



PAYETTE CITY COUNCIL

WORK SESSION AGENDA

September 19, 2016

5:30 PM

HONORABLE MAYOR JEFFREY T. WILLIAMS PRESIDING

COUNCILORS

Lee Nelson,
Council President

Craig Jensen

Ray Wickersham

Alan Massey

Nancy Dale

Kathy Dodson

CALL TO ORDER

ROLL CALL ATTENDANCE

AGENDA ITEMS

DEPARTMENT REPORTS

- A. Impact Fee Update Recommendation..... 1
- B. Strategic Plan 2016..... 29

FUTURE MEETING TOPICS

ADJOURNMENT



PAYETTE CITY COUNCIL REGULAR MEETING AGENDA

September 19, 2016

7:00PM

I. CALL TO ORDER

II. ROLL CALL ATTENDANCE

III. PLEDGE OF ALLEGIANCE

IV. CITIZEN COMMENTS

This time is reserved for the public to address their elected officials regarding concerns or comments they would like to provide to the City Council regarding subjects not on the agenda. At times, the City Council may seek comments/opinions regarding specific City matters during this allotted time. This is not the time slot to give formal testimony on a public hearing matter, or comment on a pending application or proposal.

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All meetings of the City Council are held in Council Chambers at
Payette City Hall, 700 Center Avenue, Payette

Any person needing special accommodations to participate in the above noticed meeting should contact the City
at least 5 days before the meeting at 642-6024.

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XIII. CITIZEN’S COMMENTS

(Limited to 5 minutes per person, at the discretion of the Mayor)

XIV. EXECUTIVE SESSION - Pursuant to I.C. 74-206(1)(f), the City Council will recess into Executive Session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. provided in I.C. chapter 1, title 74.

XIV. ADJOURNMENT

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Payette City Hall, 700 Center Avenue, Payette

Any person needing special accommodations to participate in the above noticed meeting should contact the City
at least 5 days before the meeting at 642-6024.



To: Mayor Jeff Williams, Members of the Payette City Council
From: Randy Choate, Chair, Payette Planning and Zoning Commission
Anne Wescott, Galena Consulting
CC: Members of the Payette Planning and Zoning Commission/Development Impact
Fee Advisory Committee, Mary Cordova, Chief Mark Clark, Chief Steve
Castenada
Date: September 13, 2016
Re: Impact Fee Update Recommendation

The members of the Payette Development Impact Fee Advisory Committee met on Monday August 29, 2016 to receive a briefing from Anne Wescott of Galena Consulting regarding the update to the City's impact fee program.

After reviewing the draft calculations and making some minor adjustments following a discussion with Mayor Williams and Chief Castenada, the Committee unanimously recommended the City adopt the revised impact fees for Police and Fire as attached. If the Council chooses to adopt these recommended impact fees, the current fee moratorium would be discontinued.

The recommended capital improvements plans and resulting impact fees are attached. Please contact us if you have additional questions.

Thank you.

POLICE

Type of Capital Infrastructure	Square Footage	GIP Value	Growth Portion	Amount to Include in Fees	Amount from Other Sources
Facilities					
Evidence Processing/Interview Expansion	1000	\$ 100,000	50%	\$ 50,000	\$ 50,000
Additional Office Space	156	\$ 15,600	33%	\$ 5,148	\$ 10,452
Impound Yard	16,000	\$ 5,000	8%	\$ 388	\$ 4,612
Total Infrastructure		\$ 120,600		\$ 55,536	
Plus Impact Fee Study		\$ 6,000	100%	\$ 6,000	\$ -
Minus Fund Balance		\$ 23,275	100%	\$ 23,275	
TOTAL GROWTH RELATED GIP		\$ 103,325		\$ 38,261	\$ 65,064

Impact Fee Calculation	
Amount to Include in Fee Calculation	\$38,261
Distribution of Future Land Use Growth	
Residential	92%
Nonresidential	8%
Future Assets by Land Use	
Residential	\$ 35,034
Nonresidential	\$ 3,227
Future Land Use Growth	
Residential	206
Nonresidential	31,315
Impact Fee per Unit	
Residential	\$ 170
Nonresidential	\$ 0.10

FIRE

Type of Capital Infrastructure	GIP Value	Growth Portion	Amount to Include in Fees	Amount from Other Sources
Vehicles				
1 Ladder Truck	\$ 850,000	0%	\$ -	\$ 850,000
1 Replacement Engine - needed to maintain ISO rating	\$ 600,000	0%	\$ -	\$ 600,000
2 Brush Rigs	\$ 170,000	50%	\$ 85,000	\$ 85,000
			\$ -	
	\$ 1,620,000		\$ 85,000	
Plus Impact Fee Study	\$ 6,000	100%	\$ 6,000	\$ -
Minus Impact Fee Fund Balance	17,593		\$ 17,593	\$ -
TOTAL GROWTH RELATED GIP	\$ 1,608,407		\$ 73,407	\$ 1,535,000

Impact Fee Calculation - City Limits Only	
Amount to Include in Fee Calculation	\$73,407
Distribution of Future Land Use Growth	
Residential	92%
Nonresidential	8%
Future Assets by Land Use	
Residential	\$ 67,215
Nonresidential	\$ 6,192
Future Land Use Growth	
Residential	206
Nonresidential	31,315
Impact Fee per Unit	
Residential	\$ 326
Nonresidential	\$ 0.20

COMBINED FEES

		Calculated Impact Fee
Police Fees		
Residential	\$	170
Nonresidential	\$	0.10
Fire Fees		
Residential	\$	326
Nonresidential	\$	0.20
TOTAL IMPACT FEE		
Residential	\$	496
Nonresidential	\$	0.30

DRAFT REPORT

September 1, 2016

**City of Payette, Idaho
Impact Fee Study and
Capital Improvement Plans**

Prepared for

City of Payette

Prepared By

Galena Consulting
Anne Wescott
1925 North Montclair Drive
Boise, ID 83702



Section I.

Introduction

This report regarding impact fees for the City of Payette, Idaho is organized into the following sections:

- An overview of the report's background and objectives;
- A definition of impact fees and a discussion of their appropriate use;
- An overview of land use and demographics;
- A step-by-step calculation of impact fees under the Capital Improvement Plan (CIP) approach;
- A list of implementation recommendations; and
- A brief summary of conclusions. Each section follows sequentially.

Background and Objectives

The City of Payette, Idaho (City) hired Galena Consulting to calculate impact fees for the City's Police and Fire Departments.

This document presents impact fees based on the City's demographic data and infrastructure costs before credit adjustment; calculates the City's monetary participation; examines the likely cash flow produced by the recommended fee amount; and outlines specific fee implementation recommendations. Credits can be granted on a case-by-case basis; these credits are assessed when each individual building permit is pulled.

Definition of Impact Fees

Impact fees are one-time assessments established by local governments to assist with the provision of Capital Improvements necessitated by new growth and development. Impact fees are governed by principles established in Title 67, Chapter 82, Idaho Code, known as the Idaho Development Impact Fee Act (Impact Fee Act) which specifically gives cities, towns and counties the authority to levy impact fees. The Idaho Code defines an impact fee as "... a payment of money imposed as a condition of development approval to pay for a proportionate share of the cost of system improvements needed to serve development."¹

Purpose of impact fees. The Impact Fee Act includes the legislative finding that "... an equitable program for planning and financing public facilities needed to serve new growth and development is necessary in order to promote and accommodate orderly growth and development and to protect the public health, safety and general welfare of the citizens of the state of Idaho."²

Idaho fee restrictions and requirements. The Impact Fee Act places numerous restrictions on the calculation and use of impact fees, all of which help ensure that local governments adopt impact fees that are consistent with federal law.³ Some of those restrictions include:

- Impact fees shall not be used for any purpose other than to defray system improvement costs incurred to provide additional public facilities to serve new growth;⁴
- Impact fees must be expended within 8 years from the date they are collected. Fees may be held in certain circumstances beyond the 8-year time limit if the governmental entity can provide reasonable cause;⁵
- Impact fees must not exceed the proportionate share of the cost of capital improvements needed to serve new growth and development;⁶
- Impact fees must be maintained in one or more interest-bearing accounts within the capital projects fund.⁷

¹ See Section 67-8203(9), Idaho Code. "System improvements" are capital improvements (i.e., improvements with a useful life of 10 years or more) that, in addition to a long life, increase the service capacity of a public facility. Public facilities include: parks, open space and recreation areas, and related capital improvements; and public safety facilities, including law enforcement, fire, emergency medical and rescue facilities. See Sections 67-8203(3), (24) and (28), Idaho Code.

² See Section 67-8202, Idaho Code.

³ As explained further in this study, proportionality is the foundation of a defensible impact fee. To meet substantive due process requirements, an impact fee must provide a rational relationship (or nexus) between the impact fee assessed against new development and the actual need for additional capital improvements. An impact fee must substantially advance legitimate local government interests. This relationship must be of "rough proportionality." Adequate consideration of the factors outlined in Section 67-8207(2) ensure that rough proportionality is reached. See *Banbury Development Corp. v. South Jordan*, 631 P.2d 899 (1981); *Dollan v. City of Tigard*, 512 U.S. 374 (1994).

⁴ See Sections 67-8202(4) and 67-8203(29), Idaho Code.

⁵ See Section 67-8210(4), Idaho Code.

⁶ See Sections 67-8204(1) and 67-8207, Idaho Code.

⁷ See Section 67-8210(1), Idaho Code.

In addition, the Impact Fee Act requires the following:

- Establishment of and consultation with a development impact fee advisory committee (Advisory Committee);⁸
- Identification of all existing public facilities;
- Determination of a standardized measure (or service unit) of consumption of public facilities;
- Identification of the current level of service that existing public facilities provide;
- Identification of the deficiencies in the existing public facilities;
- Forecast of residential and nonresidential growth;⁹
- Identification of the growth-related portion of the Police, Fire, Parks and Streets Capital Improvement Plans;¹⁰
- Analysis of cash flow stemming from impact fees and other capital improvement funding sources;¹¹
- Implementation of recommendations such as impact fee credits, how impact fee revenues should be accounted for, and how the impact fees should be updated over time;¹²
- Preparation and adoption of a Capital Improvement Plan pursuant to state law and public hearings regarding the same;¹³ and
- Preparation and adoption of a resolution authorizing impact fees pursuant to state law and public hearings regarding the same.¹⁴

How should fees be calculated? State law requires the City to implement the Capital Improvement Plan methodology to calculate impact fees. The City can implement fees of any amount not to exceed the fees as calculated by the CIP approach. This methodology requires the City to describe its service areas, forecast the land uses, densities and population that are expected to occur in those service areas over the 10-year CIP time horizon, and identify the capital improvements that will be needed to serve the forecasted growth at the planned levels of service, assuming the planned

⁸ See Section 67-8205, Idaho Code.

⁹ See Section 67-8206(2), Idaho Code.

¹⁰ See Section 67-8208, Idaho Code.

¹¹ See Section 67-8207, Idaho Code.

¹² See Sections 67-8209 and 67-8210, Idaho Code.

¹³ See Section 67-8208, Idaho Code.

¹⁴ See Sections 67-8204 and 67-8206, Idaho Code.

levels of service do not exceed the current levels of service.¹⁵ This list and cost of capital improvements constitutes the capital improvement element to be adopted as part of the City's individual Comprehensive Plan.¹⁶ Only those items identified as growth-related on the CIP are eligible to be funded by impact fees.

The City intending to adopt an impact fee must first prepare a capital improvements plan.¹⁷ To ensure that impact fees are adopted and spent for capital improvements in support of the community's needs and planning goals, the Impact Fee Act establishes a link between the authority to charge impact fees and certain planning requirements of Idaho's Local Land Use Planning Act (LLUPA). The local government must have adopted a comprehensive plan per LLUPA procedures, and that comprehensive plan must be updated to include a current capital improvement element.¹⁸ This study considers the planned capital improvements for the ten-year period from 2016 to the end of 2025 that will need to be adopted as an element of the City's Comprehensive Plan.

Once the essential capital planning has taken place, impact fees can be calculated. The Impact Fee Act places many restrictions on the way impact fees are calculated and spent, particularly via the principal that local governments cannot charge new development more than a "proportionate share" of the cost of public facilities to serve that new growth. "Proportionate share" is defined as "... that portion of the cost of system improvements . . . which reasonably relates to the service demands and needs of the project."¹⁹ Practically, this concept requires the City to carefully project future growth and estimate capital improvement costs so that it prepares reasonable and defensible impact fee schedules.

The proportionate share concept is designed to ensure that impact fees are calculated by measuring the needs created for capital improvements by development being charged the impact fee; do not exceed the cost of such improvements; and are "earmarked" to fund growth-related capital improvements to benefit those that pay the impact fees.

There are various approaches to calculating impact fees and to crediting new development for past and future contributions made toward system improvements. The Impact Fee Act does not specify a single type of fee calculation, but it does specify that the formula be "reasonable and fair." Impact fees should take into account the following:

¹⁵ As a comparison and benchmark for the impact fees calculated under the Capital Improvement Plan approach, Galena Consulting also calculated the City's current level of service by quantifying the City's current investment in capital improvements for each impact fee category, allocating a portion of these assets to residential and nonresidential development, and dividing the resulting amount by current housing units (residential fees) or current square footage (nonresidential fees). By using current assets to denote the current service standard, this methodology guards against using fees to correct existing deficiencies.

¹⁶ See Sections 67-8203(4) and 67-8208, Idaho Code.

¹⁷ See Section 67-8208, Idaho Code.

¹⁸ See Sections 67-8203(4) and 67-8208, Idaho Code.

¹⁹ See Section 67-8203(23), Idaho Code.

- Any appropriate credit, offset or contribution of money, dedication of land, or construction of system improvements;
- Payments reasonably anticipated to be made by or as a result of a new development in the form of user fees and debt service payments;
- That portion of general tax and other revenues allocated by the City to growth-related system improvements; and
- All other available sources of funding such system improvements.²⁰

Through data analysis and interviews with the City and Galena Consulting identified the share of each capital improvement needed to serve growth. The total projected capital improvements needed to serve growth are then allocated to residential and nonresidential development with the resulting amounts divided by the appropriate growth projections from 2016 to 2025. This is consistent with the Impact Fee Act.²¹ Among the advantages of the CIP approach is its establishment of a spending plan to give developers and new residents more certainty about the use of the particular impact fee revenues.

Other fee calculation considerations. The basic CIP methodology used in the fee calculations is presented above. However, implementing this methodology requires a number of decisions. The considerations accounted for in the fee calculations include the following:

- Allocation of costs is made using a service unit which is “a standard measure of consumption, use, generation or discharge attributable to an individual unit²² of development calculated in accordance with generally accepted engineering or planning standards for a particular category of capital improvement.”²³ The service units chosen by the study team for every fee calculation in this study are linked directly to residential dwelling units and nonresidential development square feet.²⁴
- A second consideration involves refinement of cost allocations to different land uses. According to Idaho Code, the CIP must include a “conversion table establishing the ratio of a service unit to various types of land uses, including residential, commercial, agricultural and industrial.”²⁵ In this analysis, the study team has chosen to use the highest level of detail supportable by available data and, as a result, in this study, every impact fee is allocated between aggregated residential (i.e., all forms of residential housing) and nonresidential development (all nonresidential uses including retail, office, agricultural and industrial).

²⁰ See Section 67-8207, Idaho Code.

²¹ The impact fee that can be charged to each service unit (in this study, residential dwelling units and nonresidential square feet) cannot exceed the amount determined by dividing the cost of capital improvements attributable to new development (in order to provide an adopted service level) by the total number of service units attributable to new development. See Sections 67-8204(16), 67-8208(1)(f) and 67-8208(1)(g), Idaho Code.

²² See Section 67-8203(27), Idaho Code.

²³ See Section 67-8203(27), Idaho Code.

²⁴ The construction of detached garages alongside residential units does not typically trigger the payment of additional impact fees unless that structure will be the site of a home-based business with significant outside employment.

²⁵ See Section 67-8208(1)(e), Idaho Code.

Current Assets and Capital Improvement Plans

The CIP approach estimates future capital improvement investments required to serve growth over a fixed period of time. The Impact Fee Act calls for the CIP to “. . . project demand for system improvements required by new service units . . . over a reasonable period of time not to exceed 20 years.”²⁶ The impact fee study team recommends a 10-year time period based on the City’s best available capital planning data.

The types of costs eligible for inclusion in this calculation include any land purchases, construction of new facilities and expansion of existing facilities to serve growth over the next 10 years at planned and/or adopted service levels.²⁷ Equipment and vehicles with a useful life of 10 years or more are also impact fee eligible under the Impact Fee Act.²⁸ The total cost of improvements over the 10 years is referred to as the “CIP Value” throughout this report. The cost of this impact fee study is also impact fee eligible for all impact fee categories. Each fee category was charged its pro-rated percentage of the cost of the impact fee study.

The forward-looking 10-year CIPs for Payette’s Police and Fire Departments each include some facilities that are only partially necessitated by growth (e.g., facility expansion). The study team met with the City to determine a defensible metric for including a portion of these facilities in the impact fee calculations. A general methodology used to determine this metric is discussed below. In some cases, a more specific metric was used to identify the growth-related portion of such improvements. In these cases, notations were made in the applicable section.

Fee Calculation

In accordance with the CIP approach described above, we calculated fees for each department by answering the following seven questions:

1. **Who is currently served by the City?** This includes the number of residents as well as residential and nonresidential land uses.
2. **What is the current level of service provided by the City?** Since an important purpose of impact fees is to help the City *achieve* its planned level of service²⁹, it is necessary to know the levels of service it is currently providing to the community.
3. **What current assets allow the City to provide this level of service?** This provides a current inventory of assets used by the City, such as facilities, land and equipment. In addition, each asset’s replacement value was calculated and summed to determine the total value of the Police and Fire Departments’ current assets.

²⁶ See Section 67-8208(1)(h).

²⁷ This assumes the planned levels of service do not exceed the current levels of service.

²⁸ The Impact Fee Act allows a broad range of improvements to be considered as “capital” improvements, so long as the improvements have useful life of at least 10 years and also increase the service capacity of public facilities. See Sections 67- 8203(28) and 50-1703, Idaho Code.

²⁹ This assumes that the planned level of service does not exceed the current level of service.

4. **What is the current investment per residential and nonresidential land use?** In other words, how much of each service provider's current assets' total value is needed to serve current residential households and nonresidential square feet?
5. **What future growth is expected in the City?** How many new residential households and nonresidential square footage will the City serve over the CIP period?
6. **What new infrastructure is required to serve future growth?** For example, how many new engines will be needed by the City of Payette Fire Department within the next ten years to achieve the planned level of service of the City?³⁰
7. **What impact fee is required to pay for the new infrastructure?** We calculated an apportionment of new infrastructure costs to future residential and nonresidential land-uses for the City. Then, using this distribution, the impact fees were determined.

Addressing these seven questions, in order, provides the most effective and logical way to calculate impact fees for the City. In addition, these seven steps satisfy and follow the regulations set forth earlier in this section.

"GRUM" Analysis

In Payette, as in any local government, not all capital costs are associated with growth. Some capital costs are for repair and replacement of facilities e.g., standard periodic investment in existing facilities such as roofing. These costs *are not* impact fee eligible. Some capital costs are for betterment of facilities, or implementation of new services (e.g., development of an expanded training facility). These costs *are generally not entirely* impact fee eligible. Some costs are for expansion of facilities to accommodate new development at the current level of service (e.g., purchase of new fire station to accommodate expanding population). These costs *are* impact fee eligible.

Because there are different reasons why the City invests in capital projects, the study team conducted a "GRUM" analysis on all projects listed in each CIP:

- **Growth.** The "G" in GRUM stands for growth. To determine if a project is solely related to growth, we ask "Is this project designed to maintain the current level of service as growth occurs?" and "Would the City still need this capital project if it weren't growing at all?" "G" projects are only necessary to maintain the City's current level of service as growth occurs. It is thus appropriate to include 100 percent of their cost in the impact fee calculations.
- **Repair & Replacement.** The "R" in GRUM stands for repair and replacement. We ask, "Is this project related only to fixing existing infrastructure?" and "Would the City still need it if it weren't growing at all?" "R" projects have nothing to do with growth. It is thus not appropriate to include any of their cost in the impact fee calculations.

³⁰ This assumes the planned level of service does not exceed the current level of service.

- **Upgrade.** The “U” in GRUM stands for upgrade. We ask, “Would this project improve the City’s current level of service?” and “Would the City still do it even if it weren’t growing at all?” “U” projects have nothing to do with growth. It is thus not appropriate to include any of their cost in the impact fee calculations.
- **Mixed.** The “M” in GRUM stands for mixed. It is reserved for capital projects that have some combination of G, R and U. “M” projects by their very definition are partially necessitated by growth, but also include an element of repair, replacement and/or upgrade. In this instance, a cost amount between 0 and 100 percent should be included in the fee calculations. Although the need for these projects is triggered by new development, they will also benefit existing residents.

Projects that are 100 percent growth-related were determined by our study to be necessitated solely by growth. Alternatively, some projects can be determined to be “mixed,” with some aspects of growth and others aspects of repair and replacement. In these situations, only a portion of the total cost of each project is included in the final impact fee calculation.

It should be understood that growth is expected to pay only the portion of the cost of capital improvements that are growth-related. The City will need to plan to fund the pro rata share of these partially growth-related capital improvements with revenue sources other than impact fees within the time frame that impact fees must be spent. These values will be calculated and discussed in Section V of this report.

Exhibits found in Sections III and IV of this report detail all capital improvements planned for purchase over the next ten years by the City on behalf of the Police and Fire Departments.

Section II. Land Uses

As noted in Section I, it is necessary to allocate capital improvement plan (CIP) costs to both residential and nonresidential development when calculating impact fees. The study team performed this allocation based on the number of projected new households and nonresidential square footage projected to be added from 2015 through 2025 for the City. These projections were based on current growth estimates from COMPASS as well as recommendations from City Staff.

Demographic and land-use projections are some of the most variable and potentially debatable components of an impact fee study, and in all likelihood the projections used in our study will not prove to be 100 percent correct. The purpose of the Advisory Committee's annual review is to account for these inconsistencies. As each CIP is tied to the City's land use growth, the CIP and resulting fees can be revised based on actual growth as it occurs.

The following Exhibit II-1 presents the current and future population for the City.

**Exhibit II-1.
Current and Future Population, Payette, Idaho**

	2016	2025	Net Increase	Percent Increase
Population	7,435	8,012	577	8%

Source: COMPASS; 2010 United States Census, 2014 American Community Survey

Payette currently has approximately 7,435 persons residing within the existing City limits. Over the next ten years, we expect the City to grow by approximately 577, or at an annual growth rate of 0.8 percent.

The following Exhibit II-2 presents the current and future number of residential units and nonresidential square feet for the City. We expect the City to have 2,862 residential households and almost 435,000 nonresidential square feet by 2025 based on existing growth rates.

**Exhibit II-2.
Current and Future Land Uses, Payette, Idaho**

	2016	2026	Net Growth	Net Increase in Square Feet ⁽²⁾	Percent of Total Growth
Population	7,435	8,012	577		
Residential (in units) ⁽¹⁾	2,655	2,862	206	339,931	92%
Nonresidential (in square feet)	403,633	434,948	31,315	31,315	8%
Total				371,246	100%

Note: (1) Based on an estimated 2.8 persons per household per Census data

(2) Based on an estimated 1,650 square feet per residential unit

Source: City of Payette Impact Fee Study 2011, revised based on conversations with City staff and data from COMPASS and the 2014 American Community Survey

As shown above, Payette is expected to grow by approximately 206 residential units and 31,315 nonresidential square feet over the next ten years. When converted to total square foot growth of 371,246, ninety-two percent of this growth is attributable to residential land uses, while the remaining eight percent is attributable to nonresidential growth. These growth projections will be used in the following sections to calculate the appropriate impact fees for the City.

Section III. Police Department

In this section, we calculate impact fees for the City of Payette Police Department following the seven question method outlined in Section I of this report.

1. Who is currently served by the City of Payette Police Department?

As shown in Exhibit II-2, the Police Department currently serves 2,655 residential units and approximately 403,633 square feet of nonresidential land use found within Payette.

2. What is the current level of service provided by the Police Department?

The Payette Police Department currently provides a level of service of 0.53 sworn officers per 1,000 Payette residents. As the City grows, additional infrastructure and equipment will be needed to achieve the Department's planned level of service. Based on conversations with City Staff, our current understanding is that the planned level of service is equal to the current level of service (i.e., 0.53 sworn officers per 1,000 residents).

3. What current assets allow the Payette Police Department to provide this level of service?

The following Exhibit III-1 displays the current assets of the Payette Police Department.

**Exhibit III-1.
Current Assets – Payette Police Department**

Type of Capital Infrastructure	Square Feet/Acres	Replacement Value
Facilities		
Police Department (located in City Hall)	4,745 sf	\$1,067,625
Police Department training range	2.52 ac	\$108,360
Vehicles		
17 police vehicles		\$578,000
Equipment		
Weaponry		\$33,495
Hand-held & in-vehicle radios		\$12,000
Digital Cameras		\$4,500
ATN night vision & thermal eye infrared		\$7,500
Radar equipment & trailer		\$24,000
Ordnance Vehicle		\$24,000
Body Worn Cameras (14)		\$14,000
10/8 in car video systems (14)		\$14,000
Total Infrastructure		\$1,885,480
Plus Cost of Fee-Related Research		
Impact Fee Study		\$6,000
Plus Impact Fee Fund Balance		\$23,275
Grand Total		\$1,864,755

As shown above, the Police Department currently owns approximately \$1.9 million of eligible current assets. These assets are used to provide the Department's current level of service.

4. What is the current investment per residential unit and nonresidential square foot for the Payette Police Department?

The City has already invested \$643 per residential unit and \$0.39 per nonresidential square foot in order to provide the current level of service. This figure is derived by allocating the value of the Police Department's current assets between the current number of residential units and nonresidential square feet.

We will compare our final impact fee calculations with these figures to determine if the two results will be similar; this represents a "check" to see if future residents will be paying for infrastructure at a level commensurate with what existing residents have invested in infrastructure.

5. What future growth is expected in Payette?

As shown in Exhibit II-2, the City of Payette is expected to grow by approximately 206 residential units and 31,315 nonresidential square feet over the next ten years.

6. What new infrastructure is required to serve future growth?

The following Exhibit III-2 displays the capital improvements needed to support growth by the Payette Police Department over the next ten years.

**Exhibit III-2.
Payette Police Department CIP 2016-2025**

Type of Capital Infrastructure	Square Footage	CIP Value	Growth Portion	Amount to Include in Fees	Amount from Other Sources
Facilities					
Evidence Processing/Interview Expansion	1000	\$ 100,000	50%	\$ 50,000	\$ 50,000
Additional Office Space	156	\$ 15,600	33%	\$ 5,148	\$ 10,452
Impound Yard	16,000	\$ 5,000	8%	\$ 388	\$ 4,612
Total Infrastructure		\$ 120,600		\$ 55,536	
Plus Impact Fee Study		\$ 6,000	100%	\$ 6,000	\$ -
Minus Fund Balance		\$ 23,275	100%	\$ 23,275	
TOTAL GROWTH-RELATED CIP		\$ 103,325		\$ 38,261	\$ 65,064

Source: City of Payette Police Department

As shown above, in order to support new growth, the Payette Police Department would need approximately \$103,325 in capital improvements over the next ten years, approximately \$38,261 of which is impact fee eligible. These impact-fee eligible projects include the growth portions of additional space for evidence processing, interviewing, impound facilities and office space. Approximately 50% of the evidence processing and interviewing space is needed to accommodate the demand created by anticipated growth, while the remaining 50% is related to a current deficiency in space. 33% of the additional office space is growth-related to accommodate additional officers that will be needed at some point in the future to continue the current level of service of 0.53 officers per 1,000 population. 8% of the impound lot is attributable to additional vehicles associated with new growth and is tied to the overall growth rate in population.

The remaining \$65,064 in the CIP is the price for the Police Department for the non-growth portion of three facilities. These portions are not eligible for inclusion in the impact fee calculations. The Police Department will therefore have to use other sources of revenue including all of those listed in Idaho Code 67-8207(I)(iv)(2)(h).

7. What impact fee is required to pay for the new capital improvements?

The following Exhibit III-3 takes the projected future growth from Exhibit II-2 and the growth-related CIP from Exhibit III-2 to calculate impact fees for the Payette Police Department.

**Exhibit III-3.
Payette Police Department Fee Calculation**

Impact Fee Calculation	
Amount to Include in Fee Calculation	\$38,261
Distribution of Future Land Use Growth	
Residential	92%
Nonresidential	8%
Future Assets by Land Use	
Residential	\$ 35,034
Nonresidential	\$ 3,227
Future Land Use Growth	
Residential	206
Nonresidential	31,315
Impact Fee per Unit	
Residential	\$ 170
Nonresidential	\$ 0.10

As shown above, we have calculated impact fees for the Payette Police Department at \$170 per residential unit and \$0.10 per nonresidential square foot. Fees not to exceed these amounts are recommended for the Department. The Department cannot assess fees greater than the amounts shown above. The Department may assess fees lower than these amounts, but would then experience a decline in service levels unless the Department used other revenues to make up the difference.

These fees represent a decrease per residential unit of \$287 compared to the current Police impact fee, and a decrease per non-residential square foot of \$0.18 per square foot.

Section IV. Fire Department

In this section, we calculate impact fees for the Payette Fire Department following the seven question method outlined in Section I of this report.

1. Who is currently served by the Payette Fire Department?

As shown in Exhibit II-2, the Fire Department currently serves 2,655 residential units and approximately 403,633 square feet of nonresidential land use found within Payette.

2. What is the current level of service provided by the Payette Fire Department?

Payette's Fire Department provides a level of service of responding within 2 minutes during the day, and 2-3 minutes for nighttime medical calls/5 minutes for nighttime fire response. As the City grows, additional infrastructure and equipment will be needed to achieve the Department's planned level of service. Based on conversations with Departments staff, it is our understanding that the planned level of service is equal to the current level of service.

3. What current assets allow the Payette Fire Department to provide this level of service?

The following Exhibit IV-1 displays the current assets of the Payette Fire Department.

**Exhibit IV-1.
Current Assets – Payette Fire Department**

Type of Capital Infrastructure	Square Feet	Replacement Value
Facilities		
Fire Station #1	16,000	\$2,400,000
Vehicles/Apparatus		
2006 Pierce Saber		\$600,000
1986 Pierce Arrow		\$600,000
3 Staff Vehicles - Chevrolet Pick-ups/Ford Expedition		\$100,000
Equipment		
18 SCBA units		\$111,000
15 radios		\$75,000
Total Infrastructure		\$3,886,000
Plus Cost of Fee-Related Research		
Impact Fee Study		\$6,000
Plus Impact Fee Fund Balance		
		\$17,593
Grand Total		\$3,903,593

As shown above, the Payette Fire Department currently owns approximately \$4 million of eligible current assets. These assets are used to provide the Department’s current level of service.

4. What is the current investment per residential unit and nonresidential square foot?

The Payette Fire Department has already invested \$1,346 per residential unit and \$0.82 per nonresidential square foot. This figure is derived by allocating the value of the Fire Department’s current assets between the current number of residential units and nonresidential square feet.

We will compare our final impact fee calculations with these figures to determine if the two results will be similar; this represents a “check” to see if future City residents will be paying for infrastructure at a level commensurate with what existing City residents have invested in infrastructure.

5. What future growth is expected in the Payette Fire Department?

As shown in Exhibit II-2, the City of Payette is expected to grow by approximately 206 residential units and 31,315 nonresidential square feet over the next ten years.

6. What new infrastructure is required to serve future growth?

The following Exhibit IV-2 displays the capital improvements planned for purchase by the Payette Fire Department over the next ten years.

**Exhibit IV-2.
Payette Fire Department CIP 2016-2025**

Type of Capital Infrastructure	CIP Value	Growth Portion	Amount to Include in Fees	Amount from Other Sources
Vehicles				
1 Ladder Truck	\$ 850,000	0%	\$ -	\$ 850,000
1 Replacement Engine - needed to maintain ISO rating	\$ 600,000	0%	\$ -	\$ 600,000
2 Brush Rigs	\$ 170,000	50%	\$ 85,000	\$ 85,000
			\$ -	
	\$ 1,620,000		\$ 85,000	
Plus Impact Fee Study	\$ 6,000	100%	\$ 6,000	\$ -
Minus Impact Fee Fund Balance	17,593		\$ 17,593	\$ -
TOTAL GROWTH RELATED CIP	\$ 1,608,407		\$ 73,407	\$ 1,535,000

As shown above, the Payette Fire Department plans to purchase approximately \$1.6 million in capital improvements over the next ten years, \$73,407 of which is impact fee eligible. This corresponds to the cost of one of two brush trucks deemed necessary to protect the wildland interface with the City offset by existing fund balance.

The remaining approximately \$1.5 million includes the replacement of an existing engine, the purchase of a new ladder truck, and the purchase of the second of two new brush trucks. These purchases are not eligible for inclusion in the impact fee calculations. The Department will therefore have to use other sources of revenue including all of those listed in Idaho Code 67-8207(iv)(2)(h).

7. What impact fee is required to pay for the new capital improvements?

The following Exhibit IV-3 takes the projected future growth from Exhibits II-2 and the growth-related CIP from Exhibit IV-2 to calculate impact fees for the Payette Fire Department.

**Exhibit IV-3.
Payette Fire Department Fee Calculation**

Impact Fee Calculation	
Amount to Include in Fee Calculation	\$73,407
Distribution of Future Land Use Growth	
Residential	92%
Nonresidential	8%
Future Assets by Land Use	
Residential	\$ 67,215
Nonresidential	\$ 6,192
Future Land Use Growth	
Residential	206
Nonresidential	31,315
Impact Fee per Unit	
Residential	\$ 326
Nonresidential	\$ 0.20

As shown above, we have calculated impact fees for the Payette Fire Department at \$326 per residential unit and \$0.20 per nonresidential square foot. Fees not to exceed these amounts are recommended for the Department. The Department cannot assess fees greater than the amounts shown above. The Department may assess fees lower than these amounts, but would then experience a decline in service levels unless the Department used other revenues to make up the difference.

These fees represent a decrease per residential unit of \$37 compared to the current fire impact fee, and a decrease per non-residential square foot of \$0.02 per square foot.

Section V. Summary

The following Exhibit V-1 summarizes the calculated Impact Fees for the City of Payette.

Exhibit V-1. City of Payette Impact Fee Summary

	Calculated Impact Fee	Current Fees	% Change	\$ Change
Police Fees				
Residential	\$ 170	\$ 457	-63%	\$ (287)
Nonresidential	\$ 0.10	\$ 0.28	-63%	\$ (0.18)
Fire Fees				
Residential	\$ 326	\$ 363	-10%	\$ (37)
Nonresidential	\$ 0.20	\$ 0.22	-10%	\$ (0.02)
TOTAL IMPACT FEE				
Residential	\$ 496	\$ 820	-39%	\$ (324)
Nonresidential	\$ 0.30	\$ 0.50	-40%	\$ (0.20)

A comparison of the proposed fees to similar fees in Nampa, Caldwell, Ada County, Boise, Meridian, and Eagle is provided in Exhibit V-2:

**Exhibit V-2.
Impact Fee Comparisons**

FOR DISCUSSION PURPOSES ONLY

	Payette Current	Payette Proposed	Nampa Current	City of Caldwell	City of Boise/ACHD Current	City of Meridian/ ACHD	City of Eagle	City of Ontario
Police								
per Residential Unit	\$ 457	\$ 470	\$ -	\$ 97	\$ 237	\$ 136	\$ -	\$ -
per Non-Residential sf	\$ 0.28	\$ 0.10	\$ -	\$ 0.02	\$ 0.20	\$ 0.07	\$ -	\$ -
Fire								
per Residential Unit	\$ 363	\$ 326	\$ 185	\$ 517	\$ 606	\$ 551	\$ -	\$ -
per Non-Residential sf	\$ 0.22	\$ 0.20	\$ 0.12	\$ 0.10	\$ 0.36	\$ 0.29	\$ -	\$ -
Parks								
per residential unit	\$ -	\$ -	\$ 1,242	\$ 805	\$ 1,390	\$ 1,081	\$ 1,333	\$ -
Streets								
per single-family residential unit	\$ -	\$ -	\$ 379	exacted	\$ 3,071	\$ 3,071	\$ 3,071	\$ 1,288
per multi-family residential unit	\$ -	\$ -	\$ 235	exacted	\$ 1,904	\$ 1,904	\$ 1,904	\$ 360 to \$ 905
per retail sf	\$ -	\$ -	\$ 3.57	exacted	\$ 637	\$ 637	\$ 637	\$ 130 to \$ 518
per office sf	\$ -	\$ -	\$ 0.48	exacted	\$ 127	\$ 127	\$ 127	\$ 0.54 to \$ 2.58
per industrial sf	\$ -	\$ -	\$ 0.09	exacted	\$ 0.43	\$ 0.43	\$ 0.43	\$ 0.55
TOTAL								
per single-family residential unit	\$ 820	\$ 496	\$ 1,805	\$ 1,419	\$ 5,304	\$ 4,839	\$ 4,404	\$ 1,288
per multi-family residential unit	\$ 820	\$ 496	\$ 1,661	\$ 1,419	\$ 4,137	\$ 3,672	\$ 3,237	\$ 360 to \$ 905
per retail sf	\$ 0.50	\$ 0.30	\$ 3.69	\$ 0.12	\$ 6.94	\$ 6.73	\$ 6.37	\$ 1.30 to \$ 5.18
per office sf	\$ 0.50	\$ 0.30	\$ 0.60	\$ 0.12	\$ 1.83	\$ 1.63	\$ 1.27	\$ 0.54 to \$ 2.53
per industrial sf	\$ 0.50	\$ 0.30	\$ 0.21	\$ 0.12	\$ 0.99	\$ 0.79	\$ 0.43	\$ 0.55

City Participation

Because not all the capital improvements listed in the CIPs are 100 percent growth-related, the City would assume the responsibility of paying for those portions of the capital improvements that are not attributable to new growth. These payments would come from other sources of revenue including all of those listed in Idaho Code 67-8207(iv)(2)(h).

To arrive at this participation amount, the expected impact fee revenue and any shared facility amount need to be subtracted from the total CIP value. Exhibit V-3 divides the City's participation amount into two categories: the portion of purely non-growth-related improvements, and the portion of growth-related improvements that are attributable to repair, replacement, or upgrade, but are not impact fee eligible.

It should be noted that the participation amount associated with purely non-growth improvements is discretionary. The City can choose not to fund these capital improvements (although this could result in a decrease in the level of service if the deferred repairs or replacements were urgent). However, the non-growth-related portion of improvements that are impact fee eligible *must* be funded in order to maintain the integrity of the impact fee program.

Exhibit V-3.

City of Payette Participation Summary, 2016-2025

	Required	Discretionary	Total
Police	\$ 65,064	\$ -	\$ 65,064
Fire	\$ 85,000	\$ 1,450,000	\$ 1,535,000
TOTAL	\$ 150,064	\$ 1,450,000	\$ 1,600,064

The total amount the City would be *required* to contribute over 10 years, should the City adopt fees at the calculated amount, will be approximately \$150,064. The City could also choose to fund the discretionary infrastructure (ladder truck and engine) of \$1.45 million for additional capital improvements over the 10-year period. While City has the option to fund these capital improvements over the 10-year period, these payments are not required.

Implementation Recommendations

As City Council evaluates whether or not to adopt the Capital Improvement Plans and impact fees presented in this report, we also offer the following information for your consideration. Please note that this information will be included each individual impact fee enabling ordinance.

Capital Improvements Plan. Should the Advisory Committee recommend this study to City Council and should City Council adopt the study, the City should revise its existing Capital Improvement Plans using the information in this study. A revised capital improvement plan would then be presented to the City for adoption as an element of the Comprehensive Plan pursuant to the procedures of the Local Land Use Planning Act.

Impact Fee Ordinance. Following adoption of the Capital Improvement Plan, City Council should review the proposed Impact Fee Ordinance for adoption as reviewed and recommended by the Advisory Committee.

Advisory Committee. The Advisory Committee is in a unique position to work with and advise City Council to ensure that the capital improvement plans and impact fees are routinely reviewed and modified as appropriate.

Impact fee service area. Some municipalities have fee differentials for various city zones under the assumption that some areas utilize more or less current and future capital improvements. The study team, however, does not recommend the City assess different fees by dividing the areas into zones. The capital improvements identified in this report inherently serve a system-wide function.

Specialized assessments. If permit applicants are concerned they would be paying more than their fair share of future infrastructure purchases, the applicant can request an individualized assessment to ensure they will only be paying their proportional share. The applicant would be required to prepare and pay for all costs related to such an assessment.

Donations. If the City receives donations for capital improvements listed on the CIP, they must account for the donation in one of two ways. If the donation is for a non- or partially growth-related improvement, the donation can contribute to the City's General Fund participation along with more traditional forms, such as revenue transfers from the General Fund. If, however, the donation is for a growth-related project in the CIP, the donor's impact fees should be reduced dollar for dollar. This means that the City will either credit the donor or reimburse the donor for that portion of the impact fee.

Grants. If a grant is expected and regular, the growth related portion of that grant amount should be reflected upfront in the fee calculations, meaning that the impact fees will be lower in anticipation of the contribution. If the grant is speculative or uncertain, this should not be reflected up-front in the fee calculations since the entity cannot count on those dollars as it undergoes capital planning.

The rational nexus is still maintained because the unexpected higher fund balance, due to the receipt of a grant, is deducted from the calculations as a "down payment on the CIP" when the fee study is updated.

Credit/reimbursement. If a developer constructs or contributes all or part of a growth-related project that would otherwise be financed with impact fees, that developer must receive a credit against the fees owed for this category or, at the developer's choice, be reimbursed from impact fees collected in the future.³⁷ This prevents "double dipping" by the City.

The presumption would be that builders/developers owe the entirety of the impact fee amount until they make the City aware of the construction or contribution. If credit or reimbursement is due, the governmental entity must enter into an agreement with the fee payer that specifies the amount of the credit or the amount, time and form of reimbursement.³⁸

Impact fee accounting. The City should maintain Impact Fee Funds separate and apart from the General Fund. All current and future impact fee revenue should be immediately deposited into this account and withdrawn only to pay for growth-related capital improvements of the same category. General Funds should be reserved solely for the receipt of tax revenues, grants, user fees and associated interest earnings, and ongoing operational expenses including the repair and replacement of existing capital improvements not related to growth.

Spending policy. The City should establish and adhere to a policy governing their expenditure of monies from the Impact Fee Fund. The Fund should be prohibited from paying for any operational expenses and the repair and replacement or upgrade of existing infrastructure not necessitated by growth. In cases when *growth-related capital improvements are constructed*, impact fees are an allowable revenue source as long as only new growth is served. In cases when new capital improvements are expected *to partially replace existing capacity and to partially serve new growth*, cost sharing between the General Fund or other sources of revenue listed in Idaho Code 67-8207(I)(iv), (2)(h) and Impact Fee Fund should be allowed on a pro rata basis.

³⁷ See Section 67-8209(3), Idaho Code.

³⁸ See Section 67-8209(4), Idaho Code.

City of Payette Strategic Plan 2016



Goal: Economic Development

Facilitate economic development opportunities to revitalize the community, create jobs, and expand the tax base.

Objective 1: *Recruit new and expand existing businesses and development in Payette that will provide additional employment opportunities, offer the community more amenities and increase the tax base.*

Measurements of Success:

Number of new jobs

\$ Increase in tax base

Number of new amenities for entertainment, education, and family/youth activities

Action Item A: Responsible Party: Mayor Williams and Staff

Dedicate city resources to the recruitment and retention of new businesses through marketing and outreach, proactive problem solving, coordination of city services, and support through the permitting process.

- Step A1.
Evaluate options for expending these dedicated resource (i.e., FTE or contracted) by contacting SREDA and Department of Commerce. Report back to Council with recommendation.
Due Date: 9/30/16
- Step A2:
Develop job description/RFP for securing desired economic development resources. Present to Council for approval.
Due Date: 10/31/16
- Step A3:
Advertise as necessary, interview and hire economic development resource.
Due Date: 12/31/16
- Step A4:
Economic development resource delivers proposed action plan for achieving desired objective - *Recruit new and expand existing businesses and development in Payette that will provide additional employment opportunities, offer the community more amenities and increase the tax base.*
Due Date: 3/31/17

City of Payette Strategic Plan 2016



Items addressed in the Economic Development Action Plan should include:

- Identifying which types of industries are best suited to be recruited to Payette in terms of net tax revenue for the City and/or employment opportunities for Payette's available work forces' skill sets and abilities
 - Setting clear expectations and strategic goals in partnership with SREDA for recruiting businesses to locate in Payette that create jobs for our community and offer additional amenities
 - Developing relationships with statewide economic development resources to recruit businesses to locate in Payette that create jobs for our community and offer additional amenities
 - Conducting a land inventory to market location sites to potential businesses
 - Identifying how City-owned property could be leveraged to provide incentives for business location or expansion
 - Identifying funding opportunities that are available to Payette for achieving this economic development objective including Federal, State and regional dollars such as Industrial Revenue Bonds, etc.
 - Evaluating how tax structure and minimum wage law differences between Oregon and Idaho may actually impact business location and expansion decisions
 - Determining what kind of skills and education businesses most likely to seek location or expansion in Payette need from their workforce
 - Developing a partnership with organizations providing higher education and/or job training to ensure Payette youth will be best prepared to secure new jobs in Payette
 - Attracting a motel along Highway 95 to capture tourist traffic and create jobs for the community
- Step A5:
Work with the City Council's Communication Team (led by Council Member Nancy Dale) to communicate the City's evolving economic development plans out to the public
Due Date: ongoing
- Step A6:
Report to the City Council annually measurements of the number of new jobs, the value increase in the tax base, and the additional of amenities to the community.
Due Date: annually

City of Payette Strategic Plan 2016



Action Item B: Responsible Party: Council Member Alan Massey

Review city ordinances and zoning codes to ensure current laws and requirements are conducive to achieving strategic goals and objectives related to economic development.

- Step B1:
Identify current barriers in locating or expanding a business in Payette by conducting a focus groups of business owners and developers. Focus on identifying City ordinances, processes and fees that have an unclear purpose, are unnecessarily burdensome in time or requirements, or are otherwise misaligned with the current objective.
Due Date: 10/31/16

- Step B2:
Determine which 3-5 items identified in Step B1 should be the City's primary focus for review. Base these determinations on the likelihood the change will result in changes in business/development behavior compared to the ability and efficiency with which the City can make necessary changes through education and/or re-engineering. Present recommendations to Mayor and Council for approval.
Due Date: 10/31/16

- Step B3:
Where education and communication of the required processes can enable businesses to consider locating or expanding in Payette, develop tools to assist in more efficiently moving through the required process. These tools could include user-friendly checklists on the webpage that clearly show the necessary steps for moving through the business development process; and the assignment of the economic development resource to support business applicants in locating a site, securing funding, analyzing the work force, coordinating job fairs, and securing the required permits.
Due Date: 12/31/16 for a checklist; other tools in development/ongoing

- Step B4:
Where a re-engineering of the required process is determined to be necessary, develop a process improvement team with elected officials, members of the Planning and Zoning Commission, members of the development/business community and city staff including the economic development resource, the building official, and planning staff. Develop a re-engineered process that will meet the legal and strategic City's obligations while better supporting new and expanding businesses. Present new processes to Mayor and City Council for approval. Conduct public hearings as necessary. Collaborate with the City Council's Communication Team to communicate the new processes out to the public.
Due Date: 3/31/17

City of Payette Strategic Plan 2016



Goal: Economic Development

Facilitate economic development opportunities to revitalize the community, create jobs, and expand the tax base.

Objective 2: *Revitalize Downtown Payette.*

Measurements of Success:

Improvement in community's perception of the condition of Downtown Payette as measured by follow-up community surveying

Action Item A: Responsible Party: Council Member Ray Wickersham

Engage the community in an effort to clean up Downtown Payette to create a sense of pride and ownership, make a visible improvement in the streetscape, promote an active Downtown environment, and attract new business to locate on Main Street.

□ Step A1.

Collect community input and buy-in for the direction of the revitalization project by bringing together a "Revitalize Downtown Payette" working group including Mayor and Council, the Chamber of Commerce, existing Downtown businesses, seniors, high-school students*, and participants in the 2016 community survey, etc. The City's economic development resource will be added to this working group upon hire. Members of this group should be willing to commit to participating in Downtown Revitalization planning for at least one year. **Note that involving high school students in organizing and participating in these events aligns with the Council's objective to "develop leadership skills in Payette's youth."*

The purpose of the first meeting of this group will be to clarify how the City sees the revitalization of Downtown as a critical component in achieving their economic development goal of *revitalizing the community, creating jobs and expanding the tax base*, and objectives of creating a sense of pride in ownership, developing a visibly active environment and attracting others to the Downtown. A discussion should be facilitated identifying what challenges this desired state currently, and what components would assist in achieving the desired state. Street infrastructure should be included.

As determined by the Mayor and Council, this working group's primary goal should be to develop a plan for "cleaning up" the Downtown core to make it more attractive to businesses and activity. Efforts to secure additional businesses and improve infrastructure will be managed by the City's economic development resource and other strategic planning teams.

Due Date: 11/30/16

City of Payette Strategic Plan 2016



□ Step A2:

The City Council's Communication Team (led by Council Member Nancy Dale) will communicate out to the public the purpose of the Revitalize Downtown Payette project and invite community members to volunteer to contribute to future implementation of the plan.

Due Date: 12/31/16

□ Step A3:

In the second meeting of the Revitalize Downtown Payette working group, the goal should be to identify the desired visual "identity" for the Downtown so a clear vision is in mind for all working toward achievement of this objective. This may include visual drawings and photographs, written statements, and measurements for determining success.

In preparation for this meeting, group members might collect examples including pictures of communities with an activated downtown in order to help identify what components contribute most to an active and attractive downtown. The City's economic development resource should bring ideas from the industry about what most contributes to a vital downtown.

Due Date: 1/31/17

□ Step A4:

The City Council's Communication Team will communicate out to the public the progress of the Revitalize Downtown Payette project and again invite community members to volunteer to contribute to future implementation of the plan. This communication may include any conceptual ideas agreed upon by the working group at their last meeting.

Due Date: 2/28/17

□ Step A5:

In the third meeting of the Revitalize Downtown Payette working group, a series of projects will be identified that have been determined to most effectively "clean up" Downtown Payette. This projects should be achievable during the late spring, summer and fall of 2017. The group will develop a scope for each of the projects, determine the number of volunteers needed, identify potential public and private sponsors, etc.

Due Date: 2/28/17

□ Step A6:

Specific costs associated with the 2017 "clean-up" projects (i.e., costs for landscaping, banners, painting, special events, etc.) will be determined by the City's economic development resource and other City staff. The City will determine the budget it has for these projects, and determine whether additional fundraising will be necessary.

Due Date: 3/31/17

City of Payette Strategic Plan 2016



□ Step A7:

In the fourth meeting of the Revitalize Downtown Payette working group, a final budget and implementation plan will be adopted for the 2017 “clean-up” projects. Members will take on recruiting assignments for volunteers and sponsors.

Due Date: 4/15/17

□ Step A8:

The City Council’s Communication Team will communicate out to the public the progress of the Revitalize Downtown Payette project including an announcement of the 2017 Clean Up events. This communication should include an invitation for community members to volunteer to work on these specific projects, with a focus on pre-existing groups that can take on organizational responsibilities (i.e., Boy Scouts, Eagle Scouts, High School service classes*, church groups, the Chamber, Rotary, Kiwanis, etc.). **Note that involving high school students in organizing and participating in these events aligns with the Council’s objective to “develop leadership skills in Payette’s youth.”*

Involving the public in these events, and recognizing them for their contributions will continue to develop pride in the community and an improvement in the perception of the Downtown core.

Due Date: 4/30/17

□ Step A9:

Recruit groups to participate in each of the 2017 Clean Up events

Due Date: dependent on actual event dates

□ Step A10:

The City Council’s Communication Team will continue to communicate out to the public photos of each of the events, recognizing all volunteers, and continue recruiting groups in contribute to these efforts.

Due Date: dependent on actual event dates

Future Steps: Ongoing steps in achieving this objective will be determined by the Payette Revitalization Project working group in collaboration with the Mayor, City Council, and the City’s economic development resources. These future steps may include more ambitious revitalization projects that address failing infrastructure, collaboration with the owners of vacant buildings to allow temporary active uses, and the recruitment of new businesses into vacant buildings.

City of Payette Strategic Plan 2016



Action Item B: Responsible Party: Council Member Ray Wickersham

Improve the street infrastructure on Main Street to support the revitalization efforts; create a safe environment for vehicles, bicycles and pedestrians; and address poor drainage issues.

Step B1:

Contact ITD to communicate City's desire to make improvements to Highway 52 within the Downtown Core. Determine the degree to which ITD is able to partner in this effort, particularly in terms of funding and/or engineering support.

Obtain any studies, highways engineering standards, cost manuals, etc. that may assist in proceeding with this action item. Include applicable City staff in this discussion.

Communicate the outcome of this conversation with the Mayor and Council.

Due Date: 10/31/16

Step B2:

Working collaboratively with City staff and Downtown business owners, and based on any documentation from ITD, develop an inventory of the current condition of Main Street capital infrastructure, including roadways, drainage, curbs, sidewalks, crosswalks signage and lighting. Specifically address safety concerns and issues that will compete with ability to revitalize the Downtown.

Present this inventory to Mayor and Council, the Revitalize Downtown Payette working group, and Downtown business owners.

Mayor and Council, and the working group should identify which items should be the City's primary focus in facilitating the overall objective of *revitalizing the Downtown, creating a safe environment and addressing poor drainage.*

Due Date: 11/30/16

Step B3:

Seek in-house or consulting services (consulting services may be eligible for LHTAC funding) to develop budget estimates for addressing the identified priority infrastructure issues. Collaborate with ITD/LHTAC in obtaining this information. Present these findings to Mayor and Council, the Revitalize Downtown Payette working group, and Downtown business owners.

Due Date: 2/28/17

City of Payette Strategic Plan 2016



- **Step B4:**
Research potential funding sources for improvements including IDT/LHTAC. Present these findings to Mayor and Council, the Revitalize Downtown Payette working group, and Downtown business owners.
Due Date: 2/28/17

- **Step B5:**
Determine which projects will have the most meaningful contribution to the overall economic development objective and can be reasonably funded.
Due Date: 4/30/17
- **Step B6:**
Collaborate with the City Council's Communication Team to announce the infrastructure plan to the public.
Due Date: 5/31/17

Future Steps: Future steps will relate to the execution of the funded projects and will involve strong coordination with Downtown businesses and the City's economic development resource.

City of Payette Strategic Plan 2016



Goal: Customer Focus

Create partnerships with our customers to ensure their success.

Objective 1: *Integrate a customer service mindset throughout all City Departments*

Measurements of Success:

Improvement in community's perception of the customer service they receive as measured by follow-up community surveying

Action Item A: Responsible Party: Mayor Jeff Williams

Articulate and communicate out through all Department Directors to all City staff the City's customer service expectations.

Step A1:

Refer to community survey results that indicated 30% of participants were very satisfied with the level of customer service; 50% were satisfied; and the remaining 20% were either not very satisfied or dissatisfied. Using the survey data and comments as a baseline, clearly communicate the expectation that all City customers be given respect, responsiveness, and proactive assistance in resolving their issue, 100% of the time.

Further define a customer service mindset by giving clear examples of behavior that demonstrates a customer service mindset, as well as behavior that does not meet this expectation. Stress to directors the importance of evaluating processes and policies to ensure customers are not being told "no" when the answer should be "let's see how we can resolve this for you."

Due Date: As soon as possible

Step A2:

Ask Directors to review time frames for turnaround on customer requests for information or the resolution to an issue, and set target turnaround times that can be achieved while meeting quality expectations. Monitor actual turnaround and reward employees who meet these expectations.

Due Date: 11/30/16

Step A3:

If deemed necessary, provide customer service training to all City employees to enable them to achieved the desired customer service standard.

Due Date: 12/31/16

City of Payette Strategic Plan 2016



- Step A4:
Adjust City job descriptions to include expectations for customer service so employees can more easily be recognized for achievements in customer service, or held accountable for not meeting expectations. Include customer service in performance reviews and evaluations.

Due Date: 12/31/16

- Step A4:
Regularly recognize employees for exceeding customer service expectations by giving the public the opportunity to acknowledge an employee via website, Facebook, etc. Consider a monetary incentive for employees regularly modeling the desired customer service mindset for their co-workers.

Due Date: Ongoing

- Step A5:
Consider the implementation of “point of service” surveys to obtain real-time information on the satisfaction the public has with their interaction with city employees. Calls or postcards can be mailed to residents or businesses who have recently interacted with the City (obtaining a license or permit, calling in with a complaint, requesting information, paying a bill, etc.)

Due Date: Ongoing

Action Item B: Responsible Party: Elected Officials

Lead by example. Conduct all public meetings with respect for each other and the public. Provide meaningful opportunities for customers to testify or give input. Act as a unified governing body, supporting each other in achieving the strategic goals.

City of Payette Strategic Plan 2016



Goal: Customer Focus

Create partnerships with our customers to ensure their success.

Objective 2: *Regularly communicate with and educate the community about City services and events, community planning, ordinances, processes and opportunities for involvement*

Measurements of Success:

Improvement in community's perception of the customer service they receive as measured by follow-up community surveying

Action Item A: Responsible Party: Council Member Nancy Dale
(with support from Mayor Williams and City staff)

Develop a comprehensive communication plan and protocol to keep all customers informed and engaged.

- Step A1:
Develop a database of all customers who gave contact information in the survey according to communication type (letter, email, text, etc.).
Completed by Matea Gabiola 9/15/16
- Step A2:
Update website and all Facebook pages with a consistent, engaging look and feel. Develop a process/assign resources for keeping all content relevant and refreshed. Consider utilizing high school students to assist in this project.
Due Date:
- Step A3:
Determine best practice methods and timeframes for posting meeting minutes; set and meet these expectations.
Due Date:
- Step A4:
Meet with news outlets and determine feasibility of having a dedicated space for ongoing city news.
Due Date:

City of Payette Strategic Plan 2016



- Step A5:
Conduct a community open house to share the final strategic plan and demonstrate the alignment between survey results and strategic direction. Specifically address strategic initiatives underway to address the community's priorities including the pool, revitalization of Downtown, and provision of more opportunities for youth.

Provide a meaningful opportunity for participants to provide input on issues that are important to them without causing the meeting to lose its central focus, including a means for scheduling "face time" meetings with the Mayor and Council Members at a later date.

Provide written updates on all City strategic initiatives for people to take home and learn more (budget impact, financial impact to residents, alternatives reviewed, ways to get involved, etc.).

Due Date:

- Step A6:
Implement a multi-media communication release (web page, letter, utility bill, newspaper, Facebook, etc.) to share the final strategic plan and demonstrate the alignment between survey results and strategic direction. Specifically address strategic initiatives underway to address the community's priorities including the pool, revitalization of Downtown, and provision of more opportunities for youth.

Due Date:

- Step A7:
Conduct regular meetings hosted by elected officials for the community where topics such as budget, city service levels, challenges, etc. are discussed and the community can be engaged in problem-solving.

Provide a meaningful opportunity for participants to provide input without causing the meeting to lose its central focus, including a means for scheduling "face time" meetings with the Mayor and Council Members at a later date.

Provide written updates on all City strategic initiatives for people to take home and learn more (budget impact, alternatives reviewed, etc.). Introduce a "Did You Know" section in the meeting to provide education on things that are required of cities in Idaho, how the budget works, etc.

Locate these meetings within the community at schools, etc., and keep them informal.

Due Date:

City of Payette Strategic Plan 2016



- Step A8:
Community event calendar?
Due Date:

City of Payette Strategic Plan 2016



Action Item B: Responsible Party: Council Members Nancy Dale and Craig Jensen

Respond to the community's priority for revitalizing the pool, improving infrastructure and making it more accessible for its customers.

Step B1:

Mayor, Council Leads and Pool Director meet to review the current condition of the pool. Staff to provide prior to this meeting:

- an assessment of the capital needs necessary to meet community expectations;
- an assessment of the staffing needs necessary to meet community expectations for operating hours and programs;
- an estimate of one-time and ongoing costs related with a status quo, phased-in, and complete upgrade scenarios; and
- an analysis of the pricing structure necessary to operate the pool as expected by the community, and determination of the community's ability to afford the necessary pricing structure (include benchmarks from other similarly-sized communities).

Due Date:

Step B2:

Mayor, Council Leads and Pool Director present the City Council with a draft of options for the City pool revitalization including costs, financing methods, timelines, and a proposed communication and public involvement process. City Council determines direction for moving ahead.

Due Date:

Step B3:

Work with City staff to improve the Pool's website in alignment with efforts to better promote the City and its services. Continue to utilize the website to communicate developing ideas for revitalizing the pool and seek public input.

Due Date:

Step B4:

Establish a working group tasked with the revitalization of the City's pool, including City staff, Mayor and Council Members, the Friends of the Payette Pool, high school students, user groups, etc. This working group will determine, based on the analysis provided in Step B1 and in accordance with initial direction from the Mayor and City Council, what the desired end goal for the Payette Pool will be – additional steps

TBA

Due Date:

City of Payette Strategic Plan 2016



Action Item C: Responsible Party: Council Members Craig Jensen and Kathy Dodson

Ensure city codes and policies support strategic goals related to creating partnerships with our customers and amend as necessary.

**This action item differs from the review of city ordinances and zoning codes found under the Economic Development Goal. This action item relates more to the identification of any current procedures or policies that make interactions with the City unnecessarily burdensome for our customers with no offsetting need or value for the City.

Step C1:

Working with the Mayor and administration, identify city codes, processes and procedures that make interactions with the City unnecessarily burdensome for our customers with no offsetting need or value for the City. Utilize survey comments and seek input from line staff to determine priority areas.

Approach the review from the perspective of a customer approaching the City for one of the most usual interactions (paying a bill, signing up a child for lessons, getting a permit to build a deck or add on to a house).

Also review processes (often regulatory) the City may take toward a resident or business, such as enforcing a weed ordinance, giving a citation, etc. For example, do these processes seem respectful in their execution from the perspective of a customer?

Due Date: 12/31/16

Step C2:

Determine which 3-5 items identified in Step C1 should be the City's primary focus for review. Base these determinations on the likelihood the change will result in increased satisfaction by the customers in their interactions with the City compared to the ability and efficiency with which the City can make necessary changes through education and/or re-engineering. Present recommendations to Mayor and Council for approval.

Due Date: 1/31/17

Step C3:

Where education and communication of the code/process/policy etc. can improve the customer's experience with the City, work with the Council's Communication Team to develop the necessary communication and distribute according to the City's Communication plan. Consider including "how-to" information on the website.

Due Date: 2/28/17

City of Payette Strategic Plan 2016



□ Step C4:

Where a re-engineering of the code/process/policy is determined to be necessary, present a recommended change to the Mayor and City Council for approval. Conduct public hearings as necessary. Collaborate with the City Council's Communication Team to communicate the new processes out to the public.

Due Date: 4/30/17

City of Payette Strategic Plan 2016



Goal: A Future for Payette's Youth

Ensure that future generations can enjoy opportunities to live and work in Payette by forming partnerships with organizations that support the growth and development of Payette's youth.

Objective 1: *Develop employment and leadership skills in Payette's youth to enable them to support themselves financially as adults while living and contributing to the Payette community*

Measurements of Success:

Improvement in community's perception of the degree to which Payette's youth have the necessary opportunities to succeed after high school, and to remain in Payette if desired.

Action Item A: Responsible Party: Mayor Jeff Williams and Council Member Nelson

Support the Payette School District as community leaders and public advocates in the development of a skilled workforce through quality education and youth leadership experiences.

Step A1:

Meet with Superintendent King to express the City's interest in serving as a partner in the District's success. Communicate how the development of a skilled workforce directly supports the City's strategic initiatives for economic development. Seek input from the District as to their strategic plans for achieving a skilled workforce, and identify potential areas where the City might assist (i.e., intern/mentoring programs, use of high school students in Downtown Revitalization and website development, etc.).

Due Date: 10/31/16

Step A2:

Coordinate a meeting with the Payette School District, College of Western Idaho, Treasure Valley Community College and other education and training institutions to determine how the City might support an effort to enable more Payette High School graduates to go on to college or technical/vocational training. Identify the current challenges in preparing and enrolling Payette's students in higher education and training. Review assets the City may have or could negotiate in terms of land, vacant buildings, etc.

Due Date: 11/30/16

City of Payette Strategic Plan 2016



- Step A3:
Based on knowledge developed in the City's economic development plan, communicate to the School District and other higher education/training partners what skill sets have been determined to be most desired for potential businesses looking to locate or expand in Payette. Seek input as to who the City might support its education partners in enhancing programs to provide these select skills to Payette's young adults.

Due Date: 3/31/17

- Step A3:
To be determined based on outcomes of Steps A1-3.

Should include tracking of student placement after high school as feasible to determine number of students who receive desired skill sets and degree to which desired workforce is available for potential businesses.

Action Item B: Responsible Party: Council Member Kathy Dodson

Take the lead in facilitating a youth intern/leader/mentorship program that provides opportunities for Payette teens to learn about professional opportunities, learn job skills, contribute to the community, and receive mentorship and support from community leaders.

- Step B1:
Coordinate with Mayor Williams and Council Member Nelson as they meet with the School Superintendent to determine the degree to which internship/leadership/mentorship programs already exist in Payette schools.

Due Date: 10/31/16

- Step B2:
Contact the appropriate District staff to offer the City's support in coordinating and/or participating in these programs. The City could provide internship, leadership and mentoring opportunities within City Council and City Departments, and could serve as a liaison with other city partners and businesses in provide similar opportunities to develop the skills necessary to give Payette's high school students the skills they need to be successful after graduation.

Due Date: 11/30/16

- Step B3:
Coordinate with the high school to identify and include high school students in the Downtown Revitalization projects, website development, pool improvements, etc.

Due Date: Ongoing

City of Payette Strategic Plan 2016



□ Step B3:

Develop a method to track high school students who participate in School and/or City sponsored internship/leadership/mentorship opportunities to determine whether these opportunities provided necessary skills for Payette's youth to *succeed after high school, and to remain in Payette if desired.*

Due Date: Ongoing

City of Payette Strategic Plan 2016



Goal: A Future for Payette's Youth

Ensure that future generations can enjoy opportunities to live and work in Payette by forming partnerships with organizations that support the growth and development of Payette's youth.

Objective 2: *Ensure there are adequate afterschool and summer activities for Payette's youth to support their growth and development and develop community pride.*

Measurements of Success:

Improvement in community's perception of the degree to which Payette's youth have the necessary opportunities to support their growth and development and develop community pride.

Action Item A: Responsible Party: Council Member Ray Wickersham

Support the Boys and Girls Club in locating the Payette Center.

- Step A1:
The Boys & Girls Club has an established Steering Committee.
Completed
- Step A2:
Steering Committee is currently regrouping under Matt Sorenson's direction and will be setting timelines and goals related to the funding and opening of the Payette Club. Additional steps to be determined based on outcomes of Steps A1-2.
Due Date:

Action Item B: Responsible Party: Council Member Lee Nelson

Partner with the Payette School District, HeadStart, the Library, the Payette Pool, Payette County, the Payette County Recreation District, the Boys and Girls Club and other community service programs to inventory the number and types of afterschool and summer programs to determine where gaps may exist and why.

- Step B1:
Coordinate a meeting with representatives from the above agencies and organizations. The purpose of the meeting will be to communicate the City's commitment to *ensure there are adequate afterschool and summer activities for Payette's youth to support their growth and development and develop community pride.*

City of Payette Strategic Plan 2016



As part of the meeting, the City can share the results of the community survey that indicated the public's perception of a lack in these activities. The City can then propose to conduct an assessment of all of the activities provided for Payette's youth and families to determine where gaps might exist.

Due Date: 11/30/16

□ Step B2:

Work with designated representatives from each agency to identify the number and type of activities each agency provides for youth and families in the Payette area including afterschool and summer.

Identify:

- Ages served and/or target demographic
- Costs for these programs and any subsidization or reduced rates
- Geographic location
- Whether these programs are currently at capacity or if space is generally available
- Whether transportation is provided
- The purpose of each program, where applicable, as it may support the *growth and development of Payette's youth and develop community pride.*

Allow each agency to provide narrative regarding current challenges to providing these programs and any long-term plans for program provision.

Consider using a high school student to help collect and organize the data.

Due Date: 2/28/17

□ Step B3:

Prepare a report sharing the findings of the assessment. Identify the breadth and depth of activities and programs; number served; any overlaps or gaps in geography or programming area; potential challenges in accessibility due to cost or transportation, etc.

Consider using a high school student to help analyze and prepare this report.

Due Date: 3/31/17

□ Step B4:

Convene the original participants and share the findings of the community assessment. Does the current level of service meet community need? Discuss whether this group can address current gaps in partnership. Identify how the City can continue to support its strategic initiative by supporting these agencies and their programs.

Due Date: 4/30/17

**MINUTES
PAYETTE CITY COUNCIL
Special Meeting
August 22, 2016**

4:00 PM – Special Meeting/Work Session

A special meeting of the Payette City Council was called to order at 4:00 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Mayor Williams, Lee Nelson, Craig Jensen, Alan Massey, Nancy Dale and Kathy Dodson, Ray Wickersham arriving at 4:09
Members Absent: None
Staff Present: Randy Schwartz, WWTP Supervisor, Jake Hust, Water Supervisor, Jamie Couch, Street Supervisor, Steve Castenada, Fire Chief, Ed Franek, Shop Supervisor, Randy Fales, Park Supervisor, Mary Cordova, City Clerk, Tony Long, Firefighter, Cody May-Miller, Firefighter and Bobbie Black, Deputy City Clerk.

AGENDA ITEMS

- A. Award Iowa/Center Avenue Project: Mayor stated the City had put out bids on the Iowa/Center Avenue Project and we had a bid that meant all the criteria and would be the preference to approve now and might be able to be done in this budget year. Durham Gravel Works submitted a bid and most of the work could be done this year and the balance in next year's budget. Nelson asked if this was the only bid we received and was stated yes. Jensen asked what was in this budget year for this project. Cordova stated this includes 3 projects, Center to Iowa Avenue that portion is \$340,948 and \$130,000 is in next budget year. Second project is replacing pressure reducing valve (PVR) and third is to extend sewer lines on 7th Avenue North. The PRV and water/sewer lines are out of water and sewer funds. Massey stated that the contract only states one. Cordova states other two were bid alternates, but the main title was bid out as Iowa Avenue Road. Dale stated she is not comfortable with that. It was bid out as Iowa, but somewhere there are two more project not listed. Cordova stated we did that in case it was to cost prohibited to do all three projects. Jensen asked if total amount includes all three projects, and Mayor stated yes. Massey asked about carrying over the project. The Council discussed about having it in capital outlay on line 760 and it shows being budgeted for. Dale stated this is what is wrong with budget, it is wrote as River Street. Mayor stated the budget does show the two projects. Cordova stated majority of water/sewer will be out of this year's budget. Jensen asked how much coming out of this budget year for water/sewer. Cordova stated around \$70,000 for first portion and alternate \$110,000 between both departments.

A motion was made by Nelson and seconded by Jensen to award the Iowa/Center Avenue project to Durham Gravel Works, Inc., not to exceed \$457,444.90.

At the roll call:

Ayes: Dodson, Nelson, Massey, Jensen, Dale and Wickersham
Nays: None

The motion CARRIED.

- B. Compensation & Salary Structure Proposal: Mayor stated we have been talking about this for awhile. Cordova stated in addition they can do a survey of compensation package that is provided to employees. The cost was an additional \$250-\$750 more depending on what information the Council wanted. Nelson asked if we had money in this year's budget, Cordova stated yes, haven't spent money for the Comp Plan and could use some of that to pay for in this budget year. Nelson asked if this was what some of the Council was looking for. Jensen stated he would like to have a comparison to what other cities our size is offering on wages and benefit package. Cordova stated we have not worked with this company before, but they have come highly recommended. Massey asked about item under #9, is the Council part of the other stakeholders, and was stated yes. Mayor stated we could have Weaver & Associates come and do a presentation. Jensen asked if they detailed how many employees are needed for each department. Wickersham stated he would be curious about other cities turnover rate. Massey stated he thinks it is important to have job descriptions for our City. Dale asked who would be selecting the job descriptions for the 10 identified jobs. Cordova stated the Council recently received a PDF of all our job descriptions and there are at least 10 that would need to be updated. Dale stated she did not see Cordova's job description. Cordova stated the Council wrote her job description. Massey stated we went back to the original job description and have been working off that.

A motion was made by Jensen and seconded by Dodson to approved proposal for compensation, salary structure and benefit package to Weaver & Associates, not to exceed \$14,000.

At the roll call:

Ayes: Dodson, Nelson, Massey, Jensen, Dale and Wickersham
Nays: None

The motion CARRIED.

C. Budget 2017

Mayor stated rather than reprint all the documents already handed out, Cordova did a recap of summary of tentative budget changes. Cordova stated it did include a couple of little things in payroll and benefits and wasn't just all health insurance. Mayor as we start talking about taking the \$20,000 and moving to Economic Development. Mayor stated bottom line with 3% raise, the levy rate would be .010207. There are a couple other options, wage from 5% to 3%, personally he feels that we might want to see what it is going to take to keep our employees. Nelson stated he has a problem with an Economic Development person of \$50,000, and doesn't see how we can hire a qualified person for that amount. They have to travel, and we can't afford a person on our own in these small communities. He personally thinks it will be a waste of money for the person, not the program. We had one years ago and doesn't know what they ever did for us. Wickersham stated we thought we might be utilizing some of our staff if they wanted to do that, Massey

agreed. Maybe find a way to finance someone, that might be able to work on a percentage. We need someone that can work on grants also, and it was never designed to be a full time person Dodson stated. Massey stated to create more opportunities for us, we have to put a place holder in budget. Maybe someone in office can do some of this and shuffle duties. Nelson stated his thoughts, with staff being overworked, then saying maybe now they have to take on more duties. Mayor stated SREDA is to market the area, not to close the deal. You are not going to hire someone for \$50,000. Mayor stated the land south of fire station, we could market that area. We have a lot of amenities and that need to be marketed. Dodson thought we would hire an agency. Wickersham stated maybe train staff that might show an interest. When scope of work is done that might give us some direction. Jensen thought we were doing this for someone who would take person through each step. Massey stated now we are putting money in budget so we can move forward. Dale asked about being named Economic Development, maybe have it as Strategic Plan?? Massey discussed the amount of unencumbered funds being used and that doesn't leave us a lot of reserves. He is concerned that we are not replacing and wants to know how many projects that we are using unencumbered funds for and maybe they can be split between 2018 budget, so not bringing reserve down so low. Jensen understands where Massey is coming from, and is wondering if some of these projects can be delayed and not raising levy rate. The Council asked if River Street could have some out of 2018. Dale asked about individual projects amounts. Mayor stated when he first came on, our reserves were 50%-80% of annual expenditures. The accountant says if have 25% to 30% in reserves you are healthy. We are showing 26% in budget. We carry some funds over ever budget year. Nelson stated if don't use funds then we raise levy rate or reduce projects. Dale asked about Street Department hours for runway extension project. Cordova stated a lot is from volunteer hours. Wickersham asked if we ever got County to commit to anything for the airport and was stated nothing. Jensen would like to see if levy could go down more. Jensen asked about dog park and dredging pond, can we delay until next year. Jensen stated going on CPI for wages is at 1% and if we do 2% instead of 3% and he talked to airport about tank and Koeppen stated it wouldn't hurt his feelings if wasn't in budget year. Massey stated \$25,000 would cover entire cost of tank. The cost of fuel would be 50 cents less to buy and we wouldn't run out of fuel for eight weeks. Jensen would like to trim it \$40,000 - \$50,000 to lower levy rate. Mayor asked Jensen what is a realistic levy rate for him? Jensen stated he always had a problem with over 1%, would like to have .099999. Mayor asked what would we have to trim with the library bond to get to that?? Cordova stated \$68,000 would have to be trimmed. Nelson stated that is tax money, not unencumbered. Mayor asked Couch about full-time person and a part-time, could he do away with part-time. Couch stated they are trying to do more in house, like storm drains, curb and gutter. They are doing okay, but it is tight, and in order to keep doing what he does he will have to have more staff. Mayor asked what do we really want to keep and what do we want to give up. Dale stated not do the River Street project, let him have his extra guy and next year can bump up wages to be competitive. Wickersham stated one of the things we need to look at are the guys at the top get all the money and then guys at bottom don't get as much. Mayor stated that can be decided after approving budget. What if Weaver & Associates comes in and says our wages are all low. Nelson stated he thinks the 3% is needed. Top tier needs just as much as the low, they are the most seasoned and we need their expertise. The Council asked if the library's, expenditures and revenues all get resolved. The Council discussed putting \$12,500 for fuel tank and we have something in budget. Jensen asked if anyone had heartburn with removing dog park and dredging of pond. Dodson stated the pond was part of a match. Dale stated to use Padgett Park as the dog park, it is already fenced and we own that park.

Fales stated it could be done, we would have to make sure we could get equipment in. Nelson asked if airport ever approached local companies to do some revenue sharing for bigger fuel tank. Mayor stated he has been talking to Idaho National Guard and they would lease armory for \$2,400 a year and recruiter would have an office available to them. There would be utilities to be paid if utilized the building. Wickersham asked about size of shop and could Franek utilize some of the space. Dale asked how long of a lease and Mayor stated he doesn't remember at the moment. Wickersham would even be willing to trim \$10,000 on Economic Development to help with tank at airport. Mayor ask if consensus of council is to have tax levy at .0999. Couch hears airport is self-sufficient, but had a guy out there all day spraying weeds. Jensen stated we can cut some funds out of the capital outlay items, and don't mess around with personnel. Dale asked about River Street, Couch stated it is in conjunction with water line and sewer lines. Dale stated we might have to delay both projects. If closer to beginning of budget year than have over two budget years. Mayor asked Hust about water flow to school. He stated the hydrant doesn't have adequate water flow. Massey asked about scheduling between two budgets, we could lower some of the dollar figures. Cordova stated it was coming from reserves and it is over two years now. Jensen asked if we could delay some of the equipment like the sweeper. Couch stated every year there is more maintenance on the old sweeper. Couch stated other cities have problem with them also. Nelson stated he doesn't have a problem dropping fuel tank, and Dodson stated there are other things we can do. We have to have increased inventory for growth. Massey stated to keep in mind in keeping low levy rate, we still have to be able to offer services and economic development. Jensen stated again not to take away any personnel, they need that, and he doesn't think it will be so tight next year, property values could be up. Mayor stated we have done an admiral job in keeping our tax levy down over the years. Mayor stated taxable value increased to \$215,479,477. Dale asked Jensen if he had other ideas to bring more inventory in? Wickersham asked about Teton and Hardin being annexed. Dodson stated we could do annexation. Jensen said the Economic person could show that potential developer what Payette has to offer. Wickersham asked if we locked in on health insurance plan and was stated yes. Massey asked about strategic plan next Monday and would like to see a work session after that. Cordova wanted to recap what the Council wanted: leave \$10,000 for fuel tank, get rid of dog park and use Padgett Park and leave \$5,000, leave 3% raise for employees. How would we do not do a 3% across the board. Dodson stated maybe some employees get 5% and some might get ½ %. Dale asked where we rank in the state on tax levy and Jensen stated 12 or 13. Dale asked about health insurance reimbursement. Dodson stated health insurance went down so could put more in the health insurance reimbursement fund. Cordova stated currently do not fund that account and it will be gone in a few years. Jensen asked about revolving loan, could we use some of that towards the Economic Development person. Cordova will check if it can used for that purpose.

ADJOURNMENT

A motion was made by Jensen and Dodson seconded to adjourn the regular meeting at 5:52 PM.

After a voice vote by the Council, the motion CARRIED.

Signed this _____ day of May, 2016.

Mayor Jeffrey Williams

ATTEST:

Bobbie Black
Deputy City Clerk

DRAFT

**MINUTES
PAYETTE CITY COUNCIL
Work Session
September 1, 2016**

4:00 PM – Work Session

A work session of the Payette City Council was called to order at 4:03 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Mayor Williams, Ray Wickersham, Lee Nelson, Nancy Dale, Craig Jensen, Alan Massey and Kathy Dodson

Staff Present: Mary Cordova; Randy Fales, Park Superintendent; Jake Hust, Water Superintendent; Jamie Couch, Street Superintendent; John Plaza, Captain; Steve Castenada, Fire Department; Ed Franek, Shop Superintendent; Jamie Couch, Street Superintendent; Erin Haley, Library Director; Randy Schwartz, WWTP Superintendent; Jack McElravy, and Matea Gabiola Administrative Assistant.

AGENDA ITEMS

- A. Budget 2017: Mayor Williams asked Ms. Cordova if this budget report varies from the previous report given to the Council. Ms. Cordova stated that this budget report does not vary from the last one that was brought before the Council. Mr. Massey asked Ms. Cordova about the revenue side in regards to property taxes, it shows that the City is going down from the preliminary budget, when he understood that the City is going up. Ms. Cordova stated all assessed property value in the City went up. Mayor Williams stated at the last budget meeting the Council talked about taking the fuel tank off of the budget for the Airport. Ms. Dodson stated if we took it out how would it affect someone's property taxes. Would it only affect them a dollar or two? Mayor Williams stated the Council needs to look at the bigger picture and where do we want the levy rate to be. Mr. Nelson asked Ms. Cordova which total number is better to look at the expenditure or revenue budget because they are out of balance. The final budget for revenue is \$9,313,145 and the expenditure budget is \$9,281,129. Ms. Cordova stated to go by the revenue budget number. Mr. Jensen stated he thought the Council wanted to take \$25,000 from the Revolving Loan fund to pay for the fuel tank. Ms. Dodson stated how do we get to those numbers between the two to make them balance out. Ms. Cordova stated taking out the wage increase of 5% to the 3% in the water and sewer department it was the difference between the two. Dodson stated the \$30,000 is that difference from the wage decrease. Ms. Cordova stated it is a \$32,016 difference from a wage and health insurance decrease. Mayor Williams did a recap of what happened at the last Council meeting. What Ms. Cordova has before the Council is the proposed budget, plus the library bond, the levy rate is at .0102. There was a proposal in front of the Council to deduct \$5,000 from Administration, deduct \$5,000 from the Parks Department and

deduct \$17,393 from the Street Department. With those changes our levy rate would be at .010100, then with taking out the fuel tank for the Airport it brought it down to .00989. Mayor Williams stated what the Council is trying to accomplish tonight is what does the Council want to take out and what levy rate do they want to be at.

Mr. Massey said there has been discussion of the 3% raises for the employees and how to distribute that. Ms. Dale stated there also has been discussion that there wasn't going to be any raises until the wage comparison study came back. Mr. Wickersham stated yes, but we need the money in the budget regardless for raises or not. Mr. Massey stated the Council is putting 3% in the budget, but it wasn't going to be distributed until the study came back and then evaluated where the 3% needed to go. Mr. Nelson stated he votes no on the fuel tank. Ms. Dodson stated the Airport has \$40,000 in revenue from this last year. Mayor Williams stated we need to stay focused and where do we want our budget to be. Mr. Massey did a recap of where the Council is at now. Mr. Wickersham stated if we take the \$25,000 out from the Revolving Loan for the fuel tank, it will pay for itself very soon. Ms. Dale asked if we are able to loan ourselves the money. Mr. Massey stated we would be loaning that to the Airport Commission. Ms. Dodson states as long as we get the tank she is fine. Mr. Nelson stated that he would rather see \$25,000 for Economic Development, than the tank. If the Airport is already making money with the smaller tank, maybe not as much as they would like. Mr. Wickersham stated he wants to see that tank in the budget.

Ms. Dodson had questions on specific line items. Question 1: Listed in the revenue under Sanitation Fund it has doubled from last year. How would we double in profit? Ms. Cordova stated per our franchise agreement with Hardin Sanitation, the City gets 12% of revenue due to us handling the billing. In the 2014-2015 actual budget the City did not pay ourselves that year, so that money went back into the Sanitation Fund. So this year the City is taking what we should have paid ourselves the year before. Ms. Dodson stated in 2012-2013, it looks like we didn't pay ourselves either. Ms. Cordova stated the City did, but it went into the miscellaneous revenue line and accounted for differently instead of under the sanitation contract line. Ms. Dale stated \$294,000 in miscellaneous revenue is a big number, how did we get to that. Ms. Cordova stated that amount is actually the City getting paid back from the Urban Renewal Agency. Ms. Dodson asked about the miscellaneous revenue for 2014-2015 the amount is \$ 72,240, and that's not paying ourselves back for 2014-2015. Ms. Cordova stated no, it did not go to miscellaneous revenue that year. Mr. Wickersham asked Ms. Cordova what does the City get on annual basis from the sanitation fund? Ms. Cordova stated we have budgeted roughly \$34,000. Ms. Cordova stated we get a lot of miscellaneous revenue from a lot of different sources so that is an estimated amount. Mr. Massey had a question on the revenue budget, account 398200 we have \$190,000 of unencumbered funds. Where is that going? Mr. Jensen stated that is there to balance the budget.

Ms. Dodson had questions in regards to expenses. Under Administration, maintenance and repair, is the roof work for City Hall accounted for. Ms. Cordova stated no, there is

not, it would come from Capital Outlay. Ms. Cordova stated there is no money in the Administration Fund to fix or repair the roof at City Hall. The roof needs a complete overhaul. Mr. Jensen wanted to look at Capital Improvement, under expenditure, the budget is showing there is \$75,000, so some of that could be used to repair the roof. Ms. Dodson asked about Admin and Parks under the operating supplies, and the fact the expenditures have doubled. Why is that? Ms. Cordova stated under Admin that was put in there for an any unexpected expense, but in the discussion of taking \$5,000 out of Admin and Parks that is something that we can deduct from. Mr. Massey asked about the \$41,000 in line item 714, it doesn't appear we have used any of that. Is that scheduled to be used by the end of the year? Ms. Cordova stated in the 2014-2015 budget that is the HUD home fund, and that was allocated for any projects for it. This next year's budget we have taken that line item out and put it into Legislative.

Mr. Jensen stated he would like to see the levy rate at .00989. Mayor Williams stated if that is the direction the Council wants to go then we need to cut roughly \$54,000 out of the budget. Ms. Cordova stated from what she is understanding, the Council wants to take out \$5,000 from both Admin & Parks, take out \$17,393 from the Streets that would put the levy rate at .00996131. Mr. Wickersham asked if that is still with the \$25,000 for the tank. Ms. Cordova stated yes, it is. Mr. Nelson asked if that also included the Library Bond. Ms. Cordova stated yes it does. Mr. Nelson asked if we take \$25,000 from the Revolving Loan Fund how much would that leave in there. Ms. Cordova stated \$75,000. Mayor Williams asked if that Council was ok with these changes and levy rate.

Ms. Dale asked about Pool revenues and why it has dropped \$6,000. Ms. Cordova stated that decrease is from the new insurance rates, that was deducted from the tax dollars. Ms. Dale asked about the Airport and the reduction in revenues of \$8,000, can you explain that. Ms. Cordova stated the City had a bid opening for the runway extension project, and she anticipates that the City will not be using the entire amount of the unencumbered funds that was budget for this year to get that project completed. Even though we are not going to use it, we are still collecting tax dollars on the revenue side. Ms. Dale asked about the sidewalk project on Wayne Drive. What is that project? Jamie Couch, Street Supervisor, stated that the City put in that corner off of HWY 52 and Mr. Couch is wanting to connect that and go up Wayne Drive. Currently there isn't a sidewalk for the kids down there and he is wanting to add that for safety purposes. Ms. Dale asked about the Library expenditures why has that decreased. Ms. Cordova stated that also is from the insurance rates decrease. Ms. Dale asked about the Health Insurance Reimbursement Fund and why it increased \$15,000 on the expenses side. Does any of this affect buying down the premiums. Ms. Cordova stated yes.

Ms. Dodson asked about the Armory and what are the odds of the City renting that for the Police Department. Mayor Williams stated that after visiting with Ms. Cordova they both believe this is something they could do. Mayor Williams stated he has an email into the gentleman at the National Guard, to send over a lease agreement and we would have the City Attorney review it. Ms. Cordova stated that unfortunately the Armory shop

needs a lot of work done to it to be useful. Also the question the Council needs to ask itself is do the residents of that area want equipment all around their homes.

Ms. Dale asked about the donation to Snake River Transit and the possibility of making that title just transit, and donate some of those funds to the Payette Senior Center. Mayor Williams stated that the City of Fruitland adopted their budget with the full requested amount from Snake River Transit of the \$17,000. Currently our budget does not have that. Mayor Williams asked the Council is it worth another \$7,000 for transit to maybe convince the County to be more negotiable when dispatch fees come up. Mr. Nelson asked if the County has the full amount in their budget. Mayor Williams stated yes they do. Mr. Nelson asked if we did do, the extra \$7,000 where would it come from. Ms. Dodson stated from the survey most people don't use the transit, but they are grateful that we have it. Mr. Wickersham yes, it is a benefit for those who truly need it. Mr. Massey stated he is hesitant about funding more to Snake River Transit. He believes that the Council needs to put some more parameters on the Transit's side, in needing to do more. They need to have better accountability on where their dollars are going, work more on advertising, other funding and possibly raise the rates a little to offset some costs. Mr. Massey says he would prefer to keep it at the \$10,000 that is already budgeted.

Mr. Wickersham had a question about the Pool and why the salaries on managers doubled. Ms. Cordova stated that the salaries in that line item includes the manager position and 2 assistant managers' positions. Mr. Jensen asked if some of last year's left over money budgeted will roll over to help this year's salaries. Mayor Williams stated unreserved funds will carry over. Ms. Cordova stated that, that is only about \$10,000 more than budgeted than that was last year.

Ms. Dale asked about the replacement of the Bandshell floor project and does that need to be addressed more so than the skate park. Randy Fales, Parks Department, stated yes it does need replacement very soon. Mr. Fales stated due to how it was built it has been deteriorating for a while and we've been patching it, but it needs to be completely replaced. People and kids are getting underneath it and causing more damage, plus it has become a possible safety issue.

Mr. Massey went over the projected budget of \$9,313,145. What he understands the Council has agreed upon is reducing \$5,000 in Admin & Parks, reducing \$17,393 in Streets, leaving the \$25,000 in for the fuel tank but taking that from the Revolving Loan Fund and discussing the additional \$7,000 for the transit fund. Ms. Dale asked if the \$5,000 that was coming out of Parks was coming out of the dog park fund. Ms. Cordova stated no, Mr. Fales determines where it comes out of.

Ms. Dodson wants to have more discussion about salaries for the employees. Mayor Williams stated the Council isn't in charge of salaries. Ms. Dodson stated according to the AIC attorney we are and that is our superpower. Mayor Williams stated that we don't

need to micro manage the departments; we just need to approve the budget. Ms. Dale stated we can't approve the budget unless we know where the budget is going. Ms. Dodson asked Ms. Cordova why the City doesn't do the State Occupational and Wage reports. Ms. Cordova stated the State does not require each city to do them. Mr. Nelson stated that if we don't give all employees across the board the same wage increases there could be issues. Yes, we do need to increase our starting wage to be competitive, but the more senior employees started there and if we don't reward their years of hard work and knowledge there could be some exits of very good employees. Surrounding cities are paying more for these positions, and we need to keep these people because they have institutional knowledge on how this City runs. The City Council can't run this City, other than what they do legislatively. We have to take care of the top and bottom otherwise we run the risk of losing a lot of good people. Mr. Massey stated that the Council is approving the 3% wage increase, but until we get the wage comparison study back we may have to raise people even higher than the 3% can cover. We have to have this study back though to be able to conform to what wages are surrounding us. It's not that we aren't trying to raise the lower guys and not compensate our higher guys. The Council is trying to be fair going forward. Mr. Nelson stated that he has heard rumblings from people stating that the Council thinks that the City pays employees too much, therefore we shouldn't give them a raise. Mr. Nelson stated that maybe besides the 3%, we need to set aside a lump sum in case this study comes back and we need to pay these people a lot more than we budgeted for. Ms. Dodson would rather not see a blanket raise, but to look at areas that need to be increased to be competitive. Mr. Nelson stated what if we end up with not enough money to take care of our employees then what. If they're not doing a good enough job to deserve a raise, then they shouldn't be here. Mr. Nelson stated there isn't anyone that is employed right now that shouldn't get one. Ms. Dale stated there was some misconception that when employees did get certifications that they were getting merit/certification raises when in fact they were not, so yes now that does need to be implemented to reward them as an incentive. Mr. Nelson yes that is great and needs to be done, but if you don't have the money in the budget to do that you can't raise their wage. Ms. Cordova stated that those types of raises are budgeted for in each department. Ms. Cordova stated that what she is hearing then is there isn't going to be a cost of living adjustment. Mr. Wickersham stated that is what the 3% is for. Ms. Cordova stated the 3% is different from the cost of living adjustment. Ms. Dodson stated that the percentage of the cost of living increase has only went up .4 %. Mr. Jensen stated then its only gone up 1% in the last 12 months. Mayor Williams stated that in a previous work session department heads stated their employees are worth the 3%, due to not getting raises for a few years. Ms. Dodson stated that overall in the past 5 years wages for the employees have gone up 10% and in the public sector I haven't seen the 10%. Ms. Dodson stated we can just hold on to the figure of 3% and adjust it as we see fit. Mayor Williams stated you can't pick and choose who gets that. Ms. Dodson asked why not. Mayor Williams stated that our budget stays the 3% increase is a cost of living. Mr. Massey stated that our budget is saying a 3% increase in salaries. Ms. Dale stated that Ms. Cordova has to factor in a lot of different things, like what does that figure of 3% add up too. With not figuring in the

cost of living into that 3% it changes the benefits. Ms. Dale asked if when this work study comes back with the Council have anything more to do with it or will that be a discussion amongst Admin and Department heads. Ms. Cordova stated that the compensation study needs to be done for a purpose, the results of that survey are separate from the cost of living adjustment. So if you decide to put the 3% in the budget then hold it, you are telling you employees that there not getting a cost of living adjustment this year. Ms. Cordova stated that a currently a solid 2% cost of living adjustment is valid within our region. Mr. Jensen stated its actually 1%. Ms. Cordova stated that after doing this survey we may find out that some departments are way underpaid and that is something we need to be aware of. Mr. Nelson asked Ms. Cordova how much dollar wise is the 3% increase. Ms. Cordova stated roughly \$45,000 dollars. Mr. Nelson stated we need to set back a chunk of money for this compensation study for our employees were willing to do it for other projects: The Council spent that money for the compensation study for a purpose. Mr. Nelson thinks that our employees are more valuable than some of the other projects listed on this budget. Mr. Massey stated the 3% is in the budget and doesn't care whether 1% or 2% goes to the cost of living, but it is in there for Admin to do with it as they see fit. Ms. Dale's only concern is she doesn't think that percentage will address the wages of some of our employees and will create issues. Maybe we need a bigger bucket for them to pull from. Mr. Jensen stated he feels good about the 3%, and doesn't expect taxpayers to have pay more than that.

Mayor Williams asked the Council if Ms. Cordova has enough to be able to put together an appropriations ordinance for Tuesday night. Mr. Massey did a review of where he thinks the Council is. Removing \$5,000 from Admin & Parks, deducting \$17,393 from Streets, leaving the \$25,000 for the fuel tank but taking it from the Revolving Loan Fund, and this includes the 3% wage increase. Ms. Dale is worried about our Police and Fire departments, and where our priorities are. Do we have more money to put into this study? She believes what is the benefit of the study if we don't listen to it. Mr. Nelson stated since were willing to take \$25,000 out of the Revolving Loan fund for the fuel tank, why don't we take some out to fund for salary increases. Mr. Wickersham stated the fuel tank is much like a loan. That money was never intended to be used for salaries or wage increases. Ms. Cordova stated with the changes discussed our levy rate with the Library bond would be .00996131. Mr. Jensen stated he is ok with that.

MAYORS COMMENTS

NONE

ADJOURNMENT

The work session adjourned at 6:06 PM

Signed this _____ day of, 2016.

ATTEST:

Matea Gabiola
Administrative Assistant

DRAFT

MINUTES
PAYETTE CITY COUNCIL
Work Session & Regular Meeting
September 6, 2016

6:30 PM – Work Session

A work session of the Payette City Council was called to order at 6:35 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Mayor Williams, Lee Nelson, Nancy Dale, Kathy Dodson, Ray Wickersham and Craig Jensen.

Members Absent: Alan Massey

Staff Present: Mary Cordova, City Clerk; Mark Clark, Chief of Police; Steve Castenada, Fire Chief; Randy Schwartz, WWTP Supervisor; Ed Franek, Shop Supervisor; Denise Rueschhoff, Administrative Assistant and Darwin Decroo (of the WWTP, arrived at 6:50 PM).

AGENDA ITEMS

None

DEPARTMENT REPORTS

1. Police Department – July 2016 – Clark stated that July was the busiest month ever with over 800 calls during the month. POST Academy has postponed one candidate to January. Officer Kyro is set to leave for POST on Sunday. Officer Yates was injured with bruises and an injured arm Monday evening September 5, following a traffic stop. The suspect ran after the initial stop. In the stop, there were both drugs and counterfeit money confiscated. Additional taser and tactical training is slated for the month of September. The department is ready for the annual Cruise Night this upcoming weekend. The Mayor asked about the current arson situation. Clark stated that after putting potential vehicle information out to the public, there has not been any further instance of an arson related fire.
2. Fire Department – July 2016 – Castenada stated that a grant in the amount of \$10,000, has been received for extrication equipment. This new equipment will be battery operated and will cut more of the new metals in newer cars. This piece of equipment will save time during an accident. The Grant was written by Bobbie Black.
3. Administration
 1. Treasurer's Report – July 2016 – Cordova stated that all of the changes that were talked about in the previous meeting were made and all of the applicable cuts were made. The Airport was changed to reflect the loan fund increase. Dale asked about a jump in particular numbers and Cordova stated that the revenue was shown from the sanitation fund, but not expense. The Sewer Vacuum Truck will come out of this fiscal year, not next year's budget. Wickersham asked about certain State shared revenues. Cordova stated that the State gives estimates early on and then actual figures can be applied during the year. The additional \$7000 for Snake River Transit is not listed. Some categorization is actually a housekeeping function. Dale asked about the sand and gravel only showing \$6000. Cordova stated that the large purchases for seasonal sand and gravel are still to come out. Cordova related the differences in the print date of the reports versus the report date. The report date will always be for the time frame as indicated at the top of the report. Cordova stated that the last Treasurer's report was for June, 2016. Mayor Williams asked Castenada about the run reports for this July

versus last July. Castenada could not account for a particular reason. Dodson asked about sanitation expenditure and contract. Cordova stated that the auditor made adjustments that are reflected in the General Fund, audit report and balance sheet.

FUTURE MEETING TOPICS

None heard.

ADJOURNMENT

Mayor Williams adjourned the work session meeting at 6:59 PM.

7:00 PM – Regular Meeting

A regular meeting of the Payette City Council was called to order 7:00 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Mayor Williams, Lee Nelson, Nancy Dale, Kathy Dodson, Ray Wickersham and Craig Jensen.

Members Absent: Alan Massey was excused.

Staff Present: Mary Cordova; Mark Clark, Chief of Police; Steve Castenada, Fire Chief; Randy Schwartz, WWTP Supervisor; Ed Franek, Shop Supervisor; Bert Osborn, City Attorney; Darwin Decroo, WWTP and Denise Rueschhoff, Administrative Assistant.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Williams.

PUBLIC HEARINGS

Bert Osborn conducted the public hearings.

- A. Liquor Locations – Amending the Payette Municipal Code section 17.32.030 in Chapter 17.32 of Title 17, 17.34.030 in Chapter 17.34 of Title 17, and 17.36.060 in Chapter 17.36 of Title 17 by allowing licensee to operate upon existing licensed premises without obtaining a Conditional Use Permit. Cordova stated that there was a work session in May regarding suggested changes to go to the Planning and Zoning Commission. They had hearings and input and returned with suggestions to the City Council. The proposed ordinance will allow for not having a Conditional Use Permit if the existing license is in force and no changes are to be made with new ownership. Nelson asked of Osborn about turnover of ownership of bars. Prior transfers may have been held up by the wait on the Conditional Use Permit. If new owners made hour or serving changes, then the Conditional Use Permit regulations would apply. Dodson stated that she thought that this discussion started when a potential owner has had to go through many regulations to reach the point of having their business actually open. She stated that we were actually making it harder still for these potential business owners.

There were no comments from the general public.

- B. Non- Conforming Lots – Amending Payette Municipal Code section 17.56 to allow certain exceptions to rebuilding on non-conforming lots. Cordova stated that this came before the City Council for rebuilding on non-conforming lots. The last Planning and Zoning meeting did not address residential lots. Jensen asked about the rebuild threshold of 60%. Osborn stated that the purpose of this ordinance was to reference,

residential lots that can be rebuilt on the same footprint. Are some owners limited to building a smaller house because of setbacks and the footprint? We have not had this issue in the residential zones. They would not necessarily be exempt from other codes such as fire.

There were no comments from the general public.

- C. Sidewalk Cafes- Amending the Payette Municipal Code section 17.34.020 in Chapter 17.34 of Title 17, by adding permitted use. Cordova stated that this meets the criteria for what the Council was intending toward sidewalk Cafes. Nelson asked if this was supposed to be geared toward food establishments rather than bars. Osborn stated that it would apply to all food and beverage establishments. In order meet the requirements, all state and health department laws would apply to food and alcohol establishments.

There were no comments from the general public.

Public hearings were closed at 7:28 PM.

CITIZENS COMMENTS

Lewis Blakely, 1424 3rd Avenue South, Space 13, Payette, addressed the Council. He stated that he would like to see the Neighborhood Watch program started again in our City.

APPROVAL OF MINUTES

- A. 08-15-2016 -- Work Session & Regular Council Meeting
- B. 08-22-2016 -- Special Meeting
- C. 08-29-2016 – Work Session – Strategic Plan

A motion was made by Dale and seconded by Nelson to approve the minutes of 08-15-2016 Work Session & Regular Council Meeting and 08-29-2016 Work Session – Strategic Plan Meeting as written but not the minutes of 08-15-2016 due to missing page 2 of the minutes.

After a voice vote by the Council, the motion CARRIED.

APPROVAL OF BILLS & PAYROLL

A motion was made by Jensen and seconded by Nelson to approve the City Bills & Payroll in the amount of \$222,749.71.

At the roll call:

Ayes: Jensen, Dale, Nelson, Dodson and Wickersham.

Nays: None

The motion CARRIED.

SPECIAL ORDERS

None

COMMUNICATIONS

- A. Thank You – Payette Historical Museum
- B. Hometown Hero – Scotch Pines Golf Course

PLANNING & ZONING

- A. Meeting Minutes – August 25th
- B. Utility Pole/Antennae Heights discussion – Cordova stated that this has come about due to the increased request for placement of power, cell and utility poles. There is currently not a height restriction in any zone. The question has arisen due to the potential for poles or towers that may be considered invasive or contain lighting that would light neighbors' yards, etc. The need is to have something in place prior to the actual problem. The Council stated that Planning & Zoning should continue forward and bring a recommendation back to City Council for a proposed ordinance.

AGENDA ITEMS

- A. Agenda Request – Jared Bake – Fishing Dock at Greenway –Mr. Bake did not attend the meeting. Mayor Williams asked Rueschhoff to contact Mr. Bake and find out his future intentions towards the project.
- B. ORDINANCE 1415 - ANNUAL APPROPRIATIONS ORDINANCE
AN ORDINANCE ENTITLED ANNUAL APPROPRIATIONS FOR THE TWELVE MONTH PERIOD FROM THE FIRST DAY OF OCTOBER 2016 TO AND INCLUSIVE OF THE THIRTIETH DAY OF SEPTEMBER 2017; APPROPRIATING NINE MILLION, TWO HUNDRED SEVENTY-EIGHT THOUSAND, ONE HUNDRED FIFTY-EIGHT DOLLARS (\$9,278,158) TO PAY THE EXPENSES OF THE CITY OF PAYETTE, PAYETTE COUNTY, IDAHO, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE – 1ST Reading

A motion was made by Nelson and seconded by Jensen to introduce ordinance 1415 by title only.

After a voice vote by the Council, the motion CARRIED.

Dale stated she would like to have further review of the budget and have this ordinance go to a second reading. Dale stated that the work session could be held Thursday in order to get to the County by Friday. Jensen stated that he too would like to see a second reading. The Mayor does not want to see another meeting just for the sake of another meeting. He asked Dale what she actually wanted to see differently than what has been presented. The Mayor stated that he thinks all of the information is in front of the Council. Dale had talked directly to the County Clerk to be sure that this time frame would actually work for getting the numbers to the County Commissioners. She was assured that this timing would work. The Mayor asked Dale to expound on what she does not feel comfortable with in the budget presentation and adjustments that have been made. Dale wants to be sure of what she is voting for in the budget. Jensen also felt another meeting would be in order because he is not comfortable with or understanding some of the figures and the 3% wage increase is one area he has concerns with in this budget.

A motion was made by Dale and seconded by Dodson to move Ordinance 1415 to a second reading.

After a voice vote by the Council, the motion CARRIED.

A Budget Work Session Meeting will be Thursday at 4 pm.

- C. ORDINANCE 1410 - AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.32.030 IN CHAPTER 17.32 OF TITLE 17, 17.34.030 IN CHAPTER 17.34 OF TITLE 17, AND 17.36.030 IN CHAPTER 17.36 OF TITLE 17 BY ALLOWING LICENSEE TO OPERATE UPON EXISTING LICENSED PREMISES WITHOUT OBTAINING A CONDITIONAL USE PERMIT; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER; PROVIDING A PENALTY- 1st Reading

A motion was made by Nelson and seconded by Jensen to introduce Ordinance 1410 by title only.

After a voice vote by the Council, the motion CARRIED.

Nelson asked about what would happen if the new owners got the CUP and then changed their hours. Osborn said that would be prohibited under this ordinance. The wording needs to be changed for increased hours of operation.

A motion was made by Nelson and seconded by Wickersham to suspend the rules and pass Ordinance 1410 on the first reading with the change of increased hours of operation in the wording.

After a voice vote by the Council, the motion CARRIED.

A motion was made by Nelson and seconded by Jensen of Ordinance 1410 do pass.

At the roll call:

Ayes: Dale, Jensen, Dodson, Nelson and Wickersham.

Nays: None

The motion CARRIED.

- D. ORDINANCE 1412 - AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.56.060 IN CHAPTER 17.56 OF TITLE 17 BY ADDING A NEW SUB-SECTION 1, EXCEPTIONS; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER – 1st Reading

A motion was made by Jensen and seconded by Nelson to Introduce ordinance 1412 by title only.

After a voice vote by the Council, the motion CARRIED.

A motion was made by Jensen and seconded by Nelson to suspend the rules and pass Ordinance 1412 on the first reading.

After a voice vote by the Council, the motion CARRIED.

A motion was made by Jensen and seconded by Nelson of Ordinance 1412 do pass.

At the roll call:

Ayes: Nelson, Jensen, Dodson, Wickersham and Dale.

Nays: None

The motion CARRIED.

- E. ORDINANCE 1413 - AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTIONS 5.10.020, 5.10.030 AND 5.10.040 IN CHAPTER 5.10 OF TITLE 5 TO ALLOW FOR OUTDOOR CONSUMPTION OF ALCOHOLIC BEVERAGES WHEN CONSUMED AT A SIDEWALK CAFÉ OR OUTDOOR DINING AREA; AMENDING SECTION 5.12.010 IN CHAPTER 5.12 OF TITLE 5, BY ADDING NEW SUBSECTIONS PROVIDING FOR SIDEWALK CAFES AND OUTDOOR DINING AREAS; CREATING A NEW SECTION 5.12.020 PROVIDING FOR SIDEWALK CAFES AND OUTDOOR DINING AREAS; SETTING OUT A STATEMENT OF FINDINGS; PROVIDING FOR AN APPLICATION AND PERMIT PROCESS; REQUIRED INFORMATION IN THE APPLICATION; PROVIDING FOR REVOCATION OF A PERMIT; LIMITING THE USE TO THE PARAMETERS SET IN THE APPLICATION; RENUMBERING SECTIONS 5.12.020 AND 5.12.030; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER; ESTABLISHING A PENALTY – 1st Reading

A motion was made by Nelson and seconded by Jensen to Introduce Ordinance 1413 by title only.

After a voice vote by the Council, the motion CARRIED.

A motion was made by Nelson and seconded by Dodson to move Ordinance 1413 to a second reading.

After a voice vote by the Council, the motion CARRIED.

- F. ORDINANCE 1411 - AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.34.020 IN CHAPTER 17.34 OF TITLE 17, BY ADDING PERMITTED USE; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER – 1st Reading

A motion was made by Wickersham and seconded by Jensen to introduce Ordinance 1411 by title only.

After a voice vote by the Council, the motion CARRIED.

A motion was made by Dodson and seconded by Jensen to move Ordinance 1411 to a second reading.

After a voice vote by the Council, the motion CARRIED.

- G. ORDINANCE 1414 - AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 12.16.020 INCREASING THE NUMBER OF PERSONS FROM 50 TO 199 BEFORE A RESERVATION IS REQUIRED; ALLOWING FOR RESERVATIONS IN CITY PARKS; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER; PROVIDING A PENALTY.

A motion was made by Jensen and seconded by Dodson to introduce ordinance 1414 by title only.

After a voice vote by the Council, the motion CARRIED.

In discussion, Jensen stated that he was hoping to make our park system more user friendly. This would allow for signs to be placed for reserving specific areas, rather than just on a first come, first served basis. The fee structure would allow for more reasonable fees and uses. Dale asked if someone called what would be the procedure. Jensen stated that they would come to City Hall to get signs that they could then place where their park use would be located. Signage would be returned to City Hall after the use.

A motion was made by Dale and seconded by Jensen to move Ordinance 1414 to a second reading.

After a voice vote by the Council, the motion CARRIED.

- H. Sidewalk Cafe guideline approval was moved to the next meeting, The Mayor asked Jensen to speak with Kathy Patrick of the Senior Citizen's for input because we need to understand what uses and needs may entail in the future. The Mayor stated that there may be other interested parties, such as Kimmie Serrano of Meechan's Briq Haus, that can have input as well to see if this is reasonable.
- I. Library request for consideration – Capital Improvement Expenditure

A motion was made by Nelson and seconded by Jensen to move \$1100 to Capital Improvement line item and leave \$835 as Library Repairs and Maintenance line item.

The Mayor stated that the procedure should have been handled differently and Cordova affirmed that the recent purchasing policy covered the expenditure. The Mayor stated that approval should have been gotten prior to the actual work being contracted for and completed.

At the roll call:

Ayes: Dodson, Wickersham, Jensen, Nelson, and Dale.

Nays: None

The motion CARRIED.

- J. Resolution #2016-12– fee changes

A motion was made by Jensen and seconded by Wickersham to approve Resolution 2016-12 to reflect the following

changes, Park Permit Use Fee is eliminated for parties under 200, and electric fee is reduced from \$25 to \$10 per day.

At the roll call:

Ayes: Nelson, Dale, Wickersham, Dodson and Jensen.

Nays: None

The motion CARRIED.

- K. Contract Award - Airport Runway Extension Project – The Mayor stated that we had five bids come in for the Airport Runway Extension. Dave Koeppen, Airport Commissioner, addressed the Council regarding the Airport Runway Extension Project. There may actually be extra money that can address additional paving. Dodson also asked about ground sterilization for weed control. Mr. Koeppen stated that weed spraying and the sterilization has created some problems with the golf course when leaching into their area occurred. Osborn stated that there is also some in-kind work coming into the project.

A motion was made by Jensen and seconded by Dodson to approve the Airport Runway Extension Project contract and award the bid to the contractor, Diamond Construction.

At the roll call:

Ayes: Dale, Jensen, Dodson, Nelson and Wickersham.

Nays: None

The motion CARRIED.

- L. Proposed Meeting Date Change for October 3rd

A motion was made by Jensen and seconded by Dodson to move the October 3, 2016 Regular Council meeting to Tuesday, October 4, 2016 at the same time and location.

After a voice vote by the Council, the motion CARRIED.

BOARD & COMMISSION REPORTS

- A. Forestry Commission – August 25th – No comments heard.

MAYOR'S COMMENT

The new utility assistance program is rolling out and has had a response already. As of today, \$18 has been donated for this program. Dodson asked if there is a place on the utility billing statement for this contribution. Cordova stated that yes, there is a line for the donation. The Mayor stated that it has only been a couple of weeks from the introduction. The Mayor also stated that Mr. Higley from the High School came in to City Hall with the question of having an intern work with the staff at City Hall. A student started today and will continue as an office intern.

CITIZEN'S COMMENTS

Dave Koeppen addressed the Council and thanked the Council for the long, hard work on the Airport project.

EXECUTIVE SESSION - Pursuant to I.C. 74-206(1)(b), the City Council will recess into Executive Session to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent as provided in I.C. chapter 1, title 74.

A motion was made by Jensen and seconded by Wickersham to adjourn to executive session Pursuant to I.C. 74-206(1)(b), the City Council will recess into Executive Session to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent as provided in I.C. chapter 1, title 74.

At the roll call:
Ayes: Nelson, Dale, Wickersham, Dodson, and Jensen.
Nays: None

The motion CARRIED, and the Council recessed into Executive Session at 8:45PM.

A motion was made by Jensen and seconded by Nelson to reconvene into the regular meeting.

After a unanimous affirmative voice vote, the Council reconvened into regular session at 9:44PM.

The Council agreed to move the time of the earlier discussed budget meeting scheduled for Thursday, September 8, at 4:00PM to 10:00AM the same day.

ADJOURNMENT

A motion was made by Jensen and seconded by Nelson to adjourn the regular meeting at 9:45 PM.

After a voice vote by the Council, the motion CARRIED.

Signed this _____ day of, 2016.

Jeff Williams, Mayor

ATTEST:

Denise Rueschhoff
Administrative Assistant

**MINUTES
PAYETTE CITY COUNCIL
Special Meeting
September 8, 2016**

10:00 AM – Special Meeting

A special meeting of the Payette City Council was called to order at 10:00 AM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Mayor Williams, Ray Wickersham, Nancy Dale, Kathy Dodson, Craig Jensen and Lee Nelson

Members Absent: Alan Massey was excused

Staff Present: Mark Clark, Chief of Police; Randy Schwartz, WWTP Superintendent; Steve Castenada, Fire Chief, Jamie Couch, Street Superintendent; Ed Franek, Shop Superintendent; John Plaza, Captain, Randy Fales, Park Superintendent; Mary Cordova, City Clerk and Bobbie Black; Deputy City Clerk

AGENDA ITEMS

- A. ORDINANCE 1415 - ANNUAL APPROPRIATIONS ORDINANCE
AN ORDINANCE ENTITLED ANNUAL APPROPRIATIONS FOR THE TWELVE MONTH PERIOD FROM THE FIRST DAY OF OCTOBER 2016 TO AND INCLUSIVE OF THE THIRTIETH DAY OF SEPTEMBER 2017; APPROPRIATING NINE MILLION, TWO HUNDRED SEVENTY-EIGHT THOUSAND, ONE HUNDRED FIFTY-EIGHT DOLLARS (\$9,278,158) TO PAY THE EXPENSES OF THE CITY OF PAYETTE, PAYETTE COUNTY, IDAHO, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE – 2nd Reading

Dale stated looking at agenda, it reflects the original amount, not the changes from the last meeting that was discussed.

A motion was made by Nelson and seconded by Jensen to read Ordinance #1415 by title only.

After a voice vote by the Council, the motion CARRIED.

Mayor read Ordinance #1415 by title only.

Cordova stated ordinance title is how was originally introduced, no changes had been voted on and approved by the Council at this time.

Jensen stated he had been over this 2.6% reduction in levy rate and wanted 3% and would like to offer changes. Under miscellaneous revenue in general, item #379000, we are anticipating \$40,000, so would be more appropriate to raise \$5,000. Under expenditures Administration, #531 information tech, we have \$10,000 but could reduce by \$2,000 and regards to what would really be spent. In Fire Department in #130, we don't need overtime of \$1,050, should be in salaries. Cordova stated the Fire Department can have 212 hours for a 28-day period, so if have extra time it is included

in salaries. If they did have over-time we would post to that line item to show Council that extra hours might be needed for employees for a department. Dale stated so you put in and realized that you don't need it. Cordova stated it is not cutting Fire Department short. Jensen asked about contract services that went up. Cordova stated they wanted that to go up significantly and we will be discussing that with them. Jensen stated expenditures under Library, we had added extra to books and that was extra, so could take that away. Cordova stated the reduction is a result of the health insurance. They did not ask for that. They wanted \$290,000 and board balanced it to that. The excess of \$2,971 was put under books and should have been taken off of tax money. Maybe drop \$2,000 from that line item. That would put the levy rate at 3.1%. Wickersham stated he hates to have the Library at their maximum levy rate. Cordova stated the Library roof invoice had not been paid as stated in the previous meeting. Dale preferred the whole \$1,935 come out of capital, not just the \$1,100. Cordova stated levy rate would be .009898 with these changes. Dodson stated the changes that came about from Tuesday in Sewer under capital outlay-CMOM, +\$16,101, and the result of reduction of health insurance. Wouldn't it show on health insurance line? Cordova stated no, that is a result of health insurance and salary reduction, those funds in CMOM are set aside specifically for development, we have to have those monies available to attract business. Dale added it falls in line with our strategic plan. Exact same thing in water under PRV line item, funding set aside for development. Jensen asked about if the extra goes into unencumbered. Cordova stated this does not reflect a rate increase for water/sewer.

Dodson talked about cost of living raise and how is merit and step based on?

Dale stated she has to leave and doesn't think that will change the outcome.

Dodson stated we can get a week extension from County.

Cordova stated if an employee gets certified, they could get a merit or step increase by their supervisor. It is up to the supervision, there is a set reason why a merit increase is given. That is something the Mayor looks at and evaluates. This will also be looked at again when we get our compensation/wage salary study done and will be updated. How much did you budget for step increases, Cordova stated water/sewer have people testing and the maximum was .50 cents an hour. Several other departments have accounted for a merit increase for an employee. Dodson stated so we don't know a dollar amount in budget. Mayor stated if you look, they can't pay more than allocated, but we allocate funds to each department. Cordova stated there is not a cushion in salaries. If employees pass a physical fitness test the Council approved \$500 for each employee in the Police Department. Not everyone passes, we hope to, but everyone doesn't pass.

A motion was made by Jensen and seconded by Nelson to suspend rules and pass Ordinance #1415 for \$9,351,114 on 2nd reading.

Dale still has discussion that can be answered at a later time. Dodson stated to be clear the 3% wages would be a place holder till the study is back. Mayor stated it was in the budget for 3% for all employees. Asked if study comes back and an employee is underpaid. Wickersham stated 3% is hard to sell to tax payers. Jensen stated he thought come October 1st a 3% raise would take effect for all employees. Cordova stated the study is a tool and if you decide if go to a merit based, that would be a policy decision of the Council. Dodson stated it would not be for this budget. Dale stated we give the 3% and Mayor discusses with department heads.

At the roll call:
Ayes: Wickersham, Nelson, Nelson and Dale.
Nays: Dodson

The motion CARRIED.

Nelson made a motion that Ordinance #1415 do pass. The motion was seconded by Jensen.

At the roll call:
Ayes: Wickersham, Nelson, Nelson and Dale.
Nays: Dodson

The motion CARRIED.

MAYOR'S COMMENTS

None

ADJOURNMENT

A motion was made Jensen and seconded by Dodson to adjourn the regular meeting at 10:54 PM.

After a voice vote by the Council, the motion CARRIED.

Signed this _____ day of, 2016.

Jeff Williams, Mayor

ATTEST:

Bobbie Black
Deputy City Clerk

CITY OF PAYETTE
SEPTEMBER 19,2016

CITY PAYROLL - Admin	9/16/2016	\$ 116,040.82
A-PLUS AWARDS - Police	9/19/2016	30.00
ACTION COURIERS - Water	9/19/2016	74.16
ALL SEASONS ROOFING - Library & Capital	09/08/16	1,935.00
ALLIED BUSINESS - Library	09/08/16	378.00
ALLIED BUSINESS - Police	9/19/2016	247.91
ALS LAND SURVEYING - Police	9/19/2016	150.00
AMERICAN STAFFING - Street & Park	9/19/2016	4,584.68
ANALYTICAL LABORATORIES - Water & WWTP	9/19/2016	1,717.89
AVENET - Admin	9/19/2016	1,875.00
B.C. SALES - Shop & Street	9/19/2016	250.00
BDS - Water & WWTP	9/19/2016	1,669.84
BOISE RIGGING SUPPLY - Street	9/19/2016	199.00
BURKE ELECTRIC - Pool & WWTP	9/19/2016	1,428.50
C.H. SPENCER - WWTP	9/19/2016	4,957.90
CABLE ONE - Library	9/14/2016	165.48
CABLE ONE - Admin, Pool & Police	9/19/2016	126.95
CAMPO & POOL - WWTP	9/19/2016	395.85
CENGAGE LEARING - Library	9/19/2016	148.79
CENTURYLINK - All Dept.	09/08/16	1,124.22
CITY CLEANERS - Police	9/19/2016	242.31
CITY OF PAYETTE - Library	09/08/16	81.21
CLAY PEAK LANDFILL - WWTP	9/19/2016	189.60
COLUMBIA BANK - All Dept.	09/08/16	3,355.42
DALE WEAVER, INC. - Water	9/19/2016	12,970.00
DCS TECHNOLOGIES - Admin	9/19/2016	2,179.96
DIG LINE - Street, Water & WWTP	9/19/2016	66.90
FLEET SERVICES - All Dept.	9/19/2016	5,478.99
FRANK'S EXTINGUISHER - Police	9/19/2016	65.48
GALLS - Police	9/19/2016	276.98
HALEY, ERIN - Library	9/19/2016	111.24
HARDIN SANITATION - All Dept.	09/08/16	884.04
IDAHO BACKFLOW - Water, WWTP & Library	9/19/2016	200.00
IDAHO POWER - All Dept.	09/08/16	17,359.00
IDAHO POWER - Library	9/14/2016	1,120.57
IDAHO PRECAST - Street	9/19/2016	550.00
IDAHO STATESMAN - Library	9/19/2016	332.80
IDAHO TRACTOR - Street	9/19/2016	12.91
INDEPENDENT ENTERPRISE - Admin	9/19/2016	95.76
INTERMOUNTAIN GAS - All Dept.	09/08/16	1,319.17
L.N. CURTIS - Fire	9/19/2016	866.64
LAMUE, GARY - Airport	9/19/2016	145.90
MARC - Pool	9/19/2016	1,001.66
MICROMARKETING - Library	9/19/2016	46.50
MPH INDUSTRIES - Police	9/19/2016	1,115.00
NAPA AUTO PARTS - All Dept.	9/19/2016	1,741.24
ONTARIO AUTO RANCH - Police	9/19/2016	28.40

Mayor's Choice

\$15,000 SCHOLARSHIP

This Mayor's Choice Scholarship certificate is hereby awarded to

Leslie Ortega

This certificate is awarded on the recommendation of the recipient's mayor.
If the recipient qualifies, he or she may receive a scholarship of \$15,000 toward
an associate's degree at any campus of the colleges listed below.*

Campus Executive Director/Date



Mayor/Date

9/6/16

*Scholarship awards are limited and only available to those who qualify.



408 E. Parkcenter Blvd. Suite 330
Boise Idaho 83706

Toll free 888 631 9598
Phone 208 345 9944
Fax 208.345.9967
www.echelongroup.com

Creating financial strategies to ENHANCE YOUR LIFESTYLE

August 29, 2016

Meals On Wheels
Payette Senior Center
137 N Main Street
Payette, ID 83661

To Whom It May Concern:

Enclosed with this letter is the quarterly contribution check in the amount of \$217.98 on behalf of City of Payette. Please mark all records on their behalf.

If you have any questions or concerns, please do not hesitate to call our office or email me at lshier@echelongroup.com.

Thank you,

Lisa Shier
Administrative Analyst

Enclosure

✓ Cc: City of Payette

RECEIVED

SEP - 2 2016

CITY OF PAYETTE

100th Year Anniversary

at Christian Feed!

Join us for an open house:

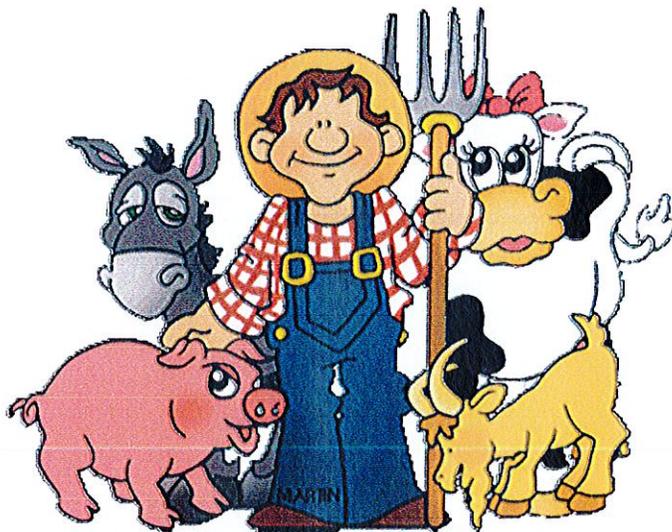
Saturday, October 8th

1-3 p.m.

Christian Feed Mill

110 N. 7th St.

Payette, ID 83661





The City of Payette

invites you for a

RETIREMENT PARTY

Honoring

WWTP Supervisor

RANDY SCHWARTZ

for 40+ years of serving our City.

September 23, 2016

7:00 pm

Hideaway Grill

1630 3rd Avenue South

Payette, ID 83661

Hors d'oeuvres provided

No Host Bar



City of Payette

Agenda Request Form

CITY OF PAYETTE

SEP 13 2016

RECEIVED

OFFICE USE ONLY

RECEIVED

Date Received SEP 13 2016

Received by CITY OF PAYETTE *DL*

Date faxed _____

Faxed by _____

First Name Amie Last Name Blunck

Current Address ^{work} 116 S. 9th St. Payette, ID 83661

Home Number ~~702~~ 642-6072 Cell Number 702 461 2681

Date of City Council meeting Sept. 19, 2016

Describe what you would like to address the Council on

Introducing myself to the city council with Liz Amason, and as the new Americorp Vista for Payette Valley Food Connection & U of I ext office

DATE 9/13/16 SIGNATURE *Amie Blunck*

ORDINANCE 1413

AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTIONS 5.10.020, 5.10.030 AND 5.10.040 IN CHAPTER 5.10 OF TITLE 5 TO ALLOW FOR OUTDOOR CONSUMPTION OF ALCOHOLIC BEVERAGES WHEN CONSUMED AT A SIDEWALK CAFÉ OR OUTDOOR DINING AREA; AMENDING SECTION 5.12.010 IN CHAPTER 5.12 OF TITLE 5, BY ADDING NEW SUBSECTIONS PROVIDING FOR SIDEWALK CAFES AND OUTDOOR DINING AREAS; CREATING A NEW SECTION 5.12.020 PROVIDING FOR SIDEWALK CAFES AND OUTDOOR DINING AREAS; SETTING OUT A STATEMENT OF FINDINGS; PROVIDING FOR AN APPLICATION AND PERMIT PROCESS; REQUIRED INFORMATION IN THE APPLICATION; PROVIDING FOR REVOCATION OF A PERMIT; LIMITING THE USE TO THE PARAMETERS SET IN THE APPLICATION; RENUMBERING SECTIONS 5.12.020 AND 5.12.030; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER; ESTABLISHING A PENALTY.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF PAYETTE, IDAHO:

Section 1. Section 5.10.020 of Title 5, Chapter 5.10 of the Payette Municipal Code is hereby amended to read as follows:

**Chapter 5.10
OPEN CONTAINERS OF ALCOHOLIC LIQUOR ON PUBLIC WAYS**

5.10.010: DEFINITION:

5.10.020: CONSUMPTION:

5.10.030: OPEN CONTAINER:

5.10.040: LICENSEE NOT TO PERMIT REMOVAL OF OPEN CONTAINER:

5.10.050: OPEN CONTAINER IN MOTOR VEHICLES:

5.10.060: PENALTY:

5.10.010: DEFINITION:

As used in this chapter, the following term has the following meaning: "Alcoholic liquor" means any spirits, wine, beer, ale or other liquid containing more than one-half of one percent (0.50%) of alcohol by volume, which is fit for beverage purposes or intended for beverage purposes.

5.10.020: CONSUMPTION:

Except as permitted in Chapter 12 of Title 5 of the Payette Municipal Code, no ~~Ne~~ person shall consume any alcoholic liquor while in or upon public streets, alleys, sidewalks, parking lots, or other public way

5.10.030: OPEN CONTAINER:

Except as permitted in Chapter 12 of Title 5 of the Payette Municipal Code, no ~~Ne~~ person shall be in possession of any glass, can or open container containing alcoholic liquor on any thoroughfare, street, sidewalk, alleys, parking lots or any other public way.

5.10.040: LICENSEE NOT TO PERMIT REMOVAL OF OPEN CONTAINER:

Except as permitted in Chapter 12 of Title 5 of the Payette Municipal Code, no ~~Ne~~ person, firm or corporation licensed to sell alcoholic liquor, or his employees or agents, shall permit any person to remove from such premises, any alcoholic liquor in any open container.

b. Upon an application being made to Administration, and in compliance with the other requirements of this code, the City of Payette may issue a temporary use permit providing for the placement thereon of tables, chairs, umbrellas, fencing, outdoor receptacles, or other related articles. Applications for permits shall be reviewed and approved by city staff in accordance with all city ordinances, City of Payette sidewalk café & outdoor dining design guidelines, building and fire codes, and all other applicable laws and ordinances. All fees if any shall be payable in advance of any permits being issued.

c. In the event a permit is issued, the permit shall expire on the expiration date set out on the permit whether issued by the City or by the state department of health or the Southwest Health District. A permit application available from the City of Payette, shall include, but shall not necessarily be limited to, the following information:

- (1) Name of applicant and business;
- (2) Address of the business;
- (3) Address of the applicant;
- (4) Telephone number of the applicant and business;
- (5) Name of the property owner if other than applicant;
- (6) Address of the property owner if other than applicant;
- (7) Telephone number of the property owner if other than applicant;
- (8) Proposed start and end date;
- (9) Proposed hours of operation;
- (10) Proposed number of tables, chairs, railings, posts, table umbrellas or other items;
- (11) Proposed color, design, materials, and workmanship of tables, chairs, railings, post, table umbrellas or other items;
- (12) Proposed area of occupancy including square feet and dimensions;
- (13) Whether alcohol will be served;
- (14) Copy of certificate of insurance;
- (15) Whether permit application is a new application or renewal; if renewal, applicant shall describe any changes from the previous application;
- (16) Written authorization from the owner of the property shall be required where the applicant is not the owner of the affected property.

d. Standards: Cafes and outdoor seating shall only be permitted where it is determined that the use will not create a hazard, a sight distance obstruction for motor vehicle operators, nor unduly impede pedestrian traffic. Conditions, specific to the operation of a business may be incorporated into the permit as required by city staff. All sidewalk cafes and outdoor seating are subject to the requirements as listed within the City of Payette sidewalk café & outdoor dining design guidelines.

1. An applicant may not use the permitted space for any purpose other than the authorized purpose stated on the application. The City of Payette may issue such regulations as it may deem necessary to limit the impact of the proposed use on the general public, un-related businesses and others who may require access into the impacted areas.

E. Revocation: Payette Police Department or its designee shall have the authority to revoke the permit for unauthorized use or a violation of any of the provisions of Payette City Code. Upon revocation, the applicant shall not be entitled to any refund for fees assessed under this chapter. After the revocation of a permit, in the event a permit holder desires to continue the use allowed herein, a permit holder must submit an application for a new permit under the same requirements for the original permit.

Section 3: Section 5.12.020 of the Payette Municipal Code is hereby renumbered to become section 5.12.030.

5.12.0320: PERMIT; REQUIRED; FEE; EXPIRATION:

The city clerk shall be the health authority and, before a permit is issued to an applicant desiring to operate a food service establishment, a fee as set by resolution, shall be paid and the applicant shall have already secured a permit to operate a food service establishment from the state department of health. The permit issued shall expire on the date of the expiration of the permit issued by the state department of health. (Ord. 1371, 2012)

Section 4: Section 5.12.030 of the Payette Municipal Code is hereby renumbered to become section 5.12.040

5.12.0430: VIOLATION; PENALTY:

Any violation of this chapter shall be a misdemeanor punishable by fine and/or imprisonment up to, but not exceeding, the maximum penalties set forth in Idaho Code sections 18-113 and 50-302. In addition, thereto, such persons may be enjoined from continuing such violations. Each day upon which such a violation occurs constitutes a separate violation. (Ord. 1357, 2012)

Section 5. This Ordinance may be published in summary form allowed by Idaho Code.

Section 6. This Ordinance shall be in full force and effect immediately upon passage and publication as required by the laws of the State of Idaho.

Section 7. Any ordinances or resolutions which are in conflict with this Ordinance are hereby repealed, but only insofar as the conflict exists.

Section 8. If any portion of this Ordinance should be found to be unconstitutional or unenforceable for any reason, the remainder of the Ordinance shall be applied to effectuate the purposes of this Ordinance.

PASSED and APPROVED by the Mayor and City Council of the City of Payette, Idaho this
_____ day of _____, 2016.

CITY OF PAYETTE, IDAHO

BY _____
Jeffrey T. Williams, Mayor

ATTEST:

City Clerk

ORDINANCE 1411

AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.34.020 IN CHAPTER 17.34 OF TITLE 17, BY ADDING PERMITTED USES; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF PAYETTE, IDAHO:

Section 1. Section 17.34.020 of Title 17, Chapter 17.34 of the Payette Municipal Code is hereby amended to read as follows:

17.34.020: PERMITTED USES:

Permitted uses in the C-1 commercial district are as follows:

Licensed Sidewalk Cafes and Outdoor Dining Areas when authorized and in compliance with Chapter 12 of Title 5 of the Payette Municipal Code.

All uses allowed in a C commercial district. (Ord. 1204, 2002)

Section 2. This Ordinance may be published in summary form allowed by Idaho Code.

Section 3. This Ordinance shall be in full force and effect immediately upon passage and publication as required by the laws of the State of Idaho.

Section 4. Any ordinances or resolutions which are in conflict with this Ordinance are hereby repealed, but only insofar as the conflict exists.

Section 5. If any portion of this Ordinance should be found to be unconstitutional or unenforceable for any reason, the remainder of the Ordinance shall be applied to effectuate the purposes of this Ordinance.

PASSED and APPROVED by the Mayor and City Council of the City of Payette, Idaho this _____ day of _____, 2016.

CITY OF PAYETTE, IDAHO

BY _____
Jeffrey T. Williams, Mayor

ATTEST:

City Clerk

ORDINANCE 1414

AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 12.16.020 INCREASING THE NUMBER OF PERSONS FROM 50 TO 199 BEFORE A RESERVATION IS REQUIRED; ALLOWING FOR RESERVATIONS IN CITY PARKS; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER; PROVIDING A PENALTY.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF PAYETTE, IDAHO:

Section 1. Section 12.16.020 of Title 12, Chapter 12.16. of the Payette Municipal Code is hereby amended to read as follows:

Chapter 12.16 PARKS AND PUBLIC PROPERTY

12.16.020: PARKS; ASSEMBLIES; LICENSE REQUIRED; PROCEDURE:

A. It is unlawful for any person to be among an assembly of **more than one hundred ninety nine (199)** fifty (50) or more persons within any public park **in the city**, unless a **license reservation** for the general purpose of said assembly has been issued permitting an assembly of a definite number of persons, which number exceeds or equals the number actually present at the assembly.

B. All applications for a **license reservation** required under this section shall be made to the council, **City Hall** which shall issue a **license reservation for requested area of a City Park. The day before the assembly the applicant will obtain signs from City Hall to be placed in the area that states the date and time of the assembly and that the area has been reserved. The signs will be returned to City Hall after the assembly has taken place.** limiting the number of persons in an assembly within a public park on the condition that the applicant is a responsible person of good character and that it is in the judgment of the council that the issuance of a license would not be detrimental to the public welfare. The council may revoke said license **The reservation may be revoked** at any time should **city officials** it determine that it would be in the best interest of the public welfare that said **reservation** license be revoked.

C. The **license reservation** fee shall be set by resolution for each multiple of fifty (50) persons for which the **license reservation** is issued, and said **license reservation** shall state generally the reason for the assembly and the time and date it shall be effective. **Non-profit groups who provide proof of status are exempt from the reservation fee.**

D. Provisions contained elsewhere in this code for the issuance of **licenses reservation** to allow assemblies for specific purpose shall control in those cases and take precedence over the provisions in this section.

Section 2. This Ordinance may be published in summary form allowed by Idaho Code.

Section 3. This Ordinance shall be in full force and effect immediately upon passage and publication as required by the laws of the State of Idaho.

Section 4. Any ordinances or resolutions which are in conflict with this Ordinance are hereby repealed, but only insofar as the conflict exists.

Section 5. If any portion of this Ordinance should be found to be unconstitutional or unenforceable for any reason, the remainder of the Ordinance shall be applied to effectuate the purposes of this Ordinance.

Section 6. Any violation of this ordinance shall be a misdemeanor.

PASSED and APPROVED by the Mayor and City Council of the City of Payette, Idaho this _____ day of _____, 2016.

CITY OF PAYETTE, IDAHO

BY _____
Jeffrey T. Williams, Mayor

ATTEST:

City Clerk

SIDEWALK CAFÉ & OUTDOOR DINING DESIGN GUIDELINES

Introduction

The City of Payette recognizes the importance of outdoor dining to the vitality and success of our Downtown (C-1) Zone. These design guidelines are in place to promote the health, safety and welfare of our residents, businesses and visitors. All sidewalk cafes and outdoor dining facilities are subject to the City of Payette Ordinances, all applicable Building Codes, Fire Codes, Americans with Disabilities Act, and the State of Idaho Liquor regulations.

Purpose

These guidelines provide standards for outdoor dining areas throughout the Downtown Zone (C-1 Zone) with special attention to those dining areas in high visibility areas within the public right-of-way. Central to the process of allowing outdoor dining areas is the necessity of ensuring furniture and other items placed along the street positively contribute to the historic character of Downtown Payette.

The guidelines apply to all sidewalk cafes and outdoor dining facilities approved by the City of Payette. Failure to comply with these requirements constitutes a violation of Payette City Code.

Definitions

1. **Limit Line:** Area approved by the City of Payette to be occupied for an outdoor seating/dining/event use. Such area may be on sidewalks, where sidewalks are wide enough to accommodate the requested use plus space required for the pedestrian zone. Such pedestrian zone shall comply with the ANSI standards for accessibility, but in no case be less than five (5) feet in width. Areas located within on-street parking stalls shall in no case take up more than twelve (12) feet of the length of such stalls.
2. **Fence Line or Perimeter Fence:** A fence enclosing an outdoor seating/dining/event area, which may be on or within the limit line.

Other Regulations

City of Payette and the State of Idaho have adopted regulations that may apply to outdoor dining areas and seating areas. These may include, but may not be limited to:

- Alcoholic Beverages
- Sidewalk Café and Outdoor Dining
- Noise Regulations
- City Ordinances
- Sign Regulations
- State of Idaho Alcoholic Beverages (Title 23)

References are made to some of these regulations in these standards are for information purposes only. References are in italics. Not all regulations are referenced.

Business owners should consult City of Payette and the State of Idaho regarding regulations, permitting and license requirements. For the purpose of these standards, where these standards are more restrictive than the State of Idaho, these standards shall prevail.

Placement of Fences and Furnishings

✓ Placement of Fences

The distance from any fence used to enclose a café or outdoor seating area, which fence is parallel to the building face, shall not exceed the limit line unless otherwise specified.

✓ Placement of Furnishings/Accessories

All furnishings/accessories except certain umbrella shades, awning or canopy extensions and planters shall be placed within the perimeter fence surrounding the outdoor dining/seating/event area, if a fence is required/provided, or within the limit line if no fence is required or provided. The furnishings include but are not limited to benches, chairs, tables, umbrella bases, awnings and canopies, planters, trash receptacles, and all other accessories or equipment.

Umbrella stands and any umbrella shade that is less than six (6) feet, eight (8) inches in height at its lowest point from the walking surface shall be located inside the perimeter fence and the limit line. If an umbrella shade is at least six (6) feet, eight (8) inches in height at its lowest point from the walking surface, then the umbrella shade may extend outside the perimeter fence and the limit line.

Planters owned by the business owner/operator are permitted in the outdoor dining/event area at the discretion of the business owner/operator as long as they're within the limit line. If an outdoor dining/event area has a perimeter fence, planters are permitted outside the fence line if they are within the limit line. If a business owner/operator desires planters outside the perimeter fence or suspended from the outside edge of the perimeter fence, the fence shall be placed or configured so both the fence and the planters are within the limit line.

Awnings and canopies that are attached to the building and extend from the building face to the limit line may include an extension beyond the limit line if the extension is at least seven (7) feet in height from the walking surface. Extensions shall not exceed one-half (1/2) feet beyond the limit line.

Design Standards

✓ Fences

Each outdoor dining/event area where alcohol is served shall have a continuous fence around the perimeter except for one opening as required by Idaho State Code¹. Fences installed shall be of metal, and be black, antique brown or bronze in color. Fences shall be well-crafted and have a durable, professional finish. Prior to installing a fence, the

business owner/operator shall obtain approval from the City of Payette for the design, materials and construction specifications to be used for the fence.

Fences shall have sturdy support poles and bases that can withstand heavy jostling and bumping. The bases and fence layout shall be designed to create a stable enclosure without anchoring the fence to the ground. Attaching the fence to the ground is not allowed. Connections at corners shall be made so fence does not pull apart under normal use. Fences shall be a minimum of thirty-six (36) inches in height. Fences shall not create a continuous barrier more than four (4) feet in height. Fences shall be removable to accommodate events and change in seasons. Fences that run more or less parallel to the curb line shall be equidistant from the curb line with allowances for indentations at entrance points and for planters. Where no curb line exists, the fence should be equidistant from the building face. Fence placement shall not be slipshod. City of Payette may require a business owner/operator to adjust fence alignment to meet these standards.

Bases on support posts for fences may extend an additional one (1) foot outside the limit line if the base lies flat on the ground. Combining a fence with a support structure for an overhead awning or canopy is allowed if approved in writing by the City of Payette. Outdoor dining areas where alcohol is not served are not required to have a continuous fence, but must have fencing between all dining areas and adjacent parking stalls and the street. All furnishings other than umbrella shades and awning or canopy extensions shall be placed within the limit line.

✓ Sidewalks

A minimum of five (5) foot wide continuous pedestrian access along the public sidewalk free from all obstructions is required and must not create any pedestrian hazard.

✓ Umbrellas, awnings and canopies

Umbrellas, awnings and canopies shall be of cloth, and use colors that are in compliance with the Downtown Historic Guidelines and complementary to the aesthetics of the building it serves. Umbrellas and freestanding awnings or canopies shall be plain with no writing, graphics or advertising permitted. Umbrellas shall be securely anchored in stands. Awnings and canopies attached to the building may include the name of the business if this signage is approved by the City of Payette as an allowed tenant identification sign and the proper sign permits have been obtained. Awnings and canopies that are attached to the building and extend from the building face to the limit line as provided in the section of placement of furnishings.

✓ Planters

The design of planters owned by business owners/operators is at the discretion of the business owner/operator as long as they are placed within the limit line and are complimentary to the colors of the building exterior.

✓ Trash receptacles

Each outdoor dining area shall have a trash receptacle with a lid within the fence lines/limit lines.

✓ Signage

Signage shall not be posted on fencing surrounding outdoor areas except for signs required by law or for small informational signs, such as; "No smoking on patio". Sign banners are not permitted. A-frame and T-frames signs shall be located within the outdoor area limit line for the outdoor area to which they belong or in the furnishing zone directly in front of the outdoor area. All signage shall comply with the City of Payette regulations.

✓ Decorative Lighting

Lighting on fencing is permitted if the intent is to add a festive, decorative element and not to attract attention. Lighting shall be white or clear in color and shall be understated. Flashing lights are not allowed. Light strands shall be kept in good repair and burned out bulbs shall be replaced.

✓ Accessibility

Location and number of tables, spacing of tables and access within the outdoor dining area must meet all Building Code and Americans with Disabilities Act requirements.

✓ Maintenance

Business owners/operators shall be responsible for maintaining fences and furnishings in such a manner that these improvements present a high quality image. Any fences or furnishings showing signs of wear, damage or failure shall be promptly refurbished, repaired and/or replaced.

¹The State of Idaho Alcohol Commission requires that outdoor dining areas where alcohol is served must be separated from pedestrian areas by a continuous enclosure except for one entry point. Such outdoor dining areas must also be immediately adjacent to the establishment serving alcohol. Signage must be posted that alcohol cannot be taken off-premises.

PAYETTE COMPREHENSIVE PLAN

SCOPE OF WORK - 9/15/16

Exhibit A - Update the City of Payette Comprehensive Plan

1. Comprehensive Elements
 - a. We plan to create a more concise, readable, action-oriented plan - After reviewing the 2005 comprehensive plan, we found the following elements that need to be modified, updated or need to be created.
 - 1) Property Rights (modify)
 - 2) Population (update)
 - 3) Economic Development (update)
 - 4) Community Design (modify)
 - 5) Housing (update)
 - 6) Transportation (update)
 - 7) Parks and Recreation (update)
 - 8) Public Services, Facilities and Utilities (update)
 - 9) Land Use (update)
 - 10) School Facilities and Transportation (modify)
 - 11) Natural Resources (modify)
 - 12) Special Areas/Sites (Historic Sites/Areas) (modify)
 - 13) Hazardous Areas (modify)
 - 14) Airport (create)**
 - 15) National Interest Electrical Transmission Corridors (create)**
 - 16) Agriculture (create)**
 - 17) Implementation**
 - b. There was no definition section in the 2005 comprehensive plan. A glossary of terms is vital to the plans success. Land use planning terms may not be known or properly defined by the general public, which could lead to confusion. A glossary will be developed and coordinated with the definitions that are found in the zoning and subdivision ordinances.
2. **Socio-economic Profile and Facilitation** – Dick Gardner, a Ph.D. resource economist and rural development expert, will provide these services:
 - o Statistics can tell the “story” of a community. Dr. Dick Gardner will provide a Powerpoint presentation that summarizes how the City of Payette is portrayed in secondary socio-economic data from federal and state sources. Much of the information will be gathered from websites such as those provided by Headwaters Economics, Indicators

Idaho, the Census, Idaho Transportation Department, and Census of Agriculture. The development of a stand-alone Community Economic Profile of Payette document is beyond this scope of work, but can be negotiated as an add-on task.

- Dick will also update the Economic Development and Natural Resource elements.
- He will create the new Agriculture element and assist on the Electrical Transmission Corridor and Airport elements.
- Gardner will facilitate all steering committee meetings, help develop the associated agendas and meeting notes, and help design and manage the public workshops.

3. **Engaging the Latino Community** –The Latino Community is a key population segment of the City of Payette that is growing rapidly, but is less likely to become involved with a traditional process. At both this initial level and later meetings on plan components, we will make a special effort to hold meetings specifically for the Hispanic population. Laura Alvarez-Scharg will be a member of the Team and facilitate meeting to the Latino community and help conduct it in two languages.

- The following tasks will facilitate engaging the Hispanic community in providing feedback on Payette's Comprehensive Plan update. The Hispanic community meetings will be designed and facilitated in a culturally sensitive manner.
 - Hispanic Community Meeting (1-2) - Facilitate meeting, gather feedback, provide summary report;
 - Team meetings (2);
 - Task Force meeting planning and;
 - Present Hispanic Community meeting report.

4. **Demographics** – Dale Rosebrock, Intermountain Demographics (IMD), will provide the following demographic services:

- Population: The population component of the Payette City comprehensive plan will contain all the information required by the Idaho Code, including “an analysis of past, present, and future trends in population including such characteristics as total population, age, sex, and income.” Intermountain Demographics (IMD) will inventory population trends, establish a current inventory of population characteristics, and forecast future levels of population of the city and/or its area of city impact. The cohort-survival population forecasting technique will be used to forecast the city’s population by age group to 2040, at five year intervals. Special emphasis will be placed on population shifts by age group in the forecasting period.

- Housing: The population component of the city’s new plan also will address housing requirements of the Idaho Planning Act. That component will be expanded to include an inventory of the current housing stock including total number of housing units, age of the housing stock, tenure (owner and renter), and vacancy. Recent housing sales and rental data will be analyzed when available. An inventory of assisted housing units will be prepared. Housing type and design issues will be discussed when appropriate. Housing unit forecasts based on the city’s population forecasts also will be included in the housing component. The location of future housing in the city and its area of impact will be coordinated with the plans land use component.

5. **Strategy for City-County relations** – Will be discussed with city staff.

The most important thing about any relationship is to understand one another and find common ground. The “common ground” between city and county is the city’s comprehensive plan.

The team proposes to provide an opportunity for Payette County to be involved early on in the planning process by asking the Mayor to appoint a member of the county planning staff to the steering committee. The commission’s staff could then provide updates to the commission and get buy-in regarding the process. The key is to start early in finding common ground, build upon it, and continue the dialog through the negotiations of the Area of City Impact. Discovering concerns earlier in the process will be helpful to the city. The Commissioners will feel that their views are valued.

6. **Perform an analysis of existing code with identified goals** – Jerome and Jim will review the zoning and subdivision ordinances for any violations of fair housing. Jerome will review the zoning and subdivision ordinances to determine any conflict with the new comprehensive.

Exhibit B - Consultant’s Responsibilities:

The parties agree that Consultant will perform the following services in their completion of the project to develop an updated Comprehensive Plan for City:

1. Update the Payette Comprehensive Plan by thoroughly addressing the seventeen (17) components identified by the Local Land Use Planning Act under Idaho Code § 67-6501 *et sec.*
2. Facilitate and encourage citizen participation throughout the process.
3. Facilitate all public forums, workshops, meetings, and hearings involved with development of the Comprehensive Plan.

4. The Consultant will provide five (5) bound copies and one (1) CD of the final Comprehensive plan in Window 7 format and Adobe PDF format of maps.
5. Present the Comprehensive Plan update to the Planning and Zoning and City Council at public hearings and workshops.
6. Final revisions will be made in accordance with the final adoption of the Plan.
7. Perform the work in accordance with the terms specified in the Request for Proposals, Exhibit "B".
8. Implement the Plan by providing direction for updating the Zoning Ordinance, Subdivision Ordinance and other appropriate actions.
9. Conduct two or three (2 or 3) Open Houses based upon agreed dates by the city, including one or two (1 or 2) for the Hispanic Community.
 - a. One Wednesday and Thursday night meeting and one day meeting on Thursday. (The final decision will be based upon the city).
 - b. Provide documents to the City to make copies for meeting participants as needed.
10. Identify changes that need to be made in the Zoning and Subdivision Ordinances.
11. Meet with Planning and Zoning staff as needed.

The parties understand and agree that the Comprehensive Plan is a public document that will be released to the public, and that Consultant will have no proprietary interest in the documents developed for the City under this Agreement.

Exhibit C - Owner's Responsibilities:

1. The Mayor will select a 12-20 members Ad Hoc Comprehensive Plan steering committee.
2. The City will be responsible for providing public notice, advertising and securing the meeting locations.
3. Provide all existing engineering, drawings, and maps as needed by the city engineer (Holliday Engineering) will provide mapping service including the revised comprehensive plan land use map and the revised area of city impact map, under the direction of the consultant.
4. City will make copies of documents for each public hearing/meeting.
5. The City will be responsible for conducting the public hearings before the Payette Planning and Zoning Commission and City Council.

Exhibit D - Fees:

Proposed Project Budget

Professional Services – Jerome Mapp, Planning and Facility Management	\$32,700
Lead Planner - Administration, Write Comprehensive, Analysis of Existing Code with Identified Goals Attend Meetings and Public Hearings	
Professional Services – Richard Gardner, PhD - Bootstrap Solutions	\$ 21,000

Economics, Facilitation, and Assistance in Plan Drafting	
Professional Services – Dale Rosebrock - Intermountain Demographic Housing and Population Demographics	\$ 6,200
Professional Services – Jim Birdsall, Birdsall and Associates	\$ 7,500
Assist in writing Comprehensive, Analysis of Existing Code with Identified Goals	
Professional Services – Laura Alvarez-Scharg	\$ 4,000
Liaison to Hispanic Community	
Professional Services – Support staff for report formatting and assistance	\$ 2,000
Travel expenses – assumes 20 trips Boise-Payette	\$ 1,300
Printing, copying, & supplies	\$ <u>300</u>
TOTAL PROJECT COST	\$75,000

Exhibit E

Travel – This budget assumes a total of 20 trips by the consultants to the City of Payette over the course of the (14) months, with reimbursement based on actual costs under the State of Idaho travel regulations.

Exhibit F

PAYMENT: CITY agrees to pay CONTRACTOR for services rendered under this Agreement an amount not to exceed the total sum of \$75,000.00 for said services rendered from October 1, 2016 through December 15, 2017. The parties agree that CONTRACTOR will invoice CITY for payment under this Agreement for services rendered. The total sum shall be paid in monthly increments based upon submittal of progress reports.

A ninety (90) day extension may be allowed by the City by written agreement if it is shown that additional time will yield a higher quality product.

Exhibit G

Project Scope Of Services - Approach and tentative timeline

- Task A: The Mayor selects the Comprehensive Plan Committee
- Task B: The first meeting of the Comprehensive Plan Committee will be a discussion of the scope of services, timeline and meeting schedule. The following are points of discussion:

- Land use planning overview
- Discuss the land use organization chart

Discuss the comprehensive plan questionnaire and have them complete the form
Comprehensive Planning – Describe the resources for information, input and collection data
Develop a vision statement

- Task C: Conduct meetings with Comprehensive Plan Committee as established by the Mayor to discuss the 17 elements of a Comprehensive Plan, comprehensive plan format, planning elements and issues that need to be discussed in the Plan, what are goals, objectives and policies (implementations) sections of the plan.
- Task D: Develop and present in Powerpoint the Community Profile of the City of Payette. The data in graph and chart form will help frame the planning debate with baseline facts. It can also serve to jumpstart a dialogue on changes within the city and the desired direction for the future. It is possible that groups within the city will want to hear this presentation and thus engage in the comprehensive planning process. Demographic reports will also be prepared.
- Task E: Review the narratives of the 17 elements and make necessary changes
- Task F: Engage Hispanic Community
- Task G: Review comments from the community survey and review existing goals of the 17 elements with the committee to determine if they are still relevant (The goals will be updated after the open house).
- Task H: Conduct two community meetings regarding the proposed comprehensive plan. One should be with the Hispanic Community (Locations to be determined).
- Task I: Meet with Comp. Plan Comm. to develop objectives and policies.
- Task J: Develop document
- Task K: Review document with committee. This is a continuing process.
- Task L: Conduct at least one meeting with the Planning and Zoning Commission and one meeting with City Council to review the Comprehensive Plan and to answer any questions.
- Task M: Set one final public hearing with the Planning and Zoning Commission and one final public hearing with City Council in order to adopt the Comprehensive Plan.

Please note: All meetings are open to the public.

TIMELINE

TASKS	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017
A. Mayor selects the Comprehensive Plan Committee	X													
B. Discuss of the scope of services, timeline and meeting schedule		X												
C. Conduct meetings with Comprehensive Plan Committee		X	X	X	X	X	X		X	X	X	X		
D. Develop Socio-Economic Profile and Demographic reports		X	X	X										
E. Review the narratives of the 17 elements		X	X	X	X	X	X	X	X	X				
F. Engage Hispanic Community*						X				X				
G. Review comments from the community survey and review existing goals			X	X	X	X	X	X	X	X				
H. Conduct community meetings regarding							X					X		
I. Meet with Comprehensive Plan Committee to develop objectives and policies.				X	X	X	X	X	X	X	X			
J. Develop document				X	X	X	X	X	X	X	X			
K. Review document with committee.				X	X	X	X	X	X	X	X			
L. Conduct at least one joint meeting with the PZ and City Council.												X		
M. Set at least one public hearing before the Planning and Zoning Commission and one public hearing before City Council in order to adopt the Comprehensive Plan.													X	X

Note: This time line may float during the process*



CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor & Members of the Payette City Council
From: M. Cordova
Date: 9/14/2016
Re: Approve Purchase of WWTP New Sewer Cleaning Vacuum Truck

BACKGROUND & JUSTIFICATION:

Before the Council is consideration to accept a quote provided by Metroquip, Inc. in the amount of \$398,858 for a sewer cleaning vacuum truck consisting of a Vactor 2100PD Series sewer cleaner mounted on a Freightliner 114SD chassis for use in the Wastewater Treatment Department.

The "piggybacking" bid procedure is being used to purchase this equipment. This process is authorized and explained in I.C. 67-28, and conforms with the City Purchasing Policy. In essence, it allows the City to purchase this equipment at the same price as already bid to another government entity through the formal bid process. Meridian purchased a similar sewer cleaning vacuum truck in July, 2016, after going through the formal bid process in compliance with state statutes. Metroquip, Inc., was the low bidder, and Meridian approved their bid. After further discussion with Metroquip, we were able to negotiate a discounted price based off of the Meridian award.

FISCAL IMPACT:

The sewer cleaning vacuum truck purchased by the City of Meridian, meets all specifications for the City of Payette and is within the budgeted amount in the fiscal year 2016 WWT budget.

RECOMMENDATION:

That the Council authorize the purchase of a new Vactor 2110PD-18 Combination Sewer Cleaner Truck from Metroquip, Inc., in the amount of \$398,858.00.



QUOTE

MetroQuip, Inc.

1953 E. Commercial
 Meridian, ID 83642
 ph:(208)344-3318 fax:(208)345-5931
rsmith@metroquip.net

QUOTATION NO. MERIDIANVACTORREV1
 DATE September 8, 2016
 CUSTOMER ID CITYPAYETTE
 EXPIRATION DATE 9/30/2016

TO Randy Schwartz
 City of Payette - Waste Water Department
 522 River Street
 Payette, ID 83661
 (208) 642-6031 / (208) 740-4294

email: rschwartz@cityofpayette.com

SALESPERSON	FOB	PAYMENT TERMS	DUE DATE
Ray Smith (208) 914-0916	Payette	Standard Terms and Conditions	In Stock

*****VACTOR PIGGYBACK FROM CITY OF MERIDIAN AWARDED CONTRACT PW-1642-10688*****

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	New Vactor 2110PD-18 Combination Sewer Cleaner Truck Mounted on a New Freightliner 114SD Chassis Configured to Vactor Chassis Specifications	\$414,111.00	\$414,111.00
1.00	MetroQuip In-Stock Vactor Unit Discount See the Attached Meridian bid specifications published on June 13th 2016 and attached purchase order. Pricing reflects additions and deletions as allowed and indicated in bid specifications. Meridian Bid Specification PW-1642-10688 Meridian Purchase Order 16-0330	-\$15,253.00	-\$15,253.00
	1-0101-6020-C USBSEC, 1" Cleaning Nozzle, 8"-12" Pipe	\$1,300.00	
	1-0110-8025-C USBSEC, 1" Cleaning Nozzle, 12"-18" Pipe	\$1,590.00	
	1-0170-8025-C USBSEC, 1" Scouring Nozzle, 8"-15" Pipe	\$1,295.00	
	1-0220-8025-C USBSEC, 1" Penetrating Nozzles	\$895.00	
	WGR-1-8025 Warthog Magnum, Rotating Nozzle	\$2,830.00	
	Turbine Chain Cutter, 6"-8" Pipe	\$3,370.00	
	Turbine Chain Cutter, 8"-16" Pipe	\$5,560.00	
	(2) User Wireless Headset Communication System	\$4,385.00	

This is a quotation on the goods named, subject to the conditions noted below.

This quotation is valid for 30 days from date shown above. These prices do not include any freight charges, sales tax, F.E.T., or other applicable taxes unless noted. All sales are subject to availability and/or prior sale.

SUBTOTAL	\$	398,858.00
SALES TAX		
TOTAL	\$	398,858.00

To Accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

**CITY OF PAYETTE, IDAHO
Resolution # 2016-13**

**A RESOLUTION DECLARING
SURPLUS PROPERTY & DISPOSITION OF SUCH PROPERTY**

WHEREAS, the City of Payette regularly disposes surplus property that has exceeded its useful life, is considered obsolete and no longer serve the needs of the City of Payette; and,

WHEREAS, it is the desire of the Mayor and City Council to declare the property as surplus.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Payette that the item referenced in the attached memo dated 08-08-16, from Library Director Haley, is no longer needed for municipal purposes and is hereby considered surplus and/or obsolete.

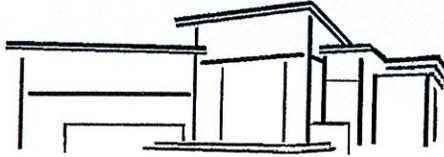
The City Library is hereby authorized to dispose of the surplus property to the Payette Historical Museum as recommended by the Board of Trustees.

PASSED, APPROVED and ADOPTED this 19th day of September, 2016.

Jeffrey T. Williams, Mayor

Attest:

City Clerk



Payette Public Library
24 South 10th Street
Payette, ID 83661



TO: Payette City Council
FROM: Library Board of Trustees, Payette Public Library
DATE: 8/8/16
SUBJECT: Recommendation of Library Surplus Property

The Library Board of Trustees made the recommendation for library surplus property during their board meeting on July 14, 2016, to send to City Council for approval.

In the minutes, under Item D it states:

“Disposal of Surplus Items:

Erin explained that in 2014 the library was given by the Twin Falls Public Library, a microfiche machine. She stated that the library receives approximately 1 obituary request every 3 months. The time needed to continue offering the service outweighs the requests received, and the specialized training needed to obtain the obituaries. Erin has confirmed that the Payette Historical Museum would like to receive and care for the machine. Ron moved to dispose of these items pending city council approval, Isabel seconded. All approved.”

Prepared by:

Erin Haley, Director
Payette Public Library



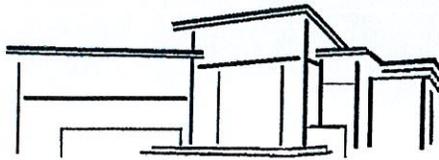
CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor & Members of the Payette City Council
From: Bobbie Black, Deputy City Clerk
Date: 9/14/2016
Re: Building Permits & Business License

	BUILDING PERMITS		BUSINESS LICENSE	
	2015	2016	2015	2016
January	5	1	5	3
February	5	2	4	1
March	1	10	6	3
April	7	9	1	2
May	2	7	0	5
June	0	2	3	1
July	5	9	3	7
August	10	8	3	1
September	6		0	
October	6		4	
November	6		2	
December	3		2	
TOTAL	56	40	33	22

August: Payette County Towing & Recovery
Oregon Building Restoration
All West Plumbing



Payette Public Library
 24 South 10th Street
 Payette, ID 83661



Library Director's Report

September 8, 2016

Highlights

- August 12th VMLC Quarterly Meeting, McCall
- August 15th City Council Session
- August 29th Strategic Plan Work Session
- September 1st Budget Work Session
- September 6th City Council Session

Programs: August 2016

Event	Attendance
Storytime	348
Maker Space	31
LEGO Club	65
Summer Movies/Programming	106
	Total: 550

Library Statistics: August 2016

	August FY15/16	August FY14/15	August FY13/14
Patron Count	4789	3950	3128
Computer Sessions	1034	1112	967
Items Checked Out	7415	6820	6801
New Items Added (including donations)	226	354	225
Monetary Intake	\$1273.48	\$1164.60	\$1199.04

MINUTES OF A REGULAR SCHEDULED CITY OF PAYETTE AIRPORT COMMISSION MEETING HELD SEPTEMBER 12, 2016, AT 4:15 P.M. IN THE AIRPORT MEETING ROOM, PAYETTE, IDAHO.

THE MEETING WAS CALLED TO ORDER BY COMMISSIONER OSBORN AT 4:20 PM.

MEMBERS PRESENT: Bert Osborn, Jan Zatloukal, Gary Cox, and Gene Wilkie arriving at 4:28

ABSENT Dave Koeppen, and Frazer Peterson

Also in attendance was Councilor Massey, and Mary Cordova

APPROVAL OF MINUTES:

Zatloukal moved and Cox seconded a motion to approve the minutes of August 8, 2016, as written. Motion carried.

COMMUNICATIONS:

None

AGENDA ITEMS:

1. Fuel at Airport:
Mary will email the report. Cox suggested that we should have fuel at all times, and suggested looking in to getting jet fuel. Osborn and Massey explained that the Council had put funding in their budget to loan the Airport money to purchase a new tank.
2. Trees at Golf Course:
Cordova informed the Commission that the Mayor is working with the Golf Course to remove the hazardous trees.
3. Runway Extension Update:
Cordova stated that the bids came in under the original estimate, and it appears that the Add Alternate of the project, which included the embankment for the parallel taxiway will be able to be completed in addition to the original extension plan. She continued that there is a pre-construction meeting planned for Tuesday, September 20, 2016, at 10:00am, at the airport lounge. In preparation for the project, the City and the Commission need to accomplish some of the in-kind work such as marking a displaced threshold, and moving the electrical wire for the runway lights, and attention to the wet area and weeds at the end of the existing runway. The Commission agreed on a temporary displaced threshold at the end of 31 of 250 ft.
4. Water:
Cordova commented that a meeting is planned with SWDH, Idaho Rural Water, and DEQ in the near future to address problems at the golf course. At this time, the City is looking at different avenues to fund water and sewer line extensions to reach the airport, hangars and golf course.

GENERAL DISCUSSION:

Commissioner Wilkie thanked the Street Department for removal of all of the weeds around the airport. Cordova informed the Commission g is slated for a new coat of paint in the near future.

CITIZENS COMMENTS:

A citizen in the audience (sorry, I didn't get his name), commented that the east/west taxiway is getting really bad, and it would be nice to have that fixed. Cordova commented that project is on our "wish list" with the Division of Aeronautics. We may not be eligible for grant funding to complete the work in the near future, but perhaps we can look at a temporary solution, or, if there is any funding left from the extension project, we can look in to using the funds toward the east/west taxiway.

NEXT AGENDA:

Next meeting October 17th, 2016

Meeting adjourned 4:49 PM.

Recording Secretary

Mary Cordova