

Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodations to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life. We are an inclusive city that welcomes all people, regardless of race, religion, color, national origin, sex, age, disability, sexual orientation, or gender identity and encourages their participation in city government and city programs.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
October 20, 2020
6:00 pm

PLEDGE OF ALLEGIANCE

GUEST Jan Bayer and Cal Bateman with the Boundary County School District regarding the Maintenance and Operation Levy

PUBLIC COMMENTS

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Mayor/Council

REPORTS

Police/Fire/City Administrator/City Engineer/Economic Development Coordinator/Urban Renewal District/SPOT/Golf

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the October 6, 2020 Council meeting minutes
4. Treasurer's Report

OLD BUSINESS

5. **Planning and Zoning** – Consider recommendation from Planning and Zoning for File #AM013-20 for Planned Unit Development (attachment) {action item}
6. **Planning and Zoning** – Have the first reading of the Planned Unit Development Ordinance #597 by Title Only (attachment) {action item}
7. **Planning and Zoning** – Suspend the reading rules and adopt the Planned Unit Development Ordinance #597 {action item}
8. **Planning and Zoning** – Consider recommendation from Planning and Zoning for File #AM012-20 for Off-Site Parking (attachment) {action item}
9. **Planning and Zoning** – Have the first reading of the Off-Site Parking Ordinance #598 by Title Only (attachment) {action item}
10. **Planning and Zoning** – Suspend the reading rules and adopt the Off-Site Parking Ordinance #598 {action item}
11. **City** – Discuss the Vision Statement {action item}
12. **City** – Consider a Personnel Policy change regarding job descriptions (attachment) {action item}
13. **City** – Discuss the Christmas party {action item}

NEW BUSINESS

14. **City** – Consider Resolution 2020-10-20 destruction of records (attachment) {action item}
15. **City** – Consider auditor for FY2020 audit (attachment) {action item}
16. **City** – Discuss the Holiday schedule adjustment {action item}

ADJOURNMENT

INFORMATION

City Street and Park Superintendent, Waste Water and Water Plant Operator I, II & III, Street and Park Maintenance Laborer Job Descriptions

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
October 6, 2020
6:00 pm**

Mayor Dick Staples called the Council meeting of October 6, 2020 to order at 6:01 pm. Present for the meeting were: Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, Economic Development Dennis Weed, City Police Chief Brian Zimmerman and City Attorney Andrakay Pluid. Members of the public present were: Jerry Higgs, Marciavee Cossette, Denise Crichton, Carolyn Testa, John Birrell, Steve Tanner, Jim Ball, Mark Quinn, Elana Quinn, Jessica Tingley, Travis Lockwood, Linda Fioravanti, Steve Fioravanti, Ross Novinger, Doug Ladely Str., Craig Kelson, David Clark, Tom Allinger, Joshua Barany, Annette Fulton, Jocelyn Fulton, Craig Kelson, Jan Bayer and Cal Bateman.

PLEDGE OF ALLEGIANCE

GUEST

Michael Keith with Piper Sandler regarding the Hydroelectric bond term sheet
Michael gave a brief presentation on the offers received regarding the Hydroelectric Bond term sheet. Michael said the reason Banner Bank stood out was due to the ability to take draws during the first 18 months. The City will save approximately \$23,000 by making semi-annual principal payments and an additional \$86,000 savings in interest costs with the draw schedule. Mayor Staples asked how many times draws are allowed. Michael said draws may be taken at the City's discretion during the first 18 months.

PUBLIC COMMENTS

Mark Quinn spoke regarding the vision statement.
Steve Fivorvanti, Travis Lockwood, Linda Fivorvanti, David Clark, Steve Tanner spoke against the vision statement.
Carolyn Testa, Ross Novinger, Joshua Barany, Annette Fulton, Josyln Fulton, Jim Ball spoke regarding the proposed change to the billing policy.
Craig Kelson informed the Council which groups are being recognized this month. He also thanked the Council for their service.
Jan Bayer spoke regarding the school's M & O Levy

REPORTS

City Administrator Lisa Ailport said the Street position has been advertised and the RFPs are in progress.

Economic Development Coordinator Dennis Weed said the Census is not being completed as it has been in the past and encouraged everyone to respond. A national marketing event will take place at the end of the month to encourage tourists next year.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
 2. Approval of Bills and Payroll
 3. Approval of the September 15, 2020 Council meeting minutes
- Valerie Thompson moved to approve the consent agenda. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

OLD BUSINESS

4. **City** – Consider approval of the volunteer manual (attachment) {action item}
Lisa gave a brief presentation of the volunteer manual. There are three definition for volunteers. Ron asked if the volunteers are fingerprinted. Andrakay said that is part of the background check. Ron ask who pays for that. Andrakay said the volunteer pays for the background check. Ron asked who will administer this. Lisa said she will be the main person, but it will be split between the City Administrator, City Attorney and City Clerk. Valerie recommended on the release of liability adding "approved user of the equipment". Ron Smith moved to accept the volunteer manual with the recommended changes. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

NEW BUSINESS

5. **Street** – Consider the pay rate for the Street Superintendent (attachment) {action item}
Lisa is recommending a 10% increase for the new Street Superintendent. Ron asked how this rate compares to the exiting rate. Lisa said it is approximately \$4.00 less. Adam asked if we have a rate for the Superintendent. Lisa said the City has never adopted a pay scale. Adam Arthur moved to increase the rate of pay by 10% for the new Street Superintendent's hourly rate

from \$21.75 to \$23.93. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

#6 - #9 tabled until the next meeting due to a notification error

6. **Planning and Zoning** – Have the first reading of the Planned Unit Development Ordinance #597 by Title Only (attachment) {action item}
7. **Planning and Zoning** – Suspend the reading rules and adopt the Planned Unit Development Ordinance #597 {action item}
8. **Planning and Zoning** – Have the first reading of the Parking Ordinance #598 by Title Only (attachment) {action item}
9. **Planning and Zoning** – Suspend the reading rules and adopt the Parking Ordinance #598 {action item}

10. **City** – Consider authorizing the Mayor to sign the contract with Brian Errett for the Information Technology Manager (attachment) {action item}

Lisa said this contract is due to an increase in pay. Valerie Thompson moved to authorize the Mayor to sign the contract with Brian Errett for the Information Technology Manager effective October 4, 2020. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

11. **Police** – Consider authorizing the Mayor to sign the contract with Judy Jeske for the Administrative Assistant (attachment) {action item}

Lisa said this contract is necessary to allow Judy to have the medical insurance. Valerie re-emphasized the importance of adhering to the current budget regarding overtime. Brian said it will be watched as close as possible. Adam Arthur moved to authorize the Mayor to sign the contract with Judy Jeske for the Administrative Assistant. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

12. **Fire** – Consider authorizing the Mayor to sign the contract with the Kootenai Tribe of Idaho for fire protection services (attachment) {action item}

Christine said this is the same contract as the last two or three years. Ron asked if the rate is the same. Christine said it is. Valerie Thompson moved to authorize the Mayor to sign the contract with the Kootenai Tribe of Idaho for fire protection services for fiscal year 2021. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

13. **Street** – Consider authorizing the Mayor to sign a Local Rural Highway Investment Program application for Garden Lane to Garden Court (attachment) {action item}

Lisa said this grant is to extend Garden Lane to Fry Street. Adam asked if the sidewalk will connect with the Alderson Lane sidewalk. Lisa said the sidewalk will just go to Alderson Lane. Adam said it makes sense to have the sidewalk on the other side of the street. Lisa said she will talk to the engineer. Brian said the street will be more aligned as well. Valerie Thompson moved to authorize the Mayor to sign a Local Rural Highway Investment Program application for Garden Lane to Garden Court in the amount of \$100,000. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

14. **Street** – Consider the flower basket proposal for fiscal year 2021 {action item}

Christine said this is the same greenhouse that has grown the flower baskets for the last two years. Sugarplum was the middle man prior to this year and said they want to be removed from the equation. Adam Arthur moved to approve the flower basket proposal for fiscal year 2021 in the amount of \$4,34.28. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

15. **City** – Consider a Personnel Policy change regarding job descriptions (attachment) {action item}

Lisa said it is unclear if Council wants all job descriptions to come before Council or just the appointed positions and new positions. Valerie said she wants to know of the changes made to a job description. Ron and Adam agreed. Adam said they need to know the job description so they can decide on the pay rate. Valerie wants to see new positions and supervisory positions. Ron said to continue with the way it is until a change needs to happen. Valerie requested to table this item for further discussion

16. **Water/Sewer** – Consider authorization to advertise for a Water/Sewer Operator (attachment) {action item}

Lisa said the job description is currently being modified. Ron asked if the budget is there. Lisa said if this position is not advertised the facility will be under staffed. Adam is concerned that no one with certifications will apply for the pay range of \$18.00-\$20.00. Lisa said the current Operator 1 is in the low \$20.00 range. Valerie Thompson moved to approve advertisement for another full time Water/Sewer Operator starting at \$18.00-\$20.00 depending on experience. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

17. **Water** – Consider authorizing the Mayor to sign the contract with Avista for Natural Gas service at Lift Station #2 (attachment) {action item}

Andrakay said this contract is to purchase natural gas services from Avista. Valerie asked if items #17 and #18 can be combined in one motion. Andrakay said as long as the motion is clear. Valerie Thompson moved to authorize the Mayor to sign the contract with Avista for natural gas service at Lift Station #2 and 6212 Dakota Street. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

18. **Sewer** – Consider authorizing the Mayor to sign the contract with Avista for Natural Gas service at 6212 Dakota Street (attachment) {action item}

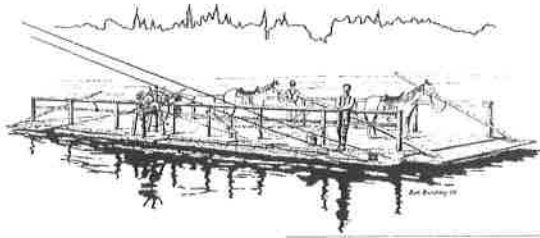
19. **City** – Discuss the 2020 Christmas party (attachment) {action item}

Lisa said staff is wondering if we should have a Christmas party this year due to the pandemic. Ron is concerned about having a large group get-together. Valerie agrees, but wants to make sure we acknowledge and recognize the employees. Adam also wants to hear alternatives. This item was tabled to a future meeting.

ADJOURNMENT

The meeting adjourned at 7:56 pm

DRAFT



CITY OF BONNERS FERRY

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P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

STAFF REPORT FOR PLANNED UNIT DEVELOPMENTS AMENDMENT, TITLE 11 CITY COUNCIL AMENDMENT FILE #AM013-20

Prepared by: Clare Marley, AICP
City Contract Planner, Ruen-Yeager & Associates, Inc.

Project Description: The City of Bonners Ferry has initiated an amendment to its zoning regulations to repeal its current Planned Unit Development (PUD) chapter and to adopt a new chapter allowing for PUDs in all zoning districts, and establishing a process, standards, and design criteria for PUDs. Planned Unit Developments are land development options that allow a mix of uses and flexible development designs.

Publication Date: September 3, 2020

Other Notifications: Media, August 28, 2020; taxing districts, school district and airport manager, September 8, 2020

Hearing Dates: Planning and Zoning: September 24, 2020
City Council: To be determined

Hearing Packet: Draft ordinance, legal notice, Public Service Announcement

P/Z Recommendation: Unanimous Approval

PROJECT BACKGROUND/SUMMARY

The City of Bonners Ferry is proposing to replace its current Planned Unit Development Agreements section of the zoning regulations with a new Chapter 8 to be called Planned Unit Developments (PUDs). The purpose of the revision is to align application processing with the requirements of Idaho Code. In addition, the proposed amendment would expand the opportunities for PUDs throughout the city, encourage flexible, creative designs, encourage public and private amenities and set specific standards and procedures. The amendment proposes the following:

- Opportunity for PUDs in all zoning districts.
- Requirement to follow the special use permit process when considering PUD applications.

- Establishment of a minimum 2 acres for PUD sites.
- Pairing of the processing of PUDs with companion subdivision applications.
- Allowance for a mixture of housing types (duplex, single-family, multi-family, townhomes, or courtyard style).
- Limited, low-intensity commercial uses in the residential PUDs.
- Inclusion of residential uses in the Industrial PUDs.
- Variation from zoning standards to achieve unique designs, such as reduced or zero setbacks, lot width, lot sizes, clustering of lots, or private roads.
- Requirement for public or private amenities such as bike/pedestrian pathways, sidewalks, open space, bus stop, bike racks, playground equipment or other negotiated amenities that fit the type and scale of the development.

PUBLIC COMMENTS

No written public comments had been submitted to the record at the time of this staff report. At the September 24, 2020 public hearing, one member of the public asked for additional details on the amendment but did not oppose the ordinance.

COMPREHENSIVE PLAN ANALYSIS

Adoption or amendment of the zoning code requires confirmation that the ordinance is in accord with the policies set forth in the adopted comprehensive plan. The comprehensive plan contains a number of policy statements that are interrelated with the PUD zoning option, such as housing, transportation, economic development and land use. Below is a summary of each section, and portions that may relate to the proposed ordinance:

Section 1 of the adopted comprehensive plan addresses the need to adopt regulations that are consistent with community goals and objectives. Planning principles encompass various goals regarding housing, transportation, etc., and include creating opportunities for open space, parks, and greens.

Section 2 covers property rights, and policies to recognize private property ownership as a basic right and to administer ordinances to allow reasonable use of private lands consistent with public health, safety, and general welfare.

Section 3 deals with population and growth. The goal of this section is to maintain a moderate, stable rate of long-range population growth with orderly and well-planned development.

Section 4 reviews the school facility and transportation needs. Funding and planning for school facility needs and safe bike and pedestrian routes are included in this section's goals.

Section 5 on economic development recognizes the community's source of income relies on natural resources and retail trade. Policies consider the promotion of tourism, clean industry, and expansion and growth of existing businesses. Goal 1, Policy 2, encourages the city to "zone areas that have potential for business development in such a manner that they can be used for commercial and industrial development while maintaining adjoining land use interests." This section also sets a goal to define types of activities and uses allowed in the industrial zone.

Section 6 of the comprehensive plan established three land use types: Residential, Commercial, and Industrial. The plan reminds the city to factor into its land use decisions the availability of

public services. Buffering between uses that generate noise, odor, dust, light, etc., and incompatible uses are to be provided. Land use decisions must consider the availability of services and should consider the preservation and enhancement of natural resources. Protection and enhancement of general public safety, health, and welfare are factors in guiding land use decisions. The city should evaluate the community-wide impact of significant development on the need for public facilities and services, circulation, identified city resources, and housing impacts. Approval of new development should occur only after sufficient planning for rights-of-way, improvements, and access have been evaluated to accommodate increased traffic.

Section 7 addresses natural resources and encourages the protection of natural beauty and environment of the area and the need for buffers and mitigation to protect from noise, odor, or pollution. Plans for proposed subdivisions and other large sites should include provisions to protect natural drainage systems and incorporate drainage facilities, as necessary. Standards should be developed for buffering between noise- and odor-generating uses and adjacent uses. Proposed development should be evaluated for potential environmental impacts. Conservation of natural amenities should be required.

Section 8 includes potential rail, river, and hillside hazards and emergency services. Land development should not occur in hazardous areas unless adverse impacts can be mitigated.

Section 9 reviews available water, sewer, power, fire, solid waste and health services.

Section 10 is relative to transportation, needs, and policies. This section calls for development of an efficient transportation system. The city should discourage private streets that serve developments, particularly residential areas, except where warranted by site limitations or where the private roads could negatively affect the transportation flow.

Section 11 covers small and larger scale recreational needs, and includes concepts to create small, pocket parks, green space, and encouraging a "community wide park environment," while promoting a "sense of community ownership." Section 11 encourages the inclusion of planning efforts for private and regional recreational resources. Dedication of rights-of-way, easements, or facilities for bike and pedestrian paths are encouraged, as are land dedication for parks.

Section 12, Special Areas or Sites acknowledges the wildlife refuge, Selkirk Loop and natural lands. Goals and policies of this section are noted as similar to the Recreation section.

Section 13, regarding Housing, covers clean, safe housing, access, and services. Residential uses are to be buffered from non-residential uses. Zoning should be updated to provide responsible, well-planned development. The developer bears the costs of public service extensions. Developers are encouraged to maximize the variety of attractive settings, such as a variety of housing prices, amenities, and natural settings.

Section 14, Community Design, refers to the Hudson strategic plan.

Section 15 is an implementation section on ordinance updates and urges the community to review and update its standards and policies on an ongoing basis, based on changing conditions and new issues.

STAFF ANALYSIS

The planned unit development is one tool the City of Bonners Ferry could use to implement a number of its comprehensive plan goals and policies while providing for a flexible, mixed-use development option. The city Plan focuses on a number of goals that can be provided through a well-planned and executed PUD, such as housing options, buffering, preservation of natural amenities, development of pathways, etc. City staff and the Commission explored options to achieve mixed-use development to meet city goals and developer interests. One option was to update the comprehensive plan and revise land use designations that would open the door to a variety of mixed commercial/residential development in appropriate areas, followed by a zoning code amendment. Given the time that this option could take to develop strategies, complete a community review, and implement, the PUD update seemed a better choice for the time being. The PUD update could serve as a bridge for mixed use development until a future comprehensive plan and zoning code update can be funded and conducted. Meanwhile, the proposed PUD amendment must be in accord with the current comprehensive plan. Likewise, future PUDs must

each also be in accord with the Plan, should this ordinance be adopted. The proposed PUD ordinance intersects with a number of the city goals, and provides a mechanism to achieve transportation, housing, recreation, school facilities and other goals noted in the comprehensive plan analysis. While the Plan cautions against allowing private streets, the PUD could permit private streets, as long as they are consistent with the city transportation plan and standards and that interior streets meet fire code standards. Each PUD proposal must be independently judged against the comprehensive plan goals and policies and must be found to not be in conflict with the adopted Plan (Idaho Code §67-6512, Special Use Permits, Conditions, and Procedures, and Section 11-5-5 B, Bonners Ferry City Code). While the proposed ordinance is in accord with the Plan goals and policies, further review of future PUD proposals against the comprehensive plan would give the city additional assurance that its goals and objectives are met.

AUTHORITY/PROCEDURES

Idaho Code §67-6511. Zoning Ordinance. Establishes procedures and requirement to be in accord with comprehensive plan. Requires notice and process in accord with Idaho Code §67-6509.

Idaho Code §67-6509 establishes the procedures for adoption and amendment of the plan. At least 15 days prior to the public hearing, the city must give notice of the proposed amendment to the official newspaper of record, media, political subdivisions within the city jurisdiction, school districts, and the manager of the public airport. The Planning and Zoning Commission shall make a recommendation to the City Council on the proposed amendment. The City Council may conduct at least one public hearing, in addition to the Commission decision, after it receives the recommendation from the Planning and Zoning Commission. If the City Council makes any material change in the recommendation or options contained in the Commission recommendation, further notice and a public hearing must be conducted by the Council.

Idaho Code §67-6512, Special Use Permits, Conditions, and Procedures.

Idaho Code §67-6515, Planned Unit Developments.

Idaho Code §67-6518. Standards. Cities have authority to adopt standards for public and private development.

Bonners Ferry City Code Chapter 6, Amendment of the Act. Process, and rights of city to initiate amendment. Section 11-6-5, Council Action, provides that the Council *may* require a public hearing before making a decision and may request studies from the applicant or public agencies.

PUBLIC NOTICE

Notice of the Planning and Zoning Commission hearing was published in the official newspaper of record on September 3, 2020 (21 days prior to the public hearing). Notice was also mailed to the media August 28, 2020, and to taxing districts, the school district, and airport manager September 8, 2020. Legal noticing requirements have been met.

MOTIONS BY THE GOVERNING BODY:

Motion to approve: I move to approve this file #AM013-20, amending Bonners Ferry City Code, Title 11, to repeal Chapter 8, Planned Unit Development Agreements, and adopt a new Chapter 8, Planned Unit Developments, finding that it is in accord with the general and specific goals and standards of the City of Bonners Ferry comprehensive plan, as enumerated in the findings and reasoned statements below and based upon public testimony received.

I further move to adopt the following reasoned statement as written (or as amended). (READ STATEMENTS, SPECIFYING HOW THE PROPOSAL MEETS THE STANDARDS, BASED UPON THE FINDINGS OF RECORD).

Motion to Deny: I move to recommend deny this file #AM013-20, amending Bonners Ferry City Code, Title 11, to repeal Chapter 8, Planned Unit Development Agreements, and adopt a new Chapter 8, Planned Unit Developments, finding that it is not in accord with the general and

specifics goals and standards of the City of Bonners Ferry comprehensive plan, as enumerated in the findings and reasoned statements below and based upon public testimony.

I further move to adopt the following findings and reasoned statement as written (or as amended). (READ STATEMENTS, SPECIFYING HOW THE PROPOSAL FAILS TO MEET THE STANDARDS, BASED UPON THE FINDINGS OF RECORD).

REASONED STATEMENTS

1. The amendment **IS/IS NOT** supported by the City of Bonners Ferry Comprehensive Plan.

Community Design	Special Areas and Sites
Natural Resource	Recreation
Population	Housing
Economic Development	Land Use
Hazardous Areas	Public Services, Facilities and Utilities
Transportation	Implementation
Property Rights	School Facilities & Transportation

Findings:

1. The Planning and Zoning Commission conducted a duly noticed public hearing in accord with Idaho Code §67-6509 to consider the proposed Planned Unit Development ordinance and provided a recommendation to approve to City Council.
2. Idaho Code §67-6512, "Planned Unit Developments," provides the authority for the City of Bonners Ferry to adopt a PUD application process and designates planned unit developments as special use permits.
3. Idaho Code §67-6512 states planned unit development may be defined in a local ordinance as an area of land in which a variety of residential, commercial, industrial, and other land uses are provided for under single ownership or control. Planned unit development ordinances may include, but are not limited to, requirements for minimum area, permitted uses, ownership, common open space, utilities, density, arrangements of land uses on a site, and permit processing.
4. Idaho Code §67-6518, "Standards," gives authority to Idaho cities to adopt standards for public and private development.
5. Idaho Code §67-6512, "Special Use Permits, Conditions, and Procedures," provides the process for consideration of planned unit developments.
6. The proposed PUD ordinance addresses the following Bonners Ferry Comprehensive Plan policies and goals:
 - a. Section 1, planning principles encompass various goals regarding housing, transportation, etc., and include creating opportunities for open space, parks, and greens.
 - b. Section 2 covers property rights, and policies to recognize private property ownership as a basic right and to administer ordinances to allow reasonable use of private lands consistent with public health, safety, and general welfare.
 - c. Section 3 deals with population and growth. The goal of this section is to maintain a moderate, stable rate of long-range population growth with orderly and well-planned development.
 - d. Section 4 reviews the school facility and transportation needs. Funding and planning for school facility needs and safe bike and pedestrian routes are included in this section's goals.
 - e. Section 5 on economic development recognizes the community's source of income relies on natural resources and retail trade. Policies consider the promotion of

tourism, clean industry, and expansion and growth of existing businesses. Goal 1, Policy 2, encourages the city to “zone areas that have potential for business development in such a manner that they can be used for commercial and industrial development while maintaining adjoining land use interests.” This section also sets a goal to define types of activities and uses allowed in the industrial zone.

- f. Section 6 of the comprehensive plan established three land use types: Residential, Commercial, and Industrial. The plan reminds the city to factor into its land use decisions the availability of public services. Buffering between uses that generate noise, odor, dust, light, etc., and incompatible uses are to be provided. Land use decisions must consider the availability of services and should consider the preservation and enhancement of natural resources. Protection and enhancement of general public safety, health, and welfare are factors in guiding land use decisions. The city should evaluate the community-wide impact of significant development on the need for public facilities and services, circulation, identified city resources, and housing impacts. Approval of new development should occur only after sufficient planning for rights-of-way, improvements, and access have been evaluated to accommodate increased traffic.
- g. Section 7 addresses natural resources and encourages the protection of natural beauty and environment of the area and the need for buffers and mitigation to protect from noise, odor, or pollution. Plans for proposed subdivisions and other large sites should include provisions to protect natural drainage systems and incorporate drainage facilities, as necessary. Standards should be developed for buffering between noise- and odor-generating uses and adjacent uses. Proposed development should be evaluated for potential environmental impacts. Conservation of natural amenities should be required.
- h. Section 8 includes potential rail, river, and hillside hazards and emergency services. Land development should not occur in hazardous areas unless adverse impacts can be mitigated.
- i. Section 9 reviews available water, sewer, power, fire, solid waste and health services.
- j. Section 10 is relative to transportation, needs, and policies. This section calls for development of an efficient transportation system. The city should discourage private streets that serve developments, particularly residential areas, except where warranted by site limitations or where the private roads could negatively affect the transportation flow.
- k. Section 11 covers small and larger scale recreational needs, and includes concepts to create small, pocket parks, green space, and encouraging a “community wide park environment,” while promoting a “sense of community ownership.” Section 11 encourages the inclusion of planning efforts for private and regional recreational resources. Dedication of rights-of-way, easements, or facilities for bike and pedestrian paths are encouraged, as are land dedication for parks.
- l. Section 12, Special Areas or Sites acknowledges the wildlife refuge, Selkirk Loop and natural lands. Goals and policies of this section are noted as similar to the Recreation section.
- m. Section 13, regarding Housing, covers clean, safe housing, access, and services. Residential uses are to be buffered from non-residential uses. Zoning should be updated to provide responsible, well-planned development. The developer bears the costs of public service extensions. Developers are encouraged to maximize the variety of attractive settings, such as a variety of housing prices, amenities, and natural settings.
- n. Section 14, Community Design, refers to the Hudson strategic plan.

- o. Section 15 is an implementation section on ordinance updates and urges the community to review and update its standards and policies on an ongoing basis, based on changing conditions and new issues.

ORDINANCE NO. 597

TITLE: PLANNED UNIT DEVELOPMENTS

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO REPEALING IN ITS ENTIRETY CHAPTER 8, PLANNED UNIT DEVELOPMENT (PUD) AGREEMENTS, OF TITLE 11 (ZONING REGULATIONS), AND ADOPTING A NEW CHAPTER 8, PLANNED UNIT DEVELOPMENTS OF TITLE 11 TO PROVIDE APPLICABILITY, PROCEDURES, AND DESIGN STANDARDS AND SEVERABILITY, AND THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Constitution of the State of Idaho, Article XII, Section 2, the Local Land Use Planning Act, Title 67, Chapter 65, and the Idaho Municipal Corporations Title 50, Chapters 3 and 9 provide authority for the City of Bonners Ferry to adopt ordinances establishing land use standards; and,

WHEREAS, Idaho Code §67-6515 establishes the authority and process for governing boards to adopt ordinances allowing planned unit developments (PUDs), defined as areas of land in which a variety of residential, commercial, industrial, and other land uses are provided; and

WHEREAS, Idaho Code §67-6518 authorizes governing boards to set standards for building design, blocks, lots, and tracks of lands and other public and private development; and

WHEREAS, the City of Bonners Ferry desires to revise its planned unit development standards to establish that PUD applications are to be processed as special use permits and to specify standards and appropriate zoning districts for the location of PUDs; and

WHEREAS, the adopted comprehensive plan recognizes the need to direct the pattern of commercial development, promoting the use of available land within the city through flexible and adaptable zoning ordinance and land use regulations and further finds that zoning and subdivision ordinances should be updated and revised to assure responsible, well-planned development in accord with the comprehensive plan; and

WHEREAS, the Planning and Zoning Commission held a duly noticed public hearing on September 24, 2020, in accordance with the Local Land Use Planning Act, Title 67, Chapter 65, Idaho Code and recommended to the City Council approval of the Planned Unit Developments ordinance, File #AM013-20; and

NOW THEREFORE, be it ordained by the Mayor and the Council of the City of Bonners Ferry, Idaho, as follows:

SECTION 1: ADOPTION: That Bonners Ferry City Code, Title 11 (Zoning Regulations), Chapter 8, Planned Unit Development (PUD) Agreements, is hereby repealed in its entirety, and a new Chapter 8, Planned Unit Developments, of Title 11 is hereby adopted to read as follows:

Chapter 8

PLANNED UNIT DEVELOPMENTS

11-8-1: PURPOSE:

The purpose of the Planned Unit Development (PUD) is to provide design flexibility to encourage creative and efficient development of land and infrastructure, the preservation of natural features, and the addition of open spaces, pathways, green belts and other amenities that might not be achieved under standard zoning requirements. Through flexible design standards, PUDs can allow a mixture of housing and commercial land uses, encourage affordable housing, and create walkable, accessible neighborhoods. Conditions can be set and agreements established during the public process to ensure development is carried out in accord with the approved conceptual design.

11-8-2: APPLICABILITY:

- A. Planned unit developments are applicable in all zoning districts.
- B. Planned unit developments shall be considered through the special use permit process.
- C. The subject property shall contain a minimum of two (2) acres.
- D. The subject property shall be under single ownership or control.
- E. Where a subdivision of land is proposed as part of a planned unit development, the subdivision application shall be submitted and considered simultaneously with the PUD application.
- F. Uses shall be the same as the underlying zoning district, with the following allowances/exceptions:
 - 1. A mixture of housing types, including detached and attached duplex, single- and multi-family, townhomes, court-yard or cottage style housing, are permitted.
 - 2. Limited, low-intensity commercial uses that are ancillary or accessory to the residential districts may be included in the PUD proposal, provided that:
 - a. Such uses are listed as permitted outright or permitted by special use in the district;
 - b. The uses, inclusive of structures, parking, and loading areas, do not collectively exceed five percent (5%) of the gross land area for five- (5-) acre and larger PUDs and do not collectively exceed two percent (2%) of the gross land area for PUDs smaller than five (5) acres;

- c. Taxidermies and cemeteries are excluded;
 - d. Small laundromats, coffee shops, delicatessens or bakery shops are included.
3. Residential uses are permitted in the Industrial District.

11-8-3: APPLICATION:

- A. Pre-Application. Prior to submitting an application to the city, the applicant or representative shall meet with the city administrator or designee for a pre-application meeting. The purpose of the meeting is to review the proposed planned unit development, the city application process and codes, proposed infrastructure needs, and any potential variations to standards. The purpose of the pre-application meeting is to familiarize the applicant and city with the proposal and does not represent acceptance or approval of an application. For the pre-application meeting, the applicant shall provide:
1. A conceptual sketch of the development;
 2. General transportation layout;
 3. General utility provisions;
 4. Types of structures, proposed uses and densities;
 5. Open space, greenway, and pathway proposals;
 6. Any variations to standards;
 7. Any other information necessary for a complete overview of the project.
- B. Application. A planned unit development is a special use permit. In addition to the special use permit application requirements of Section 11-5-4 of this title, the application shall include:
1. A preliminary master plan of the subject site, depicting any proposed housing types and proposed layout and design, street and pathway systems, parking facilities, drainage features, landscaping, common or open space and proposed ownership, commercial or industrial structures, proposed lot layouts, natural and hazardous features, and other essential development details.
 2. A development schedule, including any planned phases.
 3. A preliminary plat for any portion of the project that is to be platted, consistent with the application standards of Title 12 of city code.

4. Required fees.
5. Any additional information required by the city for a complete understanding of the PUD proposal.

11-8-4: PROCESS:

- A. Permit consideration. The planned unit development application shall be processed and considered in accord with the special use permit requirements of Chapter 5 of this title.
- B. Standards of approval. In addition to the general standards of Chapter 5, the governing bodies shall also find adequate evidence confirming the planned unit development:
 1. Will result in a unified project that will benefit the surrounding area and the city.
 2. Can be constructed so that each phase can exist independently, without relying upon subsequent phases for open space, amenities, density, infrastructure, or other minimum standards or necessary dedications.
- C. Conditions of Approval. The City may set conditions of approval to control the sequence and timing of development, assure the development is maintained properly and other conditions consistent with the special use permit processes of this title and the Idaho Local Land Use Planning Act, including conditions that:
 1. Minimize adverse impact on other development;
 2. Control the sequence and timing of development;
 3. Control the duration of development;
 4. Assure that development is maintained properly;
 5. Designate the exact location and nature of development;
 6. Require the provision for on-site or off-site public facilities or services;
 7. Require more restrictive standards than those generally required in an ordinance;
 8. Require mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction.
- D. Final Plan and Development Agreement. Following the approval of the planned unit development, the landowner shall file with the City:
 1. A final master plan, to include all elements and modifications to the preliminary plan, as approved by the City Council;

2. A final plat, where applicable;
 3. A draft development agreement containing the conditions of PUD approval, specific authorizations for uses and housing types, project phasing and timetables for completion, developer responsibilities, vesting, conveyance of open space and amenities and long-term maintenance, and any other details specified by the City to define code-required and negotiated elements of development to ensure public benefits are realized. The development agreement is subject to the review and approval of the City Council and shall not be valid until executed by the landowner and City and recorded.
 4. Any other documents or details required by the conditions of approval.
- E. Expiration. The PUD special use permit shall be valid for two (2) years from the date of the City's written decision. An extension not to exceed two (2) years may be granted by the City Council if it finds progress is being made on the development or circumstances beyond the control of the developer have prevented completion of the project. A written request for the extension must be filed with the city clerk prior to the expiration date.
- F. Minor Modifications. Minor modifications to lot lines, structure placements, access alignments, or other modifications that were unforeseen at the time of application and do not expand the original boundaries of the project or increase density or intensity of the PUD may be approved by the city administrator or designee prior to the filing of the final plan.
- G. Major Modifications. Any requests for major changes to block and lot design, density, exterior boundaries of the PUD, conditions of approval, renegotiated terms of the development agreement or other modifications deemed major by the city administrator shall require a public hearing before the City Council, using the same notice and procedures as the original application.

11-8-5: DESIGN:

- A. Lot Design. Lots may deviate from the minimum zoning district lot width. Lots within the residential districts may deviate from the minimum lot area standard, so long as the total number of lots do not exceed the units allowed based on the lot area minimum for the entire subject area. Lots within the Commercial, Medical, or Industrial districts are not subject to the minimum lot area standards, provided lots are sized to accommodate the use, required parking, and other applicable zoning standards.
- B. Clustering. The clustering of lots and housing units to allow greater open space and reduced infrastructure costs is encouraged.

- C. Setbacks. Reduced or zero setbacks may be permitted where structures adjoin common areas, courtyards, open spaces, private streets, or common walls. Setbacks to the exterior property lines of the subject property shall meet the zoning district minimums. The setback reductions must be requested in the PUD application and shown on the final plan.
- D. Variations. The city may approve variations to design and construction standards, where the applicant demonstrates that an alternative design would better serve the proposed development due to topography, service connections, existing development patterns, or other unique features. The variations shall not adversely affect city or public services and shall not be detrimental to public health, safety, or welfare.
- E. Access. Connections to public rights-of-way shall be consistent with the city transportation plan and standards. Interior streets shall be designed to meet minimum fire code standards.
- F. Parking. Off-street parking shall meet the minimum standards of Chapter 13 of this title, unless variations to the standards are approved through the PUD process.
- G. Amenities. The developer shall provide public or private amenities appropriate to the scale and location of the project, which may include any of the following, subject to a negotiated agreement with the city:
 - 1. A minimum 10 percent (10%) of the gross acreage of the subject property, dedicated as common or open space. The land may be dedicated to a homeowners' association or to the city or other public entity through mutual agreements. Proposed common/open space must be appropriate in scale, use, and character to the planned unit development. The land shall be designed, constructed, and maintained for recreational, community gardens, green belts, courtyards, open space, or parkland.
 - 2. Bike/pedestrian pathways.
 - 3. Connections to existing pathways.
 - 4. Bus stop.
 - 5. Sidewalks.
 - 6. Bike racks.
 - 7. Park playground equipment, community facilities, or other public features that serve the neighborhood.
 - 8. Other negotiated amenities.

H. Buffering. Screening, vegetative buffers, greater setbacks, or integration of multi-family with single-family housing shall be employed to provide consistency with the surrounding neighborhood.

SECTION 2: PROVISIONS SEVERABLE: The provisions of this Ordinance are hereby declared to be severable and if any provision of this Ordinance or application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

SECTION 3: EFFECTIVE DATE: This ordinance shall be effective upon its passage and publication in the manner provided by law.

APPROVED by the Mayor and City Council of the City of Bonners Ferry this _____ day of _____, 2020

This ordinance passed [under suspension of rules] and duly enacted as an ordinance of the City of Bonners Ferry, Idaho on this _____ day of _____, 2020, upon the following roll call vote:

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor James R. "Dick" Staples

Attest:

Christine McNair, Clerk, City of Bonners Ferry

APPROVAL OF ORDINANCE SUMMARY

Publication of this ordinance by summary in the official newspaper is hereby approved by the Bonners Ferry City Council on this _____ day of _____, 2020, upon the following vote:

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor James R. "Dick" Staples

Christine McNair, Clerk, City of Bonners Ferry

DRAFT

**SUMMARY FOR PUBLICATION OF
CITY OF BONNERS FERRY ORDINANCE NO.597**

Pursuant to Idaho Code Section 50-901A, the City of Bonners Ferry, Idaho hereby gives notice of the adoption of City of Bonners Ferry Ordinance No. 597, adopted on October 6, 2020. The full title of the ordinance is:

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO REPEALING IN ITS ENTIRETY CHAPTER 8, PLANNED UNIT DEVELOPMENT (PUD) AGREEMENTS, OF TITLE 11 (ZONING REGULATIONS), AND ADOPTING A NEW CHAPTER 8, PLANNED UNIT DEVELOPMENTS OF TITLE 11 TO PROVIDE APPLICABILITY, PROCEDURES, AND DESIGN STANDARDS AND SEVERABILITY, AND THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

The ordinance repeals and replaces the existing Planned Unit Development (PUD) ordinance with the following: Opportunity for PUDs in all zoning districts; requirement to follow the special use permit process when considering PUD applications; establishment of a minimum 2 acres for PUD sites; pairing of the processing of PUDs with companion subdivision applications; allowance for a mixture of housing types (duplex, single-family, multi-family, townhomes, or courtyard style); Limited, low-intensity commercial uses in the residential PUDs; inclusion of residential uses in the Industrial PUDs; variation from zoning standards to achieve unique designs, such as reduced or zero setbacks, lot width, lot sizes, clustering of lots, or private roads; Requirement for public or private amenities such as bike/pedestrian pathways, sidewalks, open space, bus stop, bike racks, playground equipment or other negotiated amenities that fit the type and scale of the development.

The full text of Ordinance No. 597 is available at Bonners Ferry City Hall, 7232 Main Street, Bonners Ferry, Idaho 83805, during regular business hours.

City of Bonners Ferry, Idaho

ATTEST:

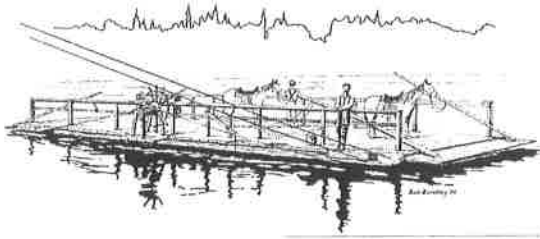
Mayor James R. "Dick" Staples

Christine McNair, City Clerk

City Attorney Statement Pursuant to Idaho Code Section 50-901A(3)

I, Andrakay Pluid, duly appointed City Attorney for the City of Bonners Ferry, Idaho, certify that the above summary is true and complete and provides adequate notice to the public.

Dated: _____



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

STAFF REPORT FOR OFF-STREET PARKING STANDARDS AMENDMENT, TITLE 11 CITY COUNCIL AMENDMENT FILE #AM012-20

Prepared by: Clare Marley, AICP
City Contract Planner, Ruen-Yeager & Associates, Inc.

Project Description: The City of Bonners Ferry has initiated an amendment to its off-street parking regulations to: eliminate commercial off-street parking requirements and reduce residential parking requirements in the Downtown District; adjust parking formulas to reduce required parking; allow administrative considerations for unique uses; update shared parking options; correct a driveway access section; and adjust the parking table.

Publication Date: September 3, 2020

Additional Notifications: September 8, 2020 to taxing districts; August 28, 2020 to media

Hearing Dates: Planning and Zoning: September 24, 2020
City Council: To be determined

Hearing Packet: Draft ordinance, legal notice, Public Service Announcement

P&Z Recommendation: Recommended approval on a unanimous vote on September 24, 2020.

PROJECT BACKGROUND/SUMMARY

The City of Bonners Ferry has initiated an ordinance amendment to revise its off-street parking regulations. The proposed amendment would update Title 11 (Zoning Regulations), Chapter 13, Off-Street Parking. Planning and Zoning Commission members over the past year reviewed city parking requirements, compared them with other similar-sized Idaho cities and national parking standards. They also considered commercial parking options that could reduce the loss the valuable commercial land to parking lots and encourage development of the downtown core. The resulting ordinance amendment would:

- Remove from the parking stall calculations floor areas such as restrooms, entry ways, equipment or utility rooms, storage areas, or other such non-operational spaces, thereby reducing the overall parking space requirements.

- Eliminate the off-street parking requirements for commercial uses within the Downtown zoning district and reduce residential parking requirements by 50%. The Commission reviewed other cities' experience with the "zero" parking standard for downtown cores. The elimination of off-street parking requirements helped communities encourage growth and re-development and discouraged the destruction of small, historic businesses to make way for parking lots.
- Allow the city administrator or engineer to determine parking requirements for uses that are not specifically listed in the Bonners Ferry parking charts. The staff would use a nationally recognized industry classification system to base parking on similar uses.
- Permit the city administrator or engineer to interpret regulations and standards for unique land uses, by reviewing traffic, pathways, expected building occupancy, and other operation details.
- Adjust the shared parking agreement process so that city staff rather than City Council can review the parking proposals.
- Correct a residential parking standard so that one- and two-family residential uses are allowed to back out of their driveways. Current code prohibits all traffic from backing out of driveways onto public or private streets.
- Update the parking schedule to reduce parking requirements for studio apartments, funeral parlors and churches, add bank and office building standards, and differentiate between elementary school and junior/senior high school parking requirements.

PUBLIC COMMENTS

No written public comments had been submitted to the record at the time of this staff report. At the September 24, 2020 public hearing, one member of the public requested additional information on how the proposed parking changes would affect her business. She did not oppose the amendment.

COMPREHENSIVE PLAN ANALYSIS

Adoption or amendment of the zoning code requires confirmation that the ordinance is in accord with the policies set forth in the adopted comprehensive plan. Many of the comprehensive plan sections do not directly relate to the parking. Below is a summary of each section, and portions that may relate to the proposed ordinance:

Section 1 of the adopted comprehensive plan addresses the need to adopt regulations that are consistent with community goals and objectives. Planning principles encompass various goals regarding housing, transportation, etc., and include creating opportunities for open space, parks, and greens. This section includes a principal that the community design should help conserve resources and minimize waste.

Section 2 covers property rights, and policies to recognize private property ownership as a basic right and to administer ordinances to allow reasonable use of private lands consistent with public health, safety, and general welfare.

Section 3 deals with population and growth.

Section 4 reviews the school facility and transportation needs.

Section 5 on economic growth recognizes the community's source of income relies on natural resources and retail trade. Policies consider the promotion of tourism, clean industry, and expansion and growth of existing businesses. These policies encourage new businesses to locate in Bonners Ferry and expand job opportunities and urges the city to work toward expansion and growth of existing businesses.

Section 6 of the comprehensive plan established three land use types: Residential, Commercial, and Industrial. Protection and enhancement of general public safety, health, and welfare are factors in guiding land use decisions. The policies of Goal 10 include a statement that developers should be required to provide adequate off-street parking in areas where on-street parking could create safety hazards and circulation disruption.

Section 7 addresses natural resources and encourages the protection of natural beauty and

environment of the area and the need for buffers and mitigation to protect from noise, odor, or pollution.

Section 8 includes potential rail, river, and hillside hazards and emergency services.

Section 9 reviews available water, sewer, power, fire, solid waste and health services.

Section 10 is relative to transportation, needs, and policies. The section addresses street connectivity, funding, future transportation improvements, and capital improvement plans.

Section 11 covers small and larger scale recreational needs, and includes concepts to create small, pocket parks, green space, and encouraging a “community wide park environment,” while promoting a “sense of community ownership.”

Section 12, Special Areas or Sites acknowledges the wildlife refuge, Selkirk Loop and natural lands.

Section 13, regarding Housing, covers clean, safe housing, access, and services. Residential uses are to be buffered from non-residential uses. Zoning should be updated to provide responsible, well-planned development.

Section 14, Community Design, refers to the Hudson strategic plan. The plan included an action item to facilitate the movement and parking of cars. Suggestions included pursuing additional parking-related strategies, shared parking arrangements, and new parking downtown.

Section 15 is an implementation section on ordinance updates and urges the community to review and update its standards and policies on an ongoing basis, based on changing conditions and new issues.

STAFF ANALYSIS

Challenges to off-street parking requirements came to light as the community saw one church rebuilding after a devastating fire, and other smaller and larger commercial projects proposing development and re-development of the downtown. The Planning and Zoning Commission studied other community strategies for parking and reviewed state and national parking standards. While the existing parking chart for the most part is similar to other communities parking stall requirements, the local parking formulas are based on gross floor areas. As a result, storage areas, bathrooms, hallways, or entry ways count toward total parking. Frequently, minor storage additions or commercial expansions have had difficulties finding sufficient parking even though these added areas may not produce additional traffic and parking needs. The amendment proposes to eliminate from the parking calculations those areas that are utility areas, non-public spaces, entry ways, storage areas, and similar areas. The Commission also reviewed several communities’ “zero” parking strategies in downtown cores. After reviewing existing parking lots and on-street parking in the Downtown zoning district and considering several scenarios for reduced parking by percentages, the Commission concluded a zero off-street parking strategy would work for the commercial core. Other changes include streamlining the shared parking process and allowing staff to determine unique parking needs based on similar industries. This administrative approach is better than listing every possible land use in a parking chart. The comprehensive plan does not contain many specifics on parking regulations but does encourage the community to aid in job creations and economic growth. The community design section encourages the conservation of resources and avoidance of waste. Excessive parking requirements can result in waste of valuable lands. Section 14, through the Hudson plan, acknowledges the need to strategize about parking needs, arrange for shared parking agreements and look for “new” parking downtown.

AUTHORITY/PROCEDURES

Idaho Code §67-6511. Zoning Ordinance. Establishes procedures and requirement to be in accord with comprehensive plan. Requires notice and process in accord with Idaho Code §67-6509.

Idaho Code §67-6509 establishes the procedures for adoption and amendment of the plan. At least 15 days prior to the public hearing, the city must give notice of the proposed amendment to the official newspaper of record, media, political subdivisions within the city jurisdiction, school districts, and the manager of the public airport. The Planning and Zoning Commission shall

make a recommendation to the City Council on the proposed amendment. The City Council may conduct at least one public hearing, in addition to the Commission decision, after it receives the recommendation from the Planning and Zoning Commission. If the City Council makes any material change in the recommendation or options contained in the Commission recommendation, further notice and a public hearing must be conducted by the Council.

Idaho Code §67-6518. Standards. Cities have authority to adopt standards for public and private development.

Bonnors Ferry City Code Chapter 6, Amendment of the Act. Process, and rights of city to initiate amendment. Section 11-6-5, Council Action, provides that the Council *may* require a public hearing before making a decision and may request studies from the applicant or public agencies.

PUBLIC NOTICE

Notice of the Planning and Zoning Commission hearing was published in the official newspaper of record on September 3, 2020 (21 days prior to the public hearing). Notice was also mailed to the media on August 28, 2020 and to taxing districts, the school district, and airport manager on September 8, 2020. Legal noticing requirements have been met.

MOTIONS BY THE GOVERNING BODY:

Motion to Approve: I move to approve this file #AM012-20, amending Bonners Ferry City Code, Title 11, regarding off-street parking standards, finding that it is in accordance with the general and specifics goals and standards of the City of Bonners Ferry comprehensive plan, as enumerated in the findings and reasoned statements below and based upon public testimony received.

I further move to adopt the following reasoned statement as written (or as amended). (READ STATEMENTS, SPECIFYING HOW THE PROPOSAL MEETS THE STANDARDS, BASED UPON THE FINDINGS OF RECORD).

Motion to Deny: I move to deny this file #AM012-20, amending Bonners Ferry City Code, Title 11, regarding off-street parking standards, finding that it is not in accordance with the general and specifics goals and standards of the City of Bonners Ferry comprehensive plan, as enumerated in the findings and reasoned statements below and based upon public testimony received.

I further move to adopt the following findings and reasoned statement as written (or as amended). (READ STATEMENTS, SPECIFYING HOW THE PROPOSAL FAILS TO MEET THE STANDARDS, BASED UPON THE FINDINGS OF RECORD).

REASONED STATEMENTS

1. The amendment **IS/IS NOT** supported by the City of Bonners Ferry Comprehensive Plan.

Community Design	Special Areas and Sites
Natural Resource	Recreation
Population	Housing
Economic Development	Land Use
Hazardous Areas	Public Services, Facilities and Utilities
Transportation	Implementation
Property Rights	School Facilities & Transportation

Findings:

1. The Planning and Zoning Commission conducted a duly noticed public hearing in accord with Idaho Code §67-6509 to consider the proposed off-street parking amendment and provided a recommendation to approve to City Council.
2. Idaho Code §67-6518, "Standards," gives authority to Idaho cities to adopt standards for public and private development, and specifically for "parking spaces."
3. Section 1 of the comprehensive plan includes a principal that the community design should help conserve resources and minimize waste.
4. Section 5 on economic growth considers the promotion of tourism, clean industry, and expansion and growth of existing businesses. These policies encourage new businesses to locate in Bonners Ferry and expand job opportunities and urges the city to work toward expansion and growth of existing businesses.
5. Section 14 of the comprehensive plan, Community Design, refers to the Hudson strategic plan. The plan included an action item to facilitate the movement and parking of cars. Suggestions included pursuing additional parking-related strategies, shared parking arrangements, and new parking downtown.
6. Section 15 of the comprehensive plan urges the community to review and update its standards and policies on an ongoing basis, based on changing conditions and new issues.

**SUMMARY FOR PUBLICATION OF
CITY OF BONNERS FERRY ORDINANCE NO. 598**

Pursuant to Idaho Code Section 50-901A, the City of Bonners Ferry, Idaho hereby gives notice of the adoption of City of Bonners Ferry Ordinance No. 598, adopted on _____. The full title of the ordinance is:

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO AMENDING TITLE 11 (ZONING REGULATIONS) CHAPTER 13 (OFF STREET PARKING) TO REDUCE PARKING SPACE REQUIREMENTS BY ADJUSTING FLOOR AREA CALCULATIONS AND MINIMUM PARKING SPACE REQUIREMENTS AND ELIMINATING NON-RESIDENTIAL DOWNTOWN DISTRICT OFF STREET PARKING REQUIREMENTS; TO AUTHORIZE ADMINISTRATIVE CONSIDERATIONS FOR UNIQUE USES AND SITUATIONS, AND TO AMEND SHARED PARKING STANDARDS; AND PROVIDE SEVERABILITY; PROVIDE THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

The ordinance removes gross floor area from the parking stall calculations; eliminates the off-street parking requirements for commercial uses within the Downtown zoning district and reduce residential parking requirements by 50%; Allows the city administrator or engineer to determine parking requirements for uses that are not specifically listed in the Bonners Ferry parking charts; permits the city administrator or engineer to interpret regulations and standards for unique land uses, by reviewing traffic, pathways, expected building occupancy, and other operation details; adjusts the shared parking agreement process so that city staff rather than City Council can review the parking proposals; corrects a residential parking standard so that one- and two-family residential uses are allowed to back out of their driveways. Current code prohibits all traffic from backing out of driveways onto public or private streets; Updates the parking schedule to reduce parking requirements for studio apartments, funeral parlors and churches, adds bank and office building standards, and differentiates between elementary school and junior/senior high school parking requirements.

The full text of Ordinance No. ____ is available at Bonners Ferry City Hall, 7232 Main Street, Bonners Ferry, Idaho 83805, during regular business hours.

City of Bonners Ferry, Idaho

ATTEST:

Mayor James R. "Dick" Staples

Christine McNair, City Clerk

City Attorney Statement Pursuant to Idaho Code Section 50-901A(3)

I, Andrakay Pluid, duly appointed City Attorney for the City of Bonners Ferry, Idaho, certify that the above summary is true and complete and provides adequate notice to the public.

Dated: _____

ORDINANCE NO. 598

TITLE: OFF STREET PARKING STANDARDS

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO AMENDING TITLE 11 (ZONING REGULATIONS) CHAPTER 13 (OFF STREET PARKING) TO REDUCE PARKING SPACE REQUIREMENTS BY ADJUSTING FLOOR AREA CALCULATIONS AND MINIMUM PARKING SPACE REQUIREMENTS AND ELIMINATING NON-RESIDENTIAL DOWNTOWN DISTRICT OFF STREET PARKING REQUIREMENTS; TO AUTHORIZE ADMINISTRATIVE CONSIDERATIONS FOR UNIQUE USES AND SITUATIONS, AND TO AMEND SHARED PARKING STANDARDS; AND PROVIDE SEVERABILITY; PROVIDE THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Constitution of the State of Idaho, Article XII, Section 2, the Local Land Use Planning Act, Title 67, Chapter 65, and the Idaho Municipal Corporations Title 50, Chapters 3 and 9 provide authority for the City of Bonners Ferry to adopt ordinances establishing land use standards; and

WHEREAS, Idaho Code §67-6518 “Standards” specifically authorizes governing boards to set standards for parking spaces; and

WHEREAS, the City of Bonners Ferry desires to revise parking standards to decrease the loss of valuable commercial land to vacant and under-used parking lots by revising minimum parking space requirements, adopting a simpler process for shared parking agreements, eliminating parking requirements for non-residential uses in the Downtown District and adjusting floor area calculations to exclude storage, utility and non-public areas; and

WHEREAS, the adopted comprehensive plan recognizes the need to “encourage business establishments that will promote the City of Bonners Ferry and surrounding area,” and to “work for the expansion and growth of existing businesses...;” and

WHEREAS, the Planning and Zoning Commission held a duly noticed public hearing on September 24, 2020, in accordance with the Local Land Use Planning Act, Title 67, Chapter 65, Idaho Code and recommended to the City Council approval of the Parking Standards ordinance, File #AM012-20; and

NOW THEREFORE, be it ordained by the Mayor and the Council of the City of Bonners Ferry, Idaho, as follows:

SECTION 1: ADOPTION: That Bonners Ferry City Code, Title 11 (Zoning Regulations), Chapter 13 (Off Street Parking) is hereby amended to read as follows: (Text to be removed is shown with a ~~strikethrough~~; new language is shown with an underline.)

PART A:

There is hereby added to Section 11-13-2, Application of Provisions, new paragraphs L, M, N, and O, which shall read as follows:

L. Parking Spaces Required. Hallways, storage areas, restrooms, entries, stairways, equipment and utility areas, and other such building service or circulation areas not used or required for business operations, the public, or retail sales space shall not count as floor space for purposes of determining parking spaces required.

M. Downtown Zone Parking. No off-street parking spaces shall be required for commercial uses within the Downtown District. Residential parking shall be provided at fifty percent (50%) of the spaces required at 11-13-5, Schedule of Parking Requirements.

N. Uses Not Listed. The city administrator or city engineer shall determine the minimum parking requirements for uses not specifically listed in the parking schedule, based upon comparable uses found in the North American Industry Classification System, as amended, modified or superseded.

O. Administrative Considerations. The city administrator or city engineer is authorized to interpret regulations or standards for particular uses or situations not specifically provided in this title, taking into consideration a parking plan submitted by the applicant detailing hours of operation, proximity to pathways, expected attendance, number of employees, customers, or participants, parking and loading needs, and other such factors.

PART B:

Section 11-13-2, Application of Provisions, Paragraph I is hereby amended to read as follows:

I. Joint Use Parking. Two (2) or more uses may share the same off-street parking area and be credited for the required parking spaces, provided:

1. Principal operating hours and traffic generation of the structures or land uses are not in substantial conflict, to the satisfaction of the city engineer and/or administrator;

2. The off-street parking shall be located not more than six hundred feet (600') from the primary entrance of the structure to the nearest entrance of the parking area;

3. An agreement between the parties for shared parking shall be submitted to the city for review and approved by the city attorney and/or administrator.

4. All shared parking and mutual easements shall be recorded and a copy provided to the city.

5. In the event the joint use agreement is terminated, the parties shall notify the city and comply with the parking requirements in effect or enter into another joint use agreement in compliance with this section within sixty (60) days after the agreement was terminated.

~~I. Principal operating hours of the building, structure or use shall not be in substantial conflict, the off-street parking shall be located not more than six hundred feet (600') from the primary entrance of the structure to the nearest entrance of the parking area, and a written agreement involved with the joint use of an off-street parking facility shall be approved by the city attorney, executed and submitted to the city council, and recorded after council approval. In the event the joint use agreement is terminated, the parties shall notify the city and comply with the parking requirements in effect or enter into another joint use agreement within sixty (60) days after the agreement was terminated.~~

PART C:

Section 11-13-3, Design and Maintenance, Paragraph C, is hereby amended to read as follows:

C. Access driveways for parking areas shall be located in such a way that any vehicle entering or leaving such area shall be clearly visible by a pedestrian or motorist approaching the access or driveway from a public or private street and designed in such a manner that any vehicle leaving or entering the parking area from or onto a public or private street shall be traveling in a forward motion. One- and two (2)-family residential uses are excluded from the requirement to design access driveways for forward motion travel.

PART D:

Section 11-13-5, Schedule of Parking Requirements, is hereby amended as follows:

11-13-5: SCHEDULE OF PARKING REQUIREMENTS:

For the purpose of this title, the following space requirements shall apply:

<u>Type Of Use</u>	<u>Parking Spaces Required</u>
Residential:	
All residential including multi-family	2 for each dwelling unit <u>1.5 for studio unit (combined living and sleeping space)</u>
Mobile home parks	See subsection <u>11-10-2H</u> of this title
Commercial:	
Automobile service and/or fuel	1 for each 2 gasoline pumps and 2 for each service bay
Bowling alleys	4 for each alley or lane, plus 1 additional for each 100 square feet of the area used for restaurant, cocktail lounge or similar use
Childcare facilities	1 per 6 children, plus 1 for each employee
Dining rooms, restaurants, taverns, nightclubs	1 for each 100 square feet of gross floor area plus 1 for every 2 employees. <u>See subsection 11-13-2L for floor space calculations.</u>
Establishments for the service of food or beverage	1 per 100 square feet of gross floor area. <u>See subsection 11-13-2L for floor space calculations.</u>
Funeral parlors, mortuaries	<u>1 per 4 seats</u> 1 for each 100 square feet of floor area
Hotels, motels	1 for each sleeping room, plus 1 for every 2 employees
Public community centers, auditoriums	1 per 100 square feet of gross floor area. <u>See subsection 11-13-2L for floor space calculations.</u>
Recreational or entertainment, indoors or outdoors.	4 for each 100 square feet of gross floor area plus 1 for every 2 employees. <u>Based upon parking plan review provided at Section 11-13-2, Paragraph O.</u>
Retail or service establishments	1 for each 250 square feet of gross floor area of the building. <u>See subsection 11-13-2L for floor space calculations.</u>
All other types of business or commercial uses	1 for each 250 square feet of gross floor area permitted in any business district area. <u>See subsection 11-13-2L for floor space calculations.</u>

<u>Type Of Use</u>	<u>Parking Spaces Required</u>
Institutional:	
<u>Banks/offices</u>	<u>1 for each 250 square feet of floor area of the building. See subsection 11-13-2L for floor space calculations.</u>
Business, technical and trade schools	1 for each 2 students
Churches and other places of religious assembly	1 for each <u>46 seats</u>
Hospitals, nursing homes, and sanitariums	1 for each 250 square feet of <u>gross floor area of the building</u> <u>See subsection 11-13-2L for floor space calculations.</u>
Libraries, museums and art galleries	1 for each 400 square feet of floor area
Medical and dental clinics	<u>1 space for every examination or treating room, 1 space for every 200 square feet of waiting area, and 1 space for each employee</u>
<u>Elementary Schools</u> <u>High Schools, Junior High</u>	<u>2 for each classroom and 1 for every 8 seats in auditorium or assembly hall</u> <u>1 space per 15 students and 1 for every 8 seats in auditorium or assembly hall or based upon parking plan review provided at Section 11-13-2, Paragraph O</u>
Industrial:	
Manufacturing	1 space for each 1,000 square feet of gross floor area

Fractional numbers shall be increased to the next whole number.

SECTION 2: PROVISIONS SEVERABLE: The provisions of this Ordinance are hereby declared to be severable and if any provision of this Ordinance or application of such provision

to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

SECTION 3: EFFECTIVE DATE: This ordinance shall be effective upon its passage and publication in the manner provided by law.

APPROVED by the Mayor and City Council of the City of Bonners Ferry this _____ day of _____, 2020

This ordinance passed [under suspension of rules] and duly enacted as an ordinance of the City of Bonners Ferry, Idaho on this _____ day of _____, 2020, upon the following roll call vote:

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor James R. "Dick" Staples

Attest:

Christine McNair, Clerk, City of Bonners Ferry

APPROVAL OF ORDINANCE SUMMARY

Publication of this ordinance by summary in the official newspaper is hereby approved by the Bonners Ferry City Council on this ____ day of _____, 2020, upon the following vote:

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor James R. "Dick" Staples

Christine McNair, Clerk, City of Bonners Ferry

DRAFT

**SUMMARY FOR PUBLICATION OF
CITY OF BONNERS FERRY ORDINANCE NO. 598**

Pursuant to Idaho Code Section 50-901A, the City of Bonners Ferry, Idaho hereby gives notice of the adoption of City of Bonners Ferry Ordinance No. 598, adopted on October 6, 2020. The full title of the ordinance is:

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO AMENDING TITLE 11 (ZONING REGULATIONS) CHAPTER 13 (OFF STREET PARKING) TO REDUCE PARKING SPACE REQUIREMENTS BY ADJUSTING FLOOR AREA CALCULATIONS AND MINIMUM PARKING SPACE REQUIREMENTS AND ELIMINATING NON-RESIDENTIAL DOWNTOWN DISTRICT OFF STREET PARKING REQUIREMENTS; TO AUTHORIZE ADMINISTRATIVE CONSIDERATIONS FOR UNIQUE USES AND SITUATIONS, AND TO AMEND SHARED PARKING STANDARDS; AND PROVIDE SEVERABILITY; PROVIDE THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

The ordinance removes gross floor area from the parking stall calculations; eliminates the off-street parking requirements for commercial uses within the Downtown zoning district and reduce residential parking requirements by 50%; Allows the city administrator or engineer to determine parking requirements for uses that are not specifically listed in the Bonners Ferry parking charts; permits the city administrator or engineer to interpret regulations and standards for unique land uses, by reviewing traffic, pathways, expected building occupancy, and other operation details; adjusts the shared parking agreement process so that city staff rather than City Council can review the parking proposals; corrects a residential parking standard so that one- and two-family residential uses are allowed to back out of their driveways. Current code prohibits all traffic from backing out of driveways onto public or private streets; Updates the parking schedule to reduce parking requirements for studio apartments, funeral parlors and churches, adds bank and office building standards, and differentiates between elementary school and junior/senior high school parking requirements.

The full text of Ordinance No. 598 is available at Bonners Ferry City Hall, 7232 Main Street, Bonners Ferry, Idaho 83805, during regular business hours.

City of Bonners Ferry, Idaho

ATTEST:

Mayor James R. "Dick" Staples

Christine McNair, City Clerk

City Attorney Statement Pursuant to Idaho Code Section 50-901A(3)

I, Andrakay Pluid, duly appointed City Attorney for the City of Bonners Ferry, Idaho, certify that the above summary is true and complete and provides adequate notice to the public.

Dated: _____

III. G- CITY JOB DESCRIPTIONS

POLICY STATEMENT:

City job descriptions change from time to time based on current workflow and needs of the City. It is important that these descriptions be available for modification by the city administrative staff as the jobs shift or change. Therefore, by approval of this policy, only those job descriptions, as provided for within this policy are subject to review and approval by the City Council.

REVIEW AND APPROVAL BY COUNCIL

APPOINTED POSITIONS: Any changes or modification to City-Appointed job descriptions shall be approved by a motion of the City Council. The Appointed Positions, include at the time of this policy passage, the follow positions:

City Administrator
City Engineer
City Clerk
City Attorney
City Police Chief
City Fire Chief

NEW POSITIONS: Any new position contemplated or approved by Council shall also include the job description to be approved by Council as well.

AMENDED DUTIES WITH FISCAL IMPACTS: Any job description modification which will cause change or impacts to the city budget or require pay raises, shall first be approved by Council prior to the amendment being authorized.

DUTY TO NOTICE

City staff will notice the council of any changes to job descriptions in the form of information only within council packets or other form of decimation.

RESOLUTION #2020-10-20

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF BONNERS FERRY, BOUNDARY COUNTY, IDAHO, AUTHORIZING THE DESTRUCTION OF RECORDS

WHEREAS, Idaho Code 50-907 requires City Council to authorize the destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the City's record retention schedule and are no longer required by law or for City business; and

WHEREAS, the city clerk has proposed for the destruction of certain records that have exceeded their minimum retention; and

WHEREAS, approval for the destruction of the attached list of records has been obtained from the City Attorney and approval has been obtained from the Idaho Historical Society, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BONNERS FERRY, IDAHO that the attached list of records shall be destroyed under the direction and supervision of the City Clerk.

This Resolution shall be in full force and effect immediately upon adoption.

Passed by City Council and signed by the Mayor of the City of Bonners Ferry, Idaho on October 20, 2020.

James R. Staples, Mayor

ATTEST:

Christine McNair, City Clerk

CITY OF BONNERS FERRY RECORD FOR DESTRUCTION LIST

Energy Assistance Receipt -1999-2011
Document Copies-Correspondence from Utility Billing
Utility Applications - 2008-2014
Utility Billing Meter Change-outs and information cards- 1986-2014
Peddlers License- 2011-2014
Permits:
 Special Events-2011-2014
 Parade- 2011-2014
 Alcohol- 2011-2014
 Catering- 2011-2014
 Burn Permits 2011-2014
 Business- 2011-2014
Billing Reports- 1990-1999, 2009-2013
Billing Cycle Reports- 2008-2009
Budget Worksheets- 2002-2006
Daily Cash deposit Slips-FY 99, 2007-12
Timesheets- 1999-2001, 2011-2013
Payroll Reports- 1995-2004, 2008-2010
Bank Reconciliation- 2011-13
Treasurer Reports- 1998-2001, 2010-2013
Sales Tax Reports- 2004-06, 2010-13
Non-Interest Account-2006-2013
Credit Card Receipts- prior to 2014
Daily Cash Receipts- 1992-93, 2001-2014
Budget worksheet info- 1993-94
Blue Shield Info- 2000-03
Monthly Insurance records- 1998, 1999
Payroll- 1982-1990, 2010-11
Liabilities- 2004-2011
Cash counter Receipts/Logs- 1999, 2004-06
Trial Balances, All Funds (working papers) 1983-1987
Work Order Index-FY1999 and Work Orders- 1989-2008
Bad Debts-Prior to 1999
Water Pump Records prior to 2008
Accounts Receivable 1995-96
Accounts Payable- 1987-1988
Ledgers - 1975-1990 Utility accounts, electric, water, payroll
Meter reading route info- 1986, 1999, 2004-06
Printouts of time sheets- 1991
Electric Meter Charts-1944-1988
Purchase Order Books-2008-2014
Water Charts: Turbidity, water quality, Filter- 1961-1999
Electric Power house charts- 1944-1996

Christine McNair

From: Jim Riley <Jim.Riley@ishs.idaho.gov>
Sent: Friday, September 25, 2020 1:06 PM
To: Christine McNair
Subject: RE: Items to purge

Hello Christine,

Thank you for notifying us, the State Records Manager and I checked it out your list to see if there any possible gems for accession into the State Archives, but it does not look like it this time. Thank you again for contacting us before you begin your records destruction and have a great weekend!

Respectfully,

Jim



IDAHO STATE
HISTORICAL
SOCIETY

Jim Riley

Government Records Archivist

(208) 514-2313
jim.riley@ishs.idaho.gov

2205 Old Penitentiary Rd.
Boise, ID 83712

www.history.idaho.gov

Preserving the past, enriching the future.

From: Christine McNair <cmcnair@bonnersferry.id.gov>
Sent: Thursday, September 24, 2020 4:53 PM
To: Jim Riley <Jim.Riley@ishs.idaho.gov>
Subject: Items to purge

Hi Jim,

I am sending a list of items that the City of Bonners Ferry wants to purge. Please let me know if you are not the correct person to receive this list.

Thank you,

Christine McNair
Clerk/Treasurer
City of Bonners Ferry
Office:208-267-3105

Christine McNair

From: Kris Mayhew <kmayhew@mmcocpa.com>
Sent: Monday, October 5, 2020 9:49 AM
To: Christine McNair
Subject: RE: Audited Financial Statement

Christine –

Thanks again for taking the time to contact us for a fee estimate.

We took a look at your prior year report, and would estimate our fee to be \$22,500 to complete the audit.

Logistically, we would be planning on sending three members of our audit team up to Bonners Ferry for approximately four days to complete fieldwork, with a goal to have a draft of the financial statements over to you the following week. Looking at our calendar, we could fit you in as soon as the week of 1/18 – 1/22/2021, but we are flexible on that and would want to discuss with you to see what works best.

Let me know if you have any additional questions and I'll get back to you ASAP.

Thanks,

Kris



Kris Mayhew, CPA

Manager—Audit & Assurance Services

Magnuson, McHugh & Company, P.A.

P 208 765 9500 // F 208 667 9174

2100 NW Blvd., Suite 400, Coeur d'Alene, ID 83814

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1810 E Schneidmiller Ave. Ste. 310
Post Falls, Idaho 83854
208-777-1099 (phone) 208-773-5108 (fax)

AUDIT ENGAGEMENT LETTER

August 31, 2020

City of Bonners Ferry
Honorable Mayor and City Council
PO Box 149
Bonners Ferry, ID 83805

Dear Honorable Mayor and City Council:

We are pleased to confirm our understanding of the services we are to provide the City of Bonners Ferry for the year ended September 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Bonners Ferry as of and for the year ended September 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Bonners Ferry's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Bonners Ferry's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of City's Share of Net Pension Liability and City's Contributions
3. Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual – General Fund

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Bonners Ferry and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Bonners Ferry's financial statements. Our report will be addressed to the City Council of the City of Bonners Ferry. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Bonners Ferry is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste and abuse in financial audits nor do they provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental

regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorney(s) as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Bonners Ferry's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also provide the following non-audit services:

1. We will assist you in preparing the financial statements and related notes of the City of Bonners Ferry in conformity with U.S. generally accepted accounting principles based on information provided by you.
2. We will assist with the GASB 68 adjustments based on information provided by PERSI and by you.
3. We will assist with property tax adjustments based on information provided by the county and by you.

These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Additional non-audit services not listed above will be billed at an hourly rate of \$150.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements,

performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Bonners Ferry; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Anderson Bros. CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Federal or State officials or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson Bros. CPAs, personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by Federal or State officials. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately January 4, 2021 and to issue our report no later than March 31, 2021. Toni Hackwith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee,

including expenses, will not exceed \$19,450. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Bonners Ferry and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign on the lines indicated and return it to us.

Very truly yours,


Anderson Bros. CPAs

RESPONSE:

This letter correctly sets forth the understanding of the City of Bonners Ferry:

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



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October 14, 2020

City of Bonners Ferry
7232 Main St.
Bonners Ferry, ID 83805

To the Mayor and City Council:

Thank you for the opportunity to submit a proposal for the fiscal 2020 audit services for the City of Bonners Ferry.

As a boutique CPA firm in North Idaho specializing in auditing and accounting with an emphasis on governmental and non-profit clients, I believe my firm is best suited to meet your business needs.

I am confident that the following factors will allow my firm to make a distinctive contribution to your organization's continued success:

Experience: I have worked in public accounting since 2002 and held a CPA license in good standing since 2004. Over the years I've had the privilege of working for some great CPA firms in the country such as Moss Adams LLP and BDO Seidman, LLP. I have carried this solid foundation of experience and relationships with me and continued to build on it each year. In particular, I have developed an area of expertise in the field of auditing and assurance services with an emphasis on the governmental sector.

Commitment: I am committed to working closely with your personnel to understand your organization and meet its accounting and auditing needs. I strive to build long-term business relationships with my clients and be a trusted resource, not just an auditor.

Customer Service: It seems silly to mention such a basic aspect of professional services. However unfortunately, these days even many professionals don't return phone calls or emails timely and don't meet deadlines. I pride myself on being responsive, thinking proactively about your needs and meeting all deadlines. Being a small firm, I am able to move quickly and turn reports around more quickly than a larger firm.

In the following pages I have provided brief statements of my firm's qualifications. I would be pleased to meet with you further to review the proposal and answer any questions you may have. Please contact Scott Hoover at (208) 724-2265 at your convenience if I can provide any additional information or you would like to meet to further discuss the proposal.

Sincerely,

Scott P. Hoover, CPA

A. General Background

Firm Name: Scott Hoover, CPA, PLLC

Address: 212 W. Ironwood Dr., Suite D, #434
Coeur d'Alene, Idaho 83814

Contact Information:

Email : shoovercpa@gmail.com

Phone: 208-724-2265

Website: www.scotthoovercpa.com

Firm Background

Hoover CPA is a boutique firm located in Coeur d'Alene, Idaho that specializes in providing assurance and tax services to local governmental and non-profit entities. Established in September 2015, I started my firm with the vision of serving my clients by providing strong technical expertise combined with a top-notch client customer experience at a reasonable fee.

Prior to starting my own firm, I was most recently the Senior Manager of Assurance Services at Magnuson, McHugh & Co., in Coeur d'Alene. During my four years at MMCO, I served as the engagement partner on approximately 20 governmental assurance engagements annually and was responsible for all aspects of the engagement from planning, fieldwork, staff supervision, to signing the audit opinion. I have included a listing of some of my current governmental audit clients in the "References" at Section I.

My firm undergoes a peer review process as required every 3 years whereby a sample of my audit engagements is reviewed by a peer reviewer to ensure that my firm follows all applicable professional standards in conducting an audit. My last peer review report was a "pass" with no findings. I have included a copy of the peer review report in this proposal at Section K. I currently hold a CPA license with the State of Washington, with reciprocity to practice in the State of Idaho.

Partner Background

I have over 18 years' experience working in the field of public accounting and have a broad base of experience in a number of industries to draw upon. Below is a brief bio with additional information on my background and experience:



Scott Hoover

Owner, Certified Public Accountant

Engagement Role: Engagement Partner and will perform all aspects of the engagement

A. General Background (Concluded)

Scott Hoover is a CPA licensed in the State of Idaho, and now in the State of Washington. He graduated from the University of Idaho in 2001 with a Bachelor's degree in business with a major in accounting and a minor in Spanish. Upon graduating from the University of Idaho, Scott spent the first three years of his career working for Moss Adams LLP in Portland, Oregon and the following six years working as an Audit Manager with a large regional firm in Orlando, FL (previously a BDO Alliance firm, now BDO Seidman LLP). He has held a CPA license in good standing since 2004. Scott has acquired extensive auditing experience in a broad array of industries including non-profit, governmental, small SEC companies, manufacturing, technology, and real estate development and timeshare. He is a graduate of the 2013 Chamber of Commerce Leadership Coeur d'Alene Program. In his spare time, Scott enjoys playing guitar, teaching and practicing yoga and spending time with his family and friends.

Business Philosophy

My business philosophy is simple. As a small firm, my focus is to work closely with my clients to understand their business needs and give them the personal service of a small firm, yet still provide the value of my experience and expertise from working at larger firms at a reasonable fee. As mentioned in the cover letter, I pride myself of being responsive and working well with client personnel to perform an effective and efficient audit. I will work to fully understand your organization, its operations, and accounting issues to best meet your needs. I also strive to be more than just an auditor in that I would like to be trusted resource for the organization throughout the year and assist with any other matters your organization may encounter.

B. Experience of the Firm, Size, Location and Areas of Expertise

I started my career in public accounting with a great firm (Moss Adams) in Portland, Oregon in 2002 and have worked in public accounting for over 18 years. After working for great regional and national firms, I started my own CPA firm located in Coeur d'Alene in September of 2015. I bring with me a wealth of experience in working with small local governments and other entities of various size and nature over the years and am a well-rounded CPA with substantial audit expertise.

C. Engagement Team Assigned

Presently, my staff consists of myself. A small firm has many benefits that you may not get with a larger firm. For the City of Bonners Ferry audit engagement, I will be performing all audit planning, fieldwork, and preparing the financial statements myself. You will have a seasoned CPA performing all aspects of your audit and who is "in the details". This may be a contrast to your past audit experience whereby a staff (or two staff) performed the majority of fieldwork who are not CPA's. Additionally, over the years I have built long-lasting professional relationships with talented CPA's all over the country and I am able to draw on these resources to help meet the needs of my clients. Additionally, I will engage a consulting third party CPA with governmental accounting expertise to perform a concurring quality control review of your audit.

D. Transition Expertise

Should you accept my proposal for services, you can anticipate a very smooth transition. My goal is to make the transition as seamless as possible. I would begin with a review of the prior year's audited financial statements. I would also perform a review of the prior auditor's workpapers, which is required under the auditing standards. Finally, I would arrange a meeting with management and the City Council (as you see fit) to gain a better understanding of your operations, business needs and timing of fieldwork and issuance of the report.

E. Approach

Overall Audit Approach

The end result of an audit is the issuance of an opinion that the financial statements are free of material misstatement whether caused by error or fraud. Accordingly, I take a risk-based approach in performing an audit of financial statements. First, I gather information on the organization and obtain an understanding of the entity and its control environment, its significant financial statement areas and then, based on this understanding, assign risk of material misstatement to each financial statement area (i.e. cash, accounts payable, etc.). I then design audit procedures for each financial statement area to gather sufficient evidence that each area as scoped for risk is free of material misstatement. This is actually how all audits should be performed in accordance with Generally Accepted Auditing Standards (GAAS).

My philosophy on communications with the client throughout the year is to be proactive and forward-thinking. I prefer to periodically meet with my clients throughout the year, at least semi-annually to maintain communication and keep abreast of any issues they may be encountering. I may also periodically pass along information on new accounting or tax guidance as I become aware of it so as to keep my clients informed of any new developments.

F. Nature of Services

The scope of my services includes the following:

- Annual audit of the financial statements in accordance with generally accepted accounting principles (GAAP) and in compliance with generally accepted auditing standards (GAAS) and Governmental Auditing Standards (GAGAS).
- Audit under the Uniform Guidance (if applicable; additional fee may apply)
- Management letter – only if I note significant areas for improvement in internal controls or other notable recommendations.
- I'm also available for consultation throughout the year. As long as it doesn't take a significant amount of time or research, this service is complimentary.

G. Fee Schedule

As a small firm with relatively low overhead, I am able to be highly competitive with my fees yet still deliver timely and high-quality professional audit services you expect from a public accounting firm.

After reviewing the City's fiscal 2019 audited financial statements, I am prepared to quote the audit services at the following fee schedule. I have included a quote for an additional two years as optional at the City's discretion:

<u>Fiscal Year Ended</u>	<u>Audit Fee</u>
2020	\$16,500
2021	\$16,500
2022	\$16,500

The above fee quote is intended to include all out of pocket costs such as report production and other administrative costs I may incur. I typically try to achieve a billable rate of \$125/hr. for my services outside of tax season. This is equal to or less than the billable rate that a staff accountant who isn't a CPA at other local firms is billed out at and I feel this is a tremendous value to my clients.

* The above quote is firm, however is subject to future negotiation in the event the anticipated scope of the work significantly changes. Additionally, should a Single Audit be required, additional fees may apply.

H. Firm Independence

I have had no past or present affiliations with the City of Bonners Ferry. Accordingly, I am independent with the organization.

I. Client References

I am proud of the relationships I have developed with my clients over the years and my ability to assist them in meeting their business objectives. Below is a list of references from some of my governmental audit clients:

- City of Pinehurst
Carla Ross – Clerk-Treasurer
Phone: (208) 682-3271
- City of Smelterville
Heidi Klein – Clerk-Treasurer
Phone: (208) 786-3351
- City of Oldtown
Alicia Ehrmantrout – Clerk-Treasurer
Phone: (208) 437-3833
- City of Plummer
Sara Allen – Clerk-Treasurer
Phone: (208) 686-1641
- City of Kootenai
Ronda Whittaker – Clerk-Treasurer
Phone: (208) 265-2431

J. Insurance Coverage

My firm carries professional liability coverage in the amount of \$750,000. In my 18 years of professional experience, I have never had any claims filed against me personally, or against my firm. Should you accept my proposal to provide services, I would be happy to provide you with formal proof of insurance coverage.

K. Peer Review Report

Every three years, a CPA firm performing audits and reviews must have a peer review performed to ensure the firm is adhering to professional and continuing education standards, and that quality control standards are met on assurance engagements. Below is the most recent peer review report for my firm which received a "pass without exceptions" grade, the highest level of assurance. Furthermore, I have never had any complaints leveled against me by the Board of Accountancy or any other regulatory authority.



Report on the Firm's System of Quality Control

December 23, 2019

To the Owner of
Scott Hoover, CPA, PLLC
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Scott Hoover, CPA, PLLC (the firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Scott Hoover, CPA, PLLC in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Scott Hoover, CPA, PLLC has received a peer review rating of *pass*.

Poulsen, VanLeuven & Catmull
Poulsen, VanLeuven & Catmull P.A.