

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 29 / 16

Date of meeting 12 / 7 / 16

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Ryan Luttmann, Public Works Director

Address: 1123 Lake Street

Phone number and email address: 263-3407 rluttmann@sandpointidaho.gov

Authorized by: Ryan Luttmann

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Building Permit Fee Waivers for Bonner County Public Works

Summary of what is being requested: The Bonner County Public Works Department is requesting the City of Sandpoint waive (3) building permit fees associated with three separate remodel projects at the

Bonner County Administration Building. The total of the three permit fee waivers is \$1,058.88.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes or No

If yes, in what way? The City will not receive the proposed fees to be waived.

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Bonner County Public Works

Have they been contacted?

Yes or No

Yes

3. Is there a need for a general public information or public involvement plan? Yes or No

If yes, please specify and suggest a method to accomplish the plan:

4. Is an enforcement plan needed? Yes or No Additional funds needed? Yes or No

5. Have all the affected departments been informed about this agenda item? Yes or No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

Memo

To: City Council
From: Ryan J. Luttmann, Public Works Director
CC: Mayor Rognstad
Date: 11/29/2016
Re: Bonner County Public Works Fee Waiver Request

Description/Background:

Bonner County has performed three separate remodel projects at the Bonner County Administration Building that required review and inspection of the work within the City of Sandpoint by the Building Department. The Bonner County Public Works Department has submitted a request for the waiver of fees from the City associated with these projects. The requested amounts to be waived are identified in the attached letter and invoice submitted by the County for a total of \$1,058.88.

Historically, the City and the County have worked together to waive fees for public works related projects and continue to look for opportunities to work together to provide better service at a lower cost to the tax payers.

Staff Recommendation:

The Public Works Department recommends the Council approve the requested waiver of building permit fees for Bonner County for a total amount of \$1,058.88.

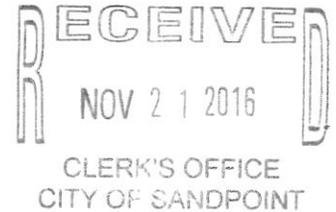


BONNER COUNTY PUBLIC WORKS

SOLID WASTE DEPARTMENT

1500 Highway 2, Suite 101 • Sandpoint, Idaho 83864-1303
Phone (208) 255-5681 • Fax (208) 263-9469 • www.bonnercountyid.gov

November 17, 2016



Mayor Shelby Rognstad and City Council Members
City of Sandpoint
1123 Lake Street
Sandpoint, ID 83864

RE: Permit Fee Waiver and Future Discussion for Reciprocity Agreement

Dear Mayor Rognstad and City Council Members,

Bonner County has had some building projects in which Colin Construction applied for Building Permits. The Public Works Department had previously requested a dialog between the Mayor, City Council Members and Bonner County Commissioners to discuss a reciprocity agreement for matters such as these but unfortunately we never received a response. We would still like to have this discussion but in the meantime, we would like to request that the following fees be waived:

- | | |
|--|-----------|
| 1) 20151113803 – build 24' nonbearing wall (Road & Bridge) | =\$299.06 |
| 2) 20160113816 – cut window (Road & Bridge); door Commissioners office | =\$275.96 |
| 3) 20160313842 – construct 23' partition (IT) | =\$483.86 |

The County is requesting that the City of Sandpoint waive the permit fee for the above projects in the amount of \$1,058.88. We appreciate any relief that the City will grant us for an already costly project.

If additional information is needed please contact our office. Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Klingler".

Matt Klingler
Public Works Director

INVOICE



CITY OF SANDPOINT • CITY HALL
 1123 LAKE ST. • SANDPOINT, IDAHO 83864
 PHONE (208) 255-2828 • FAX (208) 263-3678

DUE DATE	INVOICE DATE	TOTAL DUE	PAYMENT AMOUNT
12/14/16	11/14/16	1,058.88	
INVOICE NO.	REFERENCE NO.	CUSTOMER NO.	PAGE
25000	25433	BC10	1

C
U
S
T
O
M
E
R

BONNER COUNTY
 1500 HWY 2, STE 304
 SANDPOINT ID 83864

R
E
M
I
T
T
O

CITY OF SANDPOINT
 1123 LAKE STREET
 SANDPOINT, ID 83864
 208-255-2828

BUILDING PERMITS PAST DUE DATED 11/10/15, 1/11/16, 3/23/16

KEEP THIS PORTION FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR PAYMENT

QUANTITY	ITEM CODE	DESCRIPTION	PRICE	AMOUNT
1.000	BLDGP	BUILDING PERMIT #20151113803	299.0600	299.06
1.000	BLDGP	BUILDING PERMIT #20160113816	275.9600	275.96
1.000	BLDGP	BUILDING PERMIT #20160313842	483.8600	483.86
		1500 HWY 2 RPS00000219700A		
			Subtotal:	1,058.88

CITY OF SANDPOINT

TOTAL DUE

1,058.88

PLEASE REMIT PAYMENT PROMPTLY. THANK YOU!
 BILLING QUESTIONS PLEASE CALL 208-255-2828.