



## AGENDA REPORT

### City Council Meeting

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**TODAY'S DATE:** April 27, 2026

**MEETING DATE:** May 6, 2026

**TO:** Mayor and City Council

**FROM:** Sarah Lynds, Finance Director and Department Heads/City Staff

**SUBJECT:** Review Changes to City Fees, Schedule a Public Hearing to Consider Adoption of New Fees and Fees Proposed to Increase more than 5%, and Consider Approval of Decreased Fees and Fees Proposed to Increase 5% or Less – **action item**

**DESCRIPTION/BACKGROUND:** On an annual basis, the City Council reviews all City Fees, not just the fees where changes are proposed. You will find included in this packet a listing of all City Fees. The blue highlights are all changes being proposed and underline / ~~strikethrough~~ are changes to current wording.

At this time, proposed fee changes of greater than 5% and all NEW fees are:

### Proposed NEW Fees:

#### Public Record Requests

- Per Idaho Code 74-102 (10) (g) when a non-resident of Idaho requests a public record the City is able to recoup the actual costs for the records provided. These are not new fees to the City fee schedule but Idaho residents are allowed 2 free hours and 100 free printed pages where this amended law allows the City to recoup all time and copies from a non-resident.

#### Downtown One-day Parking Permits

- Reserved downtown street parking space (reserved by police order, one day, per space, valid in the 2, 3, and 4-hour zones): **\$25.00**.
  - This permit is intended for organizers of private special events at locations downtown that would like to reserve spaces in front of their building to facilitate loading and unloading or access for guests.
  - Example: Panida wants to park a raffle boat directly in front of the Panida during a fundraising event.
  - Example: The Hive wants two spots reserved for delivery of Christmas trees for the Festival of Trees event.
- Downtown street parking permit (not reserved, one day, per vehicle, valid in the 2, 3, and 4-hour zones): **\$10.00**
  - Intended for contractors or others who require extended stay parking on downtown streets for 1-4 days and for whom a \$40 one-month street parking permit is not needed.

- For those needing all-day parking in the 2-hour zone (where street parking permits are not valid) this option will be cheaper than paying the overstay rate beyond the 2 hours everyone gets for free.

### Hourly Parking Rates

- Waterfront parking lots – peak season (Memorial Day – Labor Day): **\$2.00**
- Waterfront parking lots – off-peak season (Labor Day – Memorial Day): **\$1.50**
- Downtown parking lot – peak season (Memorial Day – Labor Day): **\$2.00**
- Downtown parking lot – off-peak season (Labor Day – Memorial Day): **\$1.50**
- Overstay in 2-hour street parking zone (year-round): **\$2.00**

### Park Field Usage

- Addition of Group 4 facility use rates (Non-sporting private events – weddings, parties, etc.)
  - Grass Field/Diamond Hourly Use Rate: **\$60.00**
  - Artificial turf field hourly use rate: **\$120.00**
- Baseball mound set-up and take-down by park staff: **\$270.00**

### James E Russell Sports Center

- Young Adult monthly membership (age 19-25): **\$39.00**
- Young Adult annual membership: **\$29.00/month**
- Community Room Rental:
  - Standard party rate (with food and drink): **\$100.00/hr**
  - Non-profit party rate: **\$50.00/hr**
  - Room use in conjunction with court rental: **\$25.00/hr**
- Community Room + Canopy Area Rental:
  - Standard party rate (with food and drink): **\$150.00/hr**
  - Non-profit party rate: **\$75.00/hr**
  - Food truck parking (five vehicle spaces in front of canopy area): **\$25.00/hr**

### Recreation

- Youth tennis lesson (2 days): \$23.00
- Youth Tennis lesson (4 days): \$45.00
- Youth track & field: \$100
- Chess Festival:
  - Open division (city resident): \$12.00
  - MS/HS Division: \$10.00
  - Elementary Division: \$7.00
- Sandpoint Tennis Camp: \$150.00
- Annual Paddlers' Challenge: \$20.00 / boat
- Youth small boat sailing lessons: \$150.00
- Keelboat sailing: \$150.00
- Open Junior sailing: \$365.00
- Swim lessons at City Beach:
  - Parent and child: \$50.00 / child
  - Ages \$4+: \$100 / child
- Adult Coed Softball League

- With umpires: \$665 per team (\$300 sponsor fee +\$365 player fees)
- Without umpires: \$365 per team (\$182 sponsor fee + \$183 player fees)
- Adult Coed Volleyball: \$350.00 per team
- Youth basketball skills and drills (4-days): \$60.00

### Downtown Streets

- Decorative banner installation (non-city event or group)
  - 0-20 banners: **\$200.00**
  - 21-30 banners: **\$300.00**
  - 31+ banners: **\$400.00**

### Planning

- Published Notice: **\$200.00**. Covers cost of publishing a notice in the Daily Bee
- Public Notice mailings: **\$1.50 per address per round of noticing**. Covers cost of postage and printing of envelopes and materials by staff.
- Development Permitting
  - CUP on sites >1 acre: **\$3,000.00**.
  - CUP on sites <1 acre: **\$1,000.00**.
  - Replaces flat \$4,000 CUP fee to reflect amount of staff work and resources that accompany processing of permits for larger v. smaller projects.

## **Proposed Fee Increases Greater Than 5%:**

### City Parking Permits

- Annual City Resident Permit: Fee is increasing from \$15.00 (a rate established before a parking provider had been selected and actual cost of permit was known) to \$20.00 in order to cover the actual cost of the permit to the City.
- Bonner County Resident Permit: Fee is increasing from \$30.00 to \$35.00 to cover actual cost of permit to City.

### Park, Moorage and Recreation (not JER)

- Sand volleyball courts private rental
  - **\$10.00 per court per hour**
  - Maximum charge for all courts combined (per day): **\$200.00**

### Water Install/Materials

- ¾, 1 and 1.5 inch meter/transponder supply and install proposed increase from 5.36% to 10.56% due to material cost increase.

### Hydrant Use/Fill Station

- The Water Utility is installing a stand-alone bulk fill station. Use of this station will require each vehicle to be inspected. The water from this fill station will be used primarily during peak season and is not discharged to the sewer system. Accordingly, the applicable rate for this water demand aligns with irrigation water rates established in the City Rate Study.

### Water and User Monthly Rates

- Rate increases are based on the rate study performed by FCS Group and presented at the Council meeting on February 15, 2023. This is the fifth equity change/increase

from the rate study, effective September 16, 2026 (November 2026 Utility Billing to customers).

### **Wastewater User Monthly Rates**

- Rate increases are based on the rate study performed by FCS Group and presented at the Council meeting March 1, 2023. This is the fifth equity change/increase from the rate study, effective September 16, 2026 (November 2026 Utility Billing to customers).

**STAFF RECOMMENDATION:** Schedule a public hearing to consider proposed new fees and fee increases greater than 5%. Fees that are proposed to decrease or increase 5% or less can be approved at this time, should Council wish to do so; no public hearing needed.

**ACTION:** Motion to schedule a public hearing for May 20, 2026, to consider adoption of new fees and fee changes greater than 5%. [Additional motion, if Council wishes: Motion to approve the fees that have decreased or increased 5% or less, along with accompanying description changes and notes reflected in the Fee Schedule.]

**WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes**

### **ATTACHMENTS:**

- 1) City Fee Schedule reflecting changes to existing fees and proposed NEW fees
- 2) Draft Notice of Public Hearing including NEW fees and fee increases greater than 5%