AMMON CITY COUNCIL MEETING
October 01, 2026 - 6:00 pm
Ammon City Hall
2135 S Ammon Road, Ammon, ID 83406

PUBLIC COMMENT

The following guidelines for public comment have been adopted:

1. Before an individual may be heard, the Mayor, Council President, or Commission Chair must recognize them.

2. Individuals recognized for comment shall provide their name and address for the record. Individuals must utilize the podium at the front of the room and not speak from their seat.

3. Individuals must direct comments to the Commission or Council, not other individuals within the room. Individuals must limit comments to three (3) minutes or less.

4. Individuals must avoid repetitious comments or ideas that have already been presented.

5. All comments shall be made courteously, respectfully, and civilly. Inflammatory, disrespectful, degrading statements, heckling, applause, or obscene or indecent language will not be tolerated. Individuals that violate these guidelines may be asked to leave the meeting.

UPCOMING

- October 08, 2026, Work Session
- October 15, 2026, City Council
- November 05, 2026, City Council

ACCESS TO MEETINGS

MEETINGS WILL BE AVAILABLE VIA ZOOM:

AVAILABLE UPON REQUEST- EMAIL THE CITY CLERK 24 HOURS PRIOR TO THE MEETING AT CLERK@CITYOFAMMON.US

AGENDA

CALL TO ORDER:

- Mayor Brian Powell at 6:00 p.m.
- Pledge of Allegiance – Council Member Fullmer
- Prayer – Council Member Boyle

CONSENT AGENDA:

1. Accounts Payable Report: Exhibit A
2. Minutes: September 17, 2026 – Regular Meetings - *Page 2*

AMMON LIGHTING DISTRICT BOARD:

1. Accounts Payable-Exhibit A

PUBLIC COMMENT REGARDING ITEMS NOT ON AGENDA (3-minute limit)

PUBLIC HEARING:

1. **Public Hearing 2026-014 -** Amendments to the City Fee Resolution, Resolution 2026-019

ACTION ITEMS:

1. **Consideration of Resolution 2026-019 - City Fee Resolution** *(Micah Austin, City Administrator) - Page 8*
2. **Consideration of Resolution 2026-020 - Retention Schedule -** *(Joanna Dahm, City Clerk) - Page 47*
3. **Consideration of Ordinance 751 - Title 5 Chapter 4 Amendments -** *(Clarissa Jones, Code Enforcement Director) - Page 74*

DISCUSSION ITEMS:

1. **Miscellaneous**

ADJOURN

INDIVIDUALS NEEDING ACCOMMODATION DUE TO DISABILITY MUST CONTACT CITY HALL
NO LATER THAN 1:00 P.M. THE DAY BEFORE THE SCHEDULED MEETING TO ARRANGE ASSISTANCE

Next Resolution Number: 2026-020; Next Ordinance Number: 752

AMMON CITY COUNCIL MINUTES
THURSDAY, SEPTEMBER 17, 2026 – 6:00 P.M.
2135 SOUTH AMMON ROAD

AGENDA

CALL TO ORDER:
- Mayor Brian Powell at 6:00 p.m.
- Pledge of Allegiance – Council Member Boyle
- Prayer – Council President Wessel

CONSENT AGENDA:
1. Accounts Payable Report: Exhibit A
2. Minutes: September 03 and 10, 2026 – Regular Meetings

PROCLAMATIONS:
1. Constitution Week

PUBLIC COMMENT REGARDING ITEMS NOT ON AGENDA (3-minute limit)

ACTION ITEMS:
1. **Greater Idaho Falls Transit (GIFT) Contract for Services -** *(Micah Austin, City Administrator)*
2. **Approval of the Audit Engagement Letter -** *(Jennifer Belfield, Finance Director)*
3. **Consideration of Resolution 2026-018-Social Media Publishing Policy -** *(Micah Austin, City Administrator)*
4. **Consideration of J-U-B Capital Improvement Plan Contract -** (*Morgan Stewart, City Engineer*)
5. **Consideration of the Bonneville County Fire District Fuel Use Contract** - *(Micah Austin, City Administrator)*

DISCUSSION ITEMS:
1. **Street Levy Education**
2. Miscellaneous

ADJOURN

MINUTES

City Officials Present:	City Staff Present:	City Officials Absent:
Mayor Brian Powell	City Attorney Weston Davis	
Council President Scott Wessel	City Administrator Micah Austin	
Councilmember Nolan Wheeler	City Clerk Joanna Dahm	
Councilmember Kris Oswald	City Planner Cindy Donovan	
Councilmember Heidi Boyle	City Engineer Morgan Stewart	
Councilmember Jeff Fullmer		
Councilmember Sid Hamberlin		

CALL TO ORDER:
Mayor Brian Powell called the meeting to order at 6:01 p.m. Council Member Boyle led the pledge of allegiance and Council President Wessel gave a prayer.

CONSENT AGENDA:
Accounts Payable Report: Exhibit A
Minutes: September 03 and 10, 2026 – Regular Meetings

It was moved by Council Member Boyle and seconded by Council Member Oswald to approve the Consent Agenda
Wheeler, yes; Oswald, yes; Wessel, yes; Boyle, yes; Fullmer, absent; Hamberlin, yes. Motion passes unanimously with vote by roll call.

PROCLAMATIONS:
1. Constitution Week

PUBLIC COMMENT REGARDING ITEMS NOT ON AGENDA (3-minute limit)

Lorana Johnson-3020 Owen Street, Ammon ID.
Neighbors and herself, concerned about the noise and lights of the stadium at Hillcrest, drove home at 11:30 pm and the lights were still on. Just wondering if there is something the City can do, or do I need to reach out to the school? Mayor Powell suggested going to the school board meeting and voicing her concerns as well as stating he can reach out to the district and remind them we do have a noise ordinance.

Tom Hunsaker- 2925 Carolyn Lane
Some years ago, I learned a little about the process, he contacted the administration about a concern and they said to go to the principal. The PA system is very loud; you can hear it in McCowin Park. You can step outside City Hall and hear it, you may not be able to make out the words but you can hear it.

ACTION ITEMS:
1. **Greater Idaho Falls Transit (GIFT) Contract for Services -** *(Micah Austin, City Administrator)*

City Administrator Austin stated as budget the contract is for $73,000 it is a one year contract. You will see in the final contract you will see the service area map. The service area does include all skilled nursing facilities in the City of Ammon. It also includes the original townsite, up and down Hitt Road all

the way from Lincoln to 49th Street.

Mayor Powell stated we felt this was a good start, get through the first year and collect the data and then go from there.

Ian Turner (Board Chair)-Idaho Falls
Council Member Oswald asked about the cancellation of the contract, it states we would need to cancel by April 1st. However, it says the CPI adjustment is expected by March 1st, but if not available you will get it to us as soon as you can. If it is not available by March 1st and we only have until April 1st, that doesn't give us enough time to make a decision. Mr. Turner stated there has only been one time in his career where CPI hasn't been produced by March 1st. If that was the case we would sit down and hash it out, that would be a very unique circumstance, our purpose is to provide a service and we want to be good partners.

City Attorney Weston Davis stated that if there was a delay in receiving the information required to make a decision to terminate or continue the contract, he is sure GIFT would be willing to recognize that we didn't receive the information in a timely manner to make an informed decision.

City Council Member Wessel asks why April 1st is the date and not August 1st. City Administrator Austin stated it is for budgeting purposes, and gives everyone time to make changes to upcoming budgets. Ian Turner stated that it is a challenge not knowing the service area in advance and making sure we have trained staff to serve. Moving the date back a month wouldn't make a huge difference.

Mayor Powell stated we want to be a good partner to GIFT, we understand that the Federal Government can shut down at any time and has in the past. But we can work together. A lot of people are excited and request rides. This is going to be a positive thing for the community.

It was moved by Council Member Fullmer and seconded by Council Member Wheeler to approve the Greater Idaho Falls Transit (GIFT) Contract for Services and authorize the Mayor to sign
Wheeler, yes; Oswald, yes; Wessel, yes; Boyle, yes; Fullmer, yes; Hamberlin, yes. Motion passes unanimously with vote by roll call.

2. **Approval of the Audit Engagement Letter -** *(Jennifer Belfield, Finance Director)*

Finance Director Jennifer Belfield this is the annual audit engagement letter, this is standard procedure before services begin. The contract was $44,000, which was a misprint plus a 6% technology fee and travel costs. We do not need a single audit this year but next year we will need one because of the 1st street project, so FY 2027 will cost more. For FY 2025 the audit cost was $46,704.92, for FY 24 the cost was $44,212.50, for FY 23 the cost was $40,600 and FY 22 was $43,500. Mayor Powell asks when the audit starts, Jennifer stated as soon as you sign the letter they will open an online portal for files to be uploaded, so basically now. October is period 13, what the auditors do typically start the second week of October and then into January. It will take them a few weeks to prepare the findings and then it will be presented to Council typically the 2nd week of February.

It was moved by Council Member Boyle and seconded by Council Member Hamberlin to approve the Audit Engagement Letter and allow the Mayor to sign

Wheeler, yes; Oswald, yes; Wessel, yes; Boyle, yes; Fullmer, yes; Hamberlin, yes. Motion passes unanimously with vote by roll call.

3. **Consideration of Resolution 2026-018-Social Media Publishing Policy -** *(Micah Austin, City Administrator)*

City Administrator Austin addressed the Council and stated the changes were made at the last council meeting. The restricted content review policy is in section 3. Approved content can go out without approval, we want the good to go out to the community, we don't want to restrict that content.

It was moved by Council Member Fullmer and seconded by Council Member Oswald to approve Resolution 2026-018 Social Media Publishing Policy
Wheeler, yes; Oswald, yes; Wessel, yes; Boyle, yes; Fullmer, yes; Hamberlin, yes. Motion passes unanimously with vote by roll call.

4. **Consideration of J-U-B Capital Improvement Plan Contract -** (*Morgan Stewart, City Engineer*)

City Engineer Morgan Stewart addressed the City Council by saying she has no additional information from the last meeting. Council Member Boyle asked about the timeline, Sean Hoisington stated the expected timeline is 8 months but it isn't going to be dragged out, if it moves faster and we can get it done sooner than we will. Mayor Powell asked how long Post Falls took, Sean stated it was about 2 years. Mayor Powell stated but they are about twice the size. Sean stated they are roughly twice the size with streets as well. The difference is with Post Falls we did actual zoomed in traffic counts on about 80 intersections. You guys have about a quarter of that. This will be a simpler process. Mayor Powell asked City Engineer Stewart how much data we have ready to provide, she stated we have some but some will need to be updated. Sean stated the comprehensive plan will be a good source of information.

It was moved by Council President Wessel and seconded by Council Member Fullmer to approve the J-U-B Capital Improvement Plan Contract and authorize the Mayor to sign
Wheeler, yes; Oswald, yes; Wessel, yes; Boyle, yes; Fullmer, yes; Hamberlin, yes. Motion passes unanimously with vote by roll call.

5. **Consideration of the Bonneville County Fire District Fuel Use Contract** - *(Micah Austin, City Administrator)*

Fire Chief Jon Molbert - on the phone
City Administrator Austin stated that two years ago the original contract was signed, this was done to save on the bulk fuel price and to work on building their own fueling station. At this time they have not been able to build their own fueling station. The council at the time was happy to sign the contract but did state the Fire District could not build a fueling station and this fire station next door. City Administrator Austin stated the system works great, they are issued fobs and they pull up to the pump and fill up using their fobs, which tracks exactly how much they use. There is a 9% administrative fee they pay as well. Council President Wessel stated he doesn't feel that covers the depreciation of the pumps. City Administrator Austin stated we are not necessarily trying to recover those costs; the 9% is to cover administrative costs.

Fire Chief Molbert stated the Fire District also covers a portion of the maintenance costs as they come up. Finance Director Jennifer Belfield stated yes that is correct, it is not much but they do help to cover the maintenance and repair costs as they are incurred.

City Administrator Austin asked Fire Chief Molbert to have an updated timeline for setting up a fueling station for the Fire District. The Fire District wants to purchase land to build a new fire station and a fueling station located there. The goal is to break ground in the Spring of 2027. Council President Wessel asks why they didn't build a fuel station at the Fire Station located on North of Lincoln Road. Fire Chief Molbert stated it is complicated, we don't currently staff that station, we contract with Idaho Falls to staff that station. It is more convenient to put a fueling station closer to where the majority of the service area is.

It was moved by Council Member Oswald and seconded by Council Member Wheeler to approve the Bonneville County Fire District Fuel Use Contract and authorize the Mayor to sign
Wheeler, yes; Oswald, yes; Wessel, yes; Boyle, yes; Fullmer, yes; Hamberlin, yes. Motion passes unanimously with vote by roll call.

DISCUSSION ITEMS:

1. **Street Levy Education**
   City Attorney Weston Davis spoke about the do's and don'ts for City Council members when speaking to citizens about the upcoming Street Levy on the ballot. Don't speak on behalf of the City. All statements need to be factual, not to persuade the public, just to educate. The Idaho State Statute does allow you to have your own opinion, when posting on social media please make sure to state you are speaking on behalf of yourself and not the City. Be very careful when spending funds, you are not allowed to spend City Funds.

   Mayor Powell as you go out and voicing your own opinion, please do not use any Ammon logos or anything related to the City. The consequences are it could get overturned.
   City Attorney Weston Davis stated if you have questions and What If's please call me.

2. **Miscellaneous**
   Mayor Powell-Will be at Stinger Field tomorrow from 9:30am-12pm with 6th graders if anyone would like to give him a break.

   Council Member Oswald- What happened with the explosion that went off on 21st. Mayor Powell stated it was an estate sale, they found a box of dynamite up in the attic, it was walked out to the field and everyone was told to get away. They called out the bomb squad and fire department and they set it off.

   Council Member Wheeler- Meeting with the Fire District they are talking about 45th & 65th for the location of the new Fire Station, it is about 2 acres. They will have the results from the Feasibility study at the next meeting. It was a very busy fire season.

   City Administrator Austin-City of Ammon has a few things in the legal section of the paper. The Fee Resolution is in the paper as well as a few other things.

City Clerk Joanna Dahm - We have the Fee Study as well as the RFP for the Bulk Fuel Delivery and the RFP for On-Call Maintenance Services all currently posted.

City Planner Donovan - Traffic Commission, neighbors from Midway came to the meeting and are thankful for park lights going off at 10pm. They want our help with noise on the roadway. Major complaints are from people stopping on Southwick and then revving their engines and going again, as well as people in the park not behaving themselves. They did request speed bumps, we did let them know if we put in speed bumps it is going to create more noise because they will be slowing down for the speedbumps then revving up and going again. They were asking for a 4-way stop on Rawson and Midway, we let them know that is not warranted. There was a request on Silvermaple from a couple residents who have a hard time seeing as they back out of their driveways, we are going to put up mirrors that will facilitate those residents to see better. It is a 90 degree turn not an intersection.

Council President Wessel motion to adjourn

ADJOURN at 7:39 pm

_____

Brian Powell, Mayor

_____

Joanna Dahm, City Clerk

Date:	October 1, 2026
To:	Mayor Powell and City Council
Presenting:	Micah Austin, City Administrator
Subject:	Staff Report regarding the Fall 2026 City Fee Resolution Amendment

Consideration of Resolution 2026-019, Amendment to the City Fee Resolution

Staff Recommendation

- Conduct the public hearing on the fee amendment. If there are no concerns following the public hearing, adopt Resolution 2026-019 as the new City Fee Resolution.

Summary of Analysis

1. Every spring and fall of each year, the City of Ammon considers changes to the citywide Fee Resolution. These amendments are typically considered in April and October of each year.
2. The proposed city fee resolution contains new fees and fee increases. These fees are listed in Attachment 2 of this staff report.
3. The proposed fee resolution has been discussed by the City Council at the following meetings:
    a. August 13, 2026
    b. August 20, 2026
    c. September 3, 2026
    d. September 10, 2026
4. A public hearing on the resolution will be held on October 1, 2026.
5. In compliance with state statute, the public hearing on the City Fee Resolution, has been noticed on the following dates in the Post Register:
    a. September 16, 2026
    b. September 23, 2026
6. By way of background, on August 3, 2018, The City of Ammon adopted Resolution 2018-007R, establishing the first citywide fee resolution. Prior to this date, departments maintained their fees in separate resolutions.
7. The City of Ammon has adopted subsequent Fee Resolutions that have replaced each successive fee resolution.
8. This new resolution replaces the previous fee resolution.
9. If there are no concerns at the public hearing, staff recommends establishing an effective date to be the same day as the City Council's vote on the resolution.
10. Attachment 2 to this staff report shows all new fees and any fees increased by 5% or more.

Financial Impact

- Staff anticipates that the proposed fees will correctly cover the costs of delivering the specific service to the public.

Motion

"I move to approve Resolution 2026-019, the City Fee Resolution."

Attachments:

1. Resolution 2026-019.
2. Notice of Publication, in compliance with Idaho Code.

RESOLUTION NUMBER 2026-019

CITY FEE RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMMON, IDAHO TITLED THE CITY FEE RESOLUTION, REPLACING THE EXISTING CITY FEE RESOLUTION, ESTABLISHING FEES AND CHARGES FOR ALL CITY DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING FEES.

WHEREAS, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

WHEREAS, the Ammon Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Ammon; and

WHEREAS, each department within the City of Ammon organization has quantified the costs of processing and administering each application specific to that department;

WHEREAS, the City of Ammon adopted Resolution 2018-007R establishing the first citywide fee resolution on August 3, 2018; and

WHERAS, the City of Ammon typically updates the citywide fee resolution two times per year with one amendment in the spring and the other in the fall; and

WHEREAS, Resolution 2026-019 adopted on October 1, 2026 replaces the previous fee resolution; and

WHEREAS, the effective date of this resolution shall be October 1, 2026; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of Ammon, Idaho that the City Council hereby rescinds all existing fee schedules established and adopted prior to the effective date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

SECTION 1: BUILDING DEPARTMENT FEES

SECTION 1-A BUILDING AND PLAN CHECK FEES

Building Permit Fee

Value From	Value To:	Base Fee	For the First	Plus	For Each Additional
$1	$500	$40.00			
$501	$2,000	$60.00	$501	$3.00	$100
$2,001	$25,000	$100.00	$2,001	$9.00	$1,000
$25,001	$50,000	$300.00	$25,001	$7.50	$1,000
$50,001	$100,000	$480.00	$50,001	$5.50	$1,000
$100,001		$750.00	$100,001	$3.50	$1,000

Plan Review Fees

Building Code Plan Review for Commercial Projects	65% of Building Permit Fee
Building Code Plan Review for Residential Projects	20% of Building Permit Fee. Minimum plan review fee of $25.00
Planning and Zoning Code Review:	10% of Building Permit Fee

Residential Valuation Shall Be

Residence Each Floor	$120.00 per square foot
Finished Basement	$25.00 per square foot
Unfinished Basement	$10.00 per square foot
Crawl Space	$ 5.00 per square foot
Decks	$ 5.00 per square foot
Covered Patio	$10.00 per square foot
Carport	$10.00 per square foot
Shed	$15.00 per square foot – no foundation or slab
Garage/Shed	$21.00 per square foot – with foundation
Hourly rate	$60.00 with a one hour minimum

Commercial Valuation Shall Be:

Contract Price or building valuation based on Building Safety Journal square foot cost table, whichever is greater. Building permit valuation shall include the total value of the work for which a permit is being issued, including materials and labor. The building official may require documentation of the building permit valuation as necessary to ensure correct valuation of the project.

OTHER INSPECTIONS AND FEES:

1. Inspections outside of normal business hours (minimum charge--two hours): $70 per hour
2. Re-inspection fees assessed under provisions of Section 109.7: $70 per hour
3. Inspections for which no fee is specifically indicated: $70 per hour (minimum charge--one-half hour)
4. Additional and partial inspections above the minimum required by the building codes may be charged: $70 per hour (minimum charge—one hour)
5. Additional plan review required by changes, additions or revisions to plans: $70 per hour (minimum charge--one-half hour)
6. Additional costs incurred by the City for security agreements and other similar processes (minimum charge): $100[2]
7. For use of outside consultants for plan checking and inspections, or both: Actual costs[3]
8. Penalty for commencement of work without a building permit: $500 (in addition to stop work order and violation fees allowed for in Ammon Municipal Code, Section 15.04.030)
9. Deferred submittals, per each submittal: 25% of Plan review fee
10. Temporary Certificate of Occupancy (non-refundable): $1,000
11. Alternative Energy System Installation : 0.5% of project valuation with a minimum fee of $120.00.
12. Demolition Fee: $50[5]
13. Failure to Pay for Permit Fee: After receiving written from the City, failure to send application required fee within 14 days of the notice will result in the assessment of a $500 fee.
14. Occupying Structure Prior to Issuance of a C of O -Commercial: $1,000 plus $200 for each day after the first day.

15. Occupying Structure Prior to Issuance of a C of O -Residential: $500 plus $200 for each day after the first day.
16. Signs: $75 for the first sign **plus** $40 for each additional sign

SECTION 1-B: BUILDING PERMIT AND REVIEW FEE POLICIES

Building Code Plan Review Fees. When submittal documents are required by the International Building Code, Section 105 and the International Residential Code, Section 105, a building code plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be sixty-five (65) percent of the building permit fee as shown in Table 1-A.

The plan review fees specified are separate fees from the permit fees specified in the International Building Code, Section 109.2 and the International Residential Code, Section 108.2 and are in addition to the permit fees.

Fees for re-roofs.

- Residential Re-Roof Fee: 1% of the Contract Price as submitted by the roofing contractor owner, not to exceed $100.
- Commercial Re-Roof Fee: A full building permit fee and a ten (10) percent plan check fee shall be required for all commercial re-roof permits. No Fire Department plan check fee and no Planning Department plan check fee shall be required for re-roofing. However, when a re-roof of other than a one- or two-family dwelling includes new structural elements that change the roof, including but not limited to the addition of cold roof sleepers, a full permit shall be required and all plan check fees shall be assessed.

Fees for repairs. Repairs of all elements for which a building permit is not specifically excluded shall require a permit. Fees for repair work shall be the full building permit fee based on the cost of the repair work and a ten (10) percent plan check fee. No Fire Department plan check fee and no Planning Department plan check fee shall be required for repairs.

Planning Department Review, Inspection and Fees. Planning Department approval shall be obtained prior to obtaining a building permit. Planning Department fee for plan check for building shall be assessed and collected by the Building Department at the time of application for a permit.

Fire Department Review. Fire Department approval shall be obtained prior to obtaining a building permit. A plan check fee for the Fire Department review shall be in accordance with the Fire Department fee schedule as enacted by separate resolutions and ordinances but shall be assessed and collected by the Building Department at the time of application for a permit.

Incomplete construction documents. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in the International Building Code, Section 107 and the International Residential Code, Section 106, an additional plan review fee shall be charged at the rate shown in Table 1-A.

Issuance of a Building Permit. To ensure a streamlined and safe construction process, a building permit will only be issued for a complete project. All required plans, engineering documents, and other materials for the entire scope of work must be submitted and approved prior to permit issuance. Partial permits, such as those for a foundation only, shall not be issued. This policy prevents delays and safety concerns that can arise from incomplete projects. Once all requirements are met and the permit is signed by the Building Official or their designee, all official project timelines and scheduling will begin.

Payment of Fees. On application for a permit, applicants shall pay one hundred (100) percent of all permit, plan check, fire plan check, and planning and zoning plan check fees. All other fees, including contribution fees and any fees paid in-lieu of actual improvements or requirements shall be paid when the building permit is issued or as required by a development agreement approved by the City Council.

Penalty for Commencement of Work without a Building Permit. This penalty shall be assessed in addition to stop work order and violation fees allowed for in Ammon Municipal Code, Section 15.04.030.

Commencement of Work is defined as, “Initiation of any portion of any structural elements of any project requiring a permit.”

Temporary Certificate of Occupancy. A Temporary Certificate of Occupancy shall be issued in rare circumstances and only for projects that meet all life safety and structural requirements as dictated by the family of international building codes, as applicable to the project. A Temporary Certificate of Occupancy shall be valid for no more than fourteen (14) days from the date of issuance, at which time the project must obtain a permanent Certificate of Occupancy or pay the fee for an additional Temporary Certificate of Occupancy.

Bonding Permitted for Incomplete Improvements. In lieu of a Temporary Certificate of Occupancy, and at the sole discretion of the Building Official, a 200% bond for the value of any unfinished improvements such as, but not limited to, City sidewalks, driveways, landscaping, parking lot surfacing and striping, or other similar unfinished items located external to the structure may be submitted to the City of Ammon, provided that all life safety and structural requirements as dictated by the family of international building codes have been completed on the structure.

Fee Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official may authorize the refunding of eighty (80) percent of the permit fees and the various plan review fees. The refund fee shall be 20% of the value of the permit fee or $15.00, whichever is greater. The applicant for a building permit must request a refund in writing on or before the one-year anniversary of the date the application for a permit was completed.

Fine(s) for Occupancy of a Structure prior to Issuance of a Certificate of Occupancy

- **Commercial Structures** - A fine of $1000.00 for commercial buildings will be assessed if the building is occupied without a certificate of occupancy. An additional fine of $200.00 per day will be assessed for each day the building is occupied without a certificate of occupancy and until payment of the fine is made. All fines shall be paid prior to issuance of any certificate of occupancy.
- **Residential Structures** - A fine of $500.00 for residential buildings will be assessed if the building is occupied without a certificate of occupancy. An additional fine of $200.00 per day will be assessed for each day the building is occupied without a certificate of occupancy and until payment of the fine is made. All fines shall be paid prior to issuance of any certificate of occupancy.

SECTION 1-C: ELECTRICAL PERMIT SCHEDULE FEES

Electrical Permit Fees:

a. **Temporary Construction Services Only**: $60.00 for 200 amps or less, one location.

b. **New Residential – Single Family Dwelling**: Includes everything contained within the residential structure and attached garage at the same time.

1.

Square Footage	Permit Fee	Inspections Included
0-1500	$160.00	3
1501-2500	$190.00	3
2501-3500	$250.00	4
3501-4500	$310.00	5
4501 and up	$310.00 + $60 for each additional 1,000 square feet or portion thereof	6

2. Over 400 amp service see "Other Installations"

*Additional inspections charged at requested inspection rate of $60.00 per hour.

c. **New Residential – Multiple Family Dwelling**

1. $210 – duplex apartment
2. Three or more units $120 each building **plus** $60 each unit.

d. **Existing Residential**:

1. $60.00 **plus** $10 for each additional branch circuit
2. For unattached structures see "Other Installations"

e. **Existing Residential - Basement Finish**

1.

Square Footage	Permit Fee	Inspections Included
0-1500	$90.00	2
1501-2500	$135.00	3
2501-3500	$180.00	4
3501 and up	$225.00	5

f. **Residential Spas, Hot Tubs, Hydro Massage Tubs, Swimming Pools**:

1. Basic fee **plus** $70.00 grounding grid where applicable
2. Other than residential see "Other Installations"

g. **Residential Electric Central Systems Heating and/or Cooling**: $60.00 when NOT part of a new residential permit, and no additional wiring.

h. **Modular, Manufactured or Mobile Homes**:

1. $70.00 basic fee **plus** $10 for each additional circuit
2. Mobile Home and RV Parks distribution wiring including pedestal, service conductors and lot supply to individual units see "Other Installations"

i. **Other Installations Including Industrial and Commercial**: Wiring not specifically covered by any of the above fee schedules. Fee to be based on the cost of all labor, materials and equipment installed as part of the wiring system.

1. Cost up to $2,000 = $60 **plus** 3% of total wiring costs
2. Costs $2,001 to $10,000 = $100 **plus** 2% of wiring cost between $2,001 and $10,000
3. Costs $10,000 to 100,000 = $260 **plus** 1% of the portion of wiring costs over $10,000
4. Costs over $100,000 = $1,160 **plus** ½ % of the portion of wiring costs over 100,000
5. For new Multi-Family Dwelling units: See New Residential-Multi Family Dwellings

j. **Pumps (Water, Domestic Water, Irrigation, Sewage)**: Each Pump

1. $40 – Fractional to 25 HP
2. $60 – 26 to 200 HP

3. $80 – Over 200 HP
4. Phase inverters and roto phase equipment see “Other Installations”

k. Electrically-Driven Irrigation Machines:

1. $60.00 Center Pivot **plus** $10 per tower or drive motor
2. Other types -- $45.00 **plus** $10 per motor (No additional fee required for underground feeder)

l. Electric Signs and Outline Lighting:

1. Signs -- $60 for the first sign plus $10 per additional sign
2. Outline Lighting -- $60 each occupancy

m. Requested Inspections of Existing Wiring:

1. $70.00 minimum for 1 hour or less
2. Over 1 hour -- $70.00 **plus** $40.00 for each ½ hour or portion in excess of 1 hour, including travel time

n. Re-inspection Fees

1. $70.00 per each re-inspection

n. Temporary Amusement/Industry Electrical Inspections: Each time a ride, concession or generator is set up $60 and $10 for each ride, concession or generator

o. Plan Check Fee:

1. $70.00 minimum for one (1) hour or less, **plus**
2. $40.00 for each one-half (1/2) hour or portion thereof in excess of one (1) hour, including travel time.

p. Other: $40.00 Fee for Permits not clearly giving location of installation, either by direction or maps.

r. No Permit: Failure to send permit and required fee in the prescribed time will result in the assessment of a double fee.

SECTION 1-D: MECHANICAL PERMIT FEES

MECHANICAL PERMIT FEES:

1. **Residential Single and Duplex Family Dwelling**:

Square Footage	Permit Fee	Inspections Included
0-1500	$160.00	3
1501-2500	$190.00	3
2501-3500	$250.00	4
3501-4500	$310.00	5
4501 and up	$310.00 + $60 for each additional 1,000 square feet or portion thereof	6

2. **Decorative Gas Fireplaces**
    1. $50.00 per fireplace unit (includes all inspections)

3. **Replacement or Addition to Existing Residential:**
    1. Thirty dollar ($30.00) base permit fee **plus** an inspection fee of fifty dollars ($50.00) for the first furnace, furnace-air conditioner, evaporative cooler, unit heater, space heater, decorative gas-fired appliance, incinerator, water heater, boiler, pool heater, and similar fixtures or appliances, **plus**
    2. Twenty dollars ($20.00) for any additional furnace, furnace-air conditioner, evaporative cooler, unit heater, space heater, decorative gas-fired appliance,incinerator, water heater, boiler, pool heater, and similar fixtures or appliances. Fees include ducts, vents and flues attached thereto.
    3. Twenty dollars ($20.00)for the first exhaust or ventilation duct such as dryer vents, range hood vents, cook stove vents, bath fan vents, and similar exhaust and ventilation ducts, **plus**
    4. Ten dollars ($10.00) for any additional exhaust and ventilation ducts.
    5. Twenty dollars ($20.00) for the first fixture or appliance outlet of the fuel gas piping system, **plus**
    6. Ten dollars ($10.00) for any additional outlets of the fuel gas piping system.

4. **Existing Residential - Basement Finish**
    1.

Square Footage	Permit Fee	Inspections Included
0-1500	$90.00	2
1501-2500	$135.00	3
2501-3500	$180.00	4
3501 and up	$225.00	5

5. **Multiple Family, Commercial, Institutional, Industrial and all other Installations**:

    1. Thirty dollars ($30.00) for each building **plus** and inspection fee based upon the selling price of the completed installation including equipment, appliances, piping systems, materials and labor of:
    2. Three percent (3%) of the first twenty thousand dollars ($20,000) of installed cost, **plus**
    3. Two percent (2%) of the value of the installation in excess of twenty thousand dollars ($20,000) through one hundred thousand ($100,000), **plus**
    4. One percent (1%) of the value of the installation in excess of one hundred thousand dollars ($100,000) through two hundred thousand dollars ($200,000)
    5. One-Half percent (1/2%) of the value of the job in excess of $200,000.
    6. Commercial Roof-Top unit replacements that do not require any additional ductwork - (1.5%) of the valuation of the new equipment and installation.

6. **Plan Check and Technical Services**:
    1. Requested inspection or Re-inspection: The cost of a requested or re-inspection shall be $70.00
    2. Plan Check Fee: $70.00 minimum for one (1) hour or less. Over one (1) hour, $70.00 **plus** $40.00 for each one-half (1/2) hour portion thereof.
    3. Technical Services: $50.00 minimum for one (1) hour or less. Over one (1) hour, $50.00 **plus** $25.00 for each one-half (1/2) hour portions thereof.
    4. No Permit: Failure to secure a permit prior to beginning work will result in the assessment of a double fee.

7. Residential Spas, Hot Tubs, Hydro Massage Tubs, Swimming Pools:

1. Thirty dollar ($30.00) base permit fee **plus** an inspection fee of fifty dollars ($50.00) for the boiler, pool heater, and similar fixtures or appliances.
2. Commercial pool fees to be based on the cost of all labor, materials and equipment installed as part of the mechanical system.

SECTION 1-E: PLUMBING PERMIT FEES

Plumbing Permit Fees

1. **Residential:** To include all single family dwellings, Apartments, Condominiums, Town Houses, and/or Multiple Living Units: Each Living Unit in an Apartment, Condominium, Town House, for other Multiple Living Unit shall require a residential permit fee for each Living Unit.

Square Footage	Permit Fee	Inspections Included
0-1500	$160.00	3
1501-2500	$190.00	3
2501-3500	$250.00	4
3501-4500	$310.00	5
4501 and up	$310.00 + $60 for each additional 1,000 square feet or portion thereof	6

1. Separate permits are required for all residential sewer and water service line installations as per section h.

a. **Replacement or Addition to Existing Residential:**

1. Permit Fee: $50.00
2. Inspection Fee: $10.00 per fixture in the plumbing system of the building or premises.
3. Water heaters: See mechanical for water heater.

b. **Existing Residential - Basement Finish**

Square Footage	Permit Fee	Inspections Included
0-1500	$90.00	2
1501-2500	$135.00	3
2501-3500	$180.00	4
3501 and up	$225.00	5

c. **Non-Residential**: To include Commercial, Industrial, and all other installations: The inspection fees listed in this section shall apply to any and all plumbing installations not specifically mentioned elsewhere in this schedule. Schools, hospitals, churches, hotels and motels are classed as commercial. The plumbing costs shall be the cost to the owner of all labor charges and all other costs that are incurred in order to complete the installation of any and all plumbing materials and equipment installed as part of the plumbing system. For uniformity of fees when labor is performed, such labor costs shall be based upon the market value of said labor:

1. Base Permit Fee: $50.00 To include inspection of the water service pipe to the building and waste discharge pipe from the building if the work is done by the Plumbing contractor who permits the building plumbing.
2. Inspection Fee: Based on the selling price of the completed installation
   i. Three percent (3%) of the value of the job up to and including $20,000, **plus**
   ii. Two percent (2%) of the value of the job in excess of $20,000 up to and including $100,000, **plus**

iii. One percent (1%) of the value of the job in excess of $100,000 up to and including $200,000, **plus**
iv. One-Half percent (1/2%) of the value of the job in excess of $200,000.

3. Minimum Permit Fee: $50.00 Applies to all new construction and to all remodel or alteration jobs.
4. Replacement Fixtures: $50.00 **plus** $10.00 per fixture. For replacement of fixtures in existing commercial and industrial buildings. (water closets, sinks, lavatories, etc.)
5. Fixtures: $10.00 per unit. For fixtures common only to commercial and industrial.
6. Separate permits will be required for sewer and water service lines, if not done by the Plumbing contractor doing the building plumbing pursuant to sections i. and k.

d. **Mobile Homes**: Each connection or reconnection to existing sewer and water stub outs shall be $40.00.
e. **Mobile Home Parks and/or RV Parks**: Sewer and water service lines in Mobile Home Parks and/or RV Parks shall be classed as commercial. NOTE: Does not include the connection of the mobile home as defined in section d.
f. **Residential Lawn Sprinklers:** $60.00 **per each** back-flow prevention device.
g. **Water Conditioners**: $50.00 **plus** $10.00 per unit.
h. **Shower Pan:** $50.00 per shower pan
i. **Residential Sewer and Water Service Lines**: $50.00 each or $75.00 for a combination of both if only one (1) inspection is required and the work is done by the same individual.
j. **Sewer and Water Permit Fees**: For excavators or property owners shall be at the same rate as residential or commercial based on the classification of the construction project.
k. **Non-Residential Sewer and Water Service Lines**: If installed by someone other than the Plumbing Contractor of the building, fees shall be calculated at the same rate as nonresidential plumbing. And, shall consist of the greater of the residential rate (section g) or:
    1. Three percent (3%) of the value of the job up to and including $20,000, **plus**
    2. Two percent (2%) of the value of the job in excess of $20,000 up to and including $100,000, **plus**
    3. One percent (1%) of the value of the job in excess of $100,000 up to and including $200,000, **plus**
    4. One-Half percent (1/2%) of the value of the job in excess of $200,000.
l. **Non-Residential Lawn Sprinklers**: The greater of $60.00 **plus** $8.00 for each back-flow prevention device, or:
    1. Three percent (3%) of the value of the job up to and including $20,000, **plus**
    2. Two percent (2%) of the value of the job in excess of $20,000 up to and including $100,000, **plus**
    3. One percent (1%) of the value of the job in excess of $100,000 up to and including $200,000, **plus**
    4. One-Half percent (1/2%) of the value of the job in excess of $200,000.
m. **Requested Inspections of Existing Plumbing**:
    1. $70.00 minimum for one (1) hour or less, **plus**
    2. $40.00 for each one-half (1/2) hour or portion thereof in excess of one (1) hour, including travel time.
n. **Reinspection**: $70.00
o. **Other**: $40.00 Fee for Permits not clearly giving location of installation, either by direction or maps.
p. **Plan Check Fee**:
    1. $70.00 minimum for one (1) hour or less, **plus**
    2. $40.00 for each one-half (1/2) hour or portion thereof in excess of one (1) hour, including travel time.
p. **Technical Service Fee**:
    1. $70.00 minimum for one (1) hour or less, **plus**
    2. $40.00 for each one-half (1/2) hour or portion thereof in excess of one (1) hour.
q. **No Permit**: Failure to send permit and required fee in the prescribed time will result in the assessment of a double fee.
r. **Residential Spas, Hot Tubs, Hydro Massage Tubs, Swimming Pools:**
    1. Inspection fee of fifty dollars ($50.00) for the piping pressure test.
    2. Commercial pool fees to be based on the cost of all labor, materials and equipment installed as part of the plumbing system.

SECTION 2: ENGINEERING, PLANNING AND ZONING FEES

SECTION 2-A ENGINEERING, PLANNING & ZONING FEE SCHEDULE[1]	
APPLICATION TYPE	**FEE ($)**
DEVELOPMENT AND SITE PLAN REVIEW[2] (GL# 10-347-132)	
Pre-Application Review	$150 minimum ($150/hour after initial hour)
Commercial Site Plan Review	$630
Multi-Family Site Plan Review	$465
Residential Development Site Plan Review	$465
Improvement Drawings and Utilities Review	$600
Subdivision Acceptance Review	$400
Fee for Additional One (1) Reviews (after three reviews)	$175
Residential SWPPP Review	$70
Engineering Infrastructure Review	$50 minimum per inspection
SUBDIVISION (GL# 10-347-133)	
Subdivision Master Plan	$350
Preliminary Plat or Short Plat	$800
Final Plat or Plat Amendment	$600
PUD[3] Fees are invoiced to the applicant, and must be paid, prior to final application of the PUD.[2] Additional fees may be incurred after the final PUD application is processed.	$500 minimum fee Fee based on actual cost of reviewing and processing the PUD application, as tracked and assessed by the City Administrator.
Multi-Use Master Plan	$575
Multi-Use Master Plan Amendment	$300
AGREEMENTS (GL# 10-347-132)	
Standard Development Agreement (SDA) or Annexation Agreement	$1,400
Conditional Rezone Agreement (CRA)	$1,320
FLOODPLAIN DEVELOPMENT PERMITS (GL# 10-347-116)	
Floodplain Project Review	$775
Elevation Certificate	$70
OTHER PERMITS/APPLICATIONS (GL# 10-347-134)	
Design Review	$400
Sign	$100
Conditional Use Permit	$500
Variance	$400
Appeal	$150
Vacation	$675
Zoning Verification Request or Lot Line Adjustment	$125
Lighting District	$1,100
CHANGES/AMENDMENTS/ANNEXATIONS (GL# 10-347-135)	
Comprehensive Plan Change	$825
Zoning Code Revision (text amendment)	$575
Zone Change Request	$550
Residential Annexation less than 10 acres	$1,200 plus any additional consultant costs incurred by the City of Ammon for review of the application
Annexation over 10 acres	$2,400 plus any additional consultant costs incurred by the City of Ammon for review of the application
Annexation over 50 acres	$3,600 plus any additional consultant costs incurred by the City of Ammon for review of the application
Commercial Annexation	$1,200 plus any additional consultant costs incurred by the City of Ammon for review of the application

Amendment to Development Agreement	$540
PUBLICATIONS AND NOTICING (GL# 10-347-110)	
All applications that require public noticing shall pay the following fee to cover the costs of noticing:	Admin/Publication Fee: $340 + $3.25/mailing

Notes to Planning and Zoning Fees:

1. Bonneville County taxing districts are exempt from fees listed in Section 2-A.
2. Review fees are paid for three (3) reviews of any submitted plan. An additional fee shall be charged for more than three reviews.
3. Actual cost of reviewing the application shall include any expense associated with staff time including, but not limited to, salary, benefits, equipment, and tools.

SECTION 2-B: PLANNING AND ZONING FEE POLICIES

Applications Required. Complete applications for all services listed in Table 2-A shall be submitted to the City of Ammon prior to any review taking place by the City. Complete applications shall include the completed application form, all information and additional documents or materials required by ordinance and the application form, application fee, and any other information as required by ordinance or by the City Planner, City Engineer, or City Administrator. In their sole discretion, the City Planner or City Administrator may return any application deemed incomplete.

SECTION 3: REPEALED (FORMERLY AMMON FIRE DEPARTMENT FEES)

- For fire/rescue fees, refer to the fee schedule adopted by the Bonneville County Fire District.

SECTION 4: PARKS DEPARTMENT FEES

SECTION 4-A: PARKS FACILITY RENTALS (Plus Idaho State Sales Tax Where Applicable)

LEAGUES

Summer Little League Baseball/Softball (Children's - City Sponsored)

Minors and Majors Baseball	$ 99.00 per participant
T-Ball, Coach and Machine Pitch, Modified Softball	$ 55.00 per participant
Fall Baseball/Softball League (all ages)	$ 15.00 per participant
Late Registration Fee for Recreation Programs	$ 50.00 per participant
Baseball Sponsorship	$ 150.00 per year
Softball Sponsorship	$ 150.00 per year

FIELDS/COURTS

Baseball Fields – Regular Season – Leagues (City Sponsored Leagues excluded)	$ 30.00/2-hr (or $200.00/day)
Baseball Fields – Tournaments (City Sponsored Leagues excluded)	$ 30.00/2-hr (or $200.00/day)
Reservation of Sports Fields for Non-City Sponsored Program (private use, practices, striping not included)	$ 30.00/2-hr (or $200.00/day)
Striping Fee – Soccer Field	$ 150.00 per request
Striping Fee – Baseball/Softball Field	$ 70.00 per game
Reservation of Tennis and/or Pickleball Court (per court)	$ 30.00/2-hr (or $200.00/day)
Reservation of Dedicated Park Space (non-sports)	$ 30.00/2-hr (or $200.00/day)

SHELTERS

Park/Picnic Pavilion Reservation Pavilions reserved at least 48 hours in advance will be cleaned by 10:00 am and available for use until 10:00 pm	$ 99.00/day
Reserve and Relocate Extra Picnic Tables (Subject to availability)	
Within the same park as the reservation	$ 15.00 per table
From a different park (up to 4 tables)	$ 80.00 per load
Clean Up fee for Facilities/Shelters/Pavilions -left messy or in disrepair	$ 50.00 minimum billed to reservation

NON-CITY EVENTS

Any event with vendors, or 100+ attendees ($200 non-refundable, $400 security deposit) Subject to additional permits, fees, insurance, amenity rental and must have an approved event application 30 days prior to the event.	$ 600.00 base cost per event

SECTION 4-B: CONCESSIONS

1. Mobile Concessionaire Fee - Daily	$ 20.00 per day[1]
2. Mobile Concessionaire Fee - Monthly	$ 500.00 per month[1]

3. Notes for Concessionaire Usage of Parks:
    a. All concessionaires must obtain a concessionaire agreement.
    b. Concessionaire fee shall provide for concessionaire activities outside of city-run events.
    c. No power, water, or other utilities are provided to concessionaires.
    d. Concession stand and all appurtenances must be removed by 11:00 pm each night.

SECTION 4-C: SWIMMING POOL

(Sales Tax Included Where Applicable)

1. **Swimming Rates**

Gate Entry	$ 5.00 (1.5 hr session)

2. **Passes**

Note: Unlimited passes issued to the card holder are non-transferable.

Punch Pass (10 Punches)	$ 45.00 (season)
Punch Pass (25 Punches)	$ 100.00 (season)
Punch Pass (50 Punches)	$ 175.00 (season)
Punch Pass (75 Punches)	$ 225.00 (season)
Individual Season Pass	$ 110.00 (season)
Family Season Pass (up to 5 immediate family members)	$ 230.00 (season)

3. **Swimming Lessons**

Group Lesson	$70.00 per 2-week session
Private Lesson	$ 30.00 per 30-minute session

4. **Swim Club Registration** $ 150.00

5. **Swimming Pool Reservations - Exclusive/Private**

- Small Group (up to 50 occupants, 2 lifeguards)	$ 275.00 (1.5 hr session)
- Medium Group (51-75 occupants, 3 lifeguards)	$ 325.00 (1.5 hr session)
- Large Group (76-100 occupants, 4 lifeguards)	$ 375.00 (1.5 hr session)

6. **Pool Rentals Items**

Noodles/Rings/Balls	$ 0.50

7. **Sponsorship**

Banner on Pool Fence	$ 1,000.00

SECTION 4-D: SPONSORSHIPS AND BOOTHS

1. **Ammon Days Booth**

Information/Commercial Booth	$ 150.00
Late Registration Fee	$ 50.00

2. **Sponsorships**

Level 1 Sponsor	$ 500.00
Level 2 Sponsor	$ 1,000.00
Level 3 Sponsor	$ 2,500.00
Event Sponsor	$ 4,000.00
Ping Pong Balls (15 balls)	$ 30.00
Hot Air Balloon Sponsor - Level 1	$ 1,250.00
Hot Air Balloon Sponsor - Level 2	$ 500.00

3. **Movies in the Park**

Season Sponsorship	$ 2,500.00
Movie Sponsorship	$ 1,000.00
½ Movie Sponsorship	$ 500.00
¼ Movie Sponsorship	$ 250.00

4. **Other City Events (Non-Ammon Days)**

Booths	$ 40.00
Level 1 Sponsor	$ 500.00
Title Sponsor	$ 5,000.00

SECTION 4-E: CANCELLATION/REFUND POLICY

After reservations have been made for park and recreational activities, events, programs:

- All sales for recreation events, sports programming, swim lessons, and shelter reservations are final. There will be no refunds given.
- Wherein the City of Ammon cancels an activity including, but not limited to, recreation activities, events, programs, or group reservations at the pool; for any reason, a full refund may be issued or fees paid can be applied as credit for other activities, events, or programs within the same fiscal year.

SECTION 4-F: PARKS & RECREATION DEPARTMENT MISCELLANEOUS POLICIES

1. **Liability Waiver and Insurance Requirements.** Where applicable, all participants are required to sign a liability indemnification statement and provide proof of insurance.
2. **Youth Program Photo Release.** Parent or legal guardian of youth program participants are required to sign a photo release stating: Unless I decline in writing I also authorize the City of Ammon, and/or parties designated by the City of Ammon, to use my child's photo for the reproduction in any manner the City of Ammon desires, for advertising, display, audiovisual exhibition or editorial use.

SECTION 4-G: PARKS CONTRIBUTION FEES AND POLICIES

1. **Residential Detached Dwelling Unit** $3,053.00/dwelling unit
2. **Residential Attached Dwelling Unit** $2,175.00/dwelling unit
3. **Policy for Assessment and Collection of Parks Contribution Fees.**
    a. **Assessment.** Parks Contribution Fees shall be assessed at the sole discretion of the City Council through a development agreement with a private property owner.
    b. **Collection.** Parks Contribution Fees shall be collected according to the development agreement. If the development agreement does not designate time of collection, the Parks Contribution Fee shall be collected at the time a building permit is issued for the residential dwelling unit subject to the development agreement.

SECTION 4-H: NOTES TO PARKS AND RECREATION FEES AND POLICIES

1. **FOOTNOTES:**

    [1] Mobile food vendor license and associated inspections are required in addition to this agreement. See section 7-A on page 25

2. Non-Profit groups may be exempt from facility rental fees at the discretion of the Parks and Recreation Director.

SECTION 5: PUBLIC WORKS DEPARTMENT FEES

SECTION 5-A- STREET FEES

1. **Right of Way Fees**
   - a. Right of Way Encroachment Permit — $70.00
   - b. Road/Street Cut Fee — $1,000 per travel lane, as determined by City Engineer
2. **Adopt - a - Street Program**
   - a. Community Groups or Individuals — $25.00 per year, per street
   - b. Business — $100.00 per year, per street
3. **Sidewalk Inspections**
   - a. Commercial/Residential — $70 for initial inspection
   - b. Commercial/Residential Reinspection — $60 per each additional inspection
4. **Sidewalk Repair Special Assessment (8-8-3)** — 25% of the Invoice, as 30 day late fee penalty

SECTION 5-B.1 WATER METER FEES

Meter Fee Table					
Meter Size	**Meter Type**	**Meter cost**	**Radio Read Unit**	**Labor**	**Total**
1 inch	Residential	$553.00	$205.00	$80.00	$838.00
1 ½ inch C2	Compound, High/Low Flow	$1,613.00	$205.00	$157.50	$1,975.50
1 ½ inch T2	High Flow	$1,126.00	$205.00	$157.50	$1,488.50
1 ½ inch R2	Residential	$750.00	$205.00	$157.50	$1,112.50
2 inch C2	Compound, High/Low Flow	$1,861.00	$205.00	$179.55	$2,245.55
2 inch T2	High Flow	$1,332.00	$205.00	$179.55	$1,716.55
2 inch R2	Residential	$1,053.00	$205.00	$179.55	$1,437.55
3 inch C2	Compound, High/Low Flow	$2,357.00	$205.00	$223.02	$2,785.02
3 inch T2	High Flow	$1,654.00	$205.00	$223.02	$2,082.02
4 inch	Commercial	$3,199.00	$205.00	$555.45	$3,959.45
6 inch	Commercial	$5,741.00	$205.00	$600.00	$6,546.00

SECTION 5-B.2 WATER METER FEES - REPLACEMENT AND/OR REPAIRS
***Fees Apply if the City of Ammon Public Works Dept provides replacement materials.**
****Additional fees apply if any installation labor is required.**

ITEM	MATERIAL COST
Meter Pit Replacement _ Residential (18” diameter PVC adjustable height 60” - 72”)	$865.00
Meter Pit Lid Replacement	$145.40

Ring / Frame Replacement (for installations in Concrete/Asphalt)	$415.57
Curb Box Frame / Cone Replacement _ curb stop valve (for installations in Concrete/Asphalt)	$16.41
Meter Pit Individual Extensions Pieces (as required) •2” •4” •6” •12”	 $35.00 $53.00 $71.00 $125.00

SECTION 5-B.3: WATER METER - INSPECTION FEES **Fee applies for both residential & commercial applications of meterpit inspections/re-inspections (including operation of water meter valve, operation of curb-stop valve, obtaining Certificate of Occupancy, re-inspection of repairs)**	
Meter Pit Inspection/Re-Inspection Fee:	$80.00

SECTION 5-C: WATER METER INSTALLATION POLICIES

1. Water meter fees shall be assessed according to Section 5-B of this fee resolution, on all new connections, changes of use or substantially remodeled buildings/connections or as required by the City Engineer.
2. All single-family residential/townhouse/condominium/mobile home/manufactured home/ apartments two units or less per building will have separate water/sewer lines and a meter box with a shut off going to each livable/usable unit.
3. A meter box per apartment building of three or more units and shut off per unit will be installed in all apartments.
4. A meter with shut off will be required on all irrigation/sprinkler system only lines – commercial/ professional office space/churches/seminaries/hotels/motels/assisted living centers/extended care facilities and schools. (The line must be a separate line directly connected to the irrigation/sprinkler system and must not go through any building or structure).
5. A commercial meter with shut off will be installed in all commercial/professional office space/hotels/motels/assisted living centers/extended care facilities/schools per usable space.
6. All meters/meter boxes and shut offs will be to the City of Ammon’s specifications and easily accessible to the City all year long.
7. Items from the “Additional Meter Pit Fees” chart can be paid for as part of the permit fees for new home construction and picked up from the Public Works Operation building as supplies are available.

SECTION 5-D: RESIDENTIAL SCHEDULE OF MONTHLY CHARGES FOR CITY UTILITY SERVICES

RESIDENTIAL SCHEDULE OF MONTHLY CHARGES FOR CITY UTILITY SERVICES		
1. MONTHLY SINGLE FAMILY ATTACHED/DETACHED, MOBILE HOME, DUPLEX (per unit): The following rates shall be effective upon issuance of the Certificate of Occupancy:		
Service	**RI/RP/RPA/RE Zones Zones over 10,000 square feet**	**All Other Zones including lots in the RP/RPA Zones under 10,000 square feet**
Metered Water Service (12 months)	$32.00 base rate[1] $1.16/1,000 gallons usage rate	$32.00 per month base rate[1] $1.16/1,000 gallons usage rate
Additional Metered Water Service for location with a 12-month water service	$1.16/1,000 gallons usage rate	$1.16/1,000 gallons usage rate
Unmetered Water Service (12 months)	$74.16[1] per month	$53.56[1] per month

Seasonal Unmetered water service (May - October) for locations with a 12 month water service	$74.16 per month	$74.16 per month
Sewer Service	$55.75[1]	$55.75[1]
Sanitation - 96 Gallon Container Monthly Service	$20.00 per month	$20.00 per month
Sanitation - 64 Gallon Container Monthly Service	$17.00 per month	$17.00 per month

NOTES TO SECTION 5-D

1. **The Base Rates for water and sewer include the following charges:**

- Monthly base sewer rate is based on one ERU (equivalent residential unit) equal to $55.75, which includes a Sewer Bond payment of $22.00 per ERU.
- Water Bond payment is $19.00 per connection or business.
- Sanitation does not have a bond payment.

2. **The Base Rate for Sanitation Monthly Service Fees contain the following charges:**
   a. Standard monthly charge paid to the City of Ammon to cover all operation and maintenances expenses for providing the service. Fee depends on the volume of the sanitation container.
   b. A fee of $9.00 per sanitation service is assessed on each individual service to cover the Bonneville County Landfill Tipping Fees. This amount is collected by the City of Ammon but passed through to Bonneville County. Bonneville County Landfill Tipping Fee is adopted at $0.04 per pound.

SECTION 5-E: COMMERCIAL METERED WATER RATES

1. Commercial Base Rate: $45.75 base rate
2. Metered Water Usage Rate: $2.14 per 1,000 gallons usage rate
3. Metered rates include commercial/professional office spaces/churches/seminaries/ hotels/motels/ rooming houses/rest homes/extended care facilities/Laundromats/ schools/storage unit facilities/apartment/single family residential units (3 or more units).
4. Hydrant Fill Permits
   i. Hydrant Fill Fees for a single fill up:
      1. Tanker Fill up to 4,000 gallons $25.00 per fill
      2. Tanker Fill up to 1,000 gallons $10.00 per fill
   ii. Hydrant Fill Fees for multiple fill ups
      1. Meter issuance Fee: $100.00 (non refundable)
      2. Hydrant Meter Check Out Deposit Fee: $2,500.00
      3. Hydrant Water Meter Fee: $5.00/1,000 gallons
   iii. Hydrant fill permit must be obtained prior to utilizing any hydrants. Permits may be purchased in advance and in bulk quantities.

SECTION 5-F: COMMERCIAL SCHEDULE OF MONTHLY CHARGES FOR CITY UTILITY SERVICES

COMMERCIAL SCHEDULE OF MONTHLY CHARGES FOR CITY UTILITY SERVICES				
COMMERCIAL CUSTOMER	**Water (Non-Metered)**	**Water (Metered)**	**Sewer**	**Sanitation**
CONDOMINIUM OR APARTMENT BUILDINGS 3 OR MORE UNITS PER	$43.26 per unit	$45.75 base rate plus	$55.75 per ERU	$20.00 per unit. [2]

BUILDING [1]		$2.20/1,000 gallons usage rate		
PROFESSIONAL OFFICE/INDUSTRIAL SPACE (PB/I&M zone - 5000 sq. ft. or under) [3]	$67.51		$55.75 per assigned ERU rate per customer as assigned.	Must utilize Eagle Rock Sanitation.
PROFESSIONAL OFFICE/INDUSTRIAL SPACE (PB/I&M zone - over 5000 sq. ft.) [3]	$98.10			
COMMERCIAL/CHURCHES/SEMINARY [3]	$98.10			
HOTELS/MOTELS/ASSISTED LIVING CENTERS/EXTENDED CARE FACILITIES [4]	$4.57 per room	$45.75 base rate plus $2.20/1,000 gallons usage rate		
SCHOOLS (Public or Private) [5]	$0.35 per student plus FTE staff per month	$45.75 base rate plus $2.20/1,000 gallons usage rate		
WATER LINE FOR <u>COMMERCIAL</u> IRRIGATION/SPRINKLER SYSTEMS ONLY [6]	$124.63	$2.20 per thousand gallons	n/a	n/a

NOTES TO SECTION 5-F

1. Condominium facilities which have a single water/sewer service and which operate an internal private water/sewer system shall make a single payment to the City for each individual unit. Apartment units or office spaces used within the development for the purpose of managing or maintaining the facility will be charged the regular rates listed herein above as per unit.
2. Apartment complexes of 9 or more units per building must utilize Eagle Rock Sanitation.
3. Charges shall be made to each building and/or to each separate usable space with water and/or sewer connections or as provided by this resolution.
4. Room/patient capacity will be determined on total possible occupancy at the time of final construction.
5. Based on per student enrollment as of October 1st of each year.
6. The line must be a separate line directly connected to the irrigation/sprinkler system and must not go through any building or structure. Applies to commercial/professional office spaces/churches/seminaries /hotels/motels/rooming houses/rest homes/extended care facilities/Laundromats/schools/storage unit facilities/apartment buildings of 3 or more units per building and residential subdivision green space landscaping. There shall be no minimum monthly rate. All billings shall be based upon actual meter reading.

SECTION 5-G: METERED FEE POLICIES (RESIDENTIAL AND COMMERCIAL)

1. **Equal Pay.** Equal Pay is available for qualifying residential customers. To qualify customers must make their equal pay payment each month and their account is in good standing. If an account becomes two months delinquent, customers will be removed from Equal Pay.
2. **Option to Use Surface Irrigation in Non-Pressurized Irrigation Subdivisions.** Customers in non-pressurized irrigation subdivisions have the option of utilizing surface water for outside irrigation but must have all sprinkler systems inspected by the Public Works Department for cross contamination standards. Inspections shall be conducted annually and fees shall be paid on an hourly basis at a rate of $50.00 per hour.
3. **Bill Adjustments**. At the discretion of the City Administrator or their designee(s), water fees may be adjusted on a case-by-case basis, provided the customer requests an adjustment in writing and provides reasons for their request. For requests greater than $250, the City Administrator may designate an Adjustment Committee of no less than three City employees for determining bill adjustments.
4. **Wanton Waste of Water.** In conjunction with City of Ammon code 8-3-8 - Water Waste Prohibited, when the City determines that a leak in a private water service line, plumbing system,

or irrigation system is causing the waste of water, the City may issue notice to the property owner requiring repair within a specified timeframe. If a property served by a single residential or commercial water connection fails to comply, the City may discontinue water service and assess a one-time $150 disconnection fee, with service remaining off until repairs are completed and verified. For service connections that supply multiple units occupied by separate entities, such as apartments or multi-tenant buildings, water service will remain active; however, a $150 monthly penalty will be assessed until the leak is repaired or the owner demonstrates good-faith efforts toward completing the repair.

SECTION 5-H: UTILITY DEPOSITS

1. Residential* $ 150.00
2. Residential Sanitation Only Accounts* $ 60.00
3. Apartments* $ 150.00 per unit ($1,000.00 maximum)
4. Commercial/Professional Office Space* $ 300.00 (5,000 sq. ft. or under)
5. Commercial/Professional Office Space* $ 500.00 (over 5,000 sq. ft. & under 10,000 sq.ft.)
6. Commercial/Professional Office Space* $ 1,000.00 (over 10,000 sq. ft.)

*Deposits shall be applied to utility accounts to be used for future billing after twelve (12) consecutive months of current payments or upon closing of accounts. The deposit refund shall be first applied to any balance owed with the remainder to be refunded.

SECTION 5-I: DISCONNECT/RECONNECT/TERMINATION FEES

1. $150.00 Involuntary Water Disconnect, including reconnect. This fee is charged for delinquent accounts.
2. $50.00 Sanitation Service Involuntary Termination and Involuntary Reinstatement (NO voluntary termination allowed).
3. $20.00 per Notice Charge for issuing a door hanger for delinquent utility services.
4. Voluntary disconnection of services is not permitted.

SECTION 5-J: ADDITIONAL SANITATION REGULATIONS

1. **Special/Additional Trash Pickups.** Special/additional residential pickups may be requested at an additional charge of $10.00 per pickup per container.
2. **Additional Residential Containers.** Additional residential container(s) may be requested and terminated with City personnel by phone. There will be an additional fee of $25.00 per month per residential container added. There is no fee for each delivery or pickup for additional containers added or terminated to any service address. Containers that have not been cleaned will be assessed a $25.00 cleaning fee. All fees will be charged directly to the assigned utility account.
3. **Garbage Container Replacement.** In the event a garbage container is destroyed by the customer, a fee of $75.00 will be charged for replacement of the container. This fee shall be paid prior to issuance of a replacement container.

SECTION 5-K: CONTAINER RENTAL FEE

1. A rental fee of $.50 (fifty cents) per month per automated sanitation container shall be charged for all automated sanitation containers. This fee is included in the monthly charges.

SECTION 5-L: UTILITY SERVICE DELINQUENCIES

1. Utility service delinquencies shall be handled as outlined in the current City Code sections listed below:
   a. Sanitation service: 8-4-19
   b. Sewer service: 8-1-87
   c. Water service: 8-3-34

SECTION 5-M: SERVICE CONNECTION FEES

1. If the location is in the City of Ammon, they must pay for city services including water/sewer/sanitation/fiber/pressurized irrigation whether connected or not. If they are connected to Iona-Bonneville Sewer District for sewer and/or Falls Water Company for water service, they will pay the sewer charge to Iona-Bonneville Sewer District and/or the water service to Falls Water Company with the balance of the services paid to the City of Ammon.

2. If the location has an irrigation/sprinkler line only (city services), then sewer and sanitation will not be required. The connection charge for connection to the utility lines of the City of Ammon will be as determined in Section 5.

SECTION 5-N: SEWER LINE –AMMON CITY CAPACITY REPLACEMENT FEE

1. Single Family Dwelling:
    a. $1,300.00 per connection
2. Mobile Home/Manufactured Home Courts or Subdivisions:
    a. $1,300.00 per mobile home/manufactured home space
3. Motels/Hotels/Rooming Houses/Rest Home/ Extended Care Facility/Travel Trailer Courts
    a. $1,300.00 per connection plus $90.00 per Care room or travel trailer space used independently for human habitation.
4. Apartment Buildings/Duplexes/Condominiums/ Townhouses and similar living units
    a. $1,300.00 per connection plus $300.00 per living unit in excess of one unit.
5. Commercial Buildings/Schools/Churches/Seminaries/Barber & Beauty Shops
    a. $1,300.00 per connection plus $30.00 per plumbing fixture in excess of 4 fixtures.

SECTION 5-O: SEWER LINE –EASTERN IDAHO REGIONAL SEWER DISTRICT (EIRSD CAPACITY REPLACEMENT FEE)

1. **EIRSD Connection Fee.** The City of Ammon will confirm EIRSD capacity replacement fee was paid directly to EIRSD.
2. **EIRSD Fees Will Not Be Prorated.** Since EIRSD charges the City of Ammon the full month of service when a certificate of occupancy is issued, the City of Ammon will bill the new customer the full month of service for wastewater. All other services will be prorated to the date of certificate of occupancy.

SECTION 5-P: WATER LINE – CAPACITY REPLACEMENT FEE

1. The person making the application shall pay to the City, based on the diameter of the connection size. All water line connection sizes are based on a proportional buy-in capacity fee formula (cross-sectional area of the nominal water line size squared, multiplied by $1,209. [Cost = $1,209 X pipe diameter^2]. Charges for all water line connections shall be based on the size of the water line tap from the City main water line.
2. Charges for other diameter lines are:

<1 ¼" diameter	$1,530.00
1 ½" diameter	$2,720.00
2" diameter	$4,836.00
3" diameter	$10,881.00
4" diameter	$19,344.00
6" diameter	$43,524.00
8" diameter	$77,376.00
10" diameter	$120,960.00
12" diameter	$174,096.00
Custom Size	Based on Cost Paid by the City plus 10%

SECTION 5-Q: VACANCIES

1. There will be NO allowances for temporary vacancies, vacation vacancies or vacant commercial or residential rental property.

SECTION 5-R: SPECIAL BILLINGS

1. If special bills (ex: breakdown to different corporations but one location in the City) are requested, there will be an extra charge of $25.00 per request for the processing.

SECTION 5-S: DELINQUENT ACCOUNTS

1. Payment is past due after the 15th of each month. There will be late fees of 1-1/2% per month (18% APR per year) on all delinquent bills – minimum charge of $10.00 (ten-dollars).
2. Any customers with delinquent accounts from past or current services shall pay the entire balance of their delinquent account(s) prior to initiation of any new utility services. Payment arrangements may be made.
3. Any customer that has been sent to collections for delinquent accounts shall not be eligible for utility services until all previous collection accounts are paid.

SECTION 5-T: RETURNED CHECK

1. Return check fees shall be charged pursuant to the returned check fee resolution as adopted by the City Council.

SECTION 5-U: OUTSIDE CITY UTILITY RATES (non-annexed lands)

1. All rates for services/fees provided to properties outside the City limits of Ammon shall be charged at an amount of 1 ½ Times the rate for services/fees for property within the City limits.

SECTION 5-V: PRESSURIZED IRRIGATION

SCHEDULE OF CHARGES FOR PRESSURIZED IRRIGATION SERVICES	
Service	**Rate**
1. One Inch (1") Service Connection (12 month rate)	$16.62 per month
2. Dust Control and/or Soil Compaction for Active Construction Projects[1]	$98.40
3. Pressurized Irrigation Connection Fee: 1 inch service	$1,529.14
4. Pressurized Irrigation Connection Fee: 1.5 inch service	$3,439.52
5. Pressurized Irrigation Inspection Fee[2]	$80.00
NOTES TO SECTION 5-V - [1]Dust Control and/or Soil Compaction fee is equal to six months of service from a one inch service line. - [2]To ensure that there is no apparent domestic water cross-section.	

SECTION 5-W: SEWER MAINLINE MAINTENANCE SERVICES

Sewer Mainline Maintenance Services	
Camera Survey	The total fee for contracting with the City of Ammon for Sewer Line Camera Services shall be the sum of the following charges: ● **Employees' Fully Burdened Rate.** The Sum of Employees' Fully Burdened Rate of all employees performing the service shall be charged (No Less than 2 Employees, Over time Rates will apply for Emergency after hours requests) ● **Per Foot** ○ Video only $1/foot ○ Emergency after hour and Less than 48 hours notice - 25% added to regular footage price ● **Admin Fee** = (Employee Fully Burdened Rate) X 15% ● **Wear and Tear Fee** = (Per Foot Charge) X 15%
Jet Cleaning	The total fee for contracting with the City of Ammon for Jet Cleaning Services shall be the sum of the following charges: ● **Employees' Fully Burdened Rate.** The Sum of Employees' Fully Burdened Rate of all employees performing the service shall be charged (No Less than 2 Employees, Over time Rates will apply for Emergency after hours requests)

	● Per Foot ○ Routine Scheduled $6/foot up to 10” pipe ○ Routine Scheduled $8/foot Larger than 10” pipe ○ Emergency after hour and Less than 48 hours notice - 25% added to regular footage price ● Admin Fee = (Employee Fully Burdened Rate) X 15% ● Wear and Tear Fee = (Per Foot Charge) X 15%

SECTION 5-X: OTHER CITY SERVICES [COST RECOVERY]

A. Applicability This section establishes the cost recovery methodology for any and all City employee activities, emergency responses, infrastructure repairs, nuisance abatements, special event support, or other City-provided services resulting from private actions, negligence, or specific requests that are not otherwise explicitly quantified in this established Fee Schedule.

B. Labor and Personnel Cost Recovery Rate Where the City provides labor, personnel, or administrative services subject to cost recovery, for a variety of different types of services some listed or not listed, the responsible party shall be billed at an hourly rate calculated as the **greater** of the following:

1. The City's **Fully Burdened Employee Hourly Rate**, or
2. The maximum allowable **FEMA Force Account Labor Rate** for the specific employee classification.

C. Definition of Fully Burdened Rate For the purposes of this section, the "Fully Burdened Employee Hourly Rate" shall include the employee's base hourly wage, plus the actual hourly cost of all employer-paid fringe benefits (including but not limited to health, dental, and vision insurance, PERSI retirement contributions, workers' compensation, and applicable payroll taxes), plus an administrative overhead multiplier of 15%[1] to cover internal support and facility costs. [1]*[De Minimis flat rate charge of 15% for indirect costs are allowable charges to the Modified Total Direct Costs (MTDC), as per federal Office of Management and Budget Uniform Guidance (2 CFR Part 200)]*

D. Equipment Cost Recovery Rate Where City vehicles, heavy machinery, or other specialized equipment are utilized in the provision of these services, the responsible party shall be billed at the **greater** of:

1. The City's internally calculated fully-burdened hourly equipment rate, or
2. The current published **FEMA Schedule of Equipment Rates**.

E. Materials and Third-Party Costs Any materials, supplies, or third-party contractor services procured by the City to execute the service, mitigation, or repair shall be billed to the responsible party at the City's actual invoice cost plus a **15%** administrative handling fee.

SECTION 6- FIBER OPTIC DEPARTMENT FEES

The following Monthly Fiber Optic Utility rates shall be effective upon connection to the Ammon Fiber Optic System as follows:

SECTION 6-A: Residential M&O Rates

Residential support is provided during business hours (8am – 4:30pm) M-F

1. Residential 1Gbps Monthly Rate: $24.00
2. Residential Ammon Fiber Program $61.00
3. Residential NextFiber $55.00

SECTION 6-B: Commercial M&O Rates

Commercial accounts receive 24/7 support.

1. Basic Commercial 1Gbps Monthly Rate: $40.00
2. Multi Dwelling Unit (MDU)
   MDU Commercial building 10Gbps + MDU Rate $Fee = (# of buildings x $75.00) + (# of units x $3.00)
   MDU pricing will only apply when all of the below conditions are true
   - There are six or more units in a building
   - Each unit will not have a VBG
   - Units are held commercially e.g., Apartments and cannot be purchased by a resident.
   - Residents have no minimum service level with Ammon Fiber and contact the commercial organization owning the building for support.
   - They will use bulk internet service.

SECTION 6-C: Fiber Equipment, Materials, and Infrastructure Fees

1. Equipment, Materials, and Infrastructure sold to or purchased by private companies or individuals to install Ammon Fiber: $Fee = Cost paid by City of Ammon plus 25%
2. VBG Replacement: $350 Replacement of VBG for damage(s)

SECTION 6-D: Disconnect/Reconnect

1. Reconnection shall incur a $45.00 reconnection fee in addition to any necessary replacement or upgrade costs.
2. If services are disconnected due to non-payment, the reconnection fee is paid at the time of disconnection.

SECTION 6-E: Services

CoLo Hut services include a Secure Locker, 120V Power, Generator, UPS Backup, & HVAC.
All services are on approval and must meet Ammon City Code Title 8 chapter 9.

1. Provider NNI Network Access $250 per month
2. Provider set up configuration fee $1000 each
3. CoLo Hut 9U Locker: $200.00 per month
4. CoLo Hut 13U Locker: $250.00 per month
5. Server Room RUs: $75.00 per month
6. Lit Circuit Lease 10Gb $75.00 per month
7. Lit Circuit Lease 40Gb $150 per month
8. Dark Fiber Lease $100.00 per month
9. DWDM Wave Lease $100.00 per month
10. Equipment Mounting Space $75.00 per month
11. Tower Space $200.00 per month
12. Tower Cabinet Space $150.00 per month
13. Local Transport Service 100.00 per month
14. Colocation 45u Cabinet $700.00 per month

Notes to Section Section 6-E

- Jumper(s) and SFPs shall be supplied and replaced if necessary by the tenant.
- Equipment in the Colocation Building found to be disruptive to tenants will be shut down or removed.

SECTION 6-F: Fiber Connection and Installation Fees

1. Residential Connection to Fiber Utility: $4,400 per connection
    a. This fee is paid by property owners that choose to pay their construction assessment fees upfront. If the construction assessment fee is not paid upfront, customers must pay the currently adopted monthly NextFiber fee.
2. Commercial Connection to Fiber Utility: $1,200 per connection + Construction cost to build out network to the edge of property
3. Installation Inspection Fee (all new fiber services): $ 90.00 per connection (five total fiber inspections)
4. Reinspection Fee (after five initial): $ 30.00 per inspection
5. Residential Developer Fee (Dev. Agreement) $1,500 per address/per usable space, incl. <100' ¾" conduit
6. Commercial Developer Fee (Dev.Agreement) $1,700 per address/suite/per usable space, incl. <100' ¾" conduit

Notes to Section 6-F

1. Breakout of Residential Developer Fees
    a. $500 to Capacity Replacement
    b. $200 to Capital Replacement
    c. $800 to Construction
2. Breakout of Commercial Developer Fees
    a. $500 to Capacity Replacement
    b. $200 to Capital Replacement
    c. $1000 to Construction
3. Breakout of Residential and Commercial Connection to Fiber Utility
    a. $500 to Capacity Replacement
    b. $200 to Capital Replacement
    c. $Remainder to Construction

SECTION 6-G: Fiber Services Extension Policy

1. Property owners outside City limits are not eligible for Ammon Fiber infrastructure or services. This does not apply to governmental agencies or taxing districts.

SECTION 6-H: Fiber Construction Services - Emergency Response

1. An Emergency is defined as any one of the following:
    a. A disruption of service to a single business.
    b. A disruption of service to three or more residential properties.
    c. A signal disruption to City structures/equipment.
    d. Utility "Emergency" as defined by Idaho Code § 55-2202
2. **Emergency Response Fees:**
    a. Mobilization Fee $1,000-$3,000
    b. Drilling: $40.00 Per Foot
    c. Splicing: $30.00 Per Fiber Strand
    d. Personnel: $80 per hour per worker
    e. Materials: $Fee = Cost paid by City plus 300%
    f. Vacuum Excavation: $300 per hour
    g. False Emergency Locate requests $100 per utility per ticket

Notes to Section 6-H

- Mobilization Fee will vary based on the level of response needed. Roughly 1-2 crew members up to 6.
- Emergency Responses may also include a formal complaint to Digline.
- Non Emergency Locate requests are those that do not meet the definition of an "Emergency".

SECTION 7 – FINANCE DEPARTMENT FEES

SECTION 7-A: BUSINESS LICENSES

1.	General Business (Includes Itinerant and Mobile Vendor)	$ 135.00
2.	Door to Door Sales Solicitor's Permit	$ 500.00 per salesperson**
3.	Home Occupation Permit	$ 30.00
4.	Home Occupation Permit Childcare/Preschool	$ 50.00*

SECTION 7-B: INSPECTION/INVESTIGATION FEES

1.	Fire Inspection Fee	See Fire Department Fee Resolution
2.	Background Investigation Fee	$ 50.00

SECTION 7-C: LIQUOR LICENSES AND RELATED PERMITS

1.	Bartender Permit	$ 50.00
2.	Beer-Retail (sales-off premise consumption)	$ 50.00
3.	Beer-Retail (sales-on premise consumption)	$ 200.00
4.	Liquor by the Drink	$ 562.50
5.	Liquor by the Drink transfer of license	$ 100.00
6.	Alcohol Catering Permit (includes liquor/beer/wine)	$20.00/day Per Idaho State Code 23-934A
7.	Wine-Retail (sales-off premise consumption)	$ 200.00
8.	Wine-Retail (sales-on premise consumption)	$ 200.00

SECTION 7-D: BURGLAR ALARM FEES AND PENALTIES:

1.	Commercial Alarm User Permit	$ 70.00
2.	Inaccurate Alarm Information Fee	$ 25.00
3.	5th and Each Additional False Alarm in a one-year period	$ 135.00

SECTION 7-E: MISCELLANEOUS FEES

1.	Cell Tower	$ 250.00
2.	Cell Tower Antenna	$ 250.00 per antenna
3.	Game Arcade	$ 125.00*
4.	Motion Picture	$ 125.00/screen */screen
5.	Pawnbrokers	$ 175.00*/***
6.	Scrap Dealer	$ 500.00*/***
7.	Second Hand Precious Metal Dealers	$ 75.00*
8.	Second Hand Storekeeper	$ 75.00*
9.	Sexually Oriented Adult Stores	$ 500.00*/***
10.	Bond Processing Administrative Fee	$ 200.00/bond

* Plus Fire Inspection Fee
** Plus Investigation Fee
***General Business License or Home Occupation Permit Included.

SECTION 7-F: MISCELLANEOUS FEE POLICIES

1. **Return Check Fee.** A fee of $30 shall be charged for all returned items.
2. **Late Fee for Invoiced Billings**. Except as otherwise defined in this fee resolution, the City of Ammon shall assess a late fee of $10.00 or 18% annually of the total amount invoiced, whichever is greater for any late payments.
3. **Refunds.** Except as otherwise defined in this fee resolution, a $25.00 minimum fee applies to all authorized refunds.
4. **Utility Payment Refunds.** There is a $3.00 fee for processing utility refunds to pay for the check, stamp, and processing. If the amount to be refunded is $3.00 or less, no refund will be issued.
5. **Electronic Payment Fees.** A non-refundable processing fee/surcharge shall be applied to all transactions conducted via credit card, debit card, or other electronic payment methods, with the exception of Parks Department Fees as defined in Section 4 of the City Fee Resolution. This fee shall be established in an amount not to exceed the actual merchant service provider costs and associated transaction fees incurred by the City.
6. **Failure to Obtain or Renew a License or Permit.** A fine of $25.00 may be assessed to any applicant or prospective applicant that fails to obtain or renew any license or permit.

SECTION 7-G: FACILITY RENTALS

1. **Public Works Training Room**
    - **a.** $50.00 per Daily Event, plus sales tax. Licensed Non-Profit groups and taxing districts are exempt.

SECTION 8 – LAW ENFORCEMENT, ANIMAL AND CODE ENFORCEMENT FEES

SECTION 8-A: Infractions and Violations

1.	1st Offense and Level 1 Infraction (1-4-2):	$25.00
2.	2nd Offense and Level 2 Infraction (1-4-2):	$50.00
3.	3rd Offense and Level 3 Infraction (1-4-2):	$100.00
4.	Disability Parking Infraction (9-4-16):	$50.00
5.	Snow Violation (9-9-4):	$50.00
6.	Sign Removal/Reclaim Fee Per Sign (10-34-6):	$25.00

SECTION 8-B: Law Enforcement Contribution Fees

1.	**Residential Detached Dwelling Unit**	$918.84/dwelling unit
2.	**Residential Attached Dwelling Unit**	$654.72/dwelling unit
3.	**Commercial Retail**	$0.65/square foot
4.	**Commercial Office**	$1.00/square foot
5.	**Commercial Industrial**	$0.48/square foot
6.	**Commercial Institutional**	$0.88/square foot

7. **Policy for Assessment and Collection of Law Enforcement Contribution Fees.**
    a. **Assessment.** Law Enforcement Contribution Fees shall be assessed at the sole discretion of the City Council through a development agreement with a private property owner.
    b. **Collection.** Law Enforcement Contribution Fees shall be collected according to the development agreement. If the development agreement does not designate time of collection, the Law Enforcement Contribution Fee shall be collected at the time a building permit is issued for the residential dwelling unit subject to the development agreement.
    c. **Adopted Law Enforcement Contribution Fee Study.** The final report entitled the "City of Ammon, Idaho Law Enforcement Contribution Fee Study" with a date of April 24, 2023 and as approved by the City Council is adopted by reference and may be consulted for questions or concerns regarding the methodology, application, and definitions governing the Law Enforcement Contribution Fees.

SECTION 8-C: Notes to Law Enforcement, Animal and Code Enforcement Fees

1. **Court Processing Fee**. In addition to the fee listed in Section 8-A, all infractions and violations shall also include the currently adopted court processing fee, as required by the Bonneville County Courts.
2. **Abatement Administrative Processing Fee.** The cost of abatement will be reimbursed to the City and include an additional 15% administrative processing fee.
3. **Animal Sheltering Fees.** Impound and related fees are to be determined and collected by the City's contracted animal shelter, Snake River Animal Shelter. (5-3-13/ 5-4-21)

SECTION 8-D: DOG LICENSES AND PERMIT FEES

1.	**One-Year Dog Licenses**	
	a. Individual Dog License (1-Year)	$ 12.00 Spayed/Neutered
	b. Individual Dog License (1-Year)	$ 28.00 Un-spayed/Un-neutered
2.	**Two-Year Dog Licenses**	
	a. Individual Dog License (2-Year)	$ 23.00 Spayed/Neutered
	b. Individual Dog License (2-Year)	$ 55.00 Un-spayed/Un-neutered
3.	**Three-Year Dog License**	
	a. Individual Dog License (3-Year)	$ 34.00 Spayed/Neutered
	b. Individual Dog License (3-Year)	$ 82.00 Un-spayed/Un-neutered
4.	**Replacement Dog License for lost/misplaced license**	$ 3.00
5.	**Mailing Dog Licenses (resident requested)**	$ 2.00
6.	**Additional Dog Permit**	$ 100.00 plus individual dog licenses
7.	**Late Dog License Renewal Fee**	$ 10.00
8.	**DocuPet Online Dog License Credit Card Fee**	$ 3.00

SECTION 8-E: TRAP, NEUTER, RETURN (TNR) LIVE TRAPS

1.	TNR Cat Trap Rental	$ 100.00 deposit for 7 days
2.	TNR Cat Den Rental	$ 50.00 deposit for 7 days

SECTION 9 –CITY CLERK DEPARTMENT FEES

SECTION 9-A: Public Records Requests pursuant to Idaho Code 74-102

1.	Copying Fee, up to 100 sheets	No charge
2.	Copying Fee, more than 100 sheets	$0.05 per sheet of 8.5”X11” paper, black and white only
3.	Labor Fee, up to two (2) hours	No charge
4.	Labor Fee, more than two (2) hours	Pursuant to Idaho Code 74-102(10)
5.	Materials Fee	Pursuant to Idaho Code 74-102(10)

Other costs and fees associated with a Public Records Request not itemized in this section shall be charged to the requester according to Idaho Code 74-102.

SECTION 10 – NON-DEPARTMENTAL GENERAL FEES

SECTION 10-A: Administrative Appeal

1.	Appeal of Non-Land Use Administrative Action	$150.00

This Resolution will be in full force and effect upon the day of its adoption.

CITY OF AMMON

_____
Brian Powell, Mayor

ATTEST:

_____
Joanna Dahm, City Clerk

Public Hearing #2026-014
CITY OF AMMON
AMENDED NOTICE OF PUBLIC HEARING
THURSDAY, OCTOBER 1, 2026 AT 6:00 P.M.

The Ammon City Council will hold a public hearing on October 1 2026, at 6:00 p.m. to hear comments on a revised City Fee Resolution, Resolution No. 2026-019. This resolution replaces the existing fee schedule, establishing fees and charges for all city departments and establishing policies for collecting fees..

Exhibit A below includes proposed new fees and fee increases as identified in the City Fee Resolution. For more information on specific fees and amounts, please contact Ammon City Hall at 208-612-4000 or visit 2135 South Ammon Road, Ammon, Idaho, 83406.

Ammon City Hall is accessible to persons with disabilities. Anyone desiring accommodations for disabilities, please call the City Clerk's office at 208-612-4010 at least 48 hours prior to the hearing.

Please refer to Exhibit A below for proposed new fees.

Joanna Dahm, City Clerk

EXHIBIT A

Department / Section	Fee Description	Old Fee	New Fee	% Change
Building (1-A)	Building Code Plan Review for Residential Projects	10% of Building Permit Fee	20% of Building Permit Fee, Minimum of $25.00	100%, NEW
Building (1-D-7)	Residential Spas, Hot Tubs, Hydro Massage Tubs, Swimming Pools:	N/A	Thirty dollar ($30.00) base permit fee plus an inspection fee of fifty dollars ($50.00) for the boiler, pool heater, and similar fixtures or appliances	NEW
Building (1-E.r)	Residential Spas, Hot Tubs, Hydro Massage Tubs, Swimming Pools	N/A	Inspection fee of fifty dollars ($50.00) for the piping pressure test.	NEW
Planning (2-A)	Commercial Site Plan Review	$600.00	$630.00	+5.00%
Planning (2-A)	Multi-Family Site Plan Review	$440.00	$465.00	+5.68%
Planning (2-A)	Residential Development Site	$440.00	$465.00	+5.68%

Department / Section	Fee Description	Old Fee	New Fee	% Change
	Plan Review			
Planning (2-A)	Subdivision Master Plan	$300.00	$350.00	+16.67%
Planning (2-A)	Standard Development Agreement (SDA) or Annexation Agreement	$1,350.00	$1,400.00	+3.70%
Planning (2-A)	Admin/Publication Fee (Base)	$325.00	$340.00	+4.62%
Planning (2-A)	Admin/Publication Fee (Per Mailing)	$3.00	$3.25	+8.33%
Parks (4-A)	Reservation of Field for a Full Day	$300.00	$200.00	- 33.3%
Parks (4-A)	Park/Picnic Pavilion Reservation	$95.00	$99.00	+4.21%
Parks (4-D)	Booth - Other City Events	$35.00	$40.00	+14.3%
Parks (4-G)	Parks Contribution: Residential Detached Dwelling Unit	$2,318.00	$3,053.00	+31.71%
Parks (4-G)	Parks Contribution: Residential Attached Dwelling Unit	$1,086.00	$2,175.00	+100.28%
Public Works (5-A)	Right of Way Encroachment Permit	$50.00	$70.00	+40.00%

Department / Section	Fee Description	Old Fee	New Fee	% Change
Public Works (5-B.1)	1 inch meter	$793.50	$838.00	5.61%
Public Works (5-B.1)	1 ½ inch C2 meter	$1,968.00	$1,975.50	0.38%
Public Works (5-B.1)	1 ½ inch T2 meter	$1,481.00	$1,488.50	0.51%
Public Works (5-B.1)	1 ½ inch R2 meter	$1,105.00	$1,112.50	0.68%
Public Works (5-B.1)	6 inch meter	$6,439.70	$6,546.00	1.65%
Public Works (5.B.2)	Meter Pit Replacement _ Residential (18” diameter PVC adjustable height 60” - 72”)	N/A	$865.00	NEW
Public Works (5.B.2)	Meter Lid Replacement	$138.48	$145.40	+5.0%
Public Works (5.B.2)	Ring/Frame Replacement	$395.78	$415.57	+5.0%
Public Works (5.B.2)	Curb Box Frame	$15.63	$16.41	+5.0%
Public Works (5.B.2)	Meter Pit Extension 2 inch	N/A	$35.00	NEW

Department / Section	Fee Description	Old Fee	New Fee	% Change
Public Works (5.B.2)	Meter Pit Extension 4 inch	N/A	$53.00	NEW
Public Works (5.B.2)	Meter Pit Extension 6 inch	N/A	$71.00	NEW
Public Works (5.B.2)	Meter Pit Extension 12 inch	N/A	$125.00	NEW
Public Works (5.B.3)	Meter Pit Inspection/Re-Inspection Fee	N/A	$80.00	NEW
Public Works (5-D)	Residential Metered Water Service Usage Rate (Per 1,000 gallons)	$1.10	$1.16	+5.45%
Public Works (5-D)	Sewer Service Base Rate per ERU - ALL USES	$53.61	$55.75	+3.99%
Public Works (5-D)	Sanitation - 96 Gallon Container Monthly Service	$11.00	$20.00	+81.82%
Public Works (5-D)	Sanitation - 64 Gallon Container Monthly Service	$8.00	$17.00	+112.50%
Public Works (5-E)	Commercial Metered Water Usage Rate (Per 1,000 gallons) for ALL USES	$2.08	$2.20	+5.8%
Public Works (5-F)	Condominium/Apt (3+ Units) Sanitation (Per unit)	$11.00	$20.00	+81.82%

Department / Section	Fee Description	Old Fee	New Fee	% Change
Public Works (5-G)	Wanton Waste of Water	N/A	$150 disconnect fee and $150 monthly penalty	NEW
Public Works (5-J)	Additional Residential Containers	$16.00	$25.00	+56.25%
Public Works (5-P)	Water Line Capacity Replacement Fee: <1 1/4" diameter	$1,400.00	$1,530.00	+9.29%
Public Works (5-P)	Water Line Capacity Replacement Fee: 1 1/2" diameter	$2,592.00	$2,720.00	+4.94%
Public Works (5-P)	Water Line Capacity Replacement Fee: 2" diameter	$4,608.00	$4,836.00	+4.95%
Public Works (5-P)	Water Line Capacity Replacement Fee: 3" diameter	$10,368.00	$10,881.00	+4.95%
Public Works (5-P)	Water Line Capacity Replacement Fee: 4" diameter	$18,432.00	$19,344.00	+4.95%
Public Works (5-P)	Water Line Capacity Replacement Fee: 6" diameter	$41,472.00	$43,524.00	+4.95%
Public Works (5-P)	Water Line Capacity Replacement Fee: 8" diameter	$73,728.00	$77,376.00	+4.95%

Department / Section	Fee Description	Old Fee	New Fee	% Change
Public Works (5-P)	Water Line Capacity Replacement Fee: 10" diameter	$115,200.00	$120,960.00	+5.00%
Public Works (5-P)	Water Line Capacity Replacement Fee: 12" diameter	$165,888.00	$174,096.00	+4.95%
Public Works (5-V)	Pressurized Irrigation: 1" Service Connection	$15.83	$16.62	+4.99%
Public Works (5-V)	Pressurized Irrigation: Dust Control/Soil Compaction	$94.98	$98.40	+3.60%
Public Works (5-V)	Pressurized Irrigation Connection Fee: 1" service	$1,476.00	$1,529.14	+3.60%
Public Works (5-V)	Pressurized Irrigation Connection Fee: 1.5" service	$3,320.00	$3,439.52	+3.60%
Public Works (5-V)	Pressurized Irrigation Inspection Fee	n/a	$80.00	NEW
Public Works (5-W)	Sewer Mainline Camera Survey: Admin Fee	10%	15%	+50.00%
Public Works (5-W)	Sewer Mainline Camera Survey: Wear and Tear Fee	10%	15%	+50.00%

Department / Section	Fee Description	Old Fee	New Fee	% Change
Public Works (5-W)	Sewer Mainline Jet Cleaning: Admin Fee	10%	15%	+50.00%
Public Works (5-W)	Sewer Mainline Jet Cleaning: Wear and Tear Fee	10%	15%	+50.00%
Public Works (5-X)	Labor and Personnel Cost Recovery Rate	N/A	Calculation Provided in resolution	NEW
Fiber Optic (6-A)	Residential 1Gbps Monthly Rate	$23.00	$24.00	+4.35%
Fiber Optic (6-A)	Residential Ammon Fiber Program	$60.00	$61.00	+1.67%
Fiber Optic (6-A)	Residential NextFiber	$55.00/month	$55/month	0%
Fiber Optic (6-B)	Basic Commercial 1Gbps Monthly Rate	$37.00	$40.00	+8.11%
Fiber Optic (6-E)	Provider NNI Network Access	N/A	$250.00 per month	NEW
Fiber Optic (6-E)	Provider set up configuration fee	N/A	$1,000.00/each set up	NEW
Fiber Optic (6-E)	Residential Connection to Fiber Utility	$4200	$4400	4.76%
Law Enforcement (8-B)	Residential Detached Dwelling Unit	$841.58	$918.84	+9.18%

Department / Section	Fee Description	Old Fee	New Fee	% Change
Law Enforcement (8-B)	Residential Attached Dwelling Unit	$370.00	$654.72	+76.95%
Law Enforcement (8-B)	Commercial Retail (Per square foot)	$0.53	$0.65	+22.64%
Law Enforcement (8-B)	Commercial Office (Per square foot)	$0.82	$1.00	+21.95%
Law Enforcement (8-B)	Commercial Industrial (Per square foot)	$0.40	$0.48	+20.00%
Law Enforcement (8-B)	Commercial Institutional (Per square foot)	$0.72	$0.88	+22.22%
Code Enforcement (8-C)	Abatement Administrative Processing Fee	10%	15%	+50.00%
Animal (8-D)	Late Dog License Renewal Fee	N/A	$10.00	NEW
Animal (8-D)	DocuPet Online Dog License Credit Card Fee	N/A	$3.00	NEW

Date:	October 01, 2026
To:	Mayor Powell and City Council
Presenting:	Joanna Dahm, City Clerk
Subject:	Staff Report regarding Resolution 2026-020 Retention Schedule

Consideration of Resolution 2026-020, Establishing a City Retention Schedule in accordance with Idaho Code § 50-907

Staff Recommendation

- Staff Recommends to adopt Resolution 2026-020 in accordance with Idaho Code § 50-907

Summary of Analysis

1. Maintaining an up to date Retention Schedule is vital for City Staff and operations.
2. Revisiting the retention schedule every couple of years to make sure we are following and in compliance with Idaho Codes for Retention and Destruction of records is necessary.
3. In compliance with Idaho Code § 50-907 Resolution 2026-020 with maintain that the City is accurately maintaining records and properly destroying records as necessary.
4. The City Attorney, Weston Davis, has reviewed the proposed Retention Schedule and had approved it.

Financial Impact

- There is no financial impact to the city

Motion

"I move to approve Resolution 2026-020 adopting an updated Retention Schedule for the City of Ammon."

Attachments:

1. Resolution 2026-020
2. 2026 Retention Schedule

RESOLUTION NO. 2026-020

A RESOLUTION OF THE CITY OF AMMON, IDAHO, ADOPTING THE CITY OF AMMON OFFICIAL RECORDS RETENTION SCHEDULE; ESTABLISHING RETENTION CLASSIFICATIONS AND RETENTION PERIODS FOR CITY RECORDS; SETTING DESTRUCTION PROTOCOLS AND PROCEDURES IN ACCORDANCE WITH IDAHO CODE § 50-907; REPEALING PRIOR RETENTION SCHEDULES AND CONFLICTING RESOLUTIONS; AUTHORIZING ADMINISTRATIVE IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Ammon, Idaho, is empowered pursuant to Idaho Code § 50-301 to exercise all powers and perform all functions of local self-government in city affairs not specifically prohibited by law; and

WHEREAS, Idaho Code § 50-302 authorizes the City Council to pass all ordinances, rules, and regulations necessary to carry into effect the powers granted to municipal corporations, and to preserve the good order, peace, and health of the municipality; and

WHEREAS, Idaho Code § 50-907 mandates the classification and retention of municipal records, establishing specific retention categories for permanent, semi-permanent, and temporary public records; and

WHEREAS, the City Council desires to establish a clear, comprehensive, and updated records retention schedule to ensure full legal compliance, maintain proper administrative workflows, safeguard historical records, and provide clear directions across all municipal departments for the lawful retention and disposition of city records; and

WHEREAS, the adoption of a formal retention schedule and standardized destruction protocol serves the public interest by ensuring government transparency, efficiency, and compliance with state recordkeeping mandates;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF AMMON, IDAHO:

Section 1: Adoption of Retention Schedule. The *City of Ammon Official Records Retention Schedule*, updated September 2026, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved and adopted.

Section 2: Compliance and Destruction Protocol. All city departments shall adhere strictly to the retention periods, classifications, and destruction protocols set forth in the adopted schedule and Idaho Code § 50-907. No semi-permanent or temporary records shall be destroyed without prior review of the retention schedule, legal counsel review, notification to the Idaho State Historical Society, and formal authorization by City Council resolution. Permanent records shall not be destroyed under any circumstances.

Section 3:Repealer Clause. Repeal of Prior Schedules and Conflicting Resolutions. All prior records retention schedules, policies, guidelines, resolutions, or parts of resolutions previously adopted by the City of Ammon that are in conflict with the provisions of this Resolution or the schedule adopted herein are hereby repealed and superseded in their entirety.

Section 4: Authorization. The Mayor, City Administrator, City Clerk, Department Heads, and designated administrative staff are hereby authorized to take all necessary steps to implement and enforce the provisions of the adopted Records Retention Schedule.

Section 5: Effective Date. This Resolution shall be in full force and effect immediately upon its passage and approval.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR this 1st day of October, 2026.

_____

Brian Powell, Mayor

ATTEST:

_____

Joanna Dahm, City Clerk

CITY OF AMMON, IDAHO

OFFICIAL RECORDS RETENTION SCHEDULE

Adopted Pursuant to Idaho Code § 50-907

SECTION 1: STATUTORY RETENTION CLASSIFICATIONS & DESTRUCTION PROTOCOL

Idaho Code § 50-907 classifies all city records into three retention categories which are generalized as follows:

1. **Permanent Records:** These are generally records of long-term legal, administrative, financial, or historical value. **Must be retained permanently.**
2. **Semi-Permanent Records:** These are generally daily financial records, expired contracts, and departmental reports. **Must be retained for at least five (5) years.**
3. **Temporary Records:** These are all remaining records not otherwise identified as Permanent or Semi-Permanent by Idaho Code. **Must be retained for at least two (2) years, for that time period identified in Section 2, or until the record's administrative necessity ends, whichever is longer.**

DESTRUCTION REQUIREMENT: Prior to the destruction of any semi-permanent or temporary records, staff must consult with the retention schedules in Section 2 of this Policy and Idaho Code § 50-907 prior to submitting a request to the City Council for record destruction. (*NOTE: Digitizing records for retention in compliance with Idaho Code § 50-907(6) deems the digitized copy "as an original public record for all purposes" and no resolution is required to destroy the paper copy*). Thereafter, authorization must be granted by official City Council resolution and legal counsel, following notice to the Idaho State Historical Society. Permanent records must never be destroyed.

SECTION 2: DEPARTMENTAL RETENTION SCHEDULES

2.1 Administrative Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority

Activity & Room Scheduling	Public event, class, and room reservation logs, requests, and schedules.	**Temporary:** Keep 2 years.	
Activity Reports (General)	Daily, weekly, monthly, or annual reports documenting employee work progress.	**Permanent:** Keep annual summary reports permanently. **Semi-Permanent:** Keep all other periodic activity reports for 5 years.	Idaho Code § 50-907(2)(e)
Appointment Files	Mayoral, council, board, and commission appointment documentation.	**Permanent:** Mayoral and Council appointments. **Semi-Permanent:** Boards/commissions keep 5 years post-service.	
Calendars & Diaries	Appointment books, logs, calendars, and schedules of city officials.	**Temporary:** Keep 2 years.	
Capital Asset Records	Purchase, maintenance, inventory, depreciation, and disposition of	**Semi-Permanent:** Keep 5 years or 3 years post-disposal (whichever is longer).	

	capital assets (>5 yr life).	**Temporary:** Inventories keep until superseded.	
Citizen Awards	Honors, certificates, recipient lists, and ceremony records.	**Permanent:** Keep recipient lists permanently. **Semi-Permanent:** Keep other records for 5 years.	
City Boards & Commissions	Bylaws, adopted meeting minutes, and official agendas.	**Permanent:** Adopted minutes, bylaws, and agendas. **Temporary:** Draft notes keep until minutes officially approved.	Idaho Code § 50-907(1)(a)
City Council Agendas & Minutes	Official council minutes, motions, resolutions, ordinances, and agendas.	**Permanent:** Adopted minutes and agendas. **Temporary:** Audio/video recordings (non-land use) keep until administrative needs end; draft notes keep until minutes approved.	Idaho Code § 50-907(1)(a)

Conferences & Seminars	Attendance, instructional materials, staff reports, and presentations.	**Semi-Permanent:** Employee presentations keep 5 years. **Temporary:** Other records keep 2 years.	
Contracts & Agreements	Contracts for acquisition, lease, sale of equipment, property, or services.	**Semi-Permanent:** Keep 5 years after contract term expires.	Idaho Code § 50-907(2)(b)
Correspondence	Written and electronic communications.	**Permanent:** Policy/Program correspondence. **Semi-Permanent:** General administrative correspondence keep 5 years. **Temporary:** Routine office correspondence keep until administrative needs end.	
Deeds & Real Property Files	Title deeds, title insurance, title opinions, and land acquisition records.	**Permanent**	Idaho Code § 50-907(1)(e)

Disaster Preparedness Records	Disaster plans, damage assessment reports, logs, and response actions.	**Permanent**	
Easement Records	City-owned easements and rights-of-way acquisitions.	**Permanent**	
Franchise Records	Cable, utility, gas, and garbage distribution agreements, audits, and ordinances.	**Semi-Permanent:** Keep 6 years after franchise expiration.	
Historical File	City historical photos, scrapbooks, maps, and event histories.	**Permanent**	
Key & Keycard Records	Building key and badge issuance logs.	**Temporary:** Keep until superseded.	
News Releases & Speeches	Official press releases, formal public addresses (State of the City), and remarks.	**Permanent**	

Oaths of Office	Signed constitutional oaths of elected and appointed officials.	**Permanent**	
Ordinances & Resolutions	Enacted municipal ordinances and city council resolutions.	**Permanent:** Enacted ordinances and resolutions. **Temporary:** Unadopted proposals keep until administrative needs end.	Idaho Code § 50-907(1)(b)
Permits & Licenses (General)	Liquor, business, animal, daycare, pawnshop, and taxicab license files.	**Semi-Permanent:** Keep 5 years after expiration, revocation, or denial.	Idaho Code § 50-907(2)(d)
Public Records Requests	Written requests, city denials, and appeal records.	**Temporary:** Keep 2 years after last action or final appeal decision.	
Publications & Manuals	Newsletters, annual reports, policies, brochures, and feasibility studies.	**Permanent:** Newsletters, policy manuals, and studies of lasting significance. **Semi-Permanent:** Other publications keep 5 years.	

Purchasing & Bid Records	Competitive bids, RFQs, specs, and vendor proposals.	**Semi-Permanent:** Keep 5 years. *(Note: Documentation of failed 3-bid attempts must be kept at least 6 months)*.	Idaho Code §§ 67-2805, 67-2806
Purchase Orders & Requisitions	Requests and POs for goods and services.	**Semi-Permanent:** Keep 5 years.	Idaho Code § 50-907(2)(a)
Records Management Records	Retention schedules, amendments, and state destruction authorizations.	**Permanent:** Retention schedules and destruction records. **Semi-Permanent:** General management records keep 5 years.	
Surveys & Polls	Public opinion surveys and questionnaires.	**Permanent:** Summaries keep permanently. **Temporary:** Individual forms keep 2 years.	
Vacation Records	Recorded property, street, alley, and utility right-of-way vacations.	**Permanent**	

2.2 Accounting, Budget, Finance & Payroll Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority
Accounts Payable & Receivable	Invoices, vouchers, statements, billings, payment receipts, canceled checks, and warrants.	**Semi-Permanent:** Keep 5 years after the fiscal year end.	Idaho Code § 50-907(2)(a)
Annual Audit Reports	Official financial audit reports and single audit grant filings.	**Permanent**	
Bank Transaction Records	Statements, deposit slips, canceled checks, and check registers.	**Semi-Permanent:** Keep 5 years after the fiscal year end.	Idaho Code § 50-907(2)(a)
Bond Records	Bond rating details, ordinances, legal notices, paid coupons, and registers.	**Permanent:** Bond and election ordinances. **Semi-Permanent:** Other bond records keep 5 years after bonds paid off.	Idaho Code § 50-907(2)(f)

Budget Preparation Files	Projections, departmental requests, hearing notices, tentative and adopted budgets.	**Permanent:** Notice of hearing (with tentative budget) and appropriation ordinance. **Temporary:** Worksheets keep 3 years post-fiscal year end.	
Deduction Authorizations & Registers	Voluntary/required payroll deductions, insurance, taxes, garnishments, and levies.	**Semi-Permanent:** Keep 5 years after superseded, separation, or fiscal year end.	26 CFR § 31.6001, 29 CFR § 516.5
Financial Reports	Year-end financial reports, published quarterly treasurer reports, and monthly statements.	**Permanent:** Year-end reports and published quarterly treasurer reports. **Semi-Permanent:** Monthly/interim reports keep 5 years.	Idaho Code § 50-907(1)(d), § 50-907(2)(a)
General Ledgers & Journals	Year-end general ledgers, subsidiary ledgers, and transaction journals.	**Semi-Permanent:** Keep year-end general ledgers 10 years after fiscal year end. Keep subsidiary ledgers 5 years after the fiscal year end.	Idaho Code § 50-907(2)(a)

Grant Records	Applications, award notices, contracts, financial reports, and progress reports.	**Permanent:** Final reports for significant grants. **Semi-Permanent:** Real property grants keep 10 years post-completion. Other grants keep 5 years or per agreement. **Temporary:** Unsuccessful applications keep for 3 years.	
Local Improvement Districts (LID)	LID formation ordinances, assessment rolls, published notices, and payment ledgers.	**Permanent:** Ordinances and assessment rolls. **Semi-Permanent:** Other files keep 5 years after LID closeout and bond payoff.	
Payroll Registers	Detailed record of employee wages, hours, withholdings, and net pay.	**Semi-Permanent:** Keep year-end payroll registers **75 years** post-fiscal year end. Keep non-year-end registers for 5 years.	Idaho Code § 50-907(2)(a), 26 CFR § 31.6001

Tax Records & W-2 / W-4	1099, W-9, 941 returns, annual W-2 wage statements, and W-4 exemption cards.	**Semi-Permanent:** Keep 5 years after fiscal year end (or 5 years after separation for W-4s).	26 CFR § 31.6001-1
Time & Travel Records	Timecards, leave requests, travel vouchers, and reimbursement receipts.	**Semi-Permanent:** Keep 5 years after the fiscal year end.	Idaho Code § 45-610, IDAPA 09.01.35
Utility Customer Accounts	Billing registers, meter books, applications, bill stubs, and deposit records.	**Semi-Permanent:** Keep 5 years after fiscal year end (or 5 years after refund for security deposits).	Idaho Code § 50-907(2)(a)

2.3 Building, Planning & Zoning Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority
Annexation & Impact Area Files	Applications, agreements, hearing notices, and maps.	**Permanent**	
Building Codes & Comprehensive Plan	Adopted building codes, Comprehensive Plan, and updates.	**Permanent**	

Building Permits & Applications	Issued permits for construction, plumbing, electrical, and mechanical work.	**Permanent:** Issued building permits for completed structures. **Semi-Permanent:** Expired/revoked permits keep 2 years.	
Building Plans & Specifications	Blueprints, site plans, and specs submitted for code review.	**Permanent:** Commercial and public structure plans. **Temporary:** Residential building plans keep **2 years after Certificate of Occupancy**.	Idaho Code § 50-907(1)(c), § 50-907(3)(a)
Certificates of Occupancy	Official certifications that a structure complies with building codes.	**Permanent**	
Code Enforcement Cases	Violations, inspection photos, correspondence, and enforcement actions.	**Permanent**	

Conditional Use Permits & Variances	CUP applications, design reviews, variances, and development agreements.	**Permanent:** Decision documents and agreements. **Semi-Permanent:** Supporting case files keep 10 years after expiration or life of structure.	
Land Use Hearing Recordings	Audio recordings and physical exhibits for P&Z and Council land use hearings.	**Permanent:** Exhibits referenced in minutes. **Semi-Permanent:** Exhibits not in minutes keep 5 years. **Temporary:** Audio recordings keep **2 years** after hearing date (unless litigation pending).	Idaho Code § 67-6536
Subdivision Plats & PUD Files	Preliminary and final plats, lot splits, and Planned Unit Developments.	**Permanent:** Approved subdivision and PUD records. **Semi-Permanent:** Denied/expired applications keep 10 years.	

Zoning Maps & Interpretations	Official municipal zoning maps and Planning Director interpretations.	**Permanent**	

2.4 Code Enforcement & Animal Control Records

(Tailored for the City of Ammon's local enforcement personnel)

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority
Animal Control Incident Logs	Logs and summary reports documenting animal control calls, dogs at large, and complaints.	**Temporary:** Keep 3 years.	
Animal Impound & Disposition	Intake logs, surrender forms, owner notifications, adoption files, and shelter records.	**Temporary:** Keep 3 years.	
Animal Licenses & Tag Registers	Applications, fee receipts, animal tag indexes, and special kennel permits.	**Semi-Permanent:** Keep 5 years after expiration, revocation, or denial.	Idaho Code § 50-907(2)(d)
Bite Reports & Quarantine Files	Rabies verification, victim notes, incident logs, and mandatory animal quarantine files.	**Semi-Permanent:** Keep 5 years.	IDAPA 16.02.10

Code Enforcement Case Files	Active and closed files for weed, trash, parking, nuisance, and zoning violations.	**Semi-Permanent:** Keep 5 years after case resolution or full compliance.	
Code Violation Notices & Citations	Official citations, notices of violation, stop-work orders, and administrative warnings.	**Semi-Permanent:** Keep 5 years after resolution or payment of penalty.	
Enforcement Digital Media	Photos, body-cam footage, and audio notes recorded during property/animal inspections.	**Semi-Permanent:** Active violation/appeal media keep 5 years post-case resolution. **Temporary:** Non-evidentiary media keep 30 days.	
Nuisance Abatement & Liens	Forced cleanup files, contractor invoices, certified mail receipts, and property lien filings.	**Semi-Permanent:** Keep 5 years after full recovery of costs or lien release.	Idaho Code § 50-907(2)(a)

2.5 Election Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority

Ballots	Voted, unused, absentee, spoiled ballots, and stubs.	**Temporary:** Keep **2 years**.	Idaho Code § 50-907(3)(c)
Campaign Finance Reports	Candidate disclosure filings (C-1 through C-7), contributions, and expenditures.	**Permanent**	Idaho Code § 50-907(1)(g)
Candidate Declarations & Petitions	Declarations of candidacy, write-in filings, and petitions.	**Permanent**	Idaho Code § 50-907(1)(g)
Notices of Election & Poll Books	Election notices, sample ballots, official precinct poll books, and tally books.	**Permanent:** One official poll book per precinct, tally books, and election notices. **Temporary:** Duplicate poll books keep 2 years.	Idaho Code § 50-907(1)(g), § 50-907(3)(c)
Election Working Files	Poll worker lists, polling locations, equipment checks, and voting machine setup.	**Semi-Permanent:** Keep 5 years.	

2.6 Information Systems Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority

System Backups & Repairs	Backup logs, server backup tapes, hardware repair logs, and invoices.	**Temporary:** Hardware repair logs keep for the life of the system. Routine backup logs keep 2 years post-superseded.	
System Security & Passwords	User access authorizations, access logs, security requests, and password files.	**Temporary:** Keep 3 years after superseded or obsolete.	
System Specifications & Plans	IT master plans, network diagrams, wiring schematics, and program docs.	**Semi-Permanent:** Implemented systems keep for the life of the system. **Temporary:** Unimplemented project plans keep 3 years.	
Software Management	Software purchases, copyright compliance, software inventories, and user licenses.	**Temporary:** Keep 2 years after software disposed or upgraded.	

2.7 Insurance, Risk Management & Safety Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority

Contractor Insurance & Bonds	Certificates of insurance, liability verification, and contractor performance bonds.	**Semi-Permanent:** Public works projects keep **10 years post-completion**. Other bonds keep 6 years post-expiration.	
Insurance Policy Records	Liability, property, group health, life, vehicle, and workers' compensation policies.	**Permanent:** Group health, life, property, and general liability policies. **Semi-Permanent:** Other policies keep 6 years post-expiration.	
Liability Claims & Case Files	Personal injury, property damage, and motor vehicle accident claims filed against the city.	**Semi-Permanent:** Keep **10 years after case closed, settled, or dismissed**.	
Safety Program & Inspections	Workplace safety policies, evacuation rosters, and safety officer inspection logs.	**Semi-Permanent:** Safety inspection reports keep 10 years. Safety policies keep 5 years post-superseded.	
Workers' Compensation Claims	Job-related injury claims, determination	**Semi-Permanent:** Keep 5 years after claim closed or final action.	Idaho Code § 72-601

	orders, status forms, and payment logs.		

2.8 Legal Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority
Civil & Criminal Court Files	Pleadings, summons, court orders, prosecution notes, judgments, and legal files.	**Semi-Permanent:** Keep **10 years after case closed, dismissed, or last action**.	
Claims for Damages	Formally filed claims for damages involving city personnel or equipment.	**Semi-Permanent:** Keep 10 years (provided no litigation pending).	
Land Use Appeals	Legal filings, staff briefs, and court files regarding land use appeal decisions.	**Semi-Permanent:** Keep 10 years after final decision.	
Legal Opinions	Formal and informal legal opinions issued by the City Attorney.	**Permanent**	

2.9 Parks & Recreation Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority
Chemical Application Logs	Pesticide, herbicide, and fertilizer application logs on city parks and golf courses.	**Temporary:** Keep **3 years**.	IDAPA 02.03.03.150
Park & Facility Inspections	Inspection logs, repair notes, and maintenance files for playgrounds and trails.	**Semi-Permanent:** Keep 5 years.	
Park Permits & Facility Rentals	Facility use permits, reservation logs, and special event permits (e.g. races, concerts).	**Temporary:** Keep 2 years after event date or permit expiration.	
Program Rosters & Registrations	Activity fliers, registration forms, class rosters, and sports league records.	**Temporary:** Keep 3 years.	
Recreational Facility Construction	Plans, drawings, histories, and renovation files for city parks, pools, and fields.	**Permanent**	

2.10 Personnel Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority
Collective Bargaining Files	Union contracts, negotiation notes, arbitration findings, and meeting minutes.	**Semi-Permanent:** Keep contracts and official minutes **75 years post-expiration**. Keep notes for 6 years.	29 CFR § 516.5
Employee Benefits & Retirement	PERSI enrollment forms, official plan selections, and year-end leave reports.	**Semi-Permanent:** Keep PERSI enrollment and year-end leave records **75 years post-hire date**. Keep other benefit files 5 years post-separation.	29 CFR § 1627.3
Employee Medical Files *(Stored Separately)*	Pre-employment physicals, disability records, FMLA forms, and work injury logs.	**Semi-Permanent:** Keep 5 years post-separation. *(Hazard exposure medical records keep **30 years** post-separation)*.	Americans with Disabilities Act (ADA)
Employee Personnel Files (201)	Applications, evaluations, letters of recommendation, discipline, and resignations.	**Semi-Permanent:** Keep **10 years after employee separation**.	29 CFR § 1602.31, Idaho Code § 45-610

Form I-9 (Employment Eligibility)	U.S. Citizenship and Immigration Services eligibility verification forms.	**Semi-Permanent:** Keep **5 years post-separation** (or 3 yrs post-hire / 1 yr post-termination, whichever is longer).	8 CFR § 274a.2
Recruitment & Selection Files	Job announcements, scoring keys, test items, applicant logs, and interview notes.	**Semi-Permanent:** Keep announcements and scoring keys for 10 years. Keep unsuccessful applications for 5 years.	29 CFR § 1602.14

2.11 Public Works & Engineering Records

Record Series	Description	Classification & Retention Period	Statutory / Legal Authority
As-Built Plans, Maps & Drawings	Master engineering plans, system schematics, as-built drawings, and aerial photos.	**Permanent**	
Engineering Project Records	Feasibility studies, inspector reports, field test logs, change orders, and cost tracking.	**Semi-Permanent:** Keep technical files **10 years post-completion**. Keep cost records 3 years post-asset disposal.	

NPDES & Wastewater Permits	National Pollutant Discharge Elimination System permits, discharge reports, and plans.	**Permanent:** Permits, addenda, and modifications. **Semi-Permanent:** Discharge monitoring reports keep **20 years post-permit expiration**. Supporting logs keep 5 years.	40 CFR § 122.41
Public Works Master Plans	Water, sewer, storm drainage, and street network master plans.	**Permanent**	
Right-of-Way & Easement Permits	Permits for private utility work, road cuts, or temporary construction access.	**Semi-Permanent:** Construction permits keep **10 years post-completion**. Temporary permits keep 2 years post-expiration.	
Sewage Sludge Site Logs	Landowner agreements, agronomic loading calculations, and heavy metal tracking.	**Permanent**	40 CFR §§ 503.17, 503.27

Street & Bridge Maintenance	Paving reports, structural repair logs, and bridge inspection reports.	**Semi-Permanent:** Stamped engineering repair files keep **10 years post-completion** (or 2 years post-bridge removal). General logs keep 5 years.	23 CFR § 650.305
Water Quality & Analysis Reports	Bacteriological tests, chemical/radiological reports, and lead/copper control files.	**Semi-Permanent:** Lead & copper records (12 years); chemical analysis (10 years); bacteriological quality & consumer confidence reports (5 years).	40 CFR § 141.33, IDAPA 58.01.08
Water / Sewer Line & Valve Logs	Line flushing, valve location charts, and water line repair logs.	**Semi-Permanent:** Stamped engineering records keep **2 years post-removal from service**. Routine repair logs keep 5 years	

Date:	October 1, 2026
To:	Mayor Powell and City Council
Presenting:	Clarissa Jones Animal & Code Enforcement Director
Subject:	Staff Report Regarding Title 5, Chapter 4 Dog Licensing Proposed Amendments

Approval of Ordinance 751 to Amend Title 5, Chapter 4 Title and Sections 5-4-2, 5-4-4, 5-4-5, 5-4-6, and 5-4-9 of the Ammon Municipal Code

Staff Recommendation

- Staff Recommends to adopt Ordinance 751 and waive the three readings.

Summary of Analysis

1. Title 5, Chapter 4 Title: Amends the chapter title from "*Dog Control*" to "*Dog Licensing and Regulations*" to represent the City's licensing and animal welfare standards.
2. Section 5-4-2 Licensing: Amends the service dog provisions to reflect compliance with Title II of the Americans with Disabilities ACT (ADA) which states under federal law "....A *public entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal*."
   The license fee for service dogs also remains exempt. Emotional support animals (ESAs) do not qualify for the exemption.
3. Section 5-4-4 Annual License Fee: Shifts licensing from a fixed calendar year expiration date to a rolling one, two, or three-year term from the date of issuance, depending on the one, two, or three- year license term selected at purchase.
   Dog licenses renewed later than 30 days past expiration are subject to a late fee (currently set at $10) which replaces the uncollected double fee penalty, and removes the prorated license fee to match our internal policies.
4. Section 5-4-5 License Tags: Amends the City Clerk to the City or designee to issue the license.
5. Section 5-4-6 Record of License: Updates official recordkeeping responsibilities to the City and a copy may be maintained by the Executive Director of the contracted animal shelter.
6. Section 5-4-9 License:
   A) Reassigns license revocation authority from the City Clerk to Animal & Code Enforcement Director.
   E) Amends the code to read proof of current rabies vaccination and spay/neuter status to be presented at time of licensing or as requested to verify the spay/neuter status of a pet.

Financial Impact

- The City will not incur additional costs. Transitioning to rolling expiration cycles eliminates year-end administration burden and is appealing to the public. Collecting the late fee for late renewals replaces the uncollected late fee and encourages compliance.

Motion

I move to approve Ordinance 751 to amend Title 5, Chapter 4 Title and Sections 5-4-2, 5-4-4, 5-4-5, 5-4-6, and 5-4-9 of the Ammon Municipal Code and waive the three readings.

Attachments:

1. Proposed Ordinance 751
2. Redline Revision of Title 5, Chapter 4

CITY OF AMMON
BONNEVILLE COUNTY, IDAHO

ORDINANCE 751

AN ORDINANCE OF THE CITY OF AMMON, OF THE STATE OF IDAHO, AMENDING TITLE 5, CHAPTER 4 OF THE AMMON MUNICIPAL CODE; AMENDING THE CHAPTER TITLE FROM "DOG CONTROL" TO "DOG LICENSING AND REGULATIONS"; AMENDING SECTIONS 5-4-1 TO 5-4-9; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ammon has authority under Idaho Code Title 50, Chapter 3 to pass ordinances and regulations necessary to promote public health, safety, and welfare of the community and regulate domestic animals; and

WHEREAS, the City desires to update Title 5, Chapter 4 title to *"Dog Licensing and Regulations"* to accurately reflect current municipal licensing and animal welfare standards; and

WHEREAS, transitioning from a fixed calendar-year licensing cycle to rolling multiple year renewal options improves public convenience, aligns with modern web-based licensing software, and streamlines municipal administration.

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

Section 1. Amendment of Title 5, Chapter 4 of Ammon Municipal code shall be amended to read as follows:

CHAPTER 4

DOG LICENSING AND REGULATIONS

SECTION:

5-4-1: Definitions
5-4-2: Licensing
5-4-3: Veterinary Hospital and Animal Shelter
5-4-4: Annual License Fee
5-4-5: License Tag
5-4-6: Record of License
5-4-7: License Tag--Prohibited Acts
5-4-8: Transfer of Ownership
5-4-9: License
5-4-10: Confinement and Control
5-4-11: Primary Living Area (Outdoor)
5-4-12: Dogs at Large
5-4-13: Offenses
5-4-14: Prohibited Acts
5-4-15: Ownership of Dogs Limited
5-4-16: Impounding of Dogs
5-4-17: Interference With Impoundment
5-4-18: Impoundment, Redemption, and Disposal
5-4-19: Disposal of Diseased or Injured Dogs
5-4-20: Notice of Impounding
5-4-21: Redemption of Impounded Dogs
5-4-22: Disposition of Unclaimed Dogs
5-4-23: Rabies and Quarantine
5-4-24: Disposal of Dogs
5-4-25: Citation and Appearance
5-4-26: Right of Entry
5-4-27: At Risk Dogs
5-4-28: Dangerous Dogs
5-4-29: Penalties
5-4-30: Additional Remedies

5-4-1: DEFINITIONS: Words and terms used in this chapter shall be as adopted and defined in Title 5, Criminal Code, Chapter 3, Animals, Section 15, Definitions, of this City Code.

5-4-2: LICENSING: The keeping of any dog within the City of Ammon is hereby forbidden unless the owner, custodian, or keeper, or person harboring the dog shall procure a license from the City for such dog. This provision shall not apply to a dog under four (4) months of age, nor shall it apply to a non-resident keeping a dog within the City for no longer than sixty (60) days. In any prosecution for a violation of this

section, the absence of a tag to be appended to a dog, as provided in section 5-4-5 of this Chapter, shall be prima facie evidence that the dog has not been legally licensed.

Dogs kept or maintained in commercial boarding facilities and veterinary clinics offering boarding need not be individually licensed but must be restricted to the premises or on leash and under control at all times.
Service dogs individually trained to do work or perform tasks for an individual with a disability shall be licensed and registered as provided in this chapter, but shall be exempt from the licensing fee. Emotional support, therapy, comfort, or companion animals do not qualify as service dogs under this section and remain subject to standard licensing fees.

Any violation of this section shall be deemed an infraction.

5-4-3: VETERINARY HOSPITAL AND ANIMAL SHELTER: No dog license fee pursuant to section 5-4-2 above shall be required of any veterinary clinic or hospital or animal shelter.

5-4-4: ANNUAL LICENSE FEE: All dog licenses shall expire one (1), two (2), or three (3) years from the date of issuance, depending on the license term selected at purchase. Dog licenses renewed later than 30 days past expiration are subject to late fees. Fees shall be established by the current fee resolution adopted by the City Council. No part of any dog license fee shall be refundable.

The provisions of this section shall not apply to any person visiting in the City for a period not exceeding sixty (60) days and owning or possessing a dog currently licensed and bearing the license issued by another licensing authority, nor shall it apply to any dog which has strayed into the City but is duly licensed by and wearing the tag of another licensing authority.

5-4-5: LICENSE TAG: Upon payment of the required license fee, the City or designee shall issue a license to the person applying therefore.Such tag shall be appended to a collar to be worn by the dog at all times. If a dog tag is lost or destroyed, a duplicate tag shall be issued upon a showing of payment of the license fee for the current year and payment of the cost as determined by the City Council for issuing a duplicate tag.

5-4-6: RECORD OF LICENSE: The City shall keep a suitable record of the licenses issued under the provisions of this Chapter and shall record all of the facts required to be stated in the license. Duplicate records may be properly maintained by the Executive Director of the contracted Animal Shelter.

5-4-7: LICENSE TAG--PROHIBITED ACTS: It shall be unlawful for any person to remove, steal, mutilate, or destroy the license identification tag of any dog. It shall be unlawful for any person to refuse to show or exhibit, at any reasonable time or under any reasonable circumstance, to any animal control officer any dog in his or her possession or custody, or to show any license or identification tag issued therefore.

Any violation of this section shall be deemed an infraction.

5-4-8: TRANSFER OF OWNERSHIP: It shall be unlawful for any person to use any license tag for any dog other than the one for which it is issued. If there is a change in ownership of a licensed dog, the new owner shall apply for and obtain a new license.

Any violation of this section shall be deemed an infraction.

5-4-9: LICENSE:

A) The Animal & Code Enforcement Director may, after ten (10) days written notice, revoke any license if the person holding the license fails or refuses to comply with any provision of this Chapter.

B) Any person whose license is revoked shall, within ten (10) days thereafter, remove the dog from the City or humanely dispose of the dog, and no part of the license fee shall be refunded.

C) It shall be a condition of the issuance of any dog license that any police officer or animal control officer shall be permitted to inspect all dogs, at any reasonable time, and, if permission for such inspection is refused, the dog license shall be revoked.

D) The withholding or falsification of any required information on an application shall be grounds for refusal to issue a license or for revocation of a license which has been issued.

E) Every dog over four (4) months of age kept, harbored, or maintained by any person in the City shall be vaccinated against rabies by a licensed veterinarian. Proof of current rabies vaccination and spay/neuter status must be presented at time of licensing. License renewals require documentation showing proof of current rabies vaccination; however, if staff or designee requests verification of spay/neuter status, proof must be presented.

Any violation of this section shall be deemed an infraction.

Section 2. Repeal of Conflicting Provisions.

All provisions of the current Code or ordinances of the City of Ammon which conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 3. Severability.

This ordinance is hereby declared to be severable. Should any portion of this ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry out the purpose(s) of the ordinance before the declaration of partial invalidity.

Section 4. Effective Date.

This ordinance shall be effective upon its passage and publication as provided by law.
Enacted by the City Council as an ordinance of the City of Ammon on the 1st day of October, 2026. Approved by the Mayor on the 1st day of October, 2026.

CITY OF AMMON

_____
Brian Powell, Mayor

ATTEST:

_____
Joanna Dahm, City Clerk

STATE OF IDAHO)
) ss.
County of Bonneville)

I, JOANNA DAHM, CITY CLERK OF THE CITY OF AMMON, IDAHO DO HEREBY CERTIFY; That the above and foregoing is a full, true and correct copy of the Ordinance entitled**,**

AN ORDINANCE OF THE CITY OF AMMON, OF THE STATE OF IDAHO, AMENDING TITLE 5, CHAPTER 4 OF THE AMMON MUNICIPAL CODE; AMENDING THE CHAPTER TITLE FROM "DOG CONTROL" TO "DOG LICENSING AND REGULATIONS"; AMENDING SECTIONS 5-4-1 TO 5-4-9; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES AND PROVIDING AN EFFECTIVE DATE.

DATED this 1ST day of October, 2026.

_____
Joanna Dahm, City Clerk

CITY OF AMMON
BONNEVILLE COUNTY, IDAHO

SUMMARY OF
ORDINANCE NO: 751

AN ORDINANCE OF THE CITY OF AMMON, OF THE STATE OF IDAHO, AMENDING TITLE 5, CHAPTER 4 OF THE AMMON MUNICIPAL CODE; AMENDING THE CHAPTER TITLE FROM "DOG CONTROL" TO "DOG LICENSING AND REGULATIONS"; AMENDING SECTIONS 5-4-1 TO 5-4-9; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES AND PROVIDING AN EFFECTIVE DATE.

The full text of this ordinance is available at the City Clerk's Office, Ammon City Office, 2135 S Ammon Road, Ammon, Idaho.

ATTEST: CITY OF AMMON

_____ _____
Joanna Dahm, City Clerk Brian Powell, Mayor

I have reviewed the foregoing summary and believe that it provides a true and complete summary of Ordinance #751 and that the summary provides adequate notice to the public of the contents of this ordinance.

DATED this 1st day of October, 2026.

_____
Weston Davis, City Attorney

CHAPTER 4

~~DOG CONTROL~~ DOG LICENSING AND REGULATIONS

SECTION:

5-4-1: Definitions
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Dogs kept or maintained in ~~a~~ commercial boarding facilities and veterinary clinics offering boarding need not be individually licensed but must be restricted to the premises or on leash and under control at all times.

~~Dogs used as guides for handicapped or disabled persons shall be licensed and registered as other dogs herein provided for, except that the owner, custodian, or keeper of such dog shall not be required to pay any fee therefore. Any such dog shall be registered as a service animal and said registration shall be presented to the City prior to a license being issued at no charge.~~

Service dogs individually trained to do work or perform tasks for an individual with a disability shall be licensed and registered as provided in this chapter, but shall be exempt from the licensing fee. Emotional support, therapy, comfort, or companion animals do not qualify as service dogs under this section and remain subject to standard licensing fees.

Any violation of this section shall be deemed an infraction.

5-4-3: VETERINARY HOSPITAL AND ANIMAL SHELTER: No dog license fee pursuant to section 5-4-2 above shall be required of any veterinary clinic or hospital or animal shelter.

5-4-4: ANNUAL LICENSE FEE: All dog licenses shall expire one (1), two (2), or three (3) years from the date of issuance, depending on the license term selected at purchase. Dog licenses renewed later than 30 days past expiration are subject to late fees. ~~The license f~~Fees ~~for dogs for each calendar year or part thereof~~ shall be established by the current fee resolution adopted by the City Council. ~~as set by the City Council by duly adopted resolution from time to time. If the license fee is not paid by January 31 of each year, the fees as set shall be double. All licenses shall expire on the 31st day of December of the year for which they are issued.~~ No part of any dog license fee shall be refundable.

~~In case a dog is brought within the corporate limits of the City within six (6) months of the end of the license year herein designated, the owner or person having such dog in charge shall pay one-half (%) of said amount as herein designated and the City Clerk shall thereupon issue a license as in other cases; provided, however, that t~~The provisions of this section shall not apply to any person visiting in the City for a period not exceeding sixty (60) days and owning or possessing a dog currently licensed and bearing the license issued by another licensing authority, nor shall it apply to any dog which has strayed into the City but is duly licensed by and wearing the tag of another licensing authority.

5-4-5: LICENSE TAG: Upon payment of the required license fee, the City ~~Clerk~~ or ~~designate~~ designee shall issue a license to the person applying therefore.~~, which license shall remain in force until December 31 of that year. The Clerk shall furnish with such license a metal tag which shall be stamped with a number corresponding to the number of such license and the year for which it is issued~~. Such tag shall be appended to a collar to be worn by the dog at all times. If a dog tag is lost or destroyed, a duplicate tag shall be issued upon a showing of payment of the license fee for the current year and payment of the cost as determined by the City Council for issuing a duplicate tag.

5-4-6: RECORD OF LICENSE: The ~~Clerk~~ City shall keep a suitable record of the licenses issued under the provisions of this Chapter and shall record all of the facts required to be stated in the license. Duplicate records ~~of licenses issued~~ may be properly maintained by the ~~Animal Services Manager at~~ Executive Director of the contracted Animal Shelter.

5-4-7: LICENSE TAG--PROHIBITED ACTS: It shall be unlawful for any person to remove, steal, mutilate, or destroy the license identification tag of any dog. It shall be unlawful for any person to refuse to show or exhibit, at any reasonable time or under any reasonable circumstance, to any ~~A~~animal ~~C~~control ~~O~~officer any dog in his or her possession or custody, or to show any license or identification tag issued therefore.

Any violation of this section shall be deemed an infraction.

5-4-8: TRANSFER OF OWNERSHIP: It shall be unlawful for any person to use any license tag for any dog other than the one for which it is issued. If there is a change in ownership of a licensed dog, the new owner shall apply for and obtain a new license.

Any violation of this section shall be deemed an infraction.

5-4-9: LICENSE:

A) The ~~City Clerk~~ Animal & Code Enforcement Director may, after ten (10) days written notice, revoke any license if the person holding the license fails or refuses to comply with any provision of this Chapter.

B) Any person whose license is revoked shall, within ten (10) days thereafter, remove the dog from the City or humanely dispose of the dog, and no part of the license fee shall be refunded.
C) It shall be a condition of the issuance of any dog license that any police officer or ~~A~~animal ~~C~~control ~~O~~officer shall be permitted to inspect all dogs, at any reasonable time, and, if permission for such inspection is refused, the dog license shall be revoked.
D) The withholding or falsification of any required information on an application shall be grounds for refusal to issue a license or for revocation of a license which has been issued.
E) ~~All dogs~~ Every dog over four (4) months of age kept, harbored, or maintained by any person in the City shall be vaccinated ~~for~~ against rabies by a licensed veterinarian. Proof of current rabies vaccination and ~~neutering/ spaying~~ spay/neuter status must be presented at time of licensing. ~~Renewal of licenses~~ License renewals ~~shall~~ require ~~only~~ documentation showing proof of current rabies vaccinations~~s~~; however, if staff or designee requests verification of spay/neuter status, proof must be presented.

Any violation of this section shall be deemed an infraction.