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**CITY COUNCIL  
MEETING AGENDA**

**DECEMBER 20, 2011  
5:00 PM**

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**Location: City Hall, 408 N. Spokane Street, Post Falls, ID 83854**

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**WORKSHOP- 5:00pm Strategic Plan Discussion**

**- Work plan, Timeline, Advisory Committee Members, Vision Statement, and Guiding Principles**

**REGULAR MEETING- 6:00pm**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**WELCOME – PLEASE TURN OFF CELL PHONES – Thank You.**

**ROLL CALL OF CITY COUNCIL MEMBERS**

Ron Jacobson-excused

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS**

**AMENDMENTS TO THE AGENDA**

**DECLARATION OF CONFLICT**

**1. CONSENT CALENDAR**

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

- a. Minutes – December 6, 2011 – Proposed minutes for Council approval
- b. Payables –November 29-December 12, 2011 – Ready for Council approval
- c. PTO-Policy Update
- d. Surplus Portable Vertex and Motorola Radios
- e. Surplus Parking Lot Lights
- f. H & H Business Systems-Copy Machine Lease for Police Department
- g. Engineering & Project Management Services Agreement-Post Falls Urban Renewal Agency
- h. Spokane Street Improvements-City Center URA District Agreement
- i. GreenPlay Agreement-Park and Recreation Master Plan

## **2. PUBLIC HEARINGS**

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. The rules for testifying include the following: applicant will have 15 minutes to present their project; testimony by the public will be limited to 3 minutes per person. Testimony at public hearings on applications brought forth from the Planning & Zoning Commission can be used to reaffirm previous testimony.

## **3. UNFINISHED / OLD BUSINESS**

## **4. CITIZEN ISSUES**

This section of the agenda is reserved for citizens wishing to address the Council regarding a City-related issue. In order to ensure adequate public notice, Idaho Law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permitting.

## **5. NEW BUSINESS**

## **6. ORDINANCES AND RESOLUTIONS**

Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements.

## **7. ADMINISTRATIVE / STAFF REPORTS**

- a. Organizational Development and Position Classification Changes

## **8. COUNCIL COMMENTS**

## **9. MAYOR COMMENTS**

## **10. EXECUTIVE SESSION**

Certain City-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter executive session to discuss such matters.

## **REGULAR SESSION**

## **ADJOURNMENT**

**Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 Spokane Street or call 208-773-3511.**

**This meeting is broadcast live on the city of Post Falls Cable Channel 13**

**Mission**

**The City of Post Falls mission is to provide leadership, support common community values, promote citizen involvement and provide services which ensure a superior quality of life.**

**Vision**

**Post Falls respects its past, enjoys its present and is planning its future to ensure that the feeling of community is preserved, its growth beneficial, its environment is clean and its economic stability assured while maintaining a small town atmosphere and quality of life.**

**Mayor Clay Larkin**

**Councilors Kerri Thoreson, Ron Jacobson, Scott Grant,  
Betty Ann Henderson, Skip Hissong, Linda Wilhelm**

## CALENDAR OF MEETINGS & EVENTS

Dec 20	5:00pm	City Council-Workshop
	6:00pm	City Council
Dec 21	8:00am	Urban Forestry Commission
Dec 24	<b>Christmas Eve</b>	
Dec 25	<b>Christmas</b>	
Dec 26	<b>City Hall Closed</b>	
Dec 27	6:00pm	Park and Recreation Commission-Canceled
Dec 31	<b>New Year's Eve</b>	
Jan 1	<b>New Year's</b>	
Jan 2	<b>City Hall Closed</b>	
Jan 3	6:00pm	City Council
Jan 5	1:30pm	KMPO
Jan 9	FULL MOON	
	6:00pm	Post Falls School Board
Jan 10	6:00pm	Planning and Zoning Commission
Jan 16	<b>Martin Luther King Day</b>	
Jan 17	5:00pm	City Council-Workshop
	6:00pm	City Council
Jan 18	8:00am	Urban Forestry Commission
Jan 24	6:00pm	Park and Recreation Commission
Feb 2	<b>Groundhog Day</b>	
	1:30pm	KMPO

To live is so startling it leaves little time for anything else.

~Emily Dickinson

He who has a why to live can bear almost any how.

~Friedrich Nietzsche



# Post Falls City Council Meeting December 20, 2011

## Council Agenda Memorandum



*Peace on Earth*

**TO:** Mayor Clay Larkin  
Council President Scott Grant  
Councilors Ron Jacobson, Linda Wilhelm, Skip Hissong,  
Kerri Thoreson, Betty Ann Henderson  
Legal Counsel Jerry Mason

**FROM:** Eric A. Keck, City Administrator

**CC:** Department Heads

**5:00 p.m. Workshop - Strategic Plan - Recreation conference room**

### Consent Calendar

C) PTO Policy Update - Human Resource Manager Teresa Benner requests approval of the update to the Paid Time Off Policy. Language is modified to correspond with the recent software correction which automatically rolls over hours from an employee's PTO bank into their Catastrophic leave bank as appropriate. There is also a clarification in the language about payouts upon termination.

D) Surplus Portable Vertex and Motorola Radios - Public Works Maintenance Manager Jim Porter requests that Council declare as surplus 42 portable Vertex and Motorola radios which are no longer usable per FCC regulations. If approved, having no value, they will be destroyed.

E) Surplus Parking Lot Lights - Jim Porter also requests that Council declare eight parking lot light previously used at the Public Works facility as surplus, and approve they be sent to auction.

F) Copy Machine Lease - Chief Haug requests approval to enter into a lease agreement with H & H Business Systems to replace the PD copier which has been continually malfunctioning. If approved, the Mayor shall sign the lease or authorize Chief Haug to sign.

G) Engineer and Project Management Services Agreement - City Engineer Bill Melvin requests approval to enter into an updated (term only) agreement with the PF Urban Renewal Agency. The Engineering Division continues to provide engineering and project management service for the URA as needed. The term of this agreement is through September 30, 2012 with annual extensions if desired by both parties. If approved, the Mayor shall sign the agreement.

H) Spokane St. Improvements, City Center URA District Agreement - In order to facilitate the desired improvement to Spokane Street in the City Center District, adoption of this agreement is required. The agreement describes the improvements, various phases, funding and project management responsibilities. If approved, the Mayor shall sign the agreement.

I) GreenPlay Agreement, Parks/Recreation Master Plan - Parks and Recreation Director Dave Fair requests approval of the agreement with GreenPlay, LLC to provide development of the Parks and Recreation Master Plan. This plan and its scope were discussed at the November 15 Council workshop. GreenPlay was determined to be the most qualified out of all of the proposals received. Contract amount is \$119,800 and term is through September 30, 2012. If approved, the Mayor shall sign the agreement.

### Administrative and Staff Reports

A) Organizational Development and Position Classification Changes - Please refer to my memorandum wherein I request that a title change for the Administrative Specialist in the Streets Division be changed to Department Specialist, and the upgrading of the Parks and Recreation Director in terms of its classification and location within our grading system. I have worked with Teresa Benner, HR manager, in review of the positions and rankings. I will answer any questions you may have.

### Executive Session

No executive session is needed at the time of the writing of this memorandum; however, Council may reserve the right to conduct a session should it see the necessity.



## MEMORANDUM

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DATE: December 20, 2011

TO: Honorable Mayor and Members of the City Council

FROM: Hilary Anderson, Planning Manager

SUBJECT: Strategic Plan 2012-21017 Council Workshop

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### **Workshop Purpose:**

The City Council is being asked to participate in a workshop on the *WE VALUE Post Falls Strategic Plan 2012-2017* to provide direction to staff on the scope of work, timeline, Strategic Plan Advisory Committee, and Council's role, as well as the vision statement and guiding principles for the Strategic Plan. Staff would also like direction from Council on their preferred format for participating in the Strategic Assessment, which will evaluate strengths, weaknesses, opportunities and threats.

### **Workshop Discussion Topics:**

#### ***Scope of Work & Timeline***

Council is being asked to review the proposed scope of work for the Strategic Plan which outlines the major work efforts and deliverables associated with the Strategic Plan. The scope of work also identifies Responsible Party, Purpose and Work Product for each effort. The scope of work can and likely will be modified as we move through the process and may be refined by the Strategic Plan Advisory Committee. Staff would like Council to accept the scope of work as presented or direct staff to further refine or revise the scope of work for discussion at a subsequent Council meeting.

Council is being asked to review the timeline for the Strategic Plan. The timeline includes a range of dates for work efforts and specific dates for deliverables contained in the scope of work. It should be noted that the timeline can and likely will be modified as we move through the process and may be refined by the Strategic Plan Advisory Committee. Staff would like Council to accept the timeline as presented or direct staff to further refine or revise the timeline for discussion at a subsequent Council meeting.

### ***Strategic Plan Advisory Committee – Role, Responsibilities and Members***

A Strategic Plan Advisory Committee (SPAC) is being formed to help guide the development of the Strategic Plan 2012-2017. The SPAC will provide recommendations and advice to the Post Falls City Council related to the formulation of a Strategic Plan that will guide the short and long-term future of the community. Staff has identified 12 individuals that represent a wide range of business sectors and interest groups. These individuals all meet the criteria that staff has outlined as being critical for SPAC members.

Staff would like input and direction from the Council on the SPAC. The Council should consider if the proposed list of SPAC members is a complete representation of our community. If the Council feels that the proposed list of SPAC members should be refined or expanded to represent a different perspective or business expertise, staff would like for the Council to provide direction to staff at the workshop.

### ***Council's Role***

City Council will be involved in the Strategic Plan throughout the process. Even though the SPAC will make many decisions and recommendations to the Council on the content and format of the Strategic Plan, Council will be the ultimate authority. Staff would like to involve the Council in establishing the framework through the scope of work, vision statement, guiding principles, and establishment of a Strategic Plan Advisory Committee. The Council will also be involved in key decisions, including the consideration of proposed Goals, Performance Measures, and Implementation Strategies that are developed by the SPAC. Council will participate in workshops throughout the planning process and will hold public hearings on the final version of the Strategic Plan.

### ***Vision Statement***

The City's current vision in the 2002 Strategic Plan is almost the same as the community vision statement in the Comprehensive Plan. Both include a list of characteristics for which we want to be recognized. Neither vision focuses on how we can differentiate ourselves from other communities, our unique characteristics, or our geographic location. Does the Council want to use the existing vision statement or expand or clarify the vision statement to reflect the current Council's desires and priorities for the future that are more specific and focused on Post Falls rather than Anytown USA? The current vision statements are included as attachments. I have also provided vision statements from other communities' strategic plans for review and consideration. We would like Council to discuss the current vision and vision statement and brainstorm possible revisions to the vision statement for the Strategic Plan 2012-2017.

## ***Guiding Principles***

It is important for a strategic plan to include guiding principles (also referred to as values or operating principles) that help set the foundation for the plan. They are intended to be the basis of all decisions and actions. They can also be thought of as critical success factors. The 2002 Strategic Plan contained values. I have attached the values from the 2002 Strategic Plan for review. I have also provided guiding principles from other communities' strategic plans for review and consideration. We would like Council to review the 2002 values and decide if those values still apply or if new guiding principles should be developed for the Strategic Plan 2012-2017. Staff would like input and direction from Council on the guiding principles at the workshop.

## ***Strategic Assessment***

The Strategic Assessment is the analysis of strengths, weaknesses, opportunities and threats, previously referred to as a SWOT Analysis. The Planning & Zoning Commission participated in a SWOT Analysis workshop at their November meeting. Staff is asking for direction from the Council on their preferred format for participating in the Strategic Assessment. The three options include:

- Strategic Assessment Workshop – open ended brainstorming session where the Mayor and Council members create a list of Strengths, Weaknesses, Opportunities and Threats. Staff would facilitate the discussion using PowerPoint and a white board in a conference room at City Hall.
- Electronic Survey as a group in a Council Workshop (using WebQA) where staff walks the Mayor and Council through each survey question and possible responses the group agrees on their collective responses to each question.
- Electronic Survey (using WebQA) as individuals where the Mayor and each Council member completes a separate survey on their own time.

## **ATTACHMENTS:**

Exhibit 1	Scope of Work and Timeline
Exhibit 2	Strategic Plan Advisory Committee List of Proposed Members
Exhibit 3	City of Post Falls' Strategic Plan 2002-2006 Vision and Values
Exhibit 4	Post Falls Comprehensive Plan Community Vision Statement
Exhibit 5	Example Vision Statements and Guiding Principles



# STRATEGIC PLAN 2012-2017

## *Draft Scope of Work and Timeline*

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**Draft Date: 12/15/11**

## **INTRODUCTION**

### **Strategic Plan Background**

#### **Strategic Plan 2012-2017**

The City Administrator, Eric Keck, has tasked the Planning Division with developing a Strategic Plan for the City starting in November 2011. Hilary Anderson, Planning Manager, has been assigned as the project manager. The City of Post Falls previously had a Strategic Plan, but that plan expired in 2006. The new Strategic Plan will follow a different approach than the old plan and will help the City make strategic decisions in our investments, spending, partnerships, services, and day-to-day operations as we move forward during these tough economic times. It will include goals and implementation strategies that are realistic and achievable. It will be a “living document” that is easily updated and utilized on a daily basis by Department Heads and staff to track projects, set annual goals, establish budgets, evaluate Levels of Service, and ensure that we are meeting the ongoing expectations of our citizens. It is envisioned that the new Strategic Plan will cover a five year period and will include an annual review of our accomplishments that will be documented in an Annual Accomplishments Report. The process will involve our citizens through a variety of public outreach efforts. The Strategic Plan process, materials and timeline will be available to the public on the City’s website and Facebook page. A Strategic Plan Advisory Committee will be formed to help guide the development of the Strategic Plan. It is envisioned that it will take one year to complete from initiation to adoption.

#### **Strategic Plan 2002-2006**

In early 2001, the City of Post Falls hired a consultant to develop a Strategic Plan for the City. The end result was the City of Post Falls’ Strategic Plan 2002-2006 that was adopted on January 2, 2002. A Strategic Planning Task Force was put together to help direct the effort. The Task Force was comprised of 27 members representing the City, other agencies, business owners, contractors, and education (UI and PFSD). They contributed 40 hours in 10 workshops over five months to determine priorities and identify the content of the Strategic Plan, including the Vision, Values, Mission and Goals. While the Strategic Plan process involved 27 people in the effort, it did not get much citizen response or participation. Overall the Task Force members were pleased with the process, but they said they would prefer that the group move at a faster pace, that the process should be shorter with meetings closer together, have a smaller sized steering committee, be more quantifiable and less subjective, improve the visuals, and provide more of an outline at the beginning. The Department Heads, staff and others at the City have said that the 2002-2006 Strategic Plan was too cumbersome to follow and implement, and difficult to track projects using the Strategic Plan’s Tactical Map. Staff felt that the Strategic Plan lacked a focused vision, was not “user friendly,” and did not have enough of a focus on Post Falls. They did, however, strongly support two of the major goals of the Strategic Plan, including City Marketing Efforts and Downtown Revitalization. This feedback from the original Strategic Plan will be valuable moving forward with the new Strategic Plan.

## Strategic Plan Overview

### What is a Strategic Plan?

A Strategic Plan is an internal action plan. It is a tool that organizations/agencies use to define their strategy and direction, and make important decisions about their resources (financial and human). It is a systematic process that establishes a vision, considers the future environment, builds consensus, identifies actions to make it happen, and provides continual monitoring. Strategic planning allows communities to control their future.

### Why Do We Want and Need a Strategic Plan?

A Strategic Plan will establish a vision for our future, provide clear direction for reaching our goals, and establish priorities and measurable targets that we can track.

It will help us answer the following critical questions:

- “How do we know where we are going?”
- “How do we get there?”
- “How do we know when we have arrived?”

### Focus Areas of the Strategic Plan

The Strategic Plan will address the following focus areas:

- Quality of Life
- City Infrastructure
- Planning/Land Use/Environment
- Economic Development
- Fiscal
- Level of Services

*Strategic Planning is an organization’s process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people. Various business analysis techniques can be used in strategic planning, including SWOT analysis...*

*Strategic planning is the formal consideration of an organization’s future course. All strategic planning deals with at least one of the three key questions:*

1. “What do we do?”
2. “For whom do we do it?”
3. “How do we excel?”

*(Wikipedia)*

### Relationship of the Strategic Plan to City Functions, Decisions, Budgeting, and Adopted Plans

- The Strategic Plan will help us to:
  - Involve the community in directing our future and making strategic decisions
  - Provide clear guidance for established City goals
  - Focus our efforts over a 5 year period with an annual review/reporting
  - Continually assess City services and operations and address deficiencies
  - Establish priorities for City services, operations, departments, and projects
  - Guide tough decisions related to City resources and finances
  - Integrate our budgeting decisions with new financial tools and established goals
- The Strategic Plan may result in:
  - Amendments to the Comprehensive Plan, master plans, and CIPs
  - Long-range planning efforts and focused planning projects
  - Economic development efforts and new partnerships/strategies

- Changes to City operations, services, departments, budgets, etc

## **SCOPE OF WORK**

The *draft* Scope of Work on the following pages outlines the proposed approach for the Strategic Plan 2012-2017, including the contents of the plan, deliverables, committees and public outreach efforts.

### **Project Start-Up / Initial Invitation to Participate**

**Responsible Party:** *Eric (email) and Mayor (website message) in coordination with Kit and Lucas on website/video/Facebook/Twitter*

**Purpose:** *To officially start the Strategic Plan process and inform City staff and the public about the Strategic Plan, its purpose, their role, and the timeline*

**Work Product:** *Email/Memo and Website Message*

#### **Project Start-Up Scope:**

- Email/Memo to all City staff describing the Strategic Plan and inviting them to participate. Initial email will contain basic information and purpose. Subsequent emails would contain additional information, a timeline, links to surveys, etc.
- Message from the Mayor on the City's website asking public to participate, describing Strategic Plan and a timeline (video and written message)
- *Post Falls Today* show on the Strategic Plan
- Press Release
- Strategic Plan Webpage and landing page with project information

### **Workshop(s) with the Mayor and City Council**

**Responsible Party:** *Planning/Eric*

**Purpose:** *To get direction and buy-off from the Mayor and Council, and start gathering their input on the Strategic Plan process, Vision Statement, Guiding Principles, and Strategic Plan Advisory Committee (SPAC)*

**Work Product:** *Materials for the Mayor and Council prior to the meeting. A PowerPoint presentation for the Workshop. A follow-up memo summarizing the discussion points and decisions*

#### **Workshop(s) Scope:**

- Develop a Vision Statement or use existing Vision
- Identify Guiding Principles (core values and objectives to be used as foundation for the plan) or use existing Values
- Discuss Strategic Plan Advisory Committee members, roles and responsibilities

**NOTE:**

- *We may suggest a Council Retreat to discuss the Strategic Plan and the HPO Model.*

## **Form Strategic Plan Advisory Committee (SPAC)**

**Responsible Party:** *Planning and Eric, with input from Council*

**Purpose:** *To form a qualified committee to help direct the Strategic Plan effort*

**Work Product:** *Email/Phone call inviting individuals to serve on the Strategic Plan Advisory Committee*  
*Email/letter with information on the role/responsibilities of SPAC members and proposed meeting times*

### Form Strategic Plan Advisory Committee (SPAC) Scope:

- A Strategic Plan Advisory Committee (SPAC) will be formed to guide the development of the Strategic Plan. The SPAC will consist of citizens, business leaders, and other stakeholders who possess experience, knowledge, and business acumen with the establishment of plans and visions for complex organizations.

**NOTE:** *Ideally we should keep this group size to a minimum (15 max), but get full representation.*

### Advisory Committee Role and Responsibilities

- The purpose of the Strategic Plan Advisory Committee (SPAC) is to provide recommendations and advice to the Post Falls City Council related to the formulation of a Strategic Plan that will guide the short and long-term future of the community.
- Regularly attend SPAC meetings and contribute constructively out of the experience and knowledge that they possess.
- Assist in the creation of guiding principles and direction for the overall planning effort.
- Understand and articulate the SPAC's purpose, responsibilities and work plan.
- Communicate and coordinate with the member's constituent group to represent the group's perspective on key issues and convey information from the SPAC back to the stakeholders.
- Act as an ambassador for the strategic plan with peers, neighbors and colleagues to further enrich the participation and feedback on the process and resulting plan.
- Review and provide comments/recommendations on project materials and draft plans.
- Participate actively in the project's community outreach efforts.

## Form Focus Groups

**Responsible Party:** *Planning and Eric, with direction from Council and assistance from Kit/Lucas*

**Purpose:** *To form Focus Groups to get input from various interest groups on the Strategic Plan effort*

**Work Product:** *Email/Letter inviting Focus Group members  
Email/letter with information on the purpose of Focus Groups and proposed meeting/interview times*

### Form Focus Groups Scope:

- Staff will work with Council and the Media team to pull together Focus Groups.
- The Focus Groups will be formed early in the Strategic Plan process.
- The Media team will update staff on any requests by members of the community to participate in a Focus Group. The public will have the opportunity to request to be part of a Focus Group through the Strategic Plan webpage's information request.

**NOTE:** *Each Focus Group will ideally have no more than 12 members.*

### Focus Groups Purpose:

- The purpose of Focus Groups is to gather as much information from different interest groups as possible to help guide the direction and contents of the Strategic Plan. The objective of a Focus Group is to bring people with common interests and vocabulary together to provide their perspectives. The Focus Groups will be asked to provide input and feedback on the community (past, present and future), city services, land uses, infrastructure, opportunities, goals, priorities, and concerns as they relate to the new Strategic Plan.
- It is anticipated that Focus Group participants will meet or be interviewed on one day for approximately one to two hours. Some follow-up may be necessary with the Focus Groups through email communication, surveys, meetings or interviews.

### Possible Focus Groups:

- Advisory Committee from 2002 Strategic Plan
- Architects, engineers, landscape architects, and urban designers
- Banking / Finance
- Business owners
- Churches

- Commissioners (representatives from the City’s four commissions, including: Parks & Recreation, Planning & Zoning, Urban Forestry, and Urban Renewal Agency)
- Environmental interests (e.g., environmental groups, aquifer protection advocates, people working on environmental remediation and cleanup), alternative energy advocates, and “sustainability” interests
- Farmers, foresters, and extractive industries
- Hotel operators, gaming industry; tourism companies/interests; event planners
- Major landowners, Realtors (residential and commercial), builders, and developers, including private-sector land use attorneys
- Medical
- Municipal officials/staff from surrounding jurisdictions
- Neighborhood associations / property owner associations / condo associations
- Parks and recreation interests (civic groups, persons who are known P&R advocates, businesses involved in recreation; rock climbing clubs; Centennial Trail Foundation)
- Retirees / senior citizens
- Service/social groups and organizations
- Transportation interests / public service providers / special districts
- Youth Groups / Students (K-12 and college age)

## Strategic Assessment

**Responsible Party:** *Planning with some assistance from Kit/Lucas*

**Purpose:** *Identify internal and external Strengths, Weaknesses, Opportunities, Threats in order to help guide the direction of the Strategic Plan and formulate the vision, goals, strategic initiatives, performance measures, and implementation strategies of the Strategic Plan*

**Work Product:**

- *PowerPoint and workshop materials*
- *WebQA surveys*
- *Hard copy surveys*
- **Strategic Assessment Summary** – *Summary of Internal and External strengths, weaknesses, opportunities and threats*
- **Situation Assessment** – *Summary of strategic assessment by category/focus area (similar to City of Bentonville)—this exercise will categorize the strategic assessment results into the key areas so that it can be put into the Strategic Plan versus having information listed only by strengths, weaknesses, opportunities, and threats*

Strategic Assessment Scope:

- Tool to evaluate Strengths, Weaknesses, Opportunities, and Threats
- Evaluate City “internally” (e.g., departments, staffing, processes, codes, plans, programs, fees, funding)
- Evaluate City “externally” (e.g., City services, mix of land uses, types of businesses/houses/parks/recreation facilities, city limits, growth boundaries, ACI, etc)
- Identify Strategic Assessment categories using focus areas of the Strategic Plan:
  - Quality of Life
  - City Infrastructure
  - Planning/Land Use/Environment
  - Economic Development
  - Fiscal
  - Level of Services

Strategic Assessment Workshops/Surveys:

- Planning & Zoning Commission
- HPO Model Team
- Department Heads & Staff
- Mayor and Council (As part of a Study Session/Workshop)
- Parks & Recreation Commission
- Urban Renewal Commission
- Urban Forestry Commission
- Strategic Plan Advisory Committee
- Chamber’s Local Issues Committee
- Public, as part of public outreach efforts, including WebQA survey (which will be available on Strategic Plan webpage) and possibly through a workshop (see *Public Outreach/Citizen Engagement below*)

## Fiscal Analyses

**Responsible Party:** *Shelly and Finance Team in coordination with Planning and Eric*

**Purpose:** *To evaluate the baseline conditions and analyze the long-term fiscal outlook of the City’s core operating revenues and core operating costs if the City pursues the current path (without any changes to the financial and service policies) and identify any fiscal gaps. Then evaluate the proposed policies, programs, services, and other changes that could affect the City’s core operating revenues and costs and any resulting fiscal gaps as a result of the Strategic Plan.*

**Work Product:** *Memos/ Will also become an Appendix of the Strategic Plan*

Fiscal Analyses Scope:

- Baseline Fiscal Analysis evaluating baseline conditions (*pre-Strategic Plan*):
  - Current services
  - City limits
  - Infrastructure
  - City structure (departments/staff/resources)
  - Budget
  - City plans/programs
  - Planned expenditures
  - Planned projects
  
- Follow-Up Fiscal Analysis evaluating Strategic Plan (*completed after Strategic Plan*):
  - Proposed changes to services
  - Proposed changes to city limits (through annexations, ACI Boundary)
  - Changes to City structure (if relevant)
  - Budget changes (if relevant)
  - Proposed plans/programs/policies
  - Proposed expenditures
  - Proposed projects resulting from Strategic Plan

*NOTE: Needs to become part of Priority Based Budgeting.*

## Evaluate Strategic Assessment and Baseline Fiscal Analysis Results

**Responsible Party:** Planning, Terry, Eric, Shelly

**Purpose:** To evaluate current strengths, weaknesses, opportunities, threats, and fiscal gaps to help direct Strategic Plan components

**Work Product:** Memo documenting results of the Strategic Assessment and Baseline Fiscal Analysis

Evaluate Strategic Assessment and Baseline Fiscal Analysis Results Scope:

- Staff will evaluate the Strategic Assessment and Baseline Fiscal Analyses results
- Will help guide the direction of the Strategic Plan goals, strategic initiatives, performance measures, and implementation strategies

## Interviews

**Responsible Party:** *Planning (and possibly enlist the assistance of the SPAC members) with possible assistance from consultant(s) an/or graduate students from University of Idaho Bioregional Planning and Community Design, EWU Urban and Regional Planning, and WSU Edward Murrow College of Communication*

**Purpose:** *Receive focused input/feedback on the Strategic Plan from key players/stakeholders*

**Work Product:** *Memo summarizing interviews*

### Interviews Scope:

- Interview Department Heads
- Interview Mayor and Council Members
- Interview Key Staff
- Interview Key Stakeholders (may include some commissioners)
- Interview Focus Groups (also addressed under *Form Focus Group* task above)

## Public Outreach/Citizen Engagement

**Responsible Party:** *Planning in coordination with Eric, SPAC, Kit/Lucas, consultant(s), and may enlist assistance from graduate students from UI Bioregional Planning & Community Design, EWU Urban & Regional Planning, and WSU College of Communication*

**Purpose:** *Involve the public in the process to ensure that the Strategic Plan reflects the desires and voice of the community*

### **Work Product:**

- *PowerPoint presentations & Turning Point presentations for polling*
- *Brochures/Informational Pieces/Press Releases*
- *Maps, Aerials and other large format materials*
- *Online and Hardcopy Surveys (using Web QA for online surveys)*
- *Memos documenting outreach efforts and results of survey(s) and polling*
- *Video message by staff for use in outreach efforts and surveys to stakeholders and other groups*

### Public Outreach/Civic Engagement Scope:

- Council Workshops (invitation to the public) prior to City Council meetings
- SPAC meetings
- Strategic Assessment Workshops/Surveys
- Charrette (consultant?)

Inform • Consult • Involve • Collaborate

Understand • Imagine • Create

- Polling Exercise – get input on priorities using Turning Point (consultant?)
- Focused interviews
- “Meetings in a Box” (consultant?)
- Place-based meetings/workshops (Planning/consultant)
- Visual Preference Survey (Planning/consultant)
- Booths at events with pamphlets, display boards, surveys, laptop(s) and links to online surveys
- “I Value” campaign. “I value... what do you value?”
  - Enlist help from Kit/Lucas on City Website and Facebook to get quotes and have a local poster person with a quote to engage participation of other residents. Stream video with a link to survey using Web QA. Suggestion: Brian Partington’s son (chicken family) as “I Value” poster child
- Surveys – through an updated The National Citizen Survey and other format/firm
  - Consider using one of the Parks & Recreation Master Plan teams for polling and survey (e.g., RRC Associates, Chris Cares – GreenPlay team)
- Coffee with the Mayor
- Post Falls Today - A Conversation with Mayor Larkin (Eric and/or Hilary)
- Mailings such as utility bill inserts?
- Flyers or ads in Post Falls Press?
- Follow-up workshops with Strategic Plan Advisory Committee, Mayor/Council, and the public to go through the public involvement/survey results and focus on key issues/areas for Strategic Plan (Planning and consultant)
- Information to send home with students?
- Open House for the public where we will present the draft Strategic Plan

**Events Where We Can Get Citizen Engagement:**

- Leashes & Laces Fun Run through Post Falls Police Department (March 2012?)
- Post Falls Days (June 1-3, 2012), Q’emiln Park
- Post Falls Day Parade (June 2, 2012)
- Chamber’s Committees monthly/quarterly meetings:
  - *Ambassadors*
  - *Business Education Workforce Development*
  - *Governmental Affairs*
  - *Local Issues*
  - *Tourism*
  - *Special Events*
- Library events
- Service Organizations lunches/meetings:
  - *Toastmasters*
  - *Historical Society*
  - *Lions Club*
  - *Eagles*
  - *SCORE*
  - *Greene Idaho Foundation*
  - *Women in Networking*
  - *Habitat for Humanity*

- Post Falls Community Volunteers
- Post Falls Education Foundation
- Kootenai County Democrats
  - Kootenai County Republicans
  - Idaho Women in Timber
  - Rotary Club
- Boys & Girls Club
- Food Bank
- United Way
- Make a Wish Foundation
- Kiwanis
- Salvation Army

**Public Outreach Opportunities:**

- Family Night at Human Rights Education Institute
- Takin’ Care of Business meetings
- Travel Club Meeting at Post Falls Senior Citizens, Inc
- Business, Education, and Workforce Development Committee
- North Idaho College Workforce Training Center workshops?
- 55 Alive Safe Driving Classes?
- Sweetheart Ball? Pamphlets?
- Greyhound Park events? (such as Family Fun Day)
- Business Fair with Chamber at Greyhound Park
- Police Department Events?
- Fire Department Events?
- Idaho Small Business Development Center

**Other Groups to Involve:**

- Centennial Trail Foundation
- Churches
- Rock Climbing clubs/groups (work with Parks & Rec Dept)
- Medical community
- Retirees

## Review Existing Plans/Programs/Policies

**Responsible Party:** Planning

**Purpose:** To ensure that the Strategic Plan takes into account previous efforts, goals, action items, implementation measures, opportunities, plans, programs, policies

**Work Product:** Internal Memo and included in the Strategic Plan Executive Summary

Review Existing Plans/Programs/Policies Scope:

- Review existing plans, programs, policies, services, agreements, models, relationships with other agencies, etc.

- Will include appropriate cross-referencing in Strategic Plan and a discussion of how the Strategic Plan relates to other City documents, plans and policies, and regulations.

## Drafting the Strategic Plan

**Responsible Party:** *Planning in coordination with Terry, Eric, Advisory Committee, Kit/Lucas*

**Purpose:** *Create a high-quality, comprehensive and implementable Strategic Plan and online/interactive tracking program*

**Work Products:**

- *Draft Strategic Plan document*
- *Create a format for the Strategic Plan*
- *Create a web-based format for the Strategic Plan and project tracking*

Drafting the Strategic Plan Scope:

- Public Outreach/Civic Engagement (*See details above under Public Outreach/Civic Engagement*)
- Draft Strategic Plan components:
  - Vision Statement – based on Council visioning and public involvement
  - Mission and Values
  - Guiding Principles
  - Competitive Advantage
  - Goals (reflecting key areas, suggest consolidating into 3 or 4 overarching goals)
  - Strategic Initiatives
  - Performance Measures
  - Benchmark/Performance Targets (as applicable)
  - Implementation Strategies
- Identify timelines and responsible parties for achieving Implementation Strategies
- Create a draft format for Strategic Plan
- Create a draft format for the web-based implementation/interactive tracking program
- Work products
  - Internal draft
  - Administrative draft
  - Public draft
  - Final draft and adoption by Council
  - Upload to City’s server/website with online tracking components
    - Internal tracking program/webpage

**Components of the Strategic Plan:**

- Executive Summary
- Vision, Mission Statement, Values, Guiding Principles
- Goals/Strategic Initiatives
- Performance Measures
- Benchmark/Performance Targets/Implementation Strategies/Key Strategies
- Implementation/Online tracking component with Annual Accomplishments Report
- Appendices:
  - Background
  - Copies of outreach/notices
  - Summary of citizen engagement
  - Strategic Assessment
  - Fiscal Analysis
  - Survey/polling results
  - Work Plan and Schedule

- Public “Report Card” (updated quarterly) on the City’s website
- Incorporate with the Fiscal Health & Wellness Tool

**NOTES:**

- *The Strategic Plan will build on previous efforts (Strategic Plan, Comprehensive Plan, master plans, CIPs, programs, agreements, etc)*
- *The Strategic Plan will likely result in amendments to the comprehensive plan (especially vision statement, goals, etc) and may result in one or more master plans for key areas of the City. We will ensure that any master plans don’t become part of the Comprehensive Plan, but get cross-referenced so that future changes don’t require amendments to the Comprehensive Plan and associated public hearings.*

## TIMELINE

**Start Date: 11/14/11**



**Completion Date: October/November 2012**

**Presentation to Mayor & Council: 11/15/11**

**Project Start-Up: 11/25/11 – 12/1/11**

**Post Falls Today: 11/29/11**

**Launch Website: 11/29/11**

**Press Release: 12/1/11**

**Invitation to Staff and Citizens to Participate: 11/29/11**

**Study Session(s) with Mayor and City Council: 12/20/11**

**Form Strategic Plan Advisory Committee: 1/20/12**

**Strategic Assessment Workshops/Surveys: 11/8/11 – 3/9/12**

- P&Z: 11/8/11
- HPO Model Team:
- Department Heads:
- Staff:
- Mayor and Council (at a Council Study Session/Workshop):
- Parks & Recreation Commission:
- Urban Renewal Commission:
- Urban Forestry Commission:
- Strategic Plan Advisory Committee:
- Chamber's Local Issues Committee?
- Public as part of a public outreach efforts and Charrette (*see Public Outreach/Citizen Engagement below*)

**Baseline Fiscal Analysis: 1/31/11**

**Evaluate Strategic Assessment and Baseline Fiscal Analysis Results: 2/24/12**

**Interviews: 12/1/11 – 4/13/12**

**Public Outreach/Citizen Engagement: 1/3/12 – 7/6/12**

- Council Study Session/Workshop 12/20/11
- Strategic Assessment Workshops/Surveys
- Charrette
- Polling Exercise – get input on priorities (using Turning Point)
- Focused interviews
- “Meetings in a Box”
- Place-based meetings/workshops?
- Visual Preference Survey
- Booths at events with pamphlets, display boards, surveys and links to online surveys
- “I Value” campaign
- Surveys
- Coffee with the Mayor
- Post Falls Today - A Conversation with Mayor Larkin 11/29/11
- Follow-up Workshops

**Events where we can get citizen engagement:**

- Arbor Day: March 2012
- Post Falls Days: June 1-3, 2012
- Post Falls Days Parade: June 2, 2012
- Chamber’s Committees monthly/quarterly meetings:
  - *Ambassadors*
  - *Business Education Workforce Development*
  - *Governmental Affairs*
  - *Local Issues*
  - *Tourism*
  - *Special Events*
- Service Organizations lunches/meetings:
  - *Toastmasters*
  - *Historical Society*
  - *Lions Club*
  - *Eagles*
  - *SCORE*
  - *Greene Idaho Foundation?*
  - *Women in Networking*
  - *Habitat for Humanity*
  - *Post Falls Community Volunteers*
  - *Post Falls Education Foundation*
  - *Kootenai County Democrats*
  - *Kootenai County Republicans*
  - *Idaho Women in Timber?*
  - *Rotary Club*
  - *Boys & Girls Club*
  - *Food Bank?*
  - *United Way*
  - *Make a Wish Foundation*
  - *Kiwanis*
  - *Salvation Army*
- Library events?
  - *Rocked Out @ the Library – Guitar Hero Contest? / Open Mic & Karaoke Night?*
  - *Children’s Programs – have surveys for parents to fill out?*

**Public Outreach Opportunities:**

- Family Night at Human Rights Education Institute? (monthly, 2<sup>nd</sup> Saturday, 10am – 2pm)
- Takin’ Care of Business meetings (third Tuesday of each month)
- Travel Club Meeting at Post Falls Senior Citizens, Inc (third Monday each month at 1pm)
- Business, Education, and Workforce Development Committee (Post Falls School District Administrative Offices). (fourth Monday of every month at noon)
- North Idaho College Workforce Training Center workshops?
- 55 Alive Safe Driving Classes? (weekly on Mondays and Tuesdays)
- Sweetheart Ball? Pamphlets?
- Greyhound Park events? (such as Family Fun Day)
- Business Fair with Chamber at Greyhound Park
- Police Department Events?
- Fire Department Events?
- Idaho Small Business Development Center

**Review Existing Plans, Programs, Policies, etc.: 12/1/11 – 5/1/12**

**Draft Strategic Plan Components: 1/2/12 – 5/11/12**

- Vision Statement – based on Council visioning exercise and results of public involvement, and previous efforts
- Mission and Values
- Guiding Principles
- Competitive Advantage
- Goals/Strategic Initiatives (reflecting key areas, suggest consolidating into 3 or 4 goals)
- Performance Measures
- Benchmark/Performance Targets
- Implementation Strategies
- Identify timeline for implementation strategies
- Create a draft format for Strategic Plan
- Create a draft format for the web-based implementation tracking program

**Internal Draft: 5/11/12- 6/8/12**

**Administrative Draft: 6/8/12 – 7/13/12**

**Follow-Up Fiscal Analysis: July 2012**

**Public Draft: 7/13/12 – 8/10/12**

**Final Draft and Adoption by Council: October/November 2012**

## **STRATEGIC PLAN ADVISORY COMMITTEE (SPAC)**

### **Purpose**

The purpose of the Strategic Plan Advisory Committee (SPAC) is to provide recommendations and advice to the Post Falls City Council related to the formulation of a Strategic Plan that will guide the short and long-term future of the community. The SPAC will consist of citizens, business leaders, and other stakeholders who possess experience, knowledge, and business acumen with the establishment of plans and visions for complex organizations.

### **Responsibilities**

The responsibilities of the Strategic Plan Advisory Committee are as follows:

- Regularly attend SPAC meetings and contribute constructively out of the experience and knowledge that they possess.
- Assist in the creation of guiding principles and direction for the overall planning effort.
- Understand and articulate the SPAC's purpose, responsibilities and work plan.
- Communicate and coordinate with the member's constituent group to represent the group's perspective on key issues and convey information from the SPAC back to the stakeholders.
- Act as an ambassador for the strategic plan with peers, neighbors and colleagues to further enrich the participation and feedback on the process and resulting plan.
- Review and provide comments/recommendations on project materials and draft plans.
- Participate actively in the project's community outreach efforts.

### **Proposed SPAC Members**

- Pam Houser, Post Falls Chamber
- Dr. Charles Buck, University of Idaho
- Bill Jhung, Idaho Small Business Development Center
- Steve Griffiths, Jobs Plus
- Jerry Keane, Post Falls School District #273
- Mike Baker, Dirne Community Health Center
- Patty Shea, Avista (Regional Business Manager)
- John Young, Polin & Young Construction
- Vaugh Ward, Northwest Specialty Hospital
- David Dean, Panhandle Bank
- Alivia Body, Department of Labor
- Chris Fletcher or Pete Marion, Cabela's?
- Samantha Babich?
- Scott Grant?
- A member of the community that represents young families (we are asking for recommendations from some of the churches, including Real Life Ministries, Calvary Lutheran, Community Presbyterian, etc.)

# CITY OF POST FALLS STRATEGIC PLAN 2002-2006

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## **Vision:**

The City of Post Falls will be a community recognized for its:

- Leadership and citizen involvement
- Quality services
- Educational opportunities
- Balance and beneficial growth
- Healthy economic and natural environment
- Cultural diversity

while maintaining a small town atmosphere and quality of life.

## **Values:**

### **Community**

Post Falls is a safe and secure place to live, work and play, with a stable and friendly environment that encourages citizen involvement.

### **Leadership**

Post Falls values leadership that respects differing views, models integrity and implements community goals.

### **Environment**

Post Falls is an environmentally aware community that preserves, conserves and appreciates its distinctive open spaces, natural resources, habitats, parks and outdoor recreation.

### **Economic Development**

Post Falls encourages economic development that safeguards the environment, while promoting community prosperity.

### **Diversity**

Post Falls is a community for all people, offering diverse cultural and educational opportunities, with varying land uses and unique neighborhoods.

### **Accounting**

Post Falls is dedicated to promoting fiscal responsibility, managed growth, responsive community services and an open and fair government.

## **Mission:**

The City of Post Falls mission is to provide leadership, support common community values, promote citizen involvement and provide services which insure a superior quality of life.

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## COMMUNITY VISION STATEMENT

Post Falls respects its past, enjoys its present and is planning its future to ensure that the feeling of community is preserved, its growth beneficial, its environment is clean and its economic stability assured while maintaining a small town atmosphere and quality of life.

The City of Post Falls strives to be a community recognized for:

- Leadership and citizen involvement
- Quality municipal services
- Educational opportunities
- Balanced and beneficial growth
- Healthy economic and natural environment
- Cultural diversity
- Youth programs
- Family oriented events and services

## COMMUNITY VALUES

**Community:** Post Falls is a safe and secure place to live, work and play, with a stable and friendly environment that encourages citizen involvement.

**Leadership:** Post Falls values leadership that respects differing views, models integrity and implements community goals.

**Environment:** Post falls is an environmentally aware community that preserves, conserves and appreciates its distinctive open spaces, natural resources, habitats, parks and outdoor recreation.

**Economic Development:** Post Falls encourages economic development that safeguards the environment, while promoting community prosperity.

**Diversity:** Post Falls is a community for all people, offering diverse cultural and educational opportunities, with varying land uses and unique neighborhoods.

**Accountability:** Post Falls is dedicated to promoting fiscal responsibility, managed growth, responsive community services and an open and fair government.

## PURPOSE OF THE PLAN

The comprehensive plan is the document through which the City of Post Falls envisions future land development and redevelopment and how it should be managed. Basic goals of the plan are intended to maintain the vision and values of the community by:

- Establishing an annexation policy to meet the future growth demands while preserving the existing assets and maintaining fiscal responsibility.
- Providing an orderly process for the provision of public facilities and services as the framework for urban development.
- Providing processes which build diverse, mixed use, neighborhoods that are walkable and sustainable.
- Contributing towards a stable and diversified economy in Post Falls.
- Providing for the retention of natural and cultural resources which contribute to the livability of the community.

## Example Vision Statements and Guiding Principles from Strategic Plans

### VISION STATEMENTS

A vision or vision statement is the collective understanding of the ideal future of a community. It establishes a tone for the plan and the planning process. The entire Strategic Plan must start with and relate back to the vision. It can be general and does not need to include specifics. The vision statement should remain the same in subsequent updates of the Strategic Plan.

**BOISE:** *“The City of Boise – a great place to live, learn, work, and play.”*

**BLOOMINGTON:** *“The most progressive and efficient local government that, through innovation and teamwork, enhances City services and makes our community the ideal place to live, work and recreate.”*

**GAITHERSBURG:** *“Gaithersburg will set the standard for other cities as a “special” place where people want to live, work, learn and play.”*

### OTHER VISION STATEMENTS:

#### Vision statements from local government strategic plans

**Bartlett, Illinois** ... is a community of small-town charm with a high level of responsive municipal services. Prudent economic development and diversification of the tax base make the village of Bartlett a safe, family-oriented community that is a great place to live, shop, work, and play... a place where community isn't just a word, but a way of life.

**Clark County, Nevada** ... a dynamic and vibrant community valuing diversity, opportunity, and partnerships, which fosters a healthy environment where individuals and families choose to live, work, and play.

**Dover, Delaware** ... a place where people want to live! ... [with] a reputation for being a clean and safe community, with a future of balanced growth and opportunity, where all citizens are heard, enjoy a high quality of life, and diversity is valued.

**Hamburg, New York** ... is the most desirable community in western New York, where quality of life, affordability, and innovation are the norm.

**Mesa County, Colorado** ... will be the best of government in the State of Colorado.

**Montgomery, Minnesota** ... will become the leader in LeSeur County, where others look to see how good a city can become.

**Wildwood, Missouri** ... is about the bonds that link neighbors and neighborhoods into a cohesive community of caring, involved, and dedicated citizens. It's also about a quality of life based upon careful stewardship of the magnificent natural environment found within the city, and ensuring that this legacy is passed on to future generations as a result of planned, responsible, sustainable growth.

**Worcester, Massachusetts** ... the most vibrant, welcoming, medium-sized community in the Northeast.

## Example Vision Statements and Guiding Principles from Strategic Plans

### GUIDING PRINCIPLES

The values are the core values that provide a foundation for the Strategic Plan. They are the basis of all decisions and actions. They can also be called guiding principles or critical success factors.

#### GAITHERSBURG:

*We are guided by the Six Pillars of CHARACTER COUNTS! As demonstrated by:*

**Customer Focus** – *We actively pursue the identification of citizen needs through citizen involvement to provide effective services to our community with efficiency, accountability, and a caring attitude.*

**Open Communication** – *We promote honest, open communication and easy access to information.*

**Creativity** – *We strive to improve the quality and efficiency of City services through creative approaches and new, innovative, and cost effective technologies.*

**Fiscal Responsibility** – *We provide quality services, of the best value, to effectively meet the needs of our community while maintaining a pay-as-you-go philosophy.*

**Cooperation** – *We promote a spirit of fairness, trustworthiness, respect and teamwork among our elected officials, City employees, residential and business communities, neighboring jurisdictions, and other governmental agencies.*

**Commitment of Excellence** – *We strive to achieve excellence in all we do.*

**Continuous Improvement** – *We advocate good citizenship and support the freedom to actively pursue suggestions, ideas, and creative approaches, leading to continuous improvement in everything we do.*

#### SAINT PAUL:

*Within each of the visionary phrases above, we see much more. Responsive service includes a workforce that strives to always be effective at what we do and efficient in the delivery of those services. Quality facilities does not just mean infrastructure that provides our customers trouble-free service but that we are committed to public and personal safety and that our infrastructure design and maintenance will be progressive and forward thinking. Employee pride shall always mean that we are an organization made up of individuals that place the utmost value on our work product, that we are an organization made up of individuals of the highest integrity who take pride in the diversity of our City and our workplace.*

## *Example Vision Statements and Guiding Principles from Strategic Plans*

### **BOISE:**

**Respect** – *We embrace diversity and treat everyone with courtesy, equity, and fairness.*

**Integrity** – *We operate openly and hold the highest ethical standards.*

**Responsibility** – *We are accountable to the citizens of Boise and to each other.*

**Agility** – *We are devoted to constant innovation and improvement in our services.*

**Boldness** – *We are willing to make tough decisions, and we focus on results to ensure a healthy future for the city.*

**Collaboration** – *We communicate and work as a team, and we partner with the community to solve problems.*

**Dedication** – *We are proudly committed to providing outstanding customer service.*

**Commitment** – *Our employees are our most valuable asset, and we are dedicated to attracting, retaining and supporting the highest quality work force.*

### **BLOOMINGTON:**

*Open and fair governance.*

*Fiscally sound use of public funds.*

*Environmental safeguarding through responsible stewardship of our natural resources.*

*Professionalism and expertise gained through employee enrichment and development.*

*A commitment to fostering civic engagement.*

*Uncompromising customer service in the delivery of City services.*

*Diversity as a source of strength.*

*Risk taking, forward thinking, innovation and creativity.*

*The active involvement of all City staff and a team-oriented approach in our achievement of goals.*

*Responsible practices that will ensure short- and long-term success.*



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**CITY COUNCIL  
MEETING MINUTES**

**DECEMBER 6, 2011  
6:00 PM**

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**Location: City Council Chamber, 408 N. Spokane Street, Post Falls, ID 83854**

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**CALL TO ORDER** by Mayor Larkin

**PLEDGE OF ALLEGIANCE**

**WELCOME – PLEASE TURN OFF CELL PHONES – Thank You.**

**ROLL CALL OF CITY COUNCIL MEMBERS**

Kerri Thoreson, Ron Jacobson, Scott Grant, Betty Ann Henderson, Skip Hissong (Linda Wilhelm excused).

Staff: Eric Keck, Nancy Stricklin, Charity Cynova, Terry Werner, Shelly Enderud, Scot Haug, Jim Porter.

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS**

Presentation of Level II Road Master Awards-Steve Tate & Ken Peterson:

Presented by Terry Werner: Mr. Bruce Drewes from the Idaho T2 Training Center is here to present awards to two City employees. Turned the floor over to Mr. Drewes.

Drewes: Manager of the Idaho T2 program located the local highway technical assistance council. Here to award two City employees with the Road Master Award. Steve Tate and Ken Peterson completed required training to receive this award. The T2 program mission is to provide training and education to local highway jurisdictions in Idaho. The jurisdictions maintain about 74,000 lane miles in the state of Idaho, 50% of which is gravel. The employees and organizations that maintain the streets are asked to fix potholes, apply seal coating, etc. These employees can receive their training with the T2 program. A contractor wants to complete job quickly and move on to the next, while an employee maintaining the streets wants the job to last. The City of Nampa now requires their street workers to complete the T2 programs. Nampa's sealing program received 40-50 complaints on average per application. In the past two years the complaints have dropped to between 0-2 after having the Road Master programs completed. It takes time for the employees to complete the course. This program is a commitment by the employee and employer. Here to recognize Steve Tate and Ken Peterson, having completed almost 90 hours each of training. Awarded both employees the Road Scholar honor two years ago, presented them each with a hat and knife to accompany their certificate with Road Scholar award.

Drewes presented plaque and carhart coat to each Tate and Peterson.

Drewes: Steve and Ken were a great asset to the class. The City of Post Falls Street Department has been using some innovative techniques to address street maintenance. The seal coat project with ¼" chip has been a great success. Thanked the staff and Council for their efforts.

Announcements:

Larkin: Thank you to Kit Hoffer and Lucas Hutson for making Council Chambers very Christmassy.

-This Friday evening, December 9th, local Blue Dog RV business starting the first annual lighted RV mini-parade/competition to raise money. Starts from the Red Lion at 7:00pm. Donate food, money, and clothes during the parade and they will get the donations to local non-profit organizations. Proud Blue Dog RV is here in Post Falls and expanding their business with new building in the Spring 2012.

-Thank you to the Park and Recreation Staff for their work on Winterfest Friday December 2<sup>nd</sup>. We had a great turn-out this year for the event.

-Dirne Clinic currently has three locations in Coeur d'Alene. On January 3<sup>rd</sup> the community health center will be consolidating the locations and moving into the Group Health Building, bringing all clinics into one facility. Great statement for Dirne Health. Feel free to attend an open house or the upcoming ribbon cutting.

-December 7<sup>th</sup> is the Remembrance of Pearl Harbor Day. Flags will be flown at half mast from dawn until dusk.

-For anyone interested in attending, there will be a legislative send off at the Senior Center for legislators going to Boise after the first of the year. The luncheon event will be from 11:30am-1:30pm on Thursday December 15<sup>th</sup>. You will need to register for the event to attend.

-Recognized Jeryl Archer and Dan Ryan in attendance from Kootenai County Fire and Rescue.

**AMENDMENTS TO THE AGENDA**

None

**DECLARATION OF CONFLICT**

None

**1. CONSENT CALENDAR**

Larkin: There was a discussion on the consent calendar item-Acceptance of Canvasses Election Results. Our legal advisor, Nancy Stricklin, says we do need to approve the item tonight. We will be in contact with Cliff Hayes at Kootenai County for clarification on the election results.

Keck presented the Consent Calendar for City Council approval:

- a. Minutes – November 15, 2011 – Proposed minutes for Council approval
- b. Payables –November 8-28, 2011 – Ready for Council approval
- c. Acceptance of Canvassed Election Results

**Kootenai County**  
**November 8, 2011**  
**City/Fire District Election**

**Post Falls City**

Precinct	City Council Seat #1			City Council Seat #3		City Council Seat #5	
	Jim Edgington	Kerri Thoreson	Joe Bodman	Scott Grant	Joe Malloy	Skip Hissong	Barry D. Rubin
<b>8</b>	21	66	39	32	95	72	50
<b>23</b>	2	29	8	11	27	22	14
<b>24</b>	7	42	19	19	49	45	23
<b>25</b>	6	63	23	42	44	56	33
<b>26</b>	10	42	21	14	59	42	32
<b>27</b>	7	33	22	25	37	36	27
<b>28</b>	11	56	29	30	65	54	39
<b>29</b>	19	47	30	38	57	51	40
<b>30</b>	16	44	16	22	54	44	31
<b>31</b>	6	37	5	15	34	28	20
<b>32</b>	13	62	38	41	69	77	35
<b>33</b>	9	50	29	37	52	59	28
<b>34</b>	24	91	77	56	133	102	84
<b>35</b>	2	20	12	13	21	23	10
<b>36</b>	7	60	30	17	80	52	42
<b>ABS 73</b>	67	316	98	119	352	298	174
<b>Co. Total</b>	227	1058	496	531	1228	1061	682

**Absentee Voting Totals**

Voided	Mail-out	Walk-in	Home-bound
22	447	60	1

- d. CBI Collection Bureau Agreement
- e. Auction Surplus Vehicles-PFPD32 and PFPD34
- f. Service Contract for Transport and Composting of Biosolids - Barr-Tech LLC
- g. 2012 National Citizen Survey Enrollment
- h. Master Development Agreements-Expo at Post Falls 7<sup>th</sup> Addition

**Motion by Thoreson** to approve the Consent Calendar as presented.

**Second by Henderson**

**Vote: Thoreson, Jacobson, Grant, Henderson, Hissong. Motion carried.**

## **2. PUBLIC HEARINGS**

None

## **3. UNFINISHED / OLD BUSINESS**

None

## **4. CITIZEN ISSUES**

None

## **5. NEW BUSINESS**

None

## **6. ORDINANCES AND RESOLUTIONS**

None

## **7. ADMINISTRATIVE / STAFF REPORTS**

Keck: Just a reminder that on the December 20<sup>th</sup> Council Meeting there will be a 5:00pm workshop for the Strategic Plan. We will lay out the timeline, purpose, vision, and discuss appointing people from the public to the advisory committee. The process to develop the Strategic Plan will occur January-November 2012. The plan would be for 2012-2017 timeframe.

## **8. COUNCIL COMMENTS**

Jacobson: Noticed some youth in attendance at tonight's meeting. If this attendance is for a school assignment then picked an uneventful meeting to attend. Invited youth to attend another meeting in the future.

Hissong: Wished a Happy Birthday to Representative Frank Henderson.

Thoreson: Also wanted to say Happy Birthday to Representative Henderson. Thanked the Park and Recreation Department for the great community event produced for Winterfest on December 2<sup>nd</sup>. Thinks of Jeanie Pew, former Historical Preservation Committee member, every time the tree at City Hall is lit each year. Jeanie felt strongly about not removing tree while the New City Hall was being installed. Example of how one person can make a difference.

## **9. MAYOR COMMENTS**

-We are experiencing pretty good driving conditions for this time of year. The weather could change at any time. Watch out and be safe on the roads when the weather does become worse.

**10. EXECUTIVE SESSION**

None

**ADJOURNMENT 6:19pm**

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Clay Larkin, Mayor

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Charity Cynova, City Clerk

ACCOUNTS PAYABLE HANDCHECK ACCOUNTABILITY FOR CHECK RUN 12/21/201

DATE	AMOUNT	CHECK #	COMPANY	REASON	GL CODE
12/2/2011	29.35	35801	AT&T	Pay Before Due Date	001-431.0000.65030
12/2/2011	721.32	38502	AT&T	Pay Before Due Date	Various
12/2/2011	7,334.83	35803	East Greenacres Irrigation	Pay Before Due Date	Various
12/2/2011	577.75	38504	Frontier	Pay Before Due Date	Various
12/2/2011	4,255.80	38505	Motorola Solutions	Pay Before Due Date	008-426.0000.80240
12/2/2011	1,986.32	35806	tw telecom	Pay Before Due Date	Various
12/7/2011	1,412.00	35807	Super 1 Foods	Needed before next check run	001-421.0000.63890
12/7/2011	5,900.00	35808	Wal-Mart	Needed before next check run	001-421.0000.63890
12/8/2011	1,000.00	35809	Wal-Mart	Needed before next check run	001-421.1525.34220
12/9/2011	122.94	35810	AT&T	Pay Before Due Date	Various
12/9/2011	29,662.73	35811	Avista	Pay Before Due Date	Various
12/9/2011	395.22	35812	Frontier	Pay Before Due Date	Various
12/9/2011	14,968.93	35813	Kootenai Electric	Pay Before Due Date	Various
12/9/2011	5,900.00	35814	National Research Center	Needed before next check run	017-410.0000.62040
12/9/2011	595.22	35815	tw telecom	Pay Before Due Date	Various
12/9/2011	2,000.00	35816	US Postal Service	Needed before next check run	001-414.0000.63070
12/9/2011	1.49	35817	Verizon Wireless	Pay Before Due Date	650-463.0000.65030

# Check Approval



City of Post Falls

Packet: APPKT01455 - Daily Batch CR 12.21.11  
 Vendor Set: 01 - Vendor Set 01

Check Date: 12/14/2011

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 001 - GENERAL FUND</b>					
Balance Sheet Accounts					
<a href="#">VEN03057</a>	Hildreth, Jason C				
APPSB	Check	<a href="#">INV0023254</a>	Replace stale dated payroll CK#10264	001-21050	97.13
<a href="#">I1501</a>	Idaho State Tax Commission				
APPSB	Check	<a href="#">INV0023404</a>	November Sales Tax	001-22095	54.09
<a href="#">M165</a>	Monarch Developments				
APPSB	Check	<a href="#">INV0023264</a>	Bond Release for 1216 Harlequin Drive	001-22115	2,000.00
<a href="#">V040</a>	Office Depot				
APPSB	Check	<a href="#">587460535001</a>	Office supplies	001-15010	198.51
<b>Balance Sheet Accounts Total:</b>					<b>2,349.73</b>
Dept: 411 Mayor & Council					
<a href="#">A600</a>	Awards Etc.				
APPSB	Check	<a href="#">21356</a>	Knives Engraved	001-411.0000.63120	40.00
<b>Dept 411 Total:</b>					<b>40.00</b>
Dept: 412 Information Systems					
<a href="#">G0915</a>	GovConnection, Inc.				
APPSB	Check	<a href="#">48495858</a>	Acrobat X License	001-412.0000.66014	255.90
		<a href="#">48515948</a>	Laptop for field use	001-412.0000.66040	571.99
<a href="#">M11130</a>	MIICOR Inc. Consulting				
APPSB	Check	<a href="#">13168</a>	Energize update for Message Archiver	001-412.0000.66014	1,146.65
<a href="#">VEN02000</a>	TigerDirect.com				
APPSB	Check	<a href="#">F80132260101</a>	HD for Orthoimagery	001-412.0000.63030	238.66
<b>Dept 412 Total:</b>					<b>2,213.20</b>
Dept: 414 Finance					
<a href="#">A4760</a>	APT US&C				
APPSB	Check	<a href="#">INV0023210</a>	CPFA Application - Crystal Dean	001-414.0000.62060	200.00
<a href="#">B091</a>	BDS				
APPSB	Check	<a href="#">74922</a>	Montly Bill - Finance	001-414.1445.62170	3,171.96
				001-414.1445.62190	1,941.42
<a href="#">V040</a>	Office Depot				
APPSB	Check	<a href="#">587993288001</a>	Office Supplies	001-414.0000.63060	29.99
<a href="#">U16500</a>	US Postmaster				
APPSB	Check	<a href="#">INV0023406</a>	Yearly post office fee	001-414.0000.63070	65.00
<b>Dept 414 Total:</b>					<b>5,408.37</b>
Dept: 415 City Clerk					
<a href="#">G1181</a>	Great America Leasing Corp.				
APPSB	Check	<a href="#">11602940</a>	Copier Lease	001-415.0000.66080	60.05
<a href="#">S570</a>	Sterling Codifiers, Inc.				
APPSB	Check	<a href="#">11626</a>	Supplement #15	001-415.0000.62030	783.00
<b>Dept 415 Total:</b>					<b>843.05</b>
Dept: 418 Human Resources					
<a href="#">A1190</a>	A Drug Free Alliance				
APPSB	Check	<a href="#">INV0023372</a>	R/Alcohol Test	001-418.4000.72070	320.00
<b>Dept 418 Total:</b>					<b>320.00</b>
Dept: 421 Police					
<a href="#">VEN01206</a>	Adlerhorst International, Inc.				
APPSB	Check	<a href="#">15729</a>	Andor - K9	001-421.1139.62040	9,600.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<a href="#">A145</a>	Advanced Graphix Inc.				
APPSB	Check	<a href="#">184695</a>	Graphics	001-421.0000.67170	73.00
<a href="#">VEN01299</a>	APCO Interational				
APPSB	Check	<a href="#">INV0023411</a>	Membership	001-421.0000.62060	92.00
<a href="#">VEN02169</a>	AutoZone				
APPSB	Check	<a href="#">3701476641</a>	PD46 - Pump	001-421.0000.67100	45.00
<a href="#">B150</a>	Blumenthal Uniforms & Equip				
APPSB	Check	<a href="#">905309</a>	Uniforms - Haug	001-421.4000.72000	405.30
		<a href="#">905725</a>	Pants - Eco	001-421.4000.72000	99.90
		<a href="#">905294</a>	Shirt - Huska	001-421.4000.72000	53.95
		<a href="#">902914</a>	Jacket - Schild	001-421.4000.72000	126.75
		<a href="#">897612-01</a>	Jackets - volunteers	001-421.4000.72020	368.25
<a href="#">VEN01301</a>	Bratwear				
APPSB	Check	<a href="#">32187</a>	Jumpsuit	001-421.4000.72000	417.50
<a href="#">C05100</a>	Car Wash Plazas, Inc				
APPSB	Check	<a href="#">2013</a>	Car washes	001-421.0000.67100	116.90
<a href="#">VEN02211</a>	City of Spokane				
APPSB	Check	<a href="#">113983</a>	Refuse - 113983	001-421.0000.63920	199.65
<a href="#">VEN02046</a>	Community Library Network				
APPSB	Check	<a href="#">163</a>	Internet Lease	001-421.0000.66043	300.00
<a href="#">C410</a>	Country Lock & Key, Inc.				
APPSB	Check	<a href="#">74628</a>	Car 43	001-421.0000.67100	7.00
<a href="#">D0975</a>	Division of Building Safety				
APPSB	Check	<a href="#">INV0023423</a>	Annual Fees	001-421.0000.68060	125.00
<a href="#">D102</a>	DMS				
APPSB	Check	<a href="#">D2011-1121</a>	Consulting	001-421.0000.66041	110.00
<a href="#">F030</a>	FedEx				
APPSB	Check	<a href="#">7-705-42714</a>	Shipping	001-421.0000.63070	83.37
<a href="#">VEN01742</a>	Hatcher, John				
APPSB	Check	<a href="#">INV0023428</a>	Senior Center Detail Work	001-421.0000.62370	45.00
<a href="#">VEN01321</a>	HMB Information System Developers				
APPSB	Check	<a href="#">9755</a>	Scanners	001-421.0000.66041	123.00
<a href="#">M1299</a>	Mitchell1				
APPSB	Check	<a href="#">IB13995903</a>	Web Subcription	001-421.0000.67170	75.48
<a href="#">N001</a>	Napa Auto Parts				
APPSB	Check	<a href="#">430780</a>	PD91 - Battery	001-421.0000.67100	192.57
<a href="#">N170</a>	North Idaho College				
APPSB	Check	<a href="#">INV0023438</a>	NIC application for admission for Boni and Micl	001-421.0000.64020	50.00
<a href="#">V040</a>	Office Depot				
APPSB	Check	<a href="#">586384329001</a>	Office Supplies	001-421.0000.63060	21.18
		<a href="#">586944269001</a>	Office supplies	001-421.0000.63060	1.84
				001-421.0000.66042	56.23
<a href="#">B1700</a>	OfficeMax				
APPSB	Check	<a href="#">245113</a>	Labels	001-421.0000.63060	25.35
<a href="#">P180</a>	Perfection Tire				
APPSB	Check	<a href="#">36-49838</a>	Tires for Rhino	001-421.0000.67090	32.00
		<a href="#">36-50087</a>	PD80 - tires	001-421.0000.67190	434.24
		<a href="#">36-50012</a>	PD101 - Tires	001-421.0000.67190	44.00
		<a href="#">36-50053</a>	PD100 - Tires	001-421.0000.67190	44.00
		<a href="#">36-50005</a>	PD79 - Tires	001-421.0000.67190	213.95
<a href="#">P490</a>	Pulver, Ted				
APPSB	Check	<a href="#">INV0023445</a>	Investigations	001-421.0000.63920	525.00
<a href="#">R050</a>	Radio Shack				
APPSB	Check	<a href="#">021978</a>	Batteries	001-421.0000.63130	51.96
<a href="#">R251</a>	Ranch & Home Ace Hardware				
APPSB	Check	<a href="#">211963/1</a>	Hardware	001-421.0000.68010	3.80
		<a href="#">211899/1</a>	Bulbs	001-421.0000.68010	18.98
		<a href="#">211908/1</a>	Light	001-421.0000.68010	12.99
<a href="#">S275</a>	Solar Eclipse				
APPSB	Check	<a href="#">18193</a>	Window Tinting	001-421.0000.67170	100.00
		<a href="#">18022</a>	PD105 - Decals	001-421.0000.67170	195.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>Z026</u>	Ziegler Lumber Co #017				
APPSB	Check	<u>1017 781428</u>	911 project	001-421.0000.68010	3.84
<b>Dept 421 Total:</b>					<b>14,493.98</b>
Dept: 423 Oasis					
<u>C210</u>	City of Post Falls				
APPSB	Check	<u>10-0908-01</u>	VSU Shelter - 10-0908-01	001-423.1137.65115	53.22
<u>D002</u>	D & M Management				
APPSB	Check	<u>INV0023422</u>	OASIS Rental House - January	001-423.1137.65115	850.00
<u>E03449</u>	Emerald Counseling				
APPSB	Check	<u>10407</u>	VSU Counseling Support	001-423.1135.68400	600.00
<u>VEN03047</u>	Living Well Counseling				
APPSB	Check	<u>1629</u>	VSU - Victim Counselling	001-423.1135.68400	80.00
		<u>1638</u>	VSU - victem counseling	001-423.1135.68400	80.00
<b>Dept 423 Total:</b>					<b>1,663.22</b>
Dept: 424 Legal - Prosecuting					
<u>T089</u>	Thomson West				
APPSB	Check	<u>823888424</u>	Subscription product charges	001-424.0000.63010	82.50
<b>Dept 424 Total:</b>					<b>82.50</b>
Dept: 427 Animal Control					
<u>K08222</u>	Kootenai Animal Hospital				
APPSB	Check	<u>EUTH11PF7332</u>	Euthanasia	001-427.0000.62040	45.00
		<u>EUTH11PF6764</u>	Euthanase'a	001-427.0000.62040	45.00
		<u>EUTH11PF7927</u>		001-427.0000.62040	35.00
<u>R251</u>	Ranch & Home Ace Hardware				
APPSB	Check	<u>212066/1</u>	Hose Cart	001-427.0000.68010	42.99
<u>W0226</u>	Walter E Nelson Co				
APPSB	Check	<u>201937</u>	Trash Liners	001-427.0000.63000	85.46
<u>VEN03073</u>	Warren, Kathy				
APPSB	Check	<u>INV0023336</u>	Refund of dog license - customer lives in count	001-427.1504.33201	24.00
<b>Dept 427 Total:</b>					<b>277.45</b>
Dept: 431 Streets					
<u>VEN01828</u>	3M				
APPSB	Check	<u>TP20814</u>	Sign Material	001-431.0000.63260	517.50
<u>VEN02240</u>	Classic Electric LLC				
APPSB	Check	<u>2011-137</u>	Signal repair	001-431.0000.68140	486.76
		<u>2011-136</u>	Seltice and Pleasant View	001-431.0000.68140	252.72
<u>C220</u>	Coleman Oil Co				
APPSB	Check	<u>CL23652</u>	Gas/Diesel Fuel	001-431.0000.64030	3,876.11
<u>C3814</u>	Co-op Supply. INC.				
APPSB	Check	<u>192582</u>	Uniform	001-431.4000.72000	41.99
<u>R251</u>	Ranch & Home Ace Hardware				
APPSB	Check	<u>212256/1</u>	Sign shop supplies	001-431.0000.63260	42.84
<u>T118</u>	TPI Embroidery				
APPSB	Check	<u>10777</u>	Uniform Logo's	001-431.4000.72000	57.00
<u>T1195</u>	Traffic Safety Supply Co, Inc.				
APPSB	Check	<u>950904</u>	Berm removal posts	001-431.0000.63260	397.68
<u>128490</u>	Volvo Rents				
APPSB	Check	<u>001013100</u>	Lift for light removal and repair	001-431.0000.68140	605.00
<b>Dept 431 Total:</b>					<b>6,277.60</b>
Dept: 432 Public Works Administration					
<u>C220</u>	Coleman Oil Co				
APPSB	Check	<u>CL23652</u>	Gas/Diesel Fuel	001-432.0000.64030	92.53
<b>Dept 432 Total:</b>					<b>92.53</b>
Dept: 433 Facility Maintenance					
<u>P310</u>	Platt Electric				

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APPSB	Check	<a href="#">0697916</a>	Juction boxes for PW	001-433.0000.63730	130.70
		<a href="#">0646881</a>	Switch Plate	001-433.0000.63730	3.45
<a href="#">R251</a>	Ranch & Home Ace Hardware				
APPSB	Check	<a href="#">212034/1</a>	Tape	001-433.0000.63730	9.49
		<a href="#">212020/1</a>	Tap bit	001-433.0000.63730	10.98
<a href="#">S0760</a>	Seltice Laundry				
APPSB	Check	<a href="#">INV0023384</a>	Laundry	001-433.0000.63160	35.00
<a href="#">W0226</a>	Walter E Nelson Co				
APPSB	Check	<a href="#">202811</a>	Paper supplies	001-433.0000.63140	213.98
<a href="#">Z026</a>	Ziegler Lumber Co #017				
APPSB	Check	<a href="#">1017781429</a>	Sealer	001-433.0000.63730	6.95
<b>Dept 433 Total:</b>					<b>410.55</b>
Dept: 434 Fleet Maintenance					
<a href="#">A1395</a>	Advanced Compressor & Hose Inc				
APPSB	Check	<a href="#">51827</a>	Shop Oil Spills	001-434.0000.63007	99.50
		<a href="#">51817</a>	Shop supplies	001-434.0000.63007	42.45
		<a href="#">51672</a>	S217 - Hose	001-434.0000.67050	27.20
		<a href="#">51696</a>	S217 - Digital Meter	001-434.0000.67050	198.67
<a href="#">A0001</a>	Alsco				
APPSB	Check	<a href="#">LSP01069264</a>	Shop Supplies	001-434.0000.63160	60.04
		<a href="#">LSP01065790</a>		001-434.0000.63160	60.04
		<a href="#">LSP01062329</a>		001-434.0000.63160	89.30
<a href="#">B230</a>	Broadway Splicing & Supply Inc				
APPSB	Check	<a href="#">362200</a>	Chains	001-434.0000.63007	97.98
		<a href="#">362630</a>	Cub cadet P423 - cable	001-434.0000.67180	83.73
<a href="#">B250</a>	Brown Bearing Company, Inc.				
APPSB	Check	<a href="#">86227</a>	P206 - seal	001-434.0000.67050	5.25
		<a href="#">86224</a>	P206 - bearing	001-434.0000.67050	66.64
<a href="#">VEN02767</a>	Clutches Plus Automotive of Idaho LTD				
APPSB	Check	<a href="#">1234</a>	P206 - resurface flywheel	001-434.0000.67050	55.00
<a href="#">C130</a>	Coeur d'Alene Tractor				
APPSB	Check	<a href="#">241578</a>	Cemtery Sweeper	001-434.0000.67050	235.97
<a href="#">D095</a>	Digital Imaging Solutions, Inc				
APPSB	Check	<a href="#">90057</a>	CPC Mach Maint	001-434.0000.66061	27.50
<a href="#">D975</a>	Direct Automotive Distributing				
APPSB	Check	<a href="#">01281565</a>	S208 - Bateries	001-434.0000.67150	190.00
<a href="#">F145</a>	Freedom Truck Centers Inc.				
APPSB	Check	<a href="#">PC001091559.01</a>	S209 - Slide rail	001-434.0000.67050	49.89
<a href="#">H234</a>	Husky International Trucks Inc				
APPSB	Check	<a href="#">59545</a>	S217 - Seal Door	001-434.0000.67050	138.81
<a href="#">L060</a>	Les Schwab Central Billing Dep				
APPSB	Check	<a href="#">10500023053</a>	P110 - Tires	001-434.0000.67190	430.16
		<a href="#">10500028175</a>	S553 - Tires	001-434.0000.67190	900.00
<a href="#">M1299</a>	Mitchell1				
APPSB	Check	<a href="#">IB13995903</a>	Web Subcription	001-434.0000.67050	75.48
<a href="#">N001</a>	Napa Auto Parts				
APPSB	Check	<a href="#">433140</a>	P206 - Bearing remover	001-434.0000.63007	4.89
		<a href="#">434660</a>	S217 - parts	001-434.0000.67050	22.76
		<a href="#">433712</a>	S102 - Turn signal switch	001-434.0000.67050	52.60
		<a href="#">433502</a>	Credit	001-434.0000.67050	-17.80
		<a href="#">433003</a>	P206 - Seal and valve cover	001-434.0000.67050	33.14
		<a href="#">433545</a>	T904 - Fuel pump and hoses	001-434.0000.67050	71.59
		<a href="#">434604</a>	Parts	001-434.0000.67050	36.70
		<a href="#">434658</a>	Credit	001-434.0000.67050	-36.70
		<a href="#">432142</a>	S112 - Filter	001-434.0000.67050	4.44
		<a href="#">433593</a>	T904 - Igtin Switch	001-434.0000.67050	73.96
		<a href="#">433394</a>	P206 - Bearing	001-434.0000.67050	17.80
		<a href="#">432629</a>	P423 - Shift Knob	001-434.0000.67050	10.49
		<a href="#">433491</a>	P206 - Bearing	001-434.0000.67050	48.30
		<a href="#">432953</a>	P206- Clutch	001-434.0000.67050	338.76

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">433151</a>	P206 - Bearing	001-434.0000.67170	7.64
		<a href="#">433196</a>	P206 - Air Filter	001-434.0000.67170	4.44
		<a href="#">434077</a>	S213 - parts	001-434.0000.67220	11.38
		<a href="#">434616</a>	Shop pump	001-434.0000.67230	39.12
		<a href="#">433485</a>	All Trucks Antifreeze	001-434.0000.67240	499.59
<a href="#">R251</a>	Ranch & Home Ace Hardware				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">212224/1</a>	Sawall	001-434.0000.63007	16.99
		<a href="#">211960/1</a>	S554 - Foam for sweeper	001-434.0000.67050	4.29
<a href="#">S22200</a>	Six Robbles' Inc.				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">5-619465</a>	W114 - Freight	001-434.0000.67050	50.63
		<a href="#">5-620245</a>	S206 - Flair Kit	001-434.0000.67120	18.11
		<a href="#">5-619464</a>	S217 - LED Beacon	001-434.0000.67120	165.00
		<a href="#">5-620244</a>	S214 - LED Beacon	001-434.0000.67120	165.00
		<a href="#">5-620251</a>	S211 - Hyd Cylinder	001-434.0000.67200	198.00
<a href="#">S460</a>	Spray Center Electronics, Inc.				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">211229</a>	S217 - Valves & Threads	001-434.0000.67200	65.35
<a href="#">T099</a>	Tifco Industries				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">70726414</a>	Shop - nuts, screws and washers	001-434.0000.63007	229.62
<a href="#">W095</a>	Welding Fabrication Services				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">6912</a>	S211 - Plow plate repair	001-434.0000.67180	40.00
<a href="#">W180</a>	Western States Equipment				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">WO080027626</a>	S208 - Engine Repair	001-434.0000.67050	440.33
<b>Dept 434 Total:</b>					<b>5,550.03</b>
Dept: 441 Urban Forestry					
<a href="#">A600</a>	Awards Etc.				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">21305</a>	Name plates	001-441.0000.66190	296.00
<a href="#">H002</a>	H & E Equipment Services LLC				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">90567970</a>	Boomlift	001-441.0000.67070	394.75
<b>Dept 441 Total:</b>					<b>690.75</b>
Dept: 442 Cemetery					
<a href="#">C220</a>	Coleman Oil Co				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">CL23652</a>	Gas/Diesel Fuel	001-442.0000.64030	482.79
<b>Dept 442 Total:</b>					<b>482.79</b>
Dept: 443 Parks					
<a href="#">B030</a>	Badger Building Center				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">222234/2</a>	Lumber	001-443.0000.68160	28.35
		<a href="#">222236/2</a>	Snow stakes	001-443.0000.68160	28.35
		<a href="#">K22252/2</a>	South Park - Furring Strip	001-443.0000.68160	14.34
<a href="#">B0291</a>	Baillie, Rusty				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">INV0023226</a>	Rock Climbing Books	001-443.1653.33321	80.00
<a href="#">C220</a>	Coleman Oil Co				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">CL23652</a>	Gas/Diesel Fuel	001-443.0000.64030	591.96
<a href="#">C3814</a>	Co-op Supply. INC.				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">192295</a>	Lower Black Bay Sledding Hill	001-443.0000.63080	35.94
<a href="#">E096</a>	Ewing Irrigation				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">4086852</a>	Tools	001-443.0000.67090	53.59
		<a href="#">4086851</a>	Parts for irrigation	001-443.0000.68230	158.12
		<a href="#">4086849</a>		001-443.0000.68230	368.55
		<a href="#">4086848</a>		001-443.0000.68230	517.87
		<a href="#">4086850</a>		001-443.0000.68230	175.27
<a href="#">N001</a>	Napa Auto Parts				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">429379</a>	Cleaner	001-443.0000.63150	12.03
		<a href="#">430554</a>	Carb Cleaner	001-443.0000.66190	16.05
<a href="#">VEN01094</a>	Northwest Illumination Supply				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">924</a>	Water Feature Light Bulb	001-443.0000.67030	38.50
<a href="#">P3181</a>	PlayPower LT Farmington, Inc				
<b>APP</b>	<b>PSB</b>	Check			
		<a href="#">1400160684</a>	Hardware	001-443.0000.67030	21.50
<a href="#">R060</a>	Ragan Equipment Co.				

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>APP</b> SB	Check	<a href="#">61940</a>	Small Equipment	001-443.0000.66190	134.47
<a href="#">R251</a>	Ranch & Home Ace Hardware				
<b>APP</b> SB	Check	<a href="#">211653/1</a>	Wire brush	001-443.0000.63150	17.49
		<a href="#">211779/1</a>	Office lock	001-443.0000.67030	11.49
		<a href="#">211843/1</a>	Socket set	001-443.0000.67090	9.98
		<a href="#">211728/1</a>	Tools	001-443.0000.67090	29.99
		<a href="#">211471/1</a>	Gloves	001-443.4000.72000	19.47
<a href="#">U070</a>	United Pipe & Supply				
<b>APP</b> SB	Check	<a href="#">8793865</a>	Hardware/Meadow Irrigation	001-443.0000.67030	10.52
<a href="#">VEN02384</a>	Vanderwilt, Monte				
<b>APP</b> SB	Check	<a href="#">INV0023390</a>	CDL Skills Testing	001-443.0000.64020	100.00
<a href="#">W240</a>	Wilbur-Ellis Company				
<b>APP</b> SB	Check	<a href="#">INV0023447</a>	Seminar Registration	001-443.0000.64020	120.00
<b>Dept 443 Total:</b>					<b>2,593.83</b>
Dept: 445 Recreation					
<a href="#">VEN03056</a>	Esquibel, Kathleen				
<b>APP</b> SB	Check	<a href="#">41698</a>	Class canceled - lack of participants	001-445.1631.33349	30.00
<a href="#">VEN03058</a>	Keys, Shoreana				
<b>APP</b> SB	Check	<a href="#">INV0023259</a>	Class canceled - lack of participants	001-445.1631.33349	20.00
<a href="#">VEN02734</a>	Nash, Jeanette				
<b>APP</b> SB	Check	<a href="#">INV0023266</a>	Not playing basketball	001-445.1610.33355	24.00
<b>Dept 445 Total:</b>					<b>74.00</b>
Dept: 451 Planning & Zoning					
<a href="#">H001</a>	H & H Business Systems, Inc.				
<b>APP</b> SB	Check	<a href="#">226632</a>	Monthly Bill - Excess Copies	001-451.0000.66061	47.56
		<a href="#">226633</a>		001-451.0000.66061	7.00
		<a href="#">3846</a>	Monthly Lease Payment - Community Dev	001-451.1901.66140	73.53
<b>Dept 451 Total:</b>					<b>128.09</b>
Dept: 452 Building Inspector					
<a href="#">C220</a>	Coleman Oil Co				
<b>APP</b> SB	Check	<a href="#">CL23652</a>	Gas/Diesel Fuel	001-452.0000.64030	144.62
<a href="#">H001</a>	H & H Business Systems, Inc.				
<b>APP</b> SB	Check	<a href="#">226633</a>	Monthly Bill - Excess Copies	001-452.0000.66050	7.00
		<a href="#">226632</a>		001-452.0000.66050	47.56
		<a href="#">3846</a>	Monthly Lease Payment - Community Dev	001-452.1901.66140	73.53
<b>Dept 452 Total:</b>					<b>272.71</b>
Dept: 453 Engineering					
<a href="#">C220</a>	Coleman Oil Co				
<b>APP</b> SB	Check	<a href="#">CL23652</a>	Gas/Diesel Fuel	001-453.0000.64030	89.56
<a href="#">H001</a>	H & H Business Systems, Inc.				
<b>APP</b> SB	Check	<a href="#">226633</a>	Monthly Bill - Excess Copies	001-453.1901.66050	6.99
		<a href="#">226632</a>		001-453.1901.66050	47.56
		<a href="#">3846</a>	Monthly Lease Payment - Community Dev	001-453.1901.66140	73.54
<a href="#">R251</a>	Ranch & Home Ace Hardware				
<b>APP</b> SB	Check	<a href="#">212178/1</a>	Field Supplies	001-453.0000.63530	14.99
<b>Dept 453 Total:</b>					<b>232.64</b>
<b>Fund 001 Total:</b>					<b>44,497.02</b>
<b>Fund: 007 - DRUG SEIZURE PROGRAM</b>					
Dept: 425 Drug Seizure Program					
<a href="#">VEN01206</a>	Adlerhorst International, Inc.				
<b>APP</b> SB	Check	<a href="#">15836</a>	Muzzle - Andor	007-425.0000.67020	14.00
<a href="#">C3814</a>	Co-op Supply. INC.				
<b>APP</b> SB	Check	<a href="#">192966</a>	Dog Food - Deano	007-425.0000.67120	57.99
<b>Dept 426 Total:</b>					<b>71.99</b>

Packet: APPKT01455 - Daily Batch CR 12.21.11  
 Vendor Set: 01 - Vendor Set 01

Check Date: 12/14/2011

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 008 - 911 SUPPORT</b>					
Dept: 426 911 Support					
<a href="#">C140</a>	CDW Government Inc.				
APPSB	Check	<a href="#">B574692</a>	Software	008-426.0000.67295	3,070.83
<a href="#">VEN02858</a>	CenturyLink				
APPSB	Check	<a href="#">INV0023230</a>	Network Access	008-426.0000.65031	29.50
<b>Dept 426 Total:</b>					<b>3,100.33</b>
<b>Fund 008 Total:</b>					<b>3,100.33</b>
<b>Fund: 038 - PARKS IMPACT FEES</b>					
Dept: 443 Parks					
<a href="#">B030</a>	Badger Building Center				
APPSB	Check	<a href="#">K22248/2</a>	Meadows Playground	038-443.0000.94160	975.42
		<a href="#">K22250/2</a>		038-443.0000.94160	29.30
<a href="#">S431</a>	Spokane Rock Products				
APPSB	Check	<a href="#">104245</a>	Meadows Playground	038-443.0000.94160	51.66
<a href="#">U070</a>	United Pipe & Supply				
APPSB	Check	<a href="#">8793866</a>	Meadows Irrigation	038-443.0000.94160	68.81
		<a href="#">8793865</a>	Hardware/Meadow Irrigation	038-443.0000.94160	16.00
		<a href="#">8792120.1</a>	Meadows Irr	038-443.0000.94160	3.00
		<a href="#">8790464</a>	Meadows irrigation	038-443.0000.94160	96.78
<b>Dept 443 Total:</b>					<b>1,240.97</b>
<b>Fund 038 Total:</b>					<b>1,240.97</b>
<b>Fund: 039 - STREETS CAPITAL PROJECTS</b>					
Dept: 492 Streets Capital Projects					
<a href="#">K064</a>	Knife River				
APPSB	Check	<a href="#">INV0023400</a>	Constructio Underground Force ICDBG	039-492.1307.95520	298,578.58
<a href="#">P050</a>	Panhandle Area Council				
APPSB	Check	<a href="#">ICDBG-11-I-25-ED</a>	Underground Force IC DAG Grant	039-492.1307.95500	21,210.00
<a href="#">W090</a>	Welch Comer & Associates, Inc.				
APPSB	Check	<a href="#">2011560</a>	Underground Force ICDBG Grant	039-492.1307.95500	4,568.75
<b>Dept 492 Total:</b>					<b>324,357.33</b>
<b>Fund 039 Total:</b>					<b>324,357.33</b>
<b>Fund: 650 - WASTEWATER OPERATING</b>					
Dept: 463 Wastewater Operating					
<a href="#">A090</a>	Accurate Testing Labs LLC				
APPSB	Check	<a href="#">63978</a>	Plant Sample	650-463.0000.68360	55.00
<a href="#">A1395</a>	Advanced Compressor & Hose Inc				
APPSB	Check	<a href="#">51833</a>	Swivel & Valve	650-463.0000.68025	18.78
<a href="#">S55000</a>	Bureau of Occupational License				
APPSB	Check	<a href="#">INV0023398</a>	Application for WW Laboratory Analyst License	650-463.0000.62060	61.00
<a href="#">C220</a>	Coleman Oil Co				
APPSB	Check	<a href="#">CL23652</a>	Gas/Diesel Fuel	650-463.0000.65005	1,056.91
<a href="#">VEN03032</a>	DIVCO				
APPSB	Check	<a href="#">111117-0310</a>	Hdwks heater repair	650-463.0000.68010	299.70
<a href="#">G130</a>	Greenacres Gypsum & Lime Co				
APPSB	Check	<a href="#">111320</a>	Lime	650-463.0000.68025	445.50
<a href="#">H030</a>	Hach Company				
APPSB	Check	<a href="#">7519973</a>	Lab Supplies	650-463.0000.63400	398.73
<a href="#">H140</a>	Hern Iron Works 1991, Inc.				
APPSB	Check	<a href="#">38841</a>	Cover and Ring Set	650-463.0000.63330	891.00
<a href="#">I2731</a>	Inland Environmental Resources				
APPSB	Check	<a href="#">2011-7156</a>	Magnesium Hydroxide	650-463.0000.63008	6,946.40
<a href="#">J105</a>	J-U-B Engineers, Inc.				

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APPSB	Check	<a href="#">0073237</a>	Permit Assistance	650-463.0000.62040	1,028.33
<a href="#">P125</a>	Paramount Supply Company						
		APPSB	Check	<a href="#">466744</a>	Tubing	650-463.0000.68025	284.02
<a href="#">P451</a>	Premier Electric Motors, Inc.						
		APPSB	Check	<a href="#">2541</a>	Replacement Pump - Fisher	650-463.0000.68020	6,335.00
<a href="#">R210</a>	Rogers Machinery						
		APPSB	Check	<a href="#">844730</a>	Compressor Blower Service	650-463.0000.68025	313.75
				<a href="#">844181</a>	Blower Service #2	650-463.0000.68025	1,164.23
<a href="#">S069</a>	Seattle Pump and Equipment Co						
		APPSB	Check	<a href="#">11-4965</a>	Vactor Tube	650-463.0000.63330	188.10
<a href="#">V100</a>	VWR International, Inc.						
		APPSB	Check	<a href="#">47683831</a>	Lab Supplies	650-463.0000.63400	31.87
				<a href="#">47683834</a>		650-463.0000.63400	227.68
				<a href="#">47700053</a>	Lab Gloves	650-463.0000.63400	516.58
				<a href="#">477331365</a>	Lab Supplies	650-463.0000.68025	547.39
<b>Dept 463 Total:</b>							<b>20,809.97</b>
<b>Fund 650 Total:</b>							<b>20,809.97</b>

**Fund: 651 - WASTEWATER CAPITAL - WWTP**

Dept: 463 Wastewater Operating

<a href="#">VEN02641</a>	Bell Tower Funeral Home						
		APPSB	Check	<a href="#">INV0023221</a>	Reimburse for 1.25 SU's	651-463.3308.38625	3,309.39
<a href="#">J105</a>	J-U-B Engineers, Inc.						
		APPSB	Check	<a href="#">0073238</a>	Plant Construction	651-463.3101.95520	1,746.49
				<a href="#">0073239</a>	WRF Master Plan	651-463.3209.95500	45,000.00
<b>Dept 463 Total:</b>							<b>50,055.88</b>
<b>Fund 651 Total:</b>							<b>50,055.88</b>

**Fund: 652 - WASTEWATER CAPITAL - COLLECTOR**

Dept: 463 Wastewater Operating

<a href="#">VEN02641</a>	Bell Tower Funeral Home						
		APPSB	Check	<a href="#">INV0023221</a>	Reimburse for 1.25 SU's	652-463.3308.38630	2,206.26
<b>Dept 463 Total:</b>							<b>2,206.26</b>
<b>Fund 652 Total:</b>							<b>2,206.26</b>

**Fund: 653 - WASTEWATER STORM WATER**

Dept: 464 Wastewater Storm Water

<a href="#">C220</a>	Coleman Oil Co						
		APPSB	Check	<a href="#">CL23652</a>	Gas/Diesel Fuel	653-464.0000.64030	68.02
<b>Dept 464 Total:</b>							<b>68.02</b>
<b>Fund 653 Total:</b>							<b>68.02</b>

**Fund: 700 - SANITATION**

Dept: 461 Sanitation

<a href="#">C115</a>	Northwest Waste & Recycling LLC						
		APPSB	Check	<a href="#">INV0023272</a>	Monthly Sanitation Contract	700-461.0000.62042	136,253.43
<b>Dept 461 Total:</b>							<b>136,253.43</b>
<b>Fund 700 Total:</b>							<b>136,253.43</b>

**Fund: 750 - WATER OPERATING**

Balance Sheet Accounts

<a href="#">VEN03067</a>	AANONSON, SCOTT & KRISTA						
		APPSB	Check	<a href="#">INV0023313</a>	AANONSON, SCOTT & KRISTA	750-17000	9.86
<a href="#">VEN03063</a>	ANDERSON, ERIC J						
		APPSB	Check	<a href="#">INV0023305</a>	ANDERSON, ERIC J	750-17000	50.14
<a href="#">VEN03051</a>	ANDERSON, ERIC J						

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APPSB	Check	<a href="#">INV0023149</a>	ANDERSON, ERIC J	750-17000	39.05
<a href="#">VEN03064</a>	BKB DEVELOPMENT LLC				
APPSB	Check	<a href="#">INV0023307</a>	BKB DEVELOPMENT LLC	750-17000	90.69
<a href="#">VEN03068</a>	BULLINGTON, PHILLIP				
APPSB	Check	<a href="#">INV0023315</a>	BULLINGTON, PHILLIP	750-17000	48.72
<a href="#">VEN03062</a>	CHRISTY, JOEL & HEIDI				
APPSB	Check	<a href="#">INV0023303</a>	CHRISTY, JOEL & HEIDI	750-17000	70.92
<a href="#">VEN03052</a>	CRAVEN, STEPHEN & LORRI				
APPSB	Check	<a href="#">INV0023151</a>	CRAVEN, STEPHEN & LORRI	750-17000	140.08
<a href="#">VEN03061</a>	DAM, WILLIAM				
APPSB	Check	<a href="#">INV0023301</a>	DAM, WILLIAM	750-17000	50.00
<a href="#">VEN03054</a>	FEDERAL NAT'L MORTGAGE				
APPSB	Check	<a href="#">INV0023155</a>	FEDERAL NAT'L MORTGAGE	750-17000	8.55
<a href="#">VEN03071</a>	FRANK, JOANNE				
APPSB	Check	<a href="#">INV0023321</a>	FRANK, JOANNE	750-17000	102.02
<a href="#">VEN03076</a>	HARBOR, LOUIE				
APPSB	Check	<a href="#">INV0023434</a>	HARBOR, LOUIE	750-17000	57.03
<a href="#">VEN03072</a>	HAYDEN HOMES				
APPSB	Check	<a href="#">INV0023323</a>	HAYDEN HOMES	750-17000	71.75
<a href="#">VEN03074</a>	MONARCH DEVELOPMENT				
APPSB	Check	<a href="#">INV0023430</a>	MONARCH DEVELOPMENT	750-17000	50.00
<a href="#">VEN03060</a>	MONARCH DEVELOPMENT				
APPSB	Check	<a href="#">INV0023299</a>	MONARCH DEVELOPMENT	750-17000	91.50
<a href="#">VEN03059</a>	MORELLI, ENTERPRISES LLC				
APPSB	Check	<a href="#">INV0023297</a>	MORELLI, ENTERPRISES LLC	750-17000	41.17
<a href="#">VEN03075</a>	NEWMAN, LAWRENCE				
APPSB	Check	<a href="#">INV0023432</a>	NEWMAN, LAWRENCE	750-17000	55.49
<a href="#">VEN03066</a>	NEWMAN, LAWRENCE				
APPSB	Check	<a href="#">INV0023311</a>	NEWMAN, LAWRENCE	750-17000	66.20
<a href="#">VEN03053</a>	POLAND, ALLEN				
APPSB	Check	<a href="#">INV0023153</a>	POLAND, ALLEN	750-17000	96.23
<a href="#">VEN03069</a>	SAUNDERS, DEB				
APPSB	Check	<a href="#">INV0023317</a>	SAUNDERS, DEB	750-17000	8.33
<a href="#">VEN03065</a>	WILLIAM DAUM CONSTRUCTION				
APPSB	Check	<a href="#">INV0023309</a>	WILLIAM DAUM CONSTRUCTION	750-17000	50.00
<a href="#">VEN03070</a>	WYNIA, TERRY & JEAN				
APPSB	Check	<a href="#">INV0023319</a>	WYNIA, TERRY & JEAN	750-17000	31.62
<b>Balance Sheet Accounts Total:</b>					<b>1,229.35</b>
Dept: 462 Water Operating					
<a href="#">A090</a>	Accurate Testing Labs LLC				
APPSB	Check	<a href="#">64997</a>	Monthly Samples	750-462.0000.68360	300.00
<a href="#">S55000</a>	Bureau of Occupational License				
APPSB	Check	<a href="#">INV0023399</a>	Application for Licensure	750-462.0000.62060	61.00
<a href="#">C220</a>	Coleman Oil Co				
APPSB	Check	<a href="#">CL23652</a>	Gas/Diesel Fuel	750-462.0000.64030	1,242.17
<a href="#">VEN01256</a>	Education & Training Services				
APPSB	Check	<a href="#">INV0023277</a>	Training - Werner	750-462.0000.64020	499.00
<a href="#">H003</a>	H.D. Fowler Company				
APPSB	Check	<a href="#">13042668</a>	Hydrant Repair	750-462.0000.63280	253.20
<a href="#">J105</a>	J-U-B Engineers, Inc.				
APPSB	Check	<a href="#">0073235</a>	Well ZA	750-462.3204.95555	8,628.60
<a href="#">V040</a>	Office Depot				
APPSB	Check	<a href="#">587308826001</a>	Office supplies	750-462.0000.63060	4.68
		<a href="#">587308739001</a>	Office Supplies	750-462.0000.63060	150.05
<a href="#">R2175</a>	Ross Point Water				
APPSB	Check	<a href="#">INV0023282</a>	Shut offs	750-462.3317.33610	35.00
<a href="#">U070</a>	United Pipe & Supply				
APPSB	Check	<a href="#">878909</a>	Hydrant Flags	750-462.0000.63280	1,950.00
		<a href="#">8794667</a>	Maint Supplies	750-462.0000.63280	215.64

Dept 462 Total: 13,339.34

Fund 750 Total: 14,568.69

Check Date: 12/14/2011

Packet: APPKT01455 - Daily Batch CR 12.21.11  
Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund:</b> 753 - WATER CAPITAL					
Dept: 462 Water Operating					
<a href="#">J105</a>	J-U-B Engineers, Inc.				
APPSB	Check	<a href="#">0073235</a>	Well ZA	753-462.3204.95560	4,249.90
				<b>Dept 462 Total:</b>	<b>4,249.90</b>
				<b>Fund 753 Total:</b>	<b>4,249.90</b>
				<b>Report Total:</b>	<b>601,479.79</b>



Fund	Account	Amount
001 - GENERAL FUND		
	001-15010	198.51
	001-21050	97.13
	001-22095	54.09
	001-22115	2,000.00
	001-411.0000.63120	40.00
	001-412.0000.63030	238.66
	001-412.0000.66014	1,402.55
	001-412.0000.66040	571.99
	001-414.0000.62060	200.00
	001-414.0000.63060	29.99
	001-414.0000.63070	65.00
	001-414.1445.62170	3,171.96
	001-414.1445.62190	1,941.42
	001-415.0000.62030	783.00
	001-415.0000.66080	60.05
	001-418.4000.72070	320.00
	001-421.0000.62060	92.00
	001-421.0000.62370	45.00
	001-421.0000.63060	48.37
	001-421.0000.63070	83.37
	001-421.0000.63130	51.96
	001-421.0000.63920	724.65
	001-421.0000.64020	50.00
	001-421.0000.66041	233.00
	001-421.0000.66042	56.23
	001-421.0000.66043	300.00
	001-421.0000.67090	32.00
	001-421.0000.67100	361.47
	001-421.0000.67170	443.48
	001-421.0000.67190	736.19
	001-421.0000.68010	39.61
	001-421.0000.68060	125.00
	001-421.1139.62040	9,600.00
	001-421.4000.72000	1,103.40
	001-421.4000.72020	368.25
	001-423.1135.68400	760.00
	001-423.1137.65115	903.22
	001-424.0000.63010	82.50
	001-427.0000.62040	125.00
	001-427.0000.63000	85.46
	001-427.0000.68010	42.99
	001-427.1504.33201	24.00
	001-431.0000.63260	958.02
	001-431.0000.64030	3,876.11
	001-431.0000.68140	1,344.48
	001-431.4000.72000	98.99
	001-432.0000.64030	92.53
	001-433.0000.63140	213.98
	001-433.0000.63160	35.00
	001-433.0000.63730	161.57
	001-434.0000.63007	491.43
	001-434.0000.63160	209.38
	001-434.0000.66061	27.50
	001-434.0000.67050	2,004.20
	001-434.0000.67120	348.11
	001-434.0000.67150	190.00

001-434.0000.67170	12.08
001-434.0000.67180	123.73
001-434.0000.67190	1,330.16
001-434.0000.67200	263.35
001-434.0000.67220	11.38
001-434.0000.67230	39.12
001-434.0000.67240	499.59
001-441.0000.66190	296.00
001-441.0000.67070	394.75
001-442.0000.64030	482.79
001-443.0000.63080	35.94
001-443.0000.63150	29.52
001-443.0000.64020	220.00
001-443.0000.64030	591.96
001-443.0000.66190	150.52
001-443.0000.67030	82.01
001-443.0000.67090	93.56
001-443.0000.68160	71.04
001-443.0000.68230	1,219.81
001-443.1653.33321	80.00
001-443.4000.72000	19.47
001-445.1610.33355	24.00
001-445.1631.33349	50.00
001-451.0000.66061	54.56
001-451.1901.66140	73.53
001-452.0000.64030	144.62
001-452.0000.66050	54.56
001-452.1901.66140	73.53
001-453.0000.63530	14.99
001-453.0000.64030	89.56
001-453.1901.66050	54.55
001-453.1901.66140	73.54
<b>Fund 001 Total:</b>	<b>44,497.02</b>
007 - DRUG SEIZURE PROGRAM	
007-425.0000.67020	14.00
007-425.0000.67120	57.99
<b>Fund 007 Total:</b>	<b>71.99</b>
008 - 911 SUPPORT	
008-426.0000.65031	29.50
008-426.0000.67295	3,070.83
<b>Fund 008 Total:</b>	<b>3,100.33</b>
038 - PARKS IMPACT FEES	
038-443.0000.94160	1,240.97
<b>Fund 038 Total:</b>	<b>1,240.97</b>
039 - STREETS CAPITAL PROJECTS	
039-492.1307.95500	25,778.75
039-492.1307.95520	298,578.58
<b>Fund 039 Total:</b>	<b>324,357.33</b>
650 - WASTEWATER OPERATING	
650-463.0000.62040	1,028.33
650-463.0000.62060	61.00
650-463.0000.63008	6,946.40
650-463.0000.63330	1,079.10
650-463.0000.63400	1,174.86
650-463.0000.65005	1,056.91
650-463.0000.68010	299.70
650-463.0000.68020	6,335.00
650-463.0000.68025	2,773.67
650-463.0000.68360	55.00
<b>Fund 650 Total:</b>	<b>20,809.97</b>
651 - WASTEWATER CAPITAL - WWTP	
651-463.3101.95520	1,746.49
651-463.3209.95500	45,000.00
651-463.3308.38625	3,309.39
<b>Fund 651 Total:</b>	<b>50,055.88</b>
652 - WASTEWATER CAPITAL - COLLECTOR	

652-463.3308.38630	2,206.26
<b>Fund 652 Total:</b>	<b>2,206.26</b>
653 - WASTEWATER STORM WATER	
653-464.0000.64030	68.02
<b>Fund 653 Total:</b>	<b>68.02</b>
700 - SANITATION	
700-461.0000.62042	136,253.43
<b>Fund 700 Total:</b>	<b>136,253.43</b>
750 - WATER OPERATING	
750-17000	1,229.35
750-462.0000.62060	61.00
750-462.0000.63060	154.73
750-462.0000.63280	2,418.84
750-462.0000.64020	499.00
750-462.0000.64030	1,242.17
750-462.0000.68360	300.00
750-462.3204.95555	8,628.60
750-462.3317.33610	35.00
<b>Fund 750 Total:</b>	<b>14,568.69</b>
753 - WATER CAPITAL	
753-462.3204.95560	4,249.90
<b>Fund 753 Total:</b>	<b>4,249.90</b>
<b>Report Total:</b>	<b>601,479.79</b>

December 20, 2011

To: Honorable Mayor and Council  
From: Teresa Benner/Human Resources  
Re: PTO/CAT Policy Amendment

In February, Council approved a request from Finance Services to amend our PTO/CAT Policy to allow end of the year calculations regarding PTO and CAT accruals because the Payroll Coordinator was manually “rolling” hours from employees’ PTO into their CAT account once their maximum accrual limit had been reached. Those software limitations have now been corrected to allow automatic rollovers to occur each pay period. This provides a more accurate accounting of employees’ accruals during the year and we propose that we go back to the original language and include clarification regarding maximum payouts upon termination.

We respectfully ask that you approve the following change to the City’s PTO/CAT Policy on Pages 51 and 52/Policy #8015, Section IV (E) as follows:

*PTO accrual carryover maximums are capped at the numbers set forth in Table C.1. If the cap is exceeded, the ~~excess PTO hours will be transferred~~ accruals will automatically roll into the employee’s CAT account at the end of each ~~fiscal year~~ pay period. If the maximum CAT accrual is achieved, accrual ceases until the PTO benefit is used. There is no City match on these hours.*

*PTO is not payable except upon termination of employment. PTO hours paid are based on the Maximum Accrual Limit according to the Years of Service Schedule.*

Thank you for your consideration of this request.

**CITY OF POST FALLS  
AGENDA REPORT**

Reviewed By:	
DH	___
ATY	___
CA	___

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**DATE:** 12/20/2011

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** Jim Porter, Public Works Maintenance Manager

**SUBJECT:** Surplus Portable Radios

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**RECOMMENDED ACTION:** With approval of the Consent Calendar, the Council will be declaring 42 portable Vertex and Motorola radios surplus and authorizing us to destroy them.

**ISSUE:** The FCC has mandated that all VHF radio users narrow band the frequency ranges to allow for more users. The City Council has allowed for the purchase of 42 new portables to comply with the new regulations to replace our old Vertex and Motorola portables. The old radios are obsolete and no longer of any use to us. The radios are of no value and should not be auctioned. The radios have our frequency in them, and for security reasons they should be destroyed.

**DISCUSSION:** The issue has been discussed with the Public Services Director, Terry Werner, and he is in agreement with this action.

**FISCAL IMPACT:** None.

**SUPPORTING DOCUMENTS:** None

**CITY OF POST FALLS  
AGENDA REPORT**

Reviewed By:	
DH	___
ATY	___
CA	___

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**DATE:** 12/20/2011

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** Jim Porter, Public Works Maintenance Manager

**SUBJECT:** Surplus Parking Lot Lights

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**RECOMMENDED ACTION:** With approval of the Consent Calendar, the Council will be declaring 8 parking lot lights from the Public Works maintenance facility surplus and authorizing us to take them to auction.

**ISSUE:** The Facility Division has removed (8) eight parking lot lights in front of the Public Works maintenance facility along Seltice Way to conserve energy. The lights are of no use to us and request they be declared surplus and taken to auction.

**DISCUSSION:** The issue has been discussed with the Public Services Director, Terry Werner, and he is in agreement with this action.

**FISCAL IMPACT:** Dollars received from the sale of the lights to be placed into Enterprise account # 651.463.3305.39615.

**SUPPORTING DOCUMENTS:** None



Memorandum

To: Mayor and Council Members  
From: Scot Haug, Police Department  
Date: December 20, 2011  
Subject: Police Department Copy Machine Lease

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The purpose of this memorandum is to obtain approval to lease a new copier (Ricoh MPC 4501) for the Police Department. Attached is the proposed lease from H&H Business Systems for your consideration. The lease has been reviewed and approved by the City legal staff.

The copy machine that the Police Department currently uses in the Communications work room is no longer dependable, requires frequent repair and is in need of replacement. The copy machine we currently use is owned by the City, but in researching this issue we feel that leasing a replacement is the most economical option for the City.

The funding for this lease was approved within the Police Department operating budget. If you have any questions or concerns, please do not hesitate to contact me.

**STATEWIDE PHOTOCOPIER  
DIGITAL COPIER PLACEMENT FORM**

PO Date \_\_\_\_\_ Agency PO # \_\_\_\_\_  
 Agency City of Post Falls  
 Bill To (Contact Name): Tammy Contractor Ricoh/H & H Business Systems  
 Street/Box 408 Spokane St  
 City, Zip Post Falls Id 83854 Delivery  Number Of Days ARO

45	A	Ricoh	Mpc 4501
Category	Area	Brand	Model

days  
 Warranty (purchase only)

Rental	<u>3</u>
Period # of Years (one or three years)	

Purchase	
FSM MAINTENANCE (For Purchased Machines)	yes <input type="checkbox"/> no <input type="checkbox"/>
(Indicate One)	

- Note: Rental Pricing INCLUDES maintenance - Supplies are included in per impression charge  
 Note: **FSM Monthly Charge** for PURCHASED machines w/FSM includes lubrication, cleaning, routine & preventive maintenance, travel, labor and materials including all replacement parts. Does not include supplies.  
 Note: **FSM Impression Charge** for PURCHASED machines w/FSM includes all additional service over and above that covered in the FSM, and all supplies except paper; does not include after hours service.

Photocopier Location City of Post Falls Police Dept  
1717 Polston Ave  
 City,State,Zip Post Falls Idaho 83854  
 Contact Person Tammy Holmes Phone 208-773-3517

EQUIPMENT AND ACCESSORIES (List options desired) Equipment/Option Description	Product Code	RENTAL		PURCHASE				
		Equipment	Supplies	Purchase Price	FSM Impression Charge	Maintenance: Full Srvc Maint./per month		
		Monthly Rental Price	Impression Charge, each			First Year	Second Year	Year Year
Ricoh Mpc 4501	415402	190.7	Black .007			\$ /mo	\$ /mo	\$ /mo
Cabinet	413762	3.59	Color.0045			\$ /mo	\$ /mo	\$ /mo
Bridge 3030	414175	4.01	/ea		/ea	\$ /mo	\$ /mo	\$ /mo
sr 790	412730	25.81	/ea		/ea	\$ /mo	\$ /mo	\$ /mo
Fax Type 5501	415489	23.99	/ea		/ea	\$ /mo	\$ /mo	\$ /mo
			/ea		/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea		/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
		\$	/ea	\$	/ea	\$ /mo	\$ /mo	\$ /mo
<b>Total for Copier &amp; Accessories/Options</b>		<b>248.1</b>	<b>/ea</b>		<b>/ea</b>	<b>\$ /mo</b>	<b>\$ /mo</b>	<b>\$ /mo</b>

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This order is placed pursuant to the Master Written Contract executed by and between the Contractor and the State of Idaho, Division of Purchasing. By signing below the agency agrees to the terms and conditions contained therein.

\_\_\_\_\_  
 (Agency Authorized Signature)

**The Agency shall send One (1) complete copy of this Copier Placement Form and Agency Purchase Order to the Division of Purchasing, P O Box 83720, Boise, ID 83720-0075, when issued. Electronic copies of orders may also be emailed to [gsilvest@adm.state.id.us](mailto:gsilvest@adm.state.id.us)**

**CITY OF POST FALLS  
CONSENT AGENDA REPORT**

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**DATE:** DECEMBER 20, 2011

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** BILL MELVIN, CITY ENGINEER

**SUBJECT:** ENGINEERING SERVICES AND DEVELOPMENT MAINTENANCE AGREEMENT  
BETWEEN THE CITY OF POST FALLS & THE POST FALLS URA

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**RECOMMENDED ACTION:** With approval of the Consent Agenda, City Council approves the subject agreement between the City and the Urban Renewal Agency, and authorizes the Mayor's signature on the agreement.

**ISSUE:** The Urban Renewal Agency engages City Staff for engineering and project management services as needed. Improvements developed by the Agency additionally involve public improvements intended to be maintained by the City. An agreement is needed to address these issues. The previous agreement has expired and the new agreement term ends September 30, 2012. With the exception of the new term, the Agreement was not changed.

**DISCUSSION:** As the Agency requests and utilizes services of City Staff for engineering and project management services, the Agreement outlines the terms in which the City will be reimbursed for the cost of providing these services to the Agency. Reimbursement will occur at the total cost of the individual staff member (salary and benefits) for services rendered.

Additionally, as most of the projects completed by the Agency involve acceptance and maintenance of public improvements by the City, the Agreement outlines that parties will make good faith efforts in establishing subsequent project specific agreements that set forth the responsibilities of each party relative to development and maintenance of public improvements.

The Agreement has been approved by the Agency, and previously reviewed and approved by City Legal Counsel.

**SUPPORTING DOCUMENTS:** A copy of the Agreement is attached.

## **AGREEMENT**

AGREEMENT entered into between the Post Falls Urban Renewal Agency (hereinafter referred to as "AGENCY") and the City of Post Falls (hereinafter referred to as "CITY").

WHEREAS, the AGENCY is an independent public body corporate and politic established pursuant to Idaho Code 50-2006 for which the CITY has no financial responsibility; and

WHEREAS, the CITY is a political subdivision of the state of Idaho; and

WHEREAS, the AGENCY does not have full time staff to handle all of the engineering and project management needs of the AGENCY; and

WHEREAS, both parties agree that it would be in the best interest of the AGENCY to contract with the CITY for selected engineering and project management services, and

WHEREAS, projects undertaken by the AGENCY involve public improvements; and

WHEREAS, in order to alleviate any confusion regarding development and maintenance of such public improvements, it is desirable that the parties enter into an agreement which addresses the same.

NOW THEREFORE, the parties agree as follows:

1. **PROJECT MANAGEMENT AND ENGINEERING SERVICES:** The parties agree that the CITY will provide to the AGENCY the following services upon request by the AGENCY'S Executive Director:

Periodic project management and engineering services necessary to support the operation of the AGENCY, provided however, that any of these services not specifically appropriated for in the AGENCY'S annual budget shall be subject to the prior approval of the AGENCY Commission.

2. Upon being billed for the hours of work provided by CITY employees, AGENCY will pay to the CITY the employee's equivalent hourly wage plus an additional dollar amount for benefits.
3. The CITY shall indemnify and hold the AGENCY harmless for any damage caused by the acts or omissions of CITY employees occurring while such employees are providing services to the AGENCY.
4. **LIABILITY INSURANCE:** The CITY agrees to obtain and maintain during the term of this Agreement liability insurance in the minimum amount of \$500,000.00 for bodily or personal injury, death, or property damage or loss as the result of any one (1)

occurrence or accident, regardless of the number of persons injured or the number of claimants, for CITY personnel assigned to carry out the responsibilities pursuant to this Agreement.

5. AGENCY PROJECTS/PUBLIC IMPROVEMENTS: The AGENCY agrees that, prior to proceeding with any project undertaken by the AGENCY, the AGENCY will make a good faith attempt to enter into an agreement with the CITY which shall set forth the responsibilities of each party relating to the development and maintenance of public improvements.
6. TERM: The term of this Agreement shall be through September 30, 2012, with an automatic annual renewal for additional successive one year time periods unless either party, at least 30 days prior to the expiration of the term, notifies the other party in writing that they do not want the Agreement to be renewed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF POST FALLS

\_\_\_\_\_  
Clay Larkin, Mayor

ATTEST:

\_\_\_\_\_  
Charity Cynova, City Clerk

POST FALLS URBAN RENEWAL AGENCY

  
\_\_\_\_\_  
Bobbi Rollins, Chairperson

ATTEST:

  
\_\_\_\_\_  
Dave Holloway, Treasurer

**CITY OF POST FALLS  
STAFF REPORT**

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**DATE: DECEMBER 20, 2011**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: BILL MELVIN, CITY ENGINEER**

**SUBJECT: SPOKANE STREET IMPROVEMENTS – CITY CENTER URA DISTRICT AGREEMENT**

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**RECOMMENDED ACTION:** With approval of the Consent Agenda, City Council authorizes the Mayor's signature on the Agreement between the City of Post Falls and the Post Falls Urban Renewal Agency (URA), for certain improvements along Spokane Street south of Interstate-90.

**ISSUE:** The City has formed a City Center Urban Renewal District and adopted an urban renewal plan for the District; to foster the development and economic growth of the city center of Post Falls, and to encourage a vibrant destination for both governmental and commercial services.

**DISCUSSION:** The Agreement outlines responsibilities of both agencies relative to the proposed Spokane Street improvements. The Agreement has been reviewed and approved by staff and legal counsel for both agencies.

**SUPPORTING DOCUMENTS:** Copy of Agreement.

**AGREEMENT**  
**City Center Corridor Plan**  
**CITY CENTER URBAN RENEWAL DISTRICT**

THIS Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between the POST FALLS URBAN RENEWAL AGENCY, an Idaho urban renewal agency, P.O. Box 236, Post Falls, Idaho 83877, hereinafter referred to as the Agency, and the CITY OF POST FALLS, an Idaho municipal corporation, 408 North Spokane Street, Post Falls, Idaho 83854, hereinafter referred to as the City.

WITNESSETH:

WHEREAS the City has formed an urban renewal district known as the City Center Urban Renewal District, and has adopted an urban renewal plan for the District, and

WHEREAS the City Center Urban Renewal Plan provides for the **improvement of Spokane Street** south of Interstate 90 to foster the development and economic growth of the city center of Post Falls, and

WHEREAS it is the charter of the Agency pursuant to the City Center Urban Renewal Plan, hereinafter referred to as the Plan, to encourage the development and rehabilitation of the city center of Post Falls, and

WHEREAS it is in the best interest of the residents of the City of Post Falls and the public for the city center of Post Falls to become a vibrant destination for both governmental and commercial services.

NOW, THEREFORE, in consideration of the mutual goals and consideration to be derived herefrom, the Parties enter into the following understandings with reference to improving elements of Spokane Street from I-90 to the Spokane River Bridge, hereinafter referred to as the "Project."

1. **PROPOSED IMPROVEMENTS:** The City Center Plan indicates a desire by both parties to construct improvements along Spokane Street to include safety enhancement of the existing Centennial Trail Crossing, center median and landscaping, the extension of a multi-use trail along the west side of Spokane Street from the Centennial Trail Crossing to the Spokane Street Bridge, and the installation of a traffic signal at the intersection of Fourth Avenue and Spokane Street. The work will involve the engagement of professional engineers and design consultants to complete the design, prepare contract documents, and perform construction management activities. Both parties desire to advance the Project in phases according to the following outline.

A. CONCEPT DESIGN PHASE: Engage a design consultant to prepare concept drawings and preliminary cost estimates for the improvements. The Scope of Services for the design consultant shall include facilitating a working group with the Agency and the City to develop the design concepts and associated cost estimates that would be used for Project final design and scheduling. Both parties must approve the selection of the design consultant, and associated contract and scope. The city agrees to manage the consultant contract. The Consultants Concept Design final work product will be a letter report. The Agency and the City will establish a committee of members from each to review and approve the concept design.

B. DESIGN and CONSTRUCTION PHASE: Once the concept design has been approved by both parties, a contract will be entered into with the design consultant for the actual design and contract documents to allow for public bidding of the project. The consultant will be required to upgrade their previous concept cost estimates upon a completed design. Each of the four primary construction tasks (Proposed Improvements) would be started based on successful actual or projected completion of the prior item, and availability of funding, as determined by Agency. If any right-of-way is required for the project, the acquisition will be complete prior to the task beginning. The City will manage the consultant contract through the design and construction phase of the Project.

2. FUNDING: The Agency agrees to pay all costs associated with the design and construction contracts associated with the Project as follows:

A. CONCEPT DESIGN PHASE: The Agency agrees to pay all consultant costs and fees. The Agency agrees to fund this phase of the Project for a not to exceed amount of \$10,000. In the event the negotiated contract for the selected design professional exceeds \$10,000, the parties agree to negotiate in good faith either a reduction in the scope of services or the payment of the additional costs. These negotiations will be completed prior to entering into the contract with the design consultant.

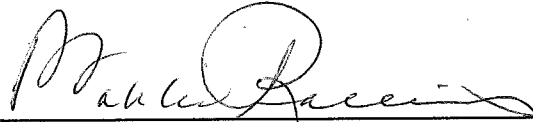
B. DESIGN AND CONSTRUCTION PHASE. The Agency agrees to pay all consultant costs and fees. The City shall pay all invoices, following review and approval by the Agency, and will bill the Agency for reimbursement of invoices paid as well as reimbursement for City Staff costs. The Agency shall reimburse the City within 30 days of invoice.

C. PROJECT MANAGEMENT: City Staff will track their time associated with management of the Project. Agency agrees to reimburse City for those costs. The City will submit invoices to the Agency for their hours based upon the hourly wage and benefit cost to the City.

3. PROJECT MANAGEMENT: The City agrees to obtain approval from the Agency prior to entering into the consultant or construction contracts.

IN WITNESS WHEREOF, the Parties have set their hands effective the date first above-written.

POST FALLS URBAN RENEWAL AGENCY  
An Idaho urban renewal agency

By:   
Bobbi Rollins Chairman

CITY OF POST FALLS  
An Idaho municipal corporation

By: \_\_\_\_\_  
Clay Larkin, Mayor

**CITY OF POST FALLS  
CONSENT AGENDA REPORT**

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**DATE: DECEMBER 20, 2011**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: DAVID FAIR, PARKS AND RECREATION DIRECTOR**

**SUBJECT: PARKS AND RECREATION MASTER PLAN  
AWARD OF CONTRACT TO GREENPLAY, LLC**

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**RECOMMENDED ACTION:** With approval of the Consent Agenda, City Council approves award of the contract with GreenPlay, LLC for development of the Post Falls Parks & Recreation Master Plan, and authorizes the Mayor's signature on the contract documents.

**DISCUSSION:** The City solicited and received five (5) Statement of Qualifications, to create a new Parks and Recreation Master Plan in September of 2011. A selection committee consisting of the City Administrator, Parks and Recreation Director, Public Services Director, City Engineer, and Planning Manager reviewed the qualifications and determined Greenplay, LLC as the most qualified.

**FISCAL IMPACT:** A Scope of Services and Agreement was negotiated with GreenPlay, which requires Council approval. The contract amount is \$119,800 and will be paid from park impact fees, annexation fees, and park trust dollars.

**SUPPORTING DOCUMENTS:** A copy of the Agreement and Scope of Services ranking is available in the Park and Recreation office for review.

**CITY OF POST FALLS  
AND  
GREENPLAY, LLC**

**AGREEMENT BETWEEN THE CITY  
AND  
THE CONSULTANT  
FOR  
PARKS AND RECREATION MASTER PLAN**

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**THE AGREEMENT**

This City/Consultant Agreement is made this \_\_\_\_ day of \_\_\_\_\_, in the year 2011 by and between the City of Post Falls, 408 Spokane Street, Post Falls, Idaho, a municipal corporation of the State of Idaho, hereinafter called the City; and GreenPlay, LLC, hereinafter called the Consultant.

WHEREAS, the city intends to engage the Consultant to perform Professional Services to complete a Parks and Recreation Master Plan hereinafter called the work. The work and fees will be developed and negotiated, as the City determines the need for such services. Initiation of this contract will authorize the Scope of Work as described in Attachment A. Subsequent task order negotiation between the City and Consultant will be based upon the professional rate schedule shown in Attachment B.

NOW, THEREFORE, the City and the Consultant, for considerations hereinafter set forth, do hereby agree as follows:

**ARTICLE 1  
SCOPE OF SERVICES**

The Consultant shall provide competent professional services for the work in accordance with the terms and conditions of this agreement. Prior to commencement of any work, the city and Consultant will mutually agree upon and execute a Task Order for the specified task or phase of work. Each Task Order will contain similar data reflected in the format shown on Attachment A. Execution of this Agreement and of any Task Order authorizes the Consultant to proceed with the services under the Task Order. Execution by the City and Consultant of each subsequent Task Order will incorporate that subsequent Task Order into this Agreement.

**ARTICLE 2**  
**CHANGES IN THE WORK**

The City and the Consultant may make written changes to the Scope of Work or compensation by mutual written agreement only. The City may cancel work previously ordered, by written instructions to the Consultant, provided that the Consultant shall be compensated for work completed prior to issuance of instructions to cancel such work. The provisions of this Agreement, with appropriate changes in the Consultant's compensation, shall apply to all additions or cancellations of work to be performed.

**ARTICLE 3**  
**RESPONSIBILITIES OF THE CITY**

The City will:

- 3.1 Provide guidelines and feedback concerning the City's requirements for the Tasks.
- 3.2 Upon request by the Consultant, furnish the Consultant with copies of data, surveys and other materials and information required for this Project, which are now in the City's possession for the work which is available to the City.
- 3.3 Examine all reports, specifications, analyses, proposals, reviews and other documents presented by the Consultant to the City, and promptly render, in writing, any decisions necessary to successful continuation of performance of tasks set forth in this Agreement or attachments hereto, either present or future.

**ARTICLE 4**  
**PROJECT SCHEDULE**

The Consultant is authorized to begin work as of \_\_\_\_\_. All work shall be completed on a task-by-task basis in accordance with the schedule agreed upon by the City and the consultant at the outset of each Task Order. It is recognized that other consultants/advisors may also be retained by the City for related work in the future and may provide direct input to the work in addition to the Consultant. The Consultant shall not be responsible for any delays beyond his or her control.

**ARTICLE 5**  
**COMPENSATION**

For the Task 1 services as outlined in Attachment A, the Consultant shall be compensated on a Firm-Fixed Fee Basis based on percentage of task completed in accordance with the budget outlined in Attachment B, not to exceed the amount of one hundred nineteen thousand and eight hundred dollars (\$119,800.00). Should performance of any additional work or Task Orders be agreed upon by execution of subsequent attachments to this Agreement, said attachments shall set the compensation to be paid for performance of those tasks.

**ARTICLE 6**  
**PAYMENT**

Payment for services rendered by the Consultant shall be in accordance with the following:

- 6.1 Invoices and monthly progress reports shall be submitted by the Consultant at the beginning of each calendar month, during the Project. Monthly progress reports shall detail the work accomplished to date, by specific task and degree of completion. Each task shall be completed prior to compensation.
- 6.2 Payment shall be made by the City within thirty (30) days of receipt of invoice, subject to evaluation of the work accomplished to date.
- 6.3 If the City fails to make monthly payments to the Consultant, the Consultant may suspend his services on the basis of non-performance on the part of the City. If and when such progress payments are restored, the Consultant will continue his service.

**ARTICLE 7**  
**INSURANCE COVERAGE**

The Consultant shall, during the performance of this Agreement, keep in force the following insurance coverage with the City of Post Falls as a named insured:

- A. Worker's Compensation Insurance with minimum coverage as required by Idaho statute;
- B. Comprehensive General Liability Insurance, covering bodily injuries with limits of \$500,000 per person and \$500,000 per accident, and property damage with limits of \$500,000 per accident;
- C. Comprehensive Automobile Liability Insurance, including operation of owned automobiles, covering bodily injury with limits of \$500,000 per person and \$500,000 per accident, and property damage with limits of \$500,000 per accident;

- D. Errors and Omissions Insurance. In performance of professional services, the Consultant will use that degree of care and skill ordinarily exercised under similar circumstances by members of the engineering profession; and no other warranty, either expressed or implied, is made in connection with rendering the Consultant's services. Should the Consultant or any of the Consultant's agents or employees be found to have been negligent in the performance of professional services from which the City sustains damage, the Consultant has obtained Errors and Omissions Insurance in the amount of \$550,000, and said insurance shall be held active for a two (2) year (minimum) period from the date of completion of the Project. The City shall receive notice of any pending termination of said insurance.

## **ARTICLE 8**

### **USE OF SUBCONTRACTORS**

The Consultant may make use of subcontractors, subject to written approval by the City, which may be withheld if the City does not believe subcontracted work would meet the quality standards set for the Project. Subcontracting is approved for **Verdis, Design Concepts, and RRC Associates**. The Consultant shall remain fully responsible to the City for all work performed by any subcontractors. Subcontractors shall be employed only when their use will benefit the City and must be approved by the city for performance of tasks included in this or any subsequent attachments.

## **ARTICLE 9**

### **STAFF ASSIGNMENTS**

The Consultant agrees to assign competent professional staff as necessary to complete the work in a timely and professional manner. The Consultant designates Chris Dropinski as the Principal in Charge on the Project, and Anne Miller as the Project Manager and they will use additional staff on an as-required basis. These key individuals will not be changed without approval from the City.

## **ARTICLE 10**

### **GENERAL CONSIDERATIONS**

- 10.1 The Consultant will prepare the project work and other materials in a timely manner, but it is agreed between the parties to this Agreement that the Consultant cannot be responsible for delays occasioned by factors which could not reasonably have been foreseen at the time this Agreement was prepared and executed and which are outside the control of the Consultant.
- 10.2 The Consultant shall prepare reports, briefings, analyses, and other documents in accordance with generally accepted consulting and business practices; and make public

presentations as may be required, and makes no other warranty, either expressed or implied, as part of this Agreement.

- 10.3 The Consultant shall not disclose, or permit disclosure of, any information designated by the City as confidential, except to employees and those who need such information in order to properly execute the services of this Agreement.
- 10.4 Where applicable, estimates of conceptual capital or service costs and detailed implementation cost estimates prepared by the Consultant represent his or her judgment as a professional. The Consultant provides no guarantee that actual implementation costs will not vary from any estimate of probable costs or other cost estimates prepared by him or her.
- 10.5 The drawings, specification and other documents prepared by the Consultant for this work are products of the Consultants service for use by the City. City shall be deemed the owner of these drawings, specifications and other documents, and shall retain all common law, statutory, and other reserved rights including the copyright, upon acceptance and financial payment by the City to the Consultant for final reproducible drawings, and other documents. The Consultant shall be permitted to retain copies including reproducible copies of the drawing specifications and other documents for information, reference and use on other work or for additions to this work. Such documents are intended or represented to be suitable for reuse by other on extensions of the work or any other work. Reuse of the documents at the sole risk of the City and without liability or legal exposure to the Consultant. The City shall indemnify and hold harmless the consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of the documents.
  - 10.5.1 Participate in meetings as necessary with Contractor(s) and City to review project status.
- 10.6 The Consultant shall participate in meetings as necessary with the City to review work task documents, conclusions and recommendations.

**ARTICLE 11**  
**TERMINATION OF AGREEMENT**

This Agreement may be terminated by either party by thirty (30) days' written notice to the other party without cause; by mutual written agreement of the parties; or by either party on five (5) days' written notice to the other in the event of substantial failure to perform in accordance with the terms hereof by the other party, through no fault of the terminating party. If this Agreement is terminated, the Consultant shall be paid for completed and accepted services performed by him to the effective date of termination. If notice of intent to terminate is given by the City, the Consultant shall terminate further work in an orderly and efficient fashion, minimizing costs to the City.

**ARTICLE 12**  
**DELEGATION OF DUTIES**

Neither the City nor the Consultant shall delegate its duties in this Agreement without the written consent of the other party.

**ARTICLE 13**  
**EXTENT OF AGREEMENT**

This Agreement, including Attachments A and B, and subsequent modifications to the Scope of Work and Budget, represents the entire and integrated agreement between the City and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral, for this Project. Should there be conflict among the various components; the terms of this Agreement and Attachment A and B shall prevail. Additional attachments may set forth, additional tasks to be completed, and shall, if executed by the parties to this Agreement, incorporate all terms of this Agreement.

**ARTICLE 14**  
**GOVERNING LAW**

The terms of this Agreement shall be construed and interpreted under and respective rights and duties of the parties shall be governed by the laws of the State of Idaho. The parties agree that disputes over performance of duties established by this Agreement shall be subject to the jurisdiction of the Idaho State Courts and that venue shall be appropriate in Kootenai County.

**ARTICLE 15**  
**EXPIRATION DATE**

This Agreement will expire September 30, 2012, or upon completion of all required work, unless extended by mutual agreement of the City and the Consultant. Extensions may be called for in future attachments.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed in triplicate as of the date so indicated.

GREENPLAY, LLC  
CONSULTANT

THE OWNER  
THE CITY OF POST FALLS, IDAHO

By \_\_\_\_\_  
Chris Dropinski, CPRP  
Senior Managing Member

\_\_\_\_\_  
Clay Larkin, Mayor

Dated this \_\_\_\_ day of  
\_\_\_\_\_, 2011

ATTEST:

\_\_\_\_\_  
Charity Cynova, City Clerk

Dated this \_\_\_\_ day of  
\_\_\_\_\_, 2011.

MEMORANDUM

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To: Honorable Mayor and Members of the City Council

From: Eric A. Keck, City Administrator

Date: 20 December 2011

Subject: Organizational Development and Position Classification Changes

As has been the prior practice with any organizational or positional changes, I have brought these matters forward for the City Council's consideration and approval. I have been asked to reclassify two positions in the City and will present these two for your review at this point.

**Street Division of Public Services:**

The Public Services Director has asked that I reclassify the Administrative Specialist in the Streets Division as a Department Specialist. The incumbent has been with the City for several years and is already handling the duties and responsibilities of a Department Specialist within the kinds and levels structure. The incumbent's compensation is also within the range of the Department Specialist and as such this reclassification will not have any impact upon the budget. I agree with the Public Service Director's assessment and request that the position be reclassified to Department Specialist.

**Parks and Recreation:**

Our current broad-banding and kinds and levels chart derived from a 2006 study by BDPA. Within this study, the consultant firm created two distinct grading levels for the department heads. However, with the reorganization and restructure of the City that occurred in 2008, these two bands were eliminated and a leveling of department head classification occurred for all of the department head positions but the Parks and Recreation Director. In an effort to address internal equity and ensure that our department heads are all at the same level, I would respectfully request the ability to move the Parks and Recreation Director position to the same classification and level as the other three department heads. This would be the first step in ensuring that there is parity amongst the department heads with respect to their classification now that we have a new structure. The issue of compensation is a separate one that will take multiple years to address as the position has been found to be 6.5% off of the market average. In acknowledging that the position has been in a separate, yet unequal classification, I would request the ability to move the compensation by 3.25% within this fiscal year with funds remaining within the merit pay account. Similarly, I will make a request within the next fiscal year budget to move the position another 3.25%.

With respect to both of these changes I have worked with the Human Resources Manager to ensure that the proposed changes meet with the prescribed guidelines of classification and grading. I would respectfully request the approval of both of these changes.

If you should have any questions or concerns with this matter, please do not hesitate to contact me.