Package(s) Purchased

<b>Public Works</b>
Public Works Infrastructure, Facilities Management

### Product Descriptions

Application / Feature	PW Basic	PW Asset (Sewer)	PW Asset (Water)	PW Infrastructure
Work Management	x	x	x	x
Sign Management	x	x	x	x
Pavement Management	x	x	x	x
Available on Multiple Device Types	x	x	x	x
OpenStreetMap w/ Quarterly Updates	x	x	x	x
Configurable Dashboard, Fields, & Reports	x	x	x	x
File Usage Allowance*	x	x	x	x
Sensitive File Uploads	x	x	x	x
Track Completed Work & Maintenance History	x	x	x	x
Sign Layer on OpenStreetMap	x	x	x	x
Road Layer on OpenStreetMap	x	x	x	x
Track Sign Location, MUTCD, Condition, Reflectivity, etc.	x	x	x	x
Track Labor, Inventory, Parts & History	x	x	x	x
Remaining Service Life (RSL), Next Treatment, 5 year budget	x	x	x	x
Track & Manage work by location using OpenStreetMap	x	x	x	x
Water Management			x	x



Application / Feature	PW Basic	PW Asset (Sewer)	PW Asset (Water)	PW Infrastructure
Sewer Management		x		x
Capital Asset Layers*		x	x	x
Work Order Scheduling & Templates		x	x	x
Set Maintenance, Inspection, & Work Schedules		x	x	x
Work Order Status Updates via Text				x
GIS REST Services (ESRI)**				x
Inspection Routing				x
Scheduled Reports*				x
XworQ AI Features				x

\* Available for Expansion Purchase

#### \*\*GIS REST Services Requirements:

iWorQ will be able to publish your agency's ESRI REST Services **monthly** if the following conditions are met:

1. The Rest Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of that data.
  - 1.1. User Group must have permission settings set to allow root access to pull the data.
2. The Rest Service data contains the information needed for system functionality and field types match.
  - 2.1. The format of that data must conform to iWorQ Systems

Application / Feature	Asset Management	Facility Management Pkg.
Asset & Facility Management	x	x
Work Management		x
Internal Facilities Request		x
Available on Multiple Device Types	x	x
Capital Asset Layers*	x	x
OpenStreetMap w/ Quarterly Updates	x	x
Track & Manage work by location using OpenStreetMap	x	x
Configurable Dashboard, Fields, & Reports	x	x
Work & Maintenance History Tracking	x	x
Labor, Inventory, Parts & History Tracking	x	x
File Usage Allowance*	x	x
Sensitive File Uploads	x	x



<b>Application / Feature</b>	<b>Asset Management</b>	<b>Facility Management Pkg.</b>
Work Order Scheduling & Templates		<b>x</b>
Maintenance, Inspection, & Work Schedules		<b>x</b>
Create Work Orders from Work Requests		<b>x</b>
Online Employee Portal		<b>x</b>
Online Forms for Employees*		<b>x</b>

\* Available for Expansion Purchase

## RESOLUTION NO. 2026-20

A RESOLUTION OF THE CITY OF BELLEVUE, IDAHO, AUTHORIZING THE MAYOR TO  
EXECUTE A SERVICE AGREEMENT WITH IWORQ FOR PUBLIC WORKS MANAGEMENT  
SOFTWARE SERVICES

WHEREAS, the City of Bellevue Public Works Department identified the need for management software to improve operational efficiency, work order tracking, asset management, and infrastructure planning; and

WHEREAS, the Public Works Department budgeted funds for the acquisition and implementation of such management software services; and

WHEREAS, iWorQ Systems, Inc. (“iWorQ”) provides cloud-based management software designed for municipal public works operations, including work order management, mobile field access, asset tracking, infrastructure monitoring, and related operational tools; and

WHEREAS, the proposed software package includes management systems for the water system, wastewater collection system, wastewater treatment plant, streets, and asset management; and

WHEREAS, the proposed agreement includes an initial implementation cost of approximately \$10,000 and annual software service costs of approximately \$7,000; and

WHEREAS, the Bellevue Common Council finds that entering into a service agreement with iWorQ is in the best interest of the City and will enhance operational efficiency, recordkeeping, and long-term infrastructure management.

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

Section 1. The Bellevue Common Council hereby approves the agreement with iWorQ Systems, Inc. for public works management software services.

Section 2. The Mayor is hereby authorized to execute all necessary agreements and documents related to the implementation of the iWorQ software services on behalf of the City.

Section 3. This Resolution shall be effective immediately upon its adoption and approval.

PASSED AND ADOPTED by the City Council of the City of Bellevue, Idaho, this 8th day of June 2026.

\_\_\_\_\_  
Christina Giordani, Mayor

ATTEST:

\_\_\_\_\_  
Amy Phelps, Clerk



## Memorandum

**To:** Bellevue Common Council

**From:** Brian Parker, Community Development Director

**Re:** Appeal of DR-26-01 – Malone Shipping Containers, 811 North Main Street

**Date:** June 22, 2026

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### Background

During the Council's June 8, 2026 meeting, the Council moved to continue the subject hearing to the June 22, 2026 meeting so that the applicant could prepare transcripts of the Planning & Zoning Commission hearings on the matter. The applicant is requesting to continue this item to the July 13, 2026 meeting to allow adequate time to prepare the transcripts.

### Recommendation and Next Steps

Staff recommends the following motion:

*"I move to continue the Appeal of DR-26-01 to the July 13, 2026 meeting and that the deadline to move the shipping containers be extended to July 17, 2026."*



## Memorandum

**To:** Bellevue Common Council

**From:** Brian Parker, Community Development Director

**Re:** Development Impact Fee Review

**Date:** June 22, 2026

---

### Background

In accordance with Idaho Statute 67-8205(2)(b), the Bellevue Planning & Zoning Commission (Commission) acts as the Bellevue Development Impact Fee Advisory Committee (DIF Advisory Committee). Bellevue City Code Section 9-5-14-04 requires the DIF Advisory Committee to provide recommendations to the Bellevue Common Council at least once every twelve (12) months with the intention “to ensure that the benefits to a development paying development impact fees are equitable, in that the fee charged to the development shall not exceed a proportionate share of system improvements costs, and that the procedures for administering development impact fees remain efficient.”

The Commission reviewed the City’s development impact fee program and ordinance at their February 2, 2026 and February 17, 2026 regularly scheduled meetings. The Commission’s findings and recommendations can be found in the recommendations section of this memorandum.

### Procedure

Because the Commission found that the development impact fee schedule should be increased by nine percent (9%), Idaho Statute 67-8206(3) requires that the Council conducts a public hearing to adopt the amended fee schedule. Notice of the public hearing was published in the *Idaho Mountain Express* on May 20, 2026.

### Recommendations

At their regularly scheduled February 17, 2026 meeting, the Commission made the following findings and recommendations:

#### Are Current Development Impact Fees Equitable?

As the Development Impact Fee Schedule is based on the anticipated occupancy and impacts of a new development, the structure inherently encourages equitable apportionment of impact fees. No appeals of impact fees administered have been filed to date.

Are Current Development Impact Fees Exceeding the Proportionate Share of System Improvement Costs?

As the impact fees collected to date have only yielded approximately 10% of the total Capital Improvement Plan costs anticipated to be collected, it seems challenging to assert that the fees are exceeding the cost of improvements. To account for inflation since 2022, the Commission recommends increasing the fee schedule by 9%. The amended fee schedule would be as follows:

**Residential**

<b>Housing Unit Size</b>	<b>Under 1,000 SF</b>	<b>1,001 - 1,600 SF</b>	<b>1,601 - 2,200 SF</b>	<b>2,201 - 2,800 SF</b>	<b>2,801 or more SF</b>
Administration	\$82.13	\$164.26	\$205.33	\$225.86	\$246.39
Buildings/Grounds	\$178.02	\$356.03	\$445.04	\$489.54	\$534.05
Community Development	\$200.55	\$401.11	\$501.39	\$551.53	\$601.66
Fire Services	\$338.67	\$677.35	\$846.68	\$931.35	\$1,016.01
Library	\$10.97	\$21.93	\$27.41	\$30.15	\$32.90
Marshal	\$3.59	\$7.16	\$8.95	\$9.85	\$10.75
Parks	\$32.85	\$65.71	\$82.13	\$90.35	\$98.56
Streets	\$143.03	\$286.06	\$357.59	\$393.34	\$429.10
<b>Total Impact Fee/Unit</b>	\$989.81	\$1,979.60	\$2,474.52	\$2,721.97	\$2,969.41

**Commercial**

<b>DIF per 1,000 SF</b>	<b>Business/Retail</b>	<b>Light Industrial</b>	<b>Office</b>
<b>Administration</b>	\$54.35	\$45.38	\$90.49
<b>Buildings/Grounds</b>	\$117.80	\$98.36	\$196.12
<b>Community Development</b>	\$132.71	\$110.81	\$220.95
<b>Fire Services</b>	\$47.30	\$39.49	\$78.75
<b>Library</b>	\$7.26	\$6.06	\$12.08

<b>Marshal</b>	\$2.37	\$1.98	\$3.95
<b>Parks</b>	\$21.73	\$18.15	\$36.20
<b>Streets</b>	\$652.75	\$545.04	\$1,086.83
<b>Total Impact Fee/per 1,000 SF</b>	\$1,036.25	\$865.27	\$1,725.37

Are Current Development Impact Fees Efficiently Administered?

Impact fee collection is easily administered at the time of building permit, and will be further automated through the City's transition to online application submittals. As the 2022 Capital Improvement Plan is now four (4) years old, the Commission recommends initiating an update to the Capital Improvement Plan as soon as funds can be made available.

**Enclosures**

- 1) Ordinance 2023-02

**CITY OF BELLEVUE  
ORDINANCE NO. 2023-02**

**ORIGINAL**

**AN ORDINANCE OF THE CITY OF BELLEVUE, IDAHO AMENDING BELLEVUE'S CITY CODE BY AMENDING TITLE 9-5, DEVELOPMENT IMPACT FEE SCHEDULE, PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE.**

WHEREAS, Idaho Code §67-8201 et allows Idaho municipal corporations to enact ordinances allowing cities to collect development impact fees;

WHEREAS, Bellevue retained Richard Caplan and Associates to update Bellevue's development impact fees;

WHEREAS, Richard Caplan and Associates submitted a study for Development Impact Fees dated November 30, 2022;

WHEREAS, Bellevue has adopted this development impact fee ordinance in accordance with the procedural requirements of Idaho Code § 67-8206.

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

**SECTION 1.** Establishes a revised Development Impact Fee Schedule

**SECTION 2.** The Fee Schedule attached hereto as Exhibit "A" depicts the amended. Development Impact Fees and is hereby amended as shown in Exhibit "A".

**SECTION 3.** Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 4.** All Ordinances or parts thereof in conflict herewith are hereby repealed and rescinded.

**SECTION 5.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

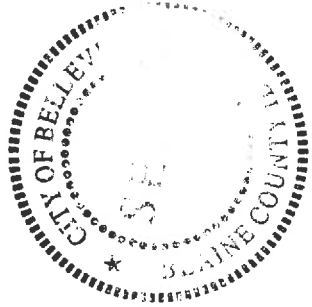
**PASSED**

PASSED AND ADOPTED BY THE COMMON COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF BELLEVUE THIS 8<sup>th</sup> day of May 2023.

  
Kathryn Goldman, Mayor

ATTEST:

  
City Clerk



**CITY OF BELLEVUE, IDAHO  
DEVELOPMENT IMPACT FEE  
UPDATE**

**NOVEMBER 30, 2022**

**RICHARD CAPLAN & ASSOCIATES**

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Appendix: FY 2022 – 2027 Capital Improvements Plan

## I. Introduction

Richard Caplan & Associates (RCA) was engaged by the City of Bellevue to update the 2020 development impact fees schedule. Impact fees are one-time payments by new development for growth-related infrastructure. Impact fees are intended to fund a portion of the system improvements that benefit the entire service area by increasing infrastructure capacity.

The FY 2022-2027 Bellevue CIP requirements are summarized in this study, with descriptions of these projects available from the city staff responsible for each type of infrastructure. The 2022 – 2027 Bellevue Capital Improvements Plan (CIP) was recommended by the Bellevue Planning & Zoning Commission on August 11, 2020, and amended and the adopted by the Bellevue City Council on September 28, 2020 and adopted budget for fiscal year 2022- 2023.

## II. Executive Summary

As a result of this update, it is recommended that the base residential impact fee be increased from \$2,270 enacted by the City of Bellevue in 2020 to \$2,543, or an increase of 12% and revise the following development impact fee schedule as follows:

Type of Development	Residential	Retail	Office	Light Industrial
<b>2020 ADOPTED IMPACT FEE</b>	\$2,270	\$951	\$1,583	\$382
<b>PROPOSED 2023 IMPACT FEE</b>	<b>\$2,543</b> (1,601-2,200 SF unit) Per average unit (a)	<b>\$1,027</b> Per 1,000 square feet	<b>\$1,705</b> Per 1,000 square feet	<b>\$855</b> Per 1,000 square feet

(a) Residential fee will be based on the size of the unit as follows:

- Under 1,000 SF = 1 person per unit
- 1,001 to 1,600 SF = 2 persons per unit
- 1,601 to 2,200 SF = 2.5 persons per unit
- 2,201 to 2,800 SF = 2.75 persons per unit
- 2,801 SF or more = 3 persons per unit.

**Table A**  
**Proposed Residential Development Impact Fee by Unit Size (in Square Feet)**

Housing Unit Size	Under 1,000 SF	1,001 to 1,600 SF	1,601 to 2,200 SF	2,201 to 2,800 SF	2,801 SF or more
<b>TOTAL IMPACT FEE/UNIT</b>	<b>\$1,017</b>	<b>\$2,034</b>	<b>\$2,543</b>	<b>\$2,797</b>	<b>\$3,052</b>

Details of the methodology for these fees and the components of determining these amounts are described in detail in this study.

### **Bellevue Capital Improvements Plan 2023 - 2042**

The FY 2020 – 2040 capital improvements plan has been updated to reflect actual capital expenditures in the past fiscal year and the current adopted budget for fiscal year 2022 – 2023. This plan, along with the city’s actual capital expenditures since FY 2018, guided the financial amounts in the city’s capital improvements through 2042. (See Table A – “FY 2022–2042 Capital Improvements Plan”). Therefore, for fiscal years 2027 through 2042, a combination of past city capital expenditures and the adopted FY 2022 – 2027 capital improvements plan have been used, except where noted.

Major water and sewer projects are included in the city’s capital improvement plan. However, these projects are not eligible for inclusion in a development impact fee since these utilities are funded by monthly service charges, and capital funding is a part of water and sewer connection fees.

**Table B**

#### **FY 2023 – 2042 Capital Improvements Expenditures and Proposed Projects**

<b>Service Area</b>	<b>Actual 2017- 2022</b>	<b>Adopted 2023- 2027</b>	<b>Projected 2028 - 2032</b>	<b>Projected 2032 - 2037</b>	<b>Projected 2038 - 2042</b>	<b>2023- 2042 Total</b>
<b>Administration (a)</b>	\$0	\$105,000	\$110,000	\$110,000	\$105,000	<b>\$430,000</b>
<b>Building &amp; Grounds (b)</b>	\$19,750	\$609,625	\$101,600	\$101,600	\$101,600	<b>\$914,425</b>
<b>Community Development (b)</b>	\$0	\$262,500	\$262,500	\$262,500	\$262,500	<b>\$1,050,000</b>
<b>Fire (c)</b>	\$273,512	\$461,584	\$367,000	\$367,000	\$367,000	<b>\$1,562,584</b>
<b>Library (b)</b>	\$15,309	\$52,500	\$34,000	\$34,000	\$34,000	<b>\$154,500</b>
<b>Marshal (d)</b>	\$5,000	\$110,000	\$110,000	\$110,000	\$110,000	<b>\$440,000</b>
<b>Parks</b>	\$17,000	\$47,000	\$47,000	\$47,000	\$47,000	<b>\$188,000</b>
<b>Streets</b>	\$460,200	\$361,200	\$541,500	\$541,500	\$541,500	<b>\$1,985,700</b>
<b>Total (e)</b>	<b>\$790,771</b>	<b>\$2,009,409</b>	<b>\$1,573,600</b>	<b>\$1,573,600</b>	<b>\$1,568,600</b>	<b>\$6,725,209</b>

(a) Includes \$5,000 eligible professional services to update the DIF every three years.

(b) FY 2028-2042 are based on FY 2017-2022 annual average.

(c) \$500,000 fire department includes a one-time only improvement during FY 2022-2027.

(d) Includes 2 new vehicles every five years; does not include new building estimated at \$2 million.

(e) Excludes water and sewer capital projects.

To determine these fees, RCA determined the number of service units associated for each type of capital improvement and calculated the proportionate share factors to allocate costs by type of development. This report includes the formulas and variables used to calculate the development impact fees. The method for calculating development impact fees involves two main steps:

- (1) determining the cost of development-related capital improvements; and
- (2) allocating those costs equitably to various types of development.

## City of Bellevue, ID Development Impact Fee Update

Note: The calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities.

In order to determine the appropriate measures, or service units, of development impact, a range of independent published sources were utilized and applied to the City of Bellevue as described in the following Table C.

**Table C**  
**Impact Fee Service Unit Measurement Component Sources**

Impact Fee Component	Service Unit Measurement	Major Source of Data
<b>Community Development</b>	Number of employees; number of businesses	2020 U.S. Census; City of Bellevue 2017 Comprehensive Plan
<b>Fire</b>	Calls for service per structure (housing unit or business)	Bellevue, Hailey, Wood River Fire & Rescue Services Cooperative Efforts Feasibility Study; 2019 Fire Chief Annual Report
<b>Library</b>	Per capita library visits	American Academy of Arts & Sciences 2017
<b>Marshal</b>	Calls for Service per structure	City of Bellevue 2017 Comprehensive Plan
<b>Streets</b>	Average daily vehicles trips per housing unit; per business	Institute of Traffic Engineers 2019

To determine the share of future residential and business development to be allocated to the development impact fee, a combination of vacant residential lots in Bellevue including the Strahorn Canyon Ranch project were projected through 2042. (See Table C - "Projected Population, Housing Unit and Employment Growth 2022 – 2042"). These projections reflect a net increase of 288 housing units and 794 residents by 2042. (Note: A 7.9% housing unit vacancy rate has been applied to the 300 new housing units, the most recent housing vacancy rate reported for Bellevue by the U.S. Census.) The projected population is based on 2.5 persons per household, a slight decline from the 2020 Census that reported 2.55 persons per household, reflecting national and local trends of smaller average household sizes.

Bellevue has in excess of 24.5 acres of business zoned property that is either vacant or under-developed according to the City of Bellevue [2017 Comprehensive Plan](#) and can expect new business or light industrial businesses to be added in the future. This vacant business zoned land will accommodate an increase in the number of local businesses and employees to serve the city's population growth.

Total employment within the City of Bellevue is also projected to further assess the number of services units, i.e., persons using the library, streets, calls for law enforcement and fire services, etc. The projected number of new employees for each major land use is based on the number of parking spaces/employees per 1,000 square feet (SF) as specified in the Bellevue Zoning Ordinance. These requirements are based on the following:

- a) Retail/Restaurant: 1 space per each 500 square feet of net floor space = 2 spaces per 1,000 SF
- b) Office: 1 space per each 300 square feet of net floor space = 3.33 spaces per 1,000 SF
- c) Light Industrial: 1 space per each 600 square feet of net gross floor space = 1.67 per 1,000 SF

## City of Bellevue, ID Development Impact Fee Update

These employment projections are derived from Bellevue's population growth and reflect the city increasing from 171 businesses in 2020 to 194 businesses in 2042. There are 935 persons employed in Bellevue's 170 businesses according to the U.S. Census Bureau, or an average of 5.3 persons per business. Therefore, these 23 additional businesses are projected to result in 130 additional employees, an average of 5.3 persons per business. These employees will also utilize the city's library, streets, trails and generate calls for Marshal and fire services.

Based on the combined total 2020 U.S. Census population of 2,560 persons and the addition of 33 residential units permitted since 2020, and employment figures, 935 local jobs, and the projected 2042 population, +733 persons, and new employees, 134 employees, resulting in a **total of 4,491 service units**. New population and jobs are projected to represent 18.8% of the city in 2042.

**Table D**  
**Projected Bellevue Population, Housing and Employment Development**

Year	Bellevue Population	Total Housing Units	Bellevue Projected Population	Number of Businesses	Bellevue Employment
2000	1,876	0	-	-	N / A
2010	2,287	0	-	-	N / A
2015	2,333	0	-	-	935
2020	2,560	977	-	-	N / A
2021	2,622	992	-	-	941
2022	2,642	1,001	-	171	948
2023	-	1,016	2,680	172	954
2024	-	1,031	2,714	174	961
2025	-	1,046	2,746	176	967
2026	-	1,061	2,791	178	974
2027	-	1,076	2,833	179	980
2028	-	1,091	2,872	180	987
2029	-	1,106	2,908	181	993
2030	-	1,121	2,947	182	1,000
2031	-	1,136	2,984	184	1,006
2032	-	1,151	3,022	185	1,012
2033	-	1,166	3,061	186	1,018
2036	-	1,211	3,179	189	1,037
2037	-	1,226	3,218	190	1,045
2040	-	1,271	3,335	193	1,066
2041	-	1,286	3,374	194	1,072
<b>2042 TOTAL</b>	-	<b>1,301 units</b>	<b>3,413 persons</b>	<b>195</b>	<b>1,078 jobs</b>
<b>Net Change 2022 – 2042</b>	-	<b>300 units</b>	<b>733 persons</b>	<b>23 businesses</b>	<b>130 jobs</b>
<b>Total Service Units: 4,491</b>		<b>3,413 persons = 76% of total</b>		<b>1,078 jobs = 24% of total</b>	

Source: U.S. Census; City of Bellevue 2017 Comprehensive Plan; RICHARD CAPLAN & ASSOCIATES.

### **III. Impact Fee by Department**

This section of the study analyzes the proposed development impact fee for each element of the city's capital improvement plan by department.

#### **Administration, Buildings & Grounds Services Capital Improvements**

Administrative and buildings and grounds capital improvements are most correlated to the number of residents and employees in Bellevue. The cost of preparing a development impact fee study and its periodic update are also eligible expenses and may be incorporated into determining the development impact fee. An estimate for these costs has been added to the administration impact fee calculation. The capital improvement plan administrative costs and buildings and grounds are respectively projected to be \$430,000 and \$914,425.

Based on these projections, the proposed development impact fee associated with these capital improvements are presented in the following table and are as follows:

- Residential unit: \$181.92 allocated to administration and \$386.86 allocated to buildings and grounds;
- Retail development (per 1,000 square feet): \$45.96 for administration and \$97.93 for buildings and grounds;
- Office development (per 1,000 square feet): \$76.52 for administration and \$162.73 for buildings and grounds; and
- Light industrial development (per 1,000 square feet): \$38.38 for administration and \$81.61 for buildings and grounds.

**Table E**

#### **Administration, Buildings & Grounds Service Unit Analysis**

<b>Factor</b>	<b>Administration</b>	<b>Buildings &amp; Grounds</b>
Population	3,413	3,413
<u>Employees</u>	<u>1,078</u>	<u>1,078</u>
Total Service Units	4,491	4,491
Capital Improvements Plan 2023 – 2042	\$430,000	\$914,425
Cost per Service Unit	\$ 95.75	\$203.61
Per Capita Service Unit Share	76%	76%
<b>DIF per Housing Unit (@ 2.5 persons per unit)</b>	<b>\$181.92</b>	<b>\$386.86</b>
Employee Service Unit Share	24%	24%
<b>DIF per 1,000 Retail SF (@2 per 1,000 SF)</b>	<b>\$45.96</b>	<b>\$97.73</b>
<b>DIF per 1,000 Office SF (@3.33/1,000 SF)</b>	<b>\$76.52</b>	<b>\$162.73</b>
<b>DIF per 1,000 Light Industrial SF (@1.67/1,000 SF)</b>	<b>\$38.38</b>	<b>\$81.61</b>

### **Community Development Capital Improvements**

Community development capital improvements are also associated with the number of residents and employees in Bellevue. The community development capital improvement plan costs are projected to be \$1,050,000. Based on these projections, the proposed development impact fee associated with these capital improvements are presented in the following table and are as follows:

- Residential unit: \$444.32;
- Retail development (per 1,000 square feet): \$112.22;
- Office development (per 1,000 square feet): \$186.85; and
- Light industrial development (per 1,000 square feet): \$93.71.

**Table F**  
**Community Development Service Unit Analysis**

<b>Factor</b>	
2042 Population	3,413
2042 Employees	<u>1,078</u>
Total Service Units	4,491
Community Development CIP 2023 – 2042	\$1,050,000
Cost per Service Unit	\$233.80
Per Capita Service Unit Share	76%
<b>DIF per Housing Unit (@ 2.5 persons per unit)</b>	<b>\$444.32</b>
Employee Service Unit Share	24%
<b>DIF per 1,000 Retail SF (@2/1,000 square feet)</b>	<b>\$ 112.22</b>
<b>DIF per 1,000 Office SF (@3.33/1,000 square feet)</b>	<b>\$186.85</b>
<b>DIF per 1,000 Light Industrial SF (@1.67/1,000 SF)</b>	<b>\$93.71</b>

### **Fire Services Capital Improvements**

Fire protection within Bellevue is provided by the Bellevue Volunteer Fire Department (BFD) overseen by a half-time Fire Chief and supplemented with a part-time Fire Inspector. The busiest zones within Bellevue for the Fire Department are residential. Expansion of the service area and new residential and commercial construction will be the main basis for increases in fire department capacity.

The FY 2023 – 2042 Bellevue Capital Improvements Plan projects \$1,562,584 in capital requirements for fire services which includes a \$500,000 one-time expenditure for a new station and/or station expansion.

Fire services' capital improvements are impacted by the number of calls for service to structures, either residential units or businesses. The number of calls for Fire Department services is based on the call data reported for the Bellevue Fire Chief's 2019 Annual Report and in the City of Bellevue, City of Hailey, and Wood River Fire & Rescue Cooperative Efforts Feasibility Study in 2011. Based on the 170 businesses in the city in 2017 and the number of residential units, the BFD averaged around 50 calls in 2019 and are projected by the Feasibility Study to average 70 calls in 2042 with the addition of a total of 300 housing units and 23 businesses. (See Table G).

## City of Bellevue, ID Development Impact Fee Update

Based on these projections, the proposed development impact fee associated with these capital improvements are presented in the following table and are as follows:

- Residential unit: \$907.68;
- Retail development (per 1,000 square feet): \$49.76;
- Office development (per 1,000 square feet): \$82.85; and
- Light industrial development (per 1,000 square feet): \$41.55.

**Table G**  
**Fire Services Service Unit Analysis**

Projected Housing Units 2042	1,301
Projected Businesses 2042	195
Total Service Units	1,496
Fire Capital Improvements Plan 2023 – 2042	\$ 1,562,584
Cost per Service Unit	\$1,044.51
Housing Unit Share	86.9%
<b>DIF Per Housing Unit</b>	<b>\$907.68</b>
Business Share of ADT	13.1%
DIF per Business	\$136.23
Equals DIF per Employee (@5.5 business)	\$ 20.51
<b>DIF per 1,000 Retail SF (@2/1,000 SF)</b>	<b>\$49.76</b>
<b>DIF per 1,000 Office SF (@3.33/1,000 SF)</b>	<b>\$82.85</b>
<b>DIF per 1,000 Light Industrial SF (@1.67/1,000 SF)</b>	<b>\$41.55</b>

Source: Bellevue, Hailey & Wood River Fire & Rescue Cooperative Efforts Feasibility Study; City of Bellevue 2017 Comprehensive Plan.

### Library Capital Improvements

Bellevue offers a range of services through the city library, which has been open to the public since approximately 1947. After years in City Hall, the library transferred to its current location, a small building next door, which had been the Bellevue Marshal's office. Bellevue's collection of books contains more than 10,000 volumes with access also available to other materials through the Inter-Library Loan Program.

The number of library visitors for the Bellevue Public Library is based on the national per capita visitation rate of library users published by the American Academy of Arts & Sciences. Library usage per capita was reported to be 4.6 visits per capita. Therefore, for purposes of determining library service units, library capital improvements are associated to the number of residents and employees in Bellevue. The library's capital improvement plan costs are projected to be \$154,500 through 2042. Based on these projections, the proposed development impact fee associated with these capital improvements are presented in the following table and are as follows:

- Residential unit: \$65.36;
- Retail development (per 1,000 square feet): \$16.51;
- Office development (per 1,000 square feet): \$27.49; and
- Light industrial development (per 1,000 square feet): \$13.79.

**Table H**  
**Library Services Service Unit Analysis**

2042 Population	3,413
<u>2042 Employees</u>	<u>1,078</u>
Total Service Units	4,491
Library Capital Improvements Plan 2023 - 2042	\$154,500
Cost per Service Unit	\$34.40
Per Capita Service Unit Share	76%
<b>DIF per Housing Unit (@ 2.5 persons per unit)</b>	<b>\$65.36</b>
Employee Service Unit Share	24%
<b>DIF per 1,000 Retail SF (@2/1,000 SF)</b>	<b>\$16.51</b>
<b>DIF per 1,000 Office SF (@3.33/1,000 SF)</b>	<b>\$27.49</b>
<b>DIF per 1,000 Light Industrial SF (@1.67/1,000 SF)</b>	<b>\$13.79</b>

**Marshal Capital Improvements**

Law enforcement in Bellevue is carried out by the Marshal's office. In 2015 the Marshal's Office handled 3,526 calls for service. Based on the city's 2015 population and employment, these calls represented 1.06 calls per capita and per employee. Therefore, Marshal's capital improvements are calculated on the number of persons, residents, and employees in Bellevue. The Marshal's capital improvement plan costs are projected to be \$440,000 through 2042. Based on these projections, the proposed development impact fee associated with these capital improvements are presented in the following table and are as follows:

- Residential unit: \$186.15;
- Retail development (per 1,000 square feet): \$47.03;
- Office development (per 1,000 square feet): \$78.30; and
- Light industrial development (per 1,000 square feet): \$39.27.

**Table I**  
**Marshal Service Unit Analysis**

2042 Population	3,413
<u>2042 Employees</u>	<u>1,078</u>
Total Service Units	4,491
Marshal Capital Improvements Plan 2023 – 2042	\$440,000
Cost per Service Unit	\$97.97
Per Capita Service Unit Share	76%
<b>DIF per Housing Unit (@ 2.5 persons per unit)</b>	<b>\$186.15</b>
Employee Service Unit Share	24%
<b>DIF per 1,000 Retail SF (@2/1,000 SF)</b>	<b>\$47.03</b>
<b>DIF per 1,000 Office SF (@3.33/1,000 SF)</b>	<b>\$78.30</b>
<b>DIF per 1,000 Light Industrial SF (@1.67/1,000 SF)</b>	<b>\$39.27</b>

### **Parks Capital Improvements**

Parks capital improvements also are calculated on the number of residents and employees in Bellevue. The park's capital improvement plan costs are projected to be \$188,000. Based on these projections, the proposed development impact fee associated with these capital improvements are presented in the following table and are as follows:

- Residential unit: \$41.86;
- Retail development (per 1,000 square feet): \$22.10;
- Office development (per 1,000 square feet): \$33.47; and
- Light industrial development (per 1,000 square feet): \$16.78.

**Table J**

### **Parks Service Unit Analysis**

2042 Population	3,413
2042 Employees	1,078
Total Service Units	4,491
Parks Capital Improvements Plan 2023 – 2042	\$172,000
Cost per Service Unit	\$ 79.54
Per Capita Service Unit Share	76%
<b>DIF per Housing Unit (@ 2.5)</b>	<b>\$41.86</b>
Employee Service Unit Share	24%
<b>DIF per 1,000 Retail SF (@2/1,000)</b>	<b>\$22.10</b>
<b>DIF per 1,000 Office SF (@3.33/1,000)</b>	<b>\$33.47</b>
<b>DIF per 1,000 Light Industrial SF (@1.67/1,000)</b>	<b>\$16.78</b>

### **Streets Capital Improvements**

Local streets, not under jurisdiction of the Idaho Department of Transportation, are maintained by the Public Works Department. The city's share of street improvements from 2020 and projected by the City of Bellevue through 2042 are projected to cost \$1.985 million. These improvements will enhance connectivity and improve streets for better service to existing and future residential and business development.

The streets impact methodology utilizes a percentage of added vehicle trips by type of land use. As documented by the National Household Travel Survey Trip Generation published by the Institute of Transportation Engineers (ITE 9<sup>th</sup> Edition 2012) vehicles trips are based on the following weighting factors:

- 121% of the average number of trips are from residential development. Residential trips include data on home-based work trips, social, and recreational purposes.
- Shopping (i.e., commercial) trips are roughly 66% of the average trip lengths.

These weighting factors are part of determining the projected traffic impact of new residential and business/light industrial development.

## City of Bellevue, ID Development Impact Fee Update

The most significant and traveled roadway in the City of Bellevue, State Highway 75 (SH-75), is owned and maintained by the Idaho Department of Transportation (IDT). According to the most recently published IDT traffic counts utilized in the 2012 Blaine County Transportation Plan, the average vehicles per day (ADT) in Bellevue were:

- SH-75 at Gannett-Pacabo Road in the southern portion of Bellevue was 8,800 vehicles; and
- SH-75 at Spruce Street in the northern portion of Bellevue had 12,000 vehicles.

Therefore, for the purpose of quantifying the projected traffic impact of new development on the city's streets, this study used a mid-point of these two SH-75 ADT's, or 10,600 average vehicles per day (ADT). Using the ITE weighting formula, these 10,600 vehicles per day represent 6,614 trips generated by residential development, or 62.4% of the total traffic and 3,986 vehicles from business/light industrial development, or 37.6% of total average daily trips.

The study also incorporated the findings of the Strahorn Phase 1 Transportation Impact Study prepared by Galena Engineering in 2018. Utilizing the weighted average by land use, the new business/light industrial businesses are projected to generate an additional 299 vehicle trips per day. Altogether, SH-75 traffic is projected to increase 11,416 ADT from 10,600 vehicles per day.

**Table K**  
**Projected Average Vehicle Per Day (ADT) 2042**

<b>Traffic Demand</b>	<b>Average Vehicle Count (ATD)</b>	<b>Percent of 2042</b>
Existing ADT:		
Residential	6,614 average vehicles/day	62.4%
Business	3,986 average vehicles/day	37.6%
SUB-TOTAL EXISTING:		
Projected Residential (300 units)	517 average vehicles/day	4.6%
Projected 23 New Businesses/Light Industries	299 average vehicles/day	2.6%
<b>TOTAL 2042 Projected ADT</b>	<b>11,416 average vehicles/day</b>	<b>100%</b>

Source: IDT, Galena Engineering.

Based on these average vehicle trips, the following table calculates the impact fee by major land use.

**Table L**  
**Streets Service Unit Analysis**

Current Residential ADT	6,614
Current Business/Commercial ADT	<u>3,986</u>
TOTAL ADT	10,600
2042 Projected residential increase in ADT	517
2042 Projected business increase in ADT	<u>299</u>
PROJECTED TOTAL ADT 2042	11,416
Streets Capital Improvements Plan 2023 – 2042	\$1,985,700
Cost per ADT	\$ 173.94
<b>DIF per residential Unit (@ 1.726 trips/unit)</b>	<b>\$ 300.22</b>
DIF per employee	\$312.90
<b>DIF per 1,000 Retail SF (@2/1,000 SF)</b>	<b>\$625.80</b>
<b>DIF per 1,000 Office SF (@3.33/1,000 SF)</b>	<b>\$1,041.96</b>
<b>DIF per 1,000 Light Industrial SF (@1.67/1,000 SF)</b>	<b>\$522.54</b>

#### **IV. Conclusion and Recommended Development Impact Fee**

In conclusion, when the components of each departments calculations of the city are combined, it is recommended that the city enact a **development impact fee of \$2,543 per residential unit and a range of \$855 to \$1,705 for every 1,000 square feet of new business development** as detailed in the following Table M.

**Table M**  
**Proposed Development Impact Fee Schedule 2023**

City Service Area	Per Housing Unit	Retail (per 1,000 SF)	Office (per 1,000 SF)	Light Industrial (per 1,000 SF)
Administration	\$181.92	\$45.96	\$76.52	\$38.38
Buildings & Grounds	\$386.86	\$97.73	\$162.73	\$81.61
Community Development	\$459.99	\$121.75	\$202.71	\$101.66
Fire Services	\$907.68	\$49.76	\$82.85	\$41.55
Library	\$65.36	\$16.51	\$27.49	\$13.79
Marshal	\$186.15	\$47.03	\$78.30	\$39.27
Parks	\$41.86	\$22.10	\$33.47	\$16.78
Streets	\$300.22	\$625.80	\$1,041.96	\$522.54
<b>TOTAL IMPACT FEE</b>	<b>\$ 2,543 per unit</b>	<b>\$1,027 per 1,000 SF</b>	<b>\$1,705 per 1,000 SF</b>	<b>\$855 per 1,000 SF</b>

All development impact fees are in 2022 dollars with no assumed inflation rate. Necessary capital cost adjustments can and should be made during periodic evaluation and update of these fees. Enactment and collection of development impact fees will continue to support the City of Bellevue Capital Improvements Plan in the coming years.

Finally, in the event that City of Bellevue enacts financial incentives in the future to address affordable housing and/or incentives to attract certain types of new business, the City Council may consider applying a discount to the development impact fee schedule.

We appreciate the opportunity to assist the City of Bellevue with this important issue.

**RICHARD CAPLAN & ASSOCIATES**

**Appendix:**  
**FY 2023 - 2027 Capital Improvements Plan**

Department	FY 2023 Adopted	FY 2024	FY 2025	FY 2026	FY 2027	2023- 2027 TOTAL
Administration	\$0	\$80,000 (record retention system)	\$20,000 Software upgrades	\$5,000	0	\$105,000
Buildings & Grounds	\$1,625	\$8,000 sprinkler system	\$250,000- Relocate City Street Dept.	\$250,000- Relocate City Street Dept.	\$100,000 Improvements to City Shop	\$609,625
Community Development	\$0	\$2,500 Computer set up in Chambers	0	\$50,000 Trail construction	\$10,000; floodplain maintenance \$200,000: Town Square	\$262,500 (a) DIF eligible: \$260,000
Parks (b)	\$4,000	\$31,000- parking O'Donnell Park; storage, power receptacles	\$12,000- Build roof over event state at Memorial Park	0	0	\$47,000
Fire	\$61,584	\$100,000- Addition to fire station	\$100,000- Addition to fire station	\$100,000- Addition to fire station	\$100,000- Addition to fire station	\$461,584
Library (b)	\$0	\$22,500 (front door; exterior)	\$10,000 (computers)	\$22,000 (shelving)	0	\$52,500
Marshal	\$0	\$55,000	0	\$55,000	0	\$110,000
Streets	\$217,200	\$20,000; replacement of water truck; walkway 7 <sup>th</sup> to Cedar	\$24,000 Match grant ITD, Broadford Road Shared Use Pathway,	\$50,000 Chip Seal Oak St., Muldoon Road:	\$50,000 Project TBD	\$361,200
<b>Sub-Total for Development Impact Fee</b>						<b>\$2,009,409</b>
Wastewater	0	\$310,000 Facility Plan \$70,000 Chestnut Lane; \$40,000 jet cleaning truck \$200,000	\$190,000 Sewer Plant expansion \$150,000 GIS mapping; \$40,000; sewer main deficiencies \$50,000		\$35,000 (well)	\$1,016,000

## City of Bellevue, ID Development Impact Fee Update

Water	\$7,500 Finish meter project; \$7,500 SCADA work at Tank; \$4,000 Chestnut sidewalk; \$79,000 CL2 at spring;	\$450,000 Main St. mainline replacement; \$250,000 Distribution system survey	\$35,000 Add CL2 at Chestnut well		\$220,000 Replace spring line pipe	<b>\$371,100</b>
<b>TOTAL WATER &amp; SEWER CAPITAL PROJECTS</b>	\$98,000	\$1,320,000	\$391,100	\$0	\$442,000	<b>\$2,251,100</b>

- (a) Low value and type of Community Development expenditure is not considered to be a DIF eligible capital improvement.
- (b) Includes projects in FY 2024 included in 2020 CIP but not yet funded.

Source: City of Bellevue City Council September 28, 2020. City of Bellevue Budget 2022 – 2023.

CITY OF BELLEVUE  
PLANNING AND ZONING COMMISSION

<p><b>REGARDING:</b> Recommended updates to the 2020 City of Bellevue Development Impact Fees and Capital Improvement Plan.</p>	<p><b>FINDINGS OF FACT, CONCLUSIONS OF LAW AND DECISION</b></p>
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**REQUESTED ACTION:** Make a recommendation to the Bellevue City Council to approve and adopt the 2022 update to the Development Impact Fees and Capital Improvement Plan.

Summary

Richard Caplan and Associates (RCA) was engaged by the City of Bellevue to update the 2020 development impact fees schedule. Impact fees are one-time payments by new development for growth-related infrastructure. Impact fees are intended to fund a portion of the system improvements that benefit the entire service area by increasing infrastructure capacity.

The Bellevue City Council adopted the current CIP on September 28, 2020. We are updating the current 2020 CIP Plan to include the Marshal’s office who at the time of the original study was not included in the impact fees.

The Bellevue P&Z Commission held a public hearing on February 21, 2023, and made a recommendation to the Council to approve and adopt the draft 2022 Development Impact fee update as prepared by Caplan and Associates.

**I. GENERAL BACKGROUND**

1. **Notice of this hearing was:**
  - i. Published in the Idaho Mountain Express on February 1 and February 15, 2023
  - ii. Posted on the door of Bellevue City Hall, the Bellevue Post Office and on the City Website on February 16, 2023.
2. Any disclosures (i.e. conflicts of interest, site visits or *ex parte* communications)?
3. Attached to this report are the following exhibits:  
**Exhibit A—Development Impact Fee Update FY2022-2027**

**Exhibit B—Department Head Comments**

There are no department head comments.

**II. MOTION:**

► **Motion:** Upon a motion by Lindberg and a second by McCollum, the Updated Capital Improvement Plan for FY2022-FY2027 prepared by Richard Caplan is recommended for approval as prepared by Caplan and Associates.

IT IS SO ORDERED this 6<sup>th</sup> day of March 2023



**John Kurtz**

**Chair**



**Ashley Dyer**

**Community Development Department**

# AFFIDAVIT of PUBLICATION

State of Idaho  
County of Blaine

Pam Morris, being the first duly

worn, deposes and says that she is the printer (publisher) of the Idaho Mountain Express, a newspaper published every week in Ketchum, County of Blaine, State of Idaho; that said newspaper has been continuously and uninterruptedly published for a period of seventy-eight consecutive weeks prior the first publication of the annexed notice, and is a newspaper qualified to publish legal notices as provided by act of the 1919 session of the legislature of the State of Idaho, known as House Bill 145; that the annexed advertisement was published once

each week for 1 consecutive issues in said newspaper proper and not in a supplement; that the date of the first

publication of said advertisement was on the 14 day of

June, 20 23, and the date of the last publication was

on the 14 day of June, 20 23

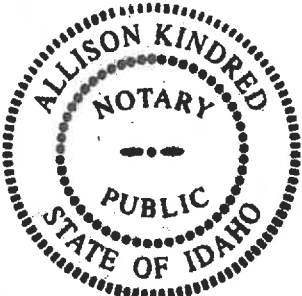
Pam Morris

Subscribed and sworn to before me this 14 day of

June, 20 23.

Allison Kindred

NOTARY PUBLIC



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MY COMMISSION EXPIRES ON 5/26/29

IDAHO MOUNTAIN EXPRESS  
P.O. Box 1013  
Ketchum, Idaho 83340

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TOTAL COST \$73.60

# COPY OF NOTICE

Legal Notice

TITLE OF NOTICE

PLAINTIFF ATTORNEY

DEFENDANT

PLAINTIFF

City of Bellevue

BILL TO

**CITY OF BELLEVUE  
ORDINANCE NO. 2023-02**

**AN ORDINANCE OF THE  
CITY OF BELLEVUE, IDAHO  
AMENDING BELLEVUE'S CITY  
CODE BY AMENDING TITLE 9-5,  
DEVELOPMENT IMPACT FEE  
SCHEDULE, PROVIDING FOR  
A REPEALER CLAUSE; AND  
PROVIDING FOR THE EFFECTIVE  
DATE OF THIS ORDINANCE.**

WHEREAS, Idaho Code §67-8201 allows Idaho municipal corporations to enact ordinances allowing cities to collect development impact fees;

WHEREAS, Bellevue retained Richard Caplan and Associates to update Bellevue's development impact fees;

WHEREAS, Richard Caplan and Associates submitted a study for Development Impact Fees dated November 30, 2022;

WHEREAS, Bellevue has adopted this development impact fee ordinance in accordance with the procedural requirements of Idaho Code § 67-8206.

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

**SECTION 1.** Establishes a revised Development Impact Fee Schedule

**SECTION 2.** The Fee Schedule attached hereto as Exhibit "A" depicts the amended Development Impact Fees and is hereby amended as shown in Exhibit "A".

**SECTION 3.** Should any section or

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TOTAL COST \$73.60

Development Impact Fee

November 30, 2022;

WHEREAS, Bellevue has adopted this development impact fee ordinance in accordance with the procedural requirements of Idaho Code § 67-8206.

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

**SECTION 1.** Establishes a revised Development Impact Fee Schedule

**SECTION 2.** The Fee Schedule attached hereto as Exhibit "A" depicts the amended Development Impact Fees and is hereby amended as shown in Exhibit "A".

**SECTION 3.** Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 4.** All Ordinances or parts thereof in conflict herewith are hereby repealed and rescinded.

**SECTION 5.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND ADOPTED BY THE COMMON COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF BELLEVUE THIS 8th day of May 2023.

\_\_\_\_\_  
/s/Kathryn Goldman, Mayor

ATTEST:  
/s/Maria Palomera  
City Clerk

**PUBLISH**  
**IDAHO MOUNTAIN EXPRESS**  
**JUNE 14, 2023**