



# CITY OF KUNA

P. O. BOX 13  
KUNA, ID 83634

Telephone (208) 922-5546 Fax (208) 922-5989  
[www.kunacity.id.gov](http://www.kunacity.id.gov)

## March 4, 2014

### 7:00 P.M. REGULAR CITY COUNCIL MEETING

KUNA CITY COUNCIL CHAMBER  
763 W. AVALON ST.  
KUNA, IDAHO

### CITY OFFICIALS

W. Greg Nelson, Mayor  
Richard Cardoza, Council President  
Briana Buban-Vonder Haar, Council Member  
Pat Jones, Council Member  
Joe Stear, Council Member

NOTICE: Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the City Clerk's Office at 922-5546 to make inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 922-5546 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

**CITY OF KUNA**  
**REGULAR CITY COUNCIL MEETING**  
**AGENDA**  
**TUESDAY, MARCH 4, 2014**  
Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho

**7:00 P.M. REGULAR CITY COUNCIL**

**Call to Order and Roll Call**

**Invocation:** Chris Bent, Calvary Chapel

**Pledge of Allegiance:** Mayor Nelson

**1. Consent Agenda:**

*All items listed under the Consent Agenda are considered to be routine and are acted on with one motion by the City Council. There will be no separate discussion on these items unless the Mayor, Council Member, or City Staff requests an item to be removed from the Consent Agenda for discussion. Items removed from the Consent Agenda will be placed on the Regular Agenda under Old Business or as instructed by the City Council.*

A. City Council Meeting Minutes:

1. Minutes of February 18, 2014

B. Accounts Payable Dated March 4, 2014 in the Amount of \$266,942.30

C. Alcohol Licenses:

D. Resolutions:

1. Approve Resolution No. R17-2014 Accepting Bid of Titan Technologies, Inc. for Trini Crossing in Butler PI Project

E. Findings of Facts and Conclusions of Law:

**2. Citizen's Reports or Requests:**

**3. Old Business:**

**4. Public Hearings:** (7:00 p.m. or as soon thereafter as matters may be heard.)

**5. New Business:**

A. Approve Resolution No. R16-2014 Adopting Emergency Operations Plan, City of Kuna – Gordon Law, City Engineer

B. February Construction Report (No Action Required) – Gordon Law, City Engineer

**6. Ordinances:**

**7. Mayor/Council Discussion Items:**

A. Employee Leave Bank Discussion – Richard Roats, City Attorney

**8. Announcements:**

**9. Executive Session:**

**10. Adjournment:**



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**CITY OF KUNA**  
**REGULAR CITY COUNCIL MEETING**  
**MINUTES**  
**TUESDAY, FEBRUARY 18, 2014**  
Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho

**7:00 P.M. REGULAR CITY COUNCIL**

**Call to Order and Roll Call**

**Invocation:** Randy Maxwell, Seventh-Day Adventist

**Pledge of Allegiance:** Mayor Nelson

**Special Presentation:** Speech by Olivia Strickland, Kuna Middle School 7<sup>th</sup> Grader Recently Crowned as Miss Idaho Junior High School (*Timestamp 00:01:46*)

**Request to Amend the Consent Agenda** (*Timestamp 00:09:37*)

The Treasurer's Office has requested the agenda originally posted on Friday, February 14, 2014 be amended to increase the Accounts Payable on the Consent Agenda Item 1B by \$50,475.27 creating a total of \$254,693.28.

The information for the amendment was received today, February 18, 2014.

**Council Member Buban-Vonder Haar moved to amend the Consent Agenda to increase the Accounts Payable on Item 1B by \$50,475.27 to create a new total of \$254,693.28. Seconded by Council President Cardoza, all voting aye. Motion carried 4-0.**

**1. Consent Agenda:** (*Timestamp 00:10:28*)

*All items listed under the Consent Agenda are considered to be routine and are acted on with one motion by the City Council. There will be no separate discussion on these items unless the Mayor, Council Member, or City Staff requests an item to be removed from the Consent Agenda for discussion. Items removed from the Consent Agenda will be placed on the Regular Agenda under Old Business or as instructed by the City Council.*

**A. City Council Meeting Minutes:**

1. Minutes of February 4, 2014

**B. Accounts Payable Dated February 18, 2014 in the Amount of ~~\$204,218.01~~ \$254,693.28**

**C. Alcohol Licenses:**

1 D. Resolutions:

2  
3 1. Resolution No. R12-2014 Valley Regional Transit

4  
5 A RESOLUTION OF THE CITY OF KUNA, IDAHO APPOINTING A BOARD  
6 MEMBER AND ALTERNATE BOARD MEMBER TO THE VALLEY REGIONAL  
7 TRANSIT BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.  
8

9 E. Findings of Facts and Conclusions of Law:

10  
11 **Council Member Stear moved to approve the Consent Agenda as amended. Seconded by**  
12 **Council Member Buban-Vonder Haar, all voting aye. Motion carried 4-0.**

13  
14 **2. Citizen's Reports or Requests:**

- 15  
16 A. Fee Waiver Request for use of Bernie Fisher Park July 6 - 10 for a Sports Camp for  
17 Youth – Ray Sparkman, Treasure Valley Southern Baptist Association  
18 (*Timestamp 00:13:58*)  
19

20 Ray Sparkman explained he is the former Pastor of Desert Streams Fellowship and has  
21 been doing the sports camps in Kuna for the past few years. The camp is offered free of  
22 charge to the youth and there were 180 participants last summer.  
23

24 **Council Member Stear moved to approve the fee waiver request for the Sports**  
25 **Camp for July 6 – 10. Seconded by Council Member Buban-Vonder Haar, all voting**  
26 **aye. Motion carried 4-0.**  
27

- 28 B. Fee Reduction Request for use of Bernie Fisher Park May 10 - Sept 27 for the Kuna  
29 Farmers Market – Quency Murphey, Kuna Farmers Market President  
30 (*Timestamp 00:16:33*)  
31

32 Ms. Murphey thanked the Council for use of the park last year and asked for use of the  
33 same space at the park this year at the reduced rate of \$250 for the season.  
34

35 **Council Member Buban-Vonder Haar moved to approve the fee reduction request**  
36 **for use of the Bernie Fisher Park during the 2014 Season of the Kuna Farmers**  
37 **Market. Seconded by Council Member Stear, all voting aye. Motion carried 4-0.**  
38

39 **3. Old Business:**

40  
41 **4. Public Hearings:** (7:00 p.m. or as soon thereafter as matters may be heard.)  
42

43 **5. New Business:**

- 44  
45 A. Electronic Presentation on Results of Financial Operations October 1, 2013 thru January  
46 31, 2014 – John Marsh, City Treasurer (*Timestamp 00:22:18*)  
47

1 John Marsh presented a PowerPoint briefly reviewing the status of each fund and reported  
2 a net grand total of all the funds reflecting revenues greater than expenditures by \$2.1M.  
3 The city-wide cash balance at the end of January 2014 was \$9.1M.  
4

5 B. Funding Request for Kuna's 150<sup>th</sup> Birthday Celebration and Year of the Kuna Kid Events  
6 – Chris Engels, Deputy City Clerk (*Timestamp 00:40:41*)  
7

8 Ms. Engels briefly explained the need to have funds in preparation of the special events  
9 tentatively planned for 2014 and requested \$5,000 to cover the costs. The need to  
10 purchase a PA system was also requested noting it could be used for various community  
11 events.  
12

13 **Council Member Buban-Vonder Haar moved to approve the request for up to**  
14 **\$5,000 as needed for use in the Kuna's 150<sup>th</sup> Birthday Celebration and Year of the**  
15 **Kid Events and to come from Contingency Fund. Seconded by Council Member**  
16 **Stear, all voting aye. Motion carried 4-0.**  
17

18 C. Resolution No. R14-2014 Kuna Farmers Market Agreement – Richard Roats, City  
19 Attorney (*Timestamp 00:50:38*)  
20

21 A Resolution Authorizing the Mayor to Execute an Agreement with the Kuna Farmers  
22 Market for use of Bernie Fisher Park for the Period of May 2014 to October 2014 for the  
23 Purpose of Selling and Dispensing Local Farm Grown Food and other Idaho-made  
24 Consumer Products.  
25

26 **Council Member Stear moved to approve Resolution No. R14-2014. Seconded by**  
27 **Council Member Buban-Vonder Haar, all voting aye. Motion carried 4-0.**  
28

29 D. Resolution No. R15-2014 Release of Ordinance Establishing Latecomers' Fees – Richard  
30 Roats, City Attorney (*Timestamp 00:52:07*)  
31

32 A Resolution Authorizing the Release of Ordinance Establishing Latecomers' Fees for the  
33 Sutter's Mill No. 5 Subdivision Water and Pressurized Irrigation Extension- Kuna City  
34 Ordinance No. 2006-24, as the same has been fully reimbursed by the developer.  
35

36 **Council Member Stear moved to approve Resolution No. R15-2014 with the**  
37 **correction on page 1 of 2, the sentence should read "as the same has been fully" and**  
38 **on page 2 of 2, where it says "the undersigned does hereby acknowledge that said**  
39 **lien" and remove the LID. Seconded by Council Member Buban-Vonder Haar, all**  
40 **voting aye. Motion carried 4-0.**  
41

42 **6. Ordinances:**  
43

44 **7. Mayor/Council Discussion Items:**  
45

46 **8. Announcements:**  
47

1 **9. Executive Session:** (*Timestamp 00:55:38*)

- 2  
3 A. Adjourn to Executive Session Pursuant to Idaho Code 67-2345(f) for the Purpose of  
4 Discussing Pending Litigation Regarding Sewer Connection Fees

5  
6 **Council Member Buban-Vonder Haar moved to adjourn into an Executive Session**  
7 **pursuant to Idaho Code 67-2345(f) for the purpose of discussing pending litigation**  
8 **regarding sewer connection fees. Seconded by Council Member Stear with the**  
9 **following roll call vote:**

10 **Voting Aye: Council Members Cardoza, Jones, Buban-Vonder Haar and Stear**

11 **Voting No: None**

12 **Absent: None**

13 **Motion Carried: 4-0**

14 **Time: 7:55 p.m.**

15  
16 **Council Member Stear moved to adjourn from Executive Session. Seconded by**  
17 **Council President Cardoza, all voting aye. Motion carried 4-0.**

18  
19 **10. Adjournment:**

20  
21 Council Member Stear moved to adjourn the meeting at 8:24 p.m.

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28 W. Greg Nelson, Mayor

29  
30 ATTEST:

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33 \_\_\_\_\_  
34 Brenda S. Bingham, City Clerk

35  
36 *Minutes prepared by Brenda Bingham*

37 *Date Approved: CCM 3/4/14*

38  
39  
40 ***An audio recording of this meeting is available at City Hall upon request or it can be accessed***  
41 ***at the City of Kuna website [www.kunacity.id.gov](http://www.kunacity.id.gov)***  
42

Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
<b>A COMPANY, INC. - BOI</b>												
1463	A COMPANY, INC. - BOI	B-202517		BI-WEEKLY RESTROOM SERVICE, NWWTP, FEB, '14	02/09/2014	94.50	.00	21-6090 FARM EXPENDITURES	0	2/14		
Total A COMPANY, INC. - BOI:							94.50	.00				
<b>ADA COUNTY HIGHWAY DISTRICT (RENT)</b>												
1037	ADA COUNTY HIGHWAY DISTRICT (RENT)	03/14		ACHD SHOP RENT, MARCH 2014 - PARKS	02/26/2014	148.50	.00	01-6211 RENT- BUILDINGS & LAND	1004	3/14		
1037	ADA COUNTY HIGHWAY DISTRICT (RENT)	03/14		ACHD SHOP RENT, MARCH 2014 - WATER	02/26/2014	126.00	.00	20-6211 RENT- BUILDINGS & LAND	0	3/14		
1037	ADA COUNTY HIGHWAY DISTRICT (RENT)	03/14		ACHD SHOP RENT, MARCH 2014 - SEWER	02/26/2014	121.50	.00	21-6211 RENT- BUILDINGS & LAND	0	3/14		
1037	ADA COUNTY HIGHWAY DISTRICT (RENT)	03/14		ACHD SHOP RENT, MARCH 2014 - P.I.	02/26/2014	54.00	.00	25-6211 RENT- BUILDINGS & LAND	0	3/14		
Total ADA COUNTY HIGHWAY DISTRICT (RENT):							450.00	.00				
<b>ADA COUNTY PROSECUTING ATTORNE</b>												
176	ADA COUNTY PROSECUTING ATTORNE	02102014		PROSECUTORIAL SERVICES FEB, '14	02/10/2014	4,075.92	.00	01-6203 PROSECUTORIAL SERVICES	0	2/14		
Total ADA COUNTY PROSECUTING ATTORNE:							4,075.92	.00				
<b>ALLOWAY ELECTRIC CO</b>												
1087	ALLOWAY ELECTRIC CO	31478	1420	REPAIR TO LIGHT POLE @ MASON CREEK W/BALLAST, CELL, FUSES, ST. LIGHTS, FEB '14 - D. CROSSLEY	02/11/2014	297.00	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1002	2/14		

Payment Approval Report - City Council Approval  
Report dates: 2/25/2014-2/25/2014

City of Kuna

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total ALLOWAY ELECTRIC CO:												
						297.00	.00					
<b>AMERICAN WATER WORKS ASSOC.</b>												
1016	AMERICAN WATER WORKS ASSOC.	7000770481	1454	NEW 2014 MEMBERSHIP. C. DEYOUNG REPLACED J. YERTON. FEB '14 - WATER	01/26/2014	83.00	.00	20-6075_DUES & MEMBERSHIPS	0	2/14		
Total AMERICAN WATER WORKS ASSOC.:												
						83.00	.00					
<b>ANALYTICAL LABORATORIES</b>												
1	ANALYTICAL LABORATORIES	26649		BACTERIA TESTING POTABLE WATER SYSTEM - JAN '14	01/31/2014	202.50	.00	20-6150_MAINT. & REPAIRS - SYSTEM	0	1/14		
1	ANALYTICAL LABORATORIES	26650		BACTERIA TESTING NWWTP. JAN. '14	01/31/2014	825.30	.00	21-6150_MAINT. & REPAIRS - SYSTEM	0	1/14		
Total ANALYTICAL LABORATORIES:												
						1,027.80	.00					
<b>ARTCO (US, INC.) dba</b>												
1435	ARTCO (US, INC.) dba	14454870		500 BUSINESS CARDS FOR T. SHAFFER & T. FLEMING. SEWER. FEB. '14	02/17/2014	80.00	.00	21-6165_OFFICE SUPPLIES	0	2/14		
1435	ARTCO (US, INC.) dba	14454870		500 BUSINESS CARDS FOR T. SHAFFER & T. FLEMING. WATER. FEB. '14	02/17/2014	40.00	.00	20-6165_OFFICE SUPPLIES	0	2/14		
Total ARTCO (US, INC.) dba:												
						120.00	.00					
<b>ASSOCIATION OF IDAHO CITIES</b>												
8	ASSOCIATION OF IDAHO CITIES	5272578		IMA WINTER CONF. REGISTRATION. ATTY. R. ROATS. FEB. '14. ADMIN	02/06/2014	16.57	.00	01-6155 MEETINGS/COMMITTEES	0	2/14		
8	ASSOCIATION OF IDAHO CITIES	5272578		IMA WINTER CONF. REGISTRATION. ATTY. R. ROATS. FEB. '14. WATER	02/06/2014	12.83	.00	20-6155 MEETINGS/COMMITTEES	0	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
8	ASSOCIATION OF IDAHO CITIES	5272578		IMA WINTER CONF. REGISTRATION. ATTY. R. ROATS. FEB.'14. SEWER	02/06/2014	15.27	.00	21-6155 MEETINGS/COMMITTEES	0	2/14		
8	ASSOCIATION OF IDAHO CITIES	5272578		IMA WINTER CONF. REGISTRATION. ATTY. R. ROATS. FEB.'14. PI	02/06/2014	5.33	.00	25-6155 MEETING/COMMITTEES	0	2/14		
8	ASSOCIATION OF IDAHO CITIES	5272578		ANNUAL 2014 DUES. ATTY. R. ROATS. FEB.'14. ADMIN	02/06/2014	14.91	.00	01-6075 DUES & MEMBERSHIPS	0	2/14		
8	ASSOCIATION OF IDAHO CITIES	5272578		ANNUAL 2014 DUES. ATTY. R. ROATS. FEB.'14. WATER	02/06/2014	11.55	.00	20-6075 DUES & MEMBERSHIPS	0	2/14		
8	ASSOCIATION OF IDAHO CITIES	5272578		ANNUAL 2014 DUES. ATTY. R. ROATS. FEB.'14. SEWER	02/06/2014	13.74	.00	21-6075 DUES & MEMBERSHIPS	0	2/14		
8	ASSOCIATION OF IDAHO CITIES	5272578		ANNUAL 2014 DUES. ATTY. R. ROATS. FEB.'14. PI	02/06/2014	4.80	.00	25-6075 DUES & MEMBERSHIPS EXPENSE	0	2/14		
Total ASSOCIATION OF IDAHO CITIES:							95.00	.00				
<b>AUTOZONE, INC.</b>												
1606	AUTOZONE, INC.	4126428519		1 EA DURALAST ALTERNATOR. TRUCK #4. B.BACHMAN. SEWER. FEB.'14	02/14/2014	148.99	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	2/14		
1606	AUTOZONE, INC.	4126428566		ALTERNATOR CORE CHARGE RETURN. TRUCK #4. SEWER. FEB.'14	02/14/2014	-25.00	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	2/14		
Total AUTOZONE, INC.:							123.99	.00				
<b>BASALITE - BOISE</b>												
453	BASALITE - BOISE	190154968	1404	3 BUCKETS WATER PLUGS. 2 GALS CONCRETE GLUE. SADIE CRK IRRIGATION. P.L. FEB.'14 - C. DEYOUNG	02/04/2014	445.00	.00	25-6150 MAINT. & REPAIRS - SYSTEM (PI)	0	2/14		
Total BASALITE - BOISE:							445.00	.00				

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1240	BRADY INDUSTRIES OF IDAHO LLC	4376533	1368	TOILET PAPER CASE, K. RICE, JAN '14	01/31/2014	58.90	.00	01-6025 JANITORIAL	0	1/14		
1240	BRADY INDUSTRIES OF IDAHO LLC	4386338	1418	2 EA CASE TRASH LINERS, SENIOR CENTER, K.RICE, FEB '14	02/12/2014	58.10	.00	01-6025 JANITORIAL	1001	2/14		
Total BRADY INDUSTRIES OF IDAHO LLC:							117.00	.00				
<b>BUREAU OF OCCUPATIONAL LICENSE</b>												
1091	BUREAU OF OCCUPATIONAL LICENSE	2262014	1459	APPLICATION FOR OPERATOR IN TRAINING (OIT) LICENSE, J. COX, FEB '14 - WATER	02/26/2014	77.60	.00	20-6285 TRAINING & SCHOOLING EXPENSE	0	2/14		
1091	BUREAU OF OCCUPATIONAL LICENSE	2262014	1459	APPLICATION FOR OPERATOR IN TRAINING (OIT) LICENSE, J. COX, FEB '14 - P.I.	02/26/2014	19.40	.00	25-6285 TRAINING & SCHOOLING EXPENSE	0	2/14		
1091	BUREAU OF OCCUPATIONAL LICENSE	2262014	1459	APPLICATION FOR OPERATOR IN TRAINING (OIT) LICENSE, J. MORFIN, FEB '14 - WATER	02/26/2014	77.60	.00	20-6285 TRAINING & SCHOOLING EXPENSE	0	2/14		
1091	BUREAU OF OCCUPATIONAL LICENSE	2262014	1459	APPLICATION FOR OPERATOR IN TRAINING (OIT) LICENSE, J. MORFIN, FEB '14 - P.I.	02/26/2014	19.40	.00	25-6285 TRAINING & SCHOOLING EXPENSE	0	2/14		
Total BUREAU OF OCCUPATIONAL LICENSE:							194.00	.00				
<b>CAPITAL PAVING CO</b>												
20	CAPITAL PAVING CO	1383		SERVICE PATCH, 140 SQ.FT COLD MIX, C. DEYOUNG, WATER, FEB '14	02/18/2014	469.00	.00	20-6150 MAINT. & REPAIRS - SYSTEM	0	2/14		
Total CAPITAL PAVING CO:							469.00	.00				
<b>E. GERALD COULTER</b>												
753	E. GERALD COULTER	2132014		MILEAGE WHILE CITY VEHICLE #71 DOWN BLDG INSP, FEB '14 - E. COULTER	02/13/2014	43.12	.00	01-6270 TRAVEL	1005	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total E. GERALD COUL TER:												
						43.12	.00					
<b>ESRI</b>												
807	ESRI	92752902	1236	LEVEL 1 ARC GIS UPGRADE FOR MOBILE SEWER MAP PROJECT. WATER	12/20/2013	262.50	.00	20-6175 SMALL TOOLS	0	12/13		
807	ESRI	92752902	1236	LEVEL 1 ARC GIS UPGRADE FOR MOBILE SEWER MAP PROJECT. SEWER	12/20/2013	262.50	.00	21-6175 SMALL TOOLS	0	12/13		
807	ESRI	92752902	1236	LEVEL 1 ARC GIS UPGRADE FOR MOBILE SEWER MAP PROJECT. P.I.	12/20/2013	100.00	.00	25-6175 SMALL TOOLS	0	12/13		
807	ESRI	92752902	1236	LEVEL 1 ARC GIS UPGRADE FOR MOBILE SEWER MAP PROJECT. P & Z	12/20/2013	1,875.00	.00	01-6175 SMALL TOOLS	1003	12/13		
Total ESRI: 2,500.00 .00												
<b>FASTENAL COMPANY</b>												
1507	FASTENAL COMPANY	IDBOS180461	1379	NYLON NUTS AND HEX BOLTS FOR TRUCK #23. SEWER. JAN. '14	01/30/2014	4.78	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	1/14		
Total FASTENAL COMPANY: 4.78 .00												
<b>FERGUSON WATERWORKS #1701</b>												
219	FERGUSON WATERWORKS #1701	0586924	1377	4 EA SPUD WRENCHES FOR BRASS FITTINGS. WATER. JAN '14 - R. FORD	01/30/2014	154.75	.00	20-6175 SMALL TOOLS	0	1/14		
219	FERGUSON WATERWORKS #1701	0587174	1361	REPLACE 3 EA 6" GASKETS. 1 EA 8" GASKET ON BLOWERS. SEWER. JAN '14 - M. NADEAU	01/30/2014	62.75	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	1/14		
219	FERGUSON WATERWORKS #1701	0587325	1320	TRAINING CLASS FOR: C. DEYOUNG, D. CROSSLEY, R. FORD, M. DAVILA FROM WATER DEPT. @ MERIDIAN FACILITY. JAN. 2014. WATER - C. DEYOUNG	01/31/2014	200.00	.00	20-6266 TRAINING & SCHOOLING EXPENSE	0	1/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
219	FERGUSON WATERWORKS #1701	0587325		CEU CLASS FOR T. FLEMING, SEWER, JAN '14 - T. FLEMING	01/31/2014	50.00	.00	21-6265, TRAINING & SCHOOLING EXPENSE	0	1/14		
Total FERGUSON WATERWORKS #1701:												
						467.50	.00					
	<b>FLUID CONNECTOR PRODUCTS, INC. dba</b>											
1083	FLUID CONNECTOR PRODUCTS, INC. dba	5625886		65 FT FLAT HOSE, 1 EA, MALE&FEMALE CAM, 2 CLAMPS, CHLORINE CHAMBER PUMP, NWWTP, FEB. '14	02/12/2014	84.75	.00	21-6150, MAINT. & REPAIRS - SYSTEM	0	2/14		
Total FLUID CONNECTOR PRODUCTS, INC. dba:												
						84.75	.00					
	<b>GALETON GLOVES</b>											
1395	GALETON GLOVES	1164951-00	1378	2 EA, NITRI-KNIT 26" SUPPORTED NITRILE GLOVES, SEWER, T. SHAFFER, JAN. '14	01/31/2014	50.19	.00	21-6175, SMALL TOOLS	0	1/14		
Total GALETON GLOVES:												
						50.19	.00					
	<b>HDR ENGINEERING, INC.</b>											
1646	HDR ENGINEERING, INC.	00137382-B		NPDES PERMIT RENEWAL, G. LAW, SEWER, FEB. '14	02/17/2014	333.00	.00	21-6202, PROFESSIONAL SERVICES	0	2/14		
Total HDR ENGINEERING, INC.:												
						333.00	.00					
	<b>HOCOHAN HOLDINGS, INC.</b>											
1619	HOCOHAN HOLDINGS, INC.	AR294588		MONTHLY PRINTER/COPIER LEASE BILLING, FEB. '14, P&Z	02/13/2014	116.65	.00	01-6142, MAINT. & REPAIR - EQUIPMENT	1003	2/14		
1619	HOCOHAN HOLDINGS, INC.	AR294588		MONTHLY PRINTER/COPIER LEASE BILLING, FEB. '14, CITY HALL	02/13/2014	236.85	.00	01-6142, MAINT. & REPAIR - EQUIPMENT	0	2/14		
1619	HOCOHAN HOLDINGS, INC.	AR294589		MONTHLY COPYCARE INCL PARTS, LABOR, AND TONER, P&Z, JAN. '14	02/13/2014	35.22	.00	01-6142, MAINT. & REPAIR - EQUIPMENT	1003	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1619	HOCOHAN HOLDINGS, INC.	AR294589		MONTHLY COPYCARE INCL PARTS, LABOR, AND TONER, CITY HALL, JAN '14	02/13/2014	35.22	.00	01-6142 MAINT. & REPAIR- EQUIPMENT	0	2/14		
1619	HOCOHAN HOLDINGS, INC.	AR294589		MONTHLY COPYCARE INCL PARTS, LABOR, AND TONER, WATER, JAN '14	02/13/2014	43.20	.00	20-6142 MAINT. & REPAIRS- EQUIPMENT	0	2/14		
1619	HOCOHAN HOLDINGS, INC.	AR294589		MONTHLY COPYCARE INCL PARTS, LABOR, AND TONER, SEWER, JAN '14	02/13/2014	56.40	.00	21-6142 MAINT. & REPAIRS- EQUIPMENT	0	2/14		
1619	HOCOHAN HOLDINGS, INC.	AR294589		MONTHLY COPYCARE INCL PARTS, LABOR, AND TONER, PL, JAN '14	02/13/2014	18.28	.00	25-6142 MAINT. & REPAIRS- EQUIPMENT	0	2/14		
Total HOCOHAN HOLDINGS, INC.:							541.82	.00				
<b>HYDRO LOGIC, INC.</b>												
1314	HYDRO LOGIC, INC.	02142014		CONSULTANT - WELL 6 REHAB, G.LAW, FEB '14, WATER	02/14/2014	2,753.25	.00	20-6166 PP&E PURCHASES OPERATIONS	0	2/14		
1314	HYDRO LOGIC, INC.	02142014		CONSULTANT - WELL 3 BUTLER PARK	02/14/2014	13,216.25	.00	20-6020 CAPITAL IMPROVEMENTS	0	2/14		
Total HYDRO LOGIC, INC.:							15,969.50	.00				
<b>IDAHO DEPT OF ENVIRONMENTAL QU</b>												
128	IDAHO DEPT OF ENVIRONMENTAL QU	00020156		2014 WW ABC REVIEW II CLASS REGISTRATION, T, FLEMING, SEWER, JAN '14	01/07/2014	45.00	.00	21-6265 TRAINING & SCHOOLING EXPENSE	0	1/14		
Total IDAHO DEPT OF ENVIRONMENTAL QU:							45.00	.00				
<b>IDAHO FIRST AID &amp; SAFETY, INC. DBA</b>												
1576	IDAHO FIRST AID & SAFETY, INC. DBA	1153	1435	REPLENISH FIRST AID KIT AT THE WATER SHOP, PARKS, D.CROSSLEY	02/14/2014	5.99	.00	20-6230 SAFETY TRAINING & EQUIPMENT	1004	2/14		
1576	IDAHO FIRST AID & SAFETY, INC. DBA	1153		REPLENISH FIRST AID KIT AT WATER SHOP, SEWER, D.CROSSLEY	02/14/2014	7.67	.00	21-6230 SAFETY TRAINING & EQUIPMENT	0	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1576	IDAHO FIRST AID & SAFETY, INC. DBA	1153		REPLENISH FIRST AID KIT AT WATER SHOP, WATER, D.CROSSLEY	02/14/2014	7.67	.00	20-6230 SAFETY TRAINING & EQUIPMENT	0	2/14		
1576	IDAHO FIRST AID & SAFETY, INC. DBA	1153		REPLENISH FIRST AID KIT AT WATER SHOP, PI, D.CROSSLEY	02/14/2014	2.64	.00	25-6230 SAFETY TRAINING & EQUIPMENT	0	2/14		
1576	IDAHO FIRST AID & SAFETY, INC. DBA	1154	1434	REPLENISH FIRST AID KIT AT NWWTP, PARKS, D.CROSSLEY	02/14/2014	13.38	.00	01-6230 SAFETY TRAINING & EQUIPMENT	1004	2/14		
1576	IDAHO FIRST AID & SAFETY, INC. DBA	1154		REPLENISH FIRST AID KIT AT NWWTP, SEWER, D.CROSSLEY	02/14/2014	17.13	.00	21-6230 SAFETY TRAINING & EQUIPMENT	0	2/14		
1576	IDAHO FIRST AID & SAFETY, INC. DBA	1154		REPLENISH FIRST AID KIT AT NWWTP, WATER, D.CROSSLEY	02/14/2014	17.13	.00	20-6230 SAFETY TRAINING & EQUIPMENT	0	2/14		
1576	IDAHO FIRST AID & SAFETY, INC. DBA	1154		REPLENISH FIRST AID KIT AT NWWTP, PI, D.CROSSLEY	02/14/2014	5.89	.00	25-6230 SAFETY TRAINING & EQUIPMENT	0	2/14		
Total IDAHO FIRST AID & SAFETY, INC. DBA:							77.50	.00				
<b>IDAHO HUMANE SOCIETY</b>												
833	IDAHO HUMANE SOCIETY	03/2014		CONTRACT SERVICES - MAR '14	03/01/2014	4,537.67	.00	01-6005 ANIMAL CONTROL SERVICES	0	3/14		
Total IDAHO HUMANE SOCIETY:							4,537.67	.00				
<b>IDAHO POWER CO</b>												
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - CITY HALL	02/19/2014	418.04	.00	01-6290 UTILITIES	0	2/14		
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - P & Z	02/19/2014	111.33	.00	01-6290 UTILITIES	1003	2/14		
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - SENIOR CENTER	02/19/2014	298.77	.00	01-6290 UTILITIES	1001	2/14		
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - STREET LIGHTS	02/19/2014	5,986.73	.00	01-6290 UTILITIES	1002	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - PARKS	02/19/2014	792.21	.00	01-6290 UTILITIES	1004	2/14		
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - WATER	02/19/2014	5,721.45	.00	20-6290 UTILITIES EXPENSE	0	2/14		
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - SEWER	02/19/2014	20,694.93	.00	21-6290 UTILITIES EXPENSE	0	2/14		
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - LAGOONS - FARM	02/19/2014	312.35	.00	21-6090 FARM EXPENDITURES	0	2/14		
38	IDAHO POWER CO	02/2014		FEBRUARY 2014 - PI	02/19/2014	604.26	.00	25-6290 UTILITIES EXPENSE	0	2/14		
Total IDAHO POWER CO:							34,940.07	.00				
<b>IDAHO STATE INSURANCE FUND</b>												
88	IDAHO STATE INSURANCE FUND	8790430		Q1 FYE 2014 WORKERS COMP INSURANCE PREMIUMS - ADMIN	02/05/2014	299.05	.00	01-2195 WORKERS COMPENSATION PAYABLE	0	2/14		
88	IDAHO STATE INSURANCE FUND	8790430		Q1 FYE 2014 WORKERS COMP INSURANCE PREMIUMS - P & Z	02/05/2014	184.78	.00	01-2195 WORKERS COMPENSATION PAYABLE	1003	2/14		
88	IDAHO STATE INSURANCE FUND	8790430		Q1 FYE 2014 WORKERS COMP INSURANCE PREMIUMS - PARKS	02/05/2014	2,237.43	.00	01-2195 WORKERS COMPENSATION PAYABLE	1004	2/14		
88	IDAHO STATE INSURANCE FUND	8790430		Q1 FYE 2014 WORKERS COMP INSURANCE PREMIUMS - BLDG INSP	02/05/2014	345.95	.00	01-2195 WORKERS COMPENSATION PAYABLE	1005	2/14		
88	IDAHO STATE INSURANCE FUND	8790430		Q1 FYE 2014 WORKERS COMP INSURANCE PREMIUMS - WATER	02/05/2014	4,501.35	.00	20-2195 WORKERS COMPENSATION PAYABLE	0	2/14		
88	IDAHO STATE INSURANCE FUND	8790430		Q1 FYE 2014 WORKERS COMP INSURANCE PREMIUMS - SEWER	02/05/2014	3,797.14	.00	21-2195 WORKERS COMPENSATION PAYABLE	0	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
88	IDAHO STATE INSURANCE FUND	8790430		Q1 FYE 2014 WORKERS COMP INSURANCE PREMIUMS - P.I.	02/05/2014	1,572.30	.00	25-2195 WORKERS COMPENSATION PAYABLE	0	2/14		
Total IDAHO STATE INSURANCE FUND:												
						12,938.00	.00					
<b>IDAHO STATE POLICE</b>												
1509	IDAHO STATE POLICE	S0452814		NEW EMPLOYEE BACKGROUND CHECK, R. JONES, JAN '14 - WATER	01/27/2014	33.20	.00	20-2075 UNEARNED REVENUE	0	2/14		
1509	IDAHO STATE POLICE	S0452814		NEW EMPLOYEE BACKGROUND CHECK, R. JONES, JAN '14 - P.I.	01/27/2014	8.30	.00	25-2075 UNEARNED REVENUE	0	2/14		
1509	IDAHO STATE POLICE	S0456877		NEW EMPLOYEE FINGERPRINTING, J. MORFIN, JAN '14 - WATER	01/27/2014	8.00	.00	20-2075 UNEARNED REVENUE	0	2/14		
1509	IDAHO STATE POLICE	S0456877		NEW EMPLOYEE FINGERPRINTING, J. MORFIN, JAN '14 - P.I.	01/27/2014	2.00	.00	25-2075 UNEARNED REVENUE	0	2/14		
1509	IDAHO STATE POLICE	S0456886		NEW EMPLOYEE FINGERPRINTING, J. OSBORN, JAN '14 - SEWER	01/27/2014	10.00	.00	21-2075 UNEARNED REVENUE	0	2/14		
1509	IDAHO STATE POLICE	S0456893		NEW EMPLOYEE FINGERPRINTING, J. COX, JAN '14 - WATER	01/27/2014	8.00	.00	20-2075 UNEARNED REVENUE	0	2/14		
1509	IDAHO STATE POLICE	S0456893		NEW EMPLOYEE FINGERPRINTING, J. COX, JAN '14 - P.I.	01/27/2014	2.00	.00	25-2075 UNEARNED REVENUE	0	2/14		
Total IDAHO STATE POLICE:												
						71.50	.00					
<b>IDAHO TRANSPORTATION DEPT.</b>												
180	IDAHO TRANSPORTATION DEPT.	9323716		1 EA NEW EXEMPT PLATES, VEH #24, FEB '14 - PARKS	02/14/2014	23.00	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	1004	2/14		
180	IDAHO TRANSPORTATION DEPT.	9323716		1 EA NEW EXEMPT PLATES, VEH #25, FEB '14 - WATER	02/14/2014	23.00	.00	20-6305 VEHICLE MAINTENANCE & REPAIRS	0	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
180	IDAHO TRANSPORTATION DEPT.	9323716		1 EA NEW EXEMPT PLATES, TRAILER, FEB '14 - PARKS	02/14/2014	23.00	.00	01-6142 MAINT. & REPAIR-EQUIPMENT	1004	2/14		
Total IDAHO TRANSPORTATION DEPT.:												
<b>INTEGRINET SOLUTIONS, INC.</b>												
1595	INTEGRINET SOLUTIONS, INC.	66305		SERVER SUPPORT, FEB '14 - ADMIN	02/15/2014	73.19	.00	01-6142 MAINT. & REPAIR-EQUIPMENT	0	2/14		
1595	INTEGRINET SOLUTIONS, INC.	66305		SERVER SUPPORT, FEB '14 - P & Z	02/15/2014	24.40	.00	01-6142 MAINT. & REPAIR-EQUIPMENT	1003	2/14		
1595	INTEGRINET SOLUTIONS, INC.	66305		SERVER SUPPORT, FEB '14 - WATER	02/15/2014	59.87	.00	20-6142 MAINT. & REPAIRS-EQUIPMENT	0	2/14		
1595	INTEGRINET SOLUTIONS, INC.	66305		SERVER SUPPORT, FEB '14 - SEWER	02/15/2014	78.17	.00	21-6142 MAINT. & REPAIRS-EQUIPMENT	0	2/14		
1595	INTEGRINET SOLUTIONS, INC.	66305		SERVER SUPPORT, FEB '14 - P.I.	02/15/2014	25.37	.00	25-6142 MAINT. & REPAIRS-EQUIPMENT	0	2/14		
Total INTEGRINET SOLUTIONS, INC.:												
<b>INTERMOUNTAIN GAS CO</b>												
37	INTERMOUNTAIN GAS CO	022014		NATURAL GAS CONSUMPTION CITY HALL 01/15-02/14/14	02/20/2014	239.74	.00	01-6290 UTILITIES	0	2/14		
37	INTERMOUNTAIN GAS CO	03/2014		NATURAL GAS CONSUMPTION SENIOR CENTER 1/15-2/14/14	02/20/2014	487.60	.00	01-6290 UTILITIES	1001	2/14		
Total INTERMOUNTAIN GAS CO:												
<b>J &amp; M SANITATION, INC.</b>												
230	J & M SANITATION, INC.	2.13.14-2.26.1		2.13.14-2.26.14 SANITATION RECEIPT TRANSFER	02/27/2014	59,736.76	.00	26-7000 SOLID WASTE SERVICE FEES	0	2/14		
Total J & M SANITATION, INC.:												

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
230	J & M SANITATION, INC.	2.13.14-2.26.1		2.13.14-2.26.14 SANITATION RECEIPT TRANSFER - LESS ADMIN FEE	02/27/2014	-5,901.99	.00	01-4170 FRANCHISE FEES	0	2/14		
Total J & M SANITATION, INC.:												
						53,834.77	.00					
<b>JUMPER CABLES EMBROIDERY</b>												
449	JUMPER CABLES EMBROIDERY	13072	1423	UNIFORM 20 EA LONG/15 EA SHORT SLEEVED T-SHIRTS. WATER, FEB '14 - T. SHAFFER FOR C. DEYOUNG	02/18/2014	792.36	.00	20-6285 UNIFORMS EXPENSE	0	2/14		
449	JUMPER CABLES EMBROIDERY	13072		UNIFORM 20 EA LONG/15 EA SHORT SLEEVED T-SHIRTS. WATER, FEB '14 - T. SHAFFER FOR C. DEYOUNG	02/18/2014	198.09	.00	25-6285 UNIFORMS EXPENSE	0	2/14		
Total JUMPER CABLES EMBROIDERY:												
						990.45	.00					
<b>KUNA MACHINE SHOP</b>												
44	KUNA MACHINE SHOP	9220		DOVE TAIL FOR TRAILER, PARKS, B. WITHROW, FEB. '14	02/06/2014	87.95	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	2/14		
44	KUNA MACHINE SHOP	9256	1451	MISC. STEEL FOR WINDOW BARS TO SECURE @PONDS, SEWER, FEB '14 - B. BACHMAN	02/25/2014	42.96	.00	21-6090 FARM EXPENDITURES	0	2/14		
Total KUNA MACHINE SHOP:												
						130.91	.00					
<b>KUNA TRUE VALUE HARDWARE</b>												
43	KUNA TRUE VALUE HARDWARE	119185	1439	CUTTING WHEELS, POLY ROPE, PAINT/BRUSH FOR BALLARDS, VALVE, NIPPLE, TARP, SADIE CK PUMPS, C. DEYOUNG, FEB '14 - P.I.	02/18/2014	95.60	.00	25-6150 MAINT. & REPAIRS - SYSTEM (PI)	0	2/14		
Total KUNA TRUE VALUE HARDWARE:												
						95.60	.00					
<b>KUNA WELDING</b>												
46	KUNA WELDING	1368	1425	INSULATION CUTTER, R. FORD, WATER, FEB '14	02/07/2014	47.43	.00	20-6175 SMALL TOOLS	0	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
46	KUNA WELDING	1374	1426	WATER BARREL W/LID. FOR CEDAR ST., PI, R FORD, FEB '14	02/12/2014	281.75	.00	25-6150_MAINT. & REPAIRS - SYSTEM (PI)	0	2/14		
Total KUNA WELDING:												
LAYNE OF IDAHO, INC.						800.00	.00	20-6166_PP&E PURCHASES OPERATIONS	0	2/14		
1322 LAYNE OF IDAHO, INC.												
Total LAYNE OF IDAHO, INC.:						800.00	.00					
METROQUIP, INC.												
196	METROQUIP, INC.	00022547	1419	EMERGENCY/SAFETY LIGHT BAR FOR TRK #25. WATER. FEB '14 - B. BACHMAN	02/18/2014	501.01	.00	20-6230_SAFETY TRAINING & EQUIPMENT	0	2/14		
Total METROQUIP, INC.:												
PEAK ALARM COMPANY, INC												
1021	PEAK ALARM COMPANY, INC	576512		ALARM MONITOR, IRRIGATION POND, WELL #2, SEGO PRAIRIE, FEB '14 - P.I.	03/01/2014	30.55	.00	25-6150_MAINT. & REPAIRS - SYSTEM (PI)	0	2/14		
Total PEAK ALARM COMPANY, INC:												
1021	PEAK ALARM COMPANY, INC	576512		ALARM MONITOR, CEDAR, SNOWHAWK, RADIO DANSKIN, BUTLER, EL CAJON, BEST BATH WELL, FEB '14 - WATER	03/01/2014	207.57	.00	20-6150_MAINT. & REPAIRS - SYSTEM	0	2/14		
Total PEAK ALARM COMPANY, INC:												
1021	PEAK ALARM COMPANY, INC	576580		ALARM MONITORING NORTH WASTEWATER TREATMENT PLANT 03/01/14-05/31/14	03/01/2014	83.10	.00	21-6150_MAINT. & REPAIRS - SYSTEM	0	3/14		
Total PEAK ALARM COMPANY, INC:												
PLATT ELECTRIC SUPPLY, INC.												
1613	PLATT ELECTRIC SUPPLY, INC.	B686738		1 EA BIT, 1 EA REFLEX STRIPPER, PARKS, B. WITHROW, FEB '14	02/06/2014	86.98	.00	01-6175_SMALL TOOLS	1004	2/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1613	PLATT ELECTRIC SUPPLY, INC.	B686738		10 EA. BLACK TAPE, PARKS, B. WITHROW, FEB. '14	02/06/2014	9.31	.00	01-6140 MAINT. & REPAIR BUILDING	1004	2/14		
1613	PLATT ELECTRIC SUPPLY, INC.	B686738		2 EA. CDM 150W/940. PARKS, B. WITHROW, FEB. '14	02/06/2014	17.53	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	2/14		
1613	PLATT ELECTRIC SUPPLY, INC.	B686738		2 EA CDM 150W/940. WATER, B. WITHROW, FEB. '14	02/06/2014	23.67	.00	20-6142 MAINT. & REPAIRS- EQUIPMENT	0	2/14		
1613	PLATT ELECTRIC SUPPLY, INC.	B686738		2 EA CDM 150W/940. SEWER, B. WITHROW, FEB. '14	02/06/2014	23.67	.00	21-6142 MAINT. & REPAIRS- EQUIPMENT	0	2/14		
1613	PLATT ELECTRIC SUPPLY, INC.	B686738		2 EA CDM 150W/940. P.I. B. WITHROW, FEB. '14	02/06/2014	5.27	.00	25-6142 MAINT. & REPAIRS- EQUIPMENT	0	2/14		
Total PLATT ELECTRIC SUPPLY, INC.:							166.43	.00				
<b>POST DRILLING, INC.</b>												
1680	POST DRILLING, INC.	148	1458	TEST WELL DRILLING, TEST WELL 3/11, WATER, FEB '14 - G. LAW	02/21/2014	87,045.00	.00	20-6020 CAPITAL IMPROVEMENTS	0	2/14		
Total POST DRILLING, INC.:							87,045.00	.00				
<b>RENTAL CONNECTION</b>												
893	RENTAL CONNECTION	33768		AUTOMATIC MONTHLY RECURRING CHARGE TO LEASE WELDER, JAN '14 - PARKS	01/16/2014	7.75	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	1/14		
Total RENTAL CONNECTION:							7.75	.00				
<b>REPUBLIC SERVICES #884</b>												
1610	REPUBLIC SERVICES #884	0884-0006155		SLUDGE DISPOSAL/REMOVAL, NWWTP, JAN. '14	01/31/2014	1,628.75	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	1/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total REPUBLIC SERVICES #884:												
						1,628.75	.00					
<b>ST. LUKE'S REGIONAL MEDICAL CENTER</b>												
1441	ST. LUKE'S REGIONAL MEDICAL CENTER	404955551		NEW EMPLOYEE DRUG SCREEN, J. COX, FEB '14 - WATER	02/09/2014	28.00	.00	20-6202 PROFESSIONAL SERVICES	0	2/14		
1441	ST. LUKE'S REGIONAL MEDICAL CENTER	404955551		NEW EMPLOYEE DRUG SCREEN, J. COX, FEB '14 - P.I.	02/09/2014	7.00	.00	25-6202 PROFESSIONAL SERVICES	0	2/14		
1441	ST. LUKE'S REGIONAL MEDICAL CENTER	404955551		NEW EMPLOYEE DRUG SCREEN, J.MORFIN, FEB '14 - WATER	02/09/2014	28.00	.00	20-6202 PROFESSIONAL SERVICES	0	2/14		
1441	ST. LUKE'S REGIONAL MEDICAL CENTER	404955551		NEW EMPLOYEE DRUG SCREEN, J.MORFIN, FEB '14 - P.I.	02/09/2014	7.00	.00	25-6202 PROFESSIONAL SERVICES	0	2/14		
1441	ST. LUKE'S REGIONAL MEDICAL CENTER	404955551		NEW EMPLOYEE DRUG SCREEN, J.OSBORN, FEB '14 - SEWER.	02/09/2014	35.00	.00	21-6202 PROFESSIONAL SERVICES	0	2/14		
Total ST. LUKE'S REGIONAL MEDICAL CENTER:												
						105.00	.00					
<b>SUBURBAN PROPANE</b>												
118	SUBURBAN PROPANE	36961-62/3721		PROPANE FOR HEATING @SHOP, PARKS, JAN '14	01/31/2014	645.81	.00	01-6290 UTILITIES	1004	1/14		
118	SUBURBAN PROPANE	36961-62/3721		PROPANE FOR HEATING @SHOP, WATER, JAN '14	01/31/2014	645.81	.00	20-6290 UTILITIES EXPENSE	0	1/14		
Total SUBURBAN PROPANE:												
						1,291.62	.00					
<b>TIM GORDON</b>												
997	TIM GORDON	032014		CITY HALL RENT-MARCH 2014-CITY HALL	03/01/2014	1,259.87	.00	01-6211 RENT-BUILDINGS & LAND	0	3/14		
997	TIM GORDON	032014		CITY HALL RENT-MARCH 2014-P&Z	03/01/2014	420.11	.00	01-6211 RENT-BUILDINGS & LAND	1003	3/14		
997	TIM GORDON	032014		CITY HALL RENT-MARCH 2014-WATER FUND	03/01/2014	1,031.16	.00	20-6211 RENT-BUILDINGS & LAND	0	3/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
997	TIM GORDON	032014		CITY HALL RENT-MARCH 2014-SEWER	03/01/2014	1,345.68	.00	21-6211 RENT - BUILDINGS & LAND	0	3/14		
997	TIM GORDON	032014		CITY HALL RENT-MARCH 2014-PI FUND	03/01/2014	436.28	.00	25-6211 RENT - BUILDINGS & LAND	0	3/14		
Total TIM GORDON: 4,493.10 .00												
<b>TITAN TECHNOLOGIES INC</b>												
1235	TITAN TECHNOLOGIES INC	2014-20		REPLACE & SERVICE HYDRANTS, WATER, FEB.'14	02/17/2014	26,500.00	.00	20-6166_PP&E PURCHASES OPERATIONS	0	2/14		
Total TITAN TECHNOLOGIES INC: 26,500.00 .00												
<b>UTILITY TRAILER SALES OF IDAHO, INC. DBA</b>												
1641	UTILITY TRAILER SALES OF IDAHO, INC. DBA	A146806 SALE		RUNNING BOARDS, TRUCK #24, WIRING KIT & LED LIGHTS FOR TRUCK #24 & 25. B. WITHROW, JAN.'14, PARKS	01/02/2014	378.67	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	1004	1/14		
1641	UTILITY TRAILER SALES OF IDAHO, INC. DBA	A146806 SALE		RUNNING BOARDS, TRUCK #24, WIRING KIT & LED LIGHTS FOR TRUCK #24 & 25. B. WITHROW, JAN.'14, WATER	01/02/2014	238.12	.00	20-6305 VEHICLE MAINTENANCE & REPAIRS	0	1/14		
Total UTILITY TRAILER SALES OF IDAHO, INC. DBA: 616.79 .00												
<b>VALLI INFORMATION SYSTEMS, INC</b>												
857	VALLI INFORMATION SYSTEMS, INC	23458		LOCKBOX, ESTATEMENT, JAN '14 - ADMIN	01/31/2014	75.82	.00	01-6190_POSTAGE & BILLING	0	1/14		
857	VALLI INFORMATION SYSTEMS, INC	23458		LOCKBOX, ESTATEMENT, JAN '14 - WATER	01/31/2014	105.68	.00	20-6190_POSTAGE & BILLING	0	1/14		
857	VALLI INFORMATION SYSTEMS, INC	23458		LOCKBOX, ESTATEMENT, JAN '14 - SEWER	01/31/2014	137.94	.00	20-6190_POSTAGE & BILLING	0	1/14		
857	VALLI INFORMATION SYSTEMS, INC	23458		LOCKBOX, ESTATEMENT, JAN '14 - P.I.	01/31/2014	44.72	.00	25-6190_POSTAGE & BILLING	0	1/14		
857	VALLI INFORMATION SYSTEMS, INC	23520		POSTING, ESTATEMENT, JAN '14 - ADMIN	01/31/2014	748.33	.00	01-6190_POSTAGE & BILLING	0	1/14		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
857	VALLI INFORMATION SYSTEMS, INC	23520		POSTING. ESTATEMENT. JAN '14 - WATER	01/31/2014	1,043.06	.00	20-6190. POSTAGE & BILLING	0	1/14		
857	VALLI INFORMATION SYSTEMS, INC	23520		POSTING. ESTATEMENT. JAN '14 - SEWER	01/31/2014	1,361.51	.00	21-6190. POSTAGE & BILLING	0	2/14		
857	VALLI INFORMATION SYSTEMS, INC	23520		POSTING. ESTATEMENT. JAN '14 - P.I.	01/31/2014	441.37	.00	25-6190. POSTAGE & BILLING	0	1/14		
Total VALLI INFORMATION SYSTEMS, INC:							3,958.43	.00				
<b>WATER DEPOSIT REFUNDS #6</b>												
1627	WATER DEPOSIT REFUNDS #6	121270.02		K. GULL. #121270.02 - ACCT OVERPMT	02/10/2014	74.69	.00	99-1075. Utility Cash Clearing	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	131350.02B		J. LUCK. #131350.02B - ACCT OVERPMT	02/10/2014	73.11	.00	99-1075. Utility Cash Clearing	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	140595.01		DON YOUNG LAND ASSN. #140595.01 - ACCT OVERPMT	02/10/2014	191.45	.00	99-1075. Utility Cash Clearing	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	150030.02B		LLC.DD & B. #150030.02B - ACCT OVERPMT	02/10/2014	43.98	.00	99-1075. Utility Cash Clearing	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	210055.02		W. HAUER. #210055.02 - WATER DEP REF	02/10/2014	91.07	.00	20-2200. WATER DEPOSITS HELD	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	250325.02B		E. MARTIN. #250325.02B - ACCT OVERPMT	02/13/2014	62.80	.00	99-1075. Utility Cash Clearing	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	250625.01		SAFEGUARD BANK/AMERICA. #250625.01 - ACCT OVERPMT	02/10/2014	134.22	.00	99-1075. Utility Cash Clearing	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	280950.01		CBH HOMES. #280950.01 - ACCT OVERPMT	02/18/2014	97.78	.00	99-1075. Utility Cash Clearing	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	70380.02B		L. EMRY. #70380.02 - ACCT OVERPMT	02/12/2014	62.50	.00	99-1075. Utility Cash Clearing	0	2/14		
1627	WATER DEPOSIT REFUNDS #6	91520.02		ADA CTY HOUSING. #91520.02 - WATER DEP REF	02/18/2014	77.07	.00	20-2200. WATER DEPOSITS HELD	0	2/14		
Total WATER DEPOSIT REFUNDS #6:							908.67	.00				

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
<b>WATER ENVIRONMENT FEDERATION</b>												
1031	WATER ENVIRONMENT FEDERATION	2262014		NEW MEMBERSHIP, FEB '14 - I. SHAFER	02/26/2014	191.00	.00	21-6075 DUES & MEMBERSHIPS	0	2/14		
Total WATER ENVIRONMENT FEDERATION:												
<b>WESTERN BUILDING MAINTENANCE, INC.</b>												
1499	WESTERN BUILDING MAINTENANCE, INC.	0078425-IN		FEBRUARY JANITORIAL SERVICES, FEB '14, SENIOR CENTER	02/24/2014	330.33	.00	01-6025 JANITORIAL	1001	2/14		
1499	WESTERN BUILDING MAINTENANCE, INC.	0078426-IN		FEBRUARY JANITORIAL SERVICES, CITY HALL, FEB '14	02/24/2014	212.34	.00	01-6025 JANITORIAL	0	2/14		
1499	WESTERN BUILDING MAINTENANCE, INC.	0078427-IN		FEBRUARY JANITORIAL SERVICES, NWWTP	02/24/2014	75.00	.00	21-6025 JANITORIAL	0	2/14		
Total WESTERN BUILDING MAINTENANCE, INC.:												
<b>WESTERN RECORDS DESTRUCTION, INC.</b>												
1633	WESTERN RECORDS DESTRUCTION, INC.	0236632		RECORDS DESTRUCTION, JAN '14, CITY HALL	02/01/2014	9.35	.00	01-6052 CONTRACT SERVICES	0	2/14		
1633	WESTERN RECORDS DESTRUCTION, INC.	0236632		RECORDS DESTRUCTION, JAN '14, WATER	02/01/2014	5.74	.00	20-6052 CONTRACT SERVICES	0	2/14		
1633	WESTERN RECORDS DESTRUCTION, INC.	0236632		RECORDS DESTRUCTION, JAN '14, NWWTP	02/01/2014	7.49	.00	21-6052 CONTRACT SERVICES	0	2/14		
1633	WESTERN RECORDS DESTRUCTION, INC.	0236632		RECORDS DESTRUCTION, JAN '14, P1	02/01/2014	2.42	.00	25-6052 CONTRACT SERVICES	0	2/14		
Total WESTERN RECORDS DESTRUCTION, INC.:												
<b>WESTERN STATES EQUIPMENT CO.</b>												
98	WESTERN STATES EQUIPMENT CO.	MR700102435		BOOM RENTAL TO REMOVE CHRISTMAS LIGHTS, JAN '14 - PARKS	01/31/2014	1,130.00	.00	01-6140 MAINT. & REPAIR BUILDING	1004	1/14		
Total WESTERN STATES EQUIPMENT CO.:												

Payment Approval Report - City Council Approval  
 Report dates: 2/25/2014-2/25/2014

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
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Total WESTERN STATES EQUIPMENT CO.:

Grand Totals:

1,130.00	.00
266,942.30	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Treasurer: \_\_\_\_\_

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.





**CITY OF KUNA**  
**P.O. BOX 13**  
**KUNA, ID 83634**  
[www.cityofkuna.com](http://www.cityofkuna.com)

**GORDON N. LAW**  
**CITY ENGINEER**

**Telephone (208) 287-1727; Fax (208) 287-1731**  
**Email: [gordon@cityofkuna.com](mailto:gordon@cityofkuna.com)**

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## **MEMORANDUM**

**TO:** Mayor Nelson and Members of City Council

**FROM:** Gordon N. Law  
Kuna City Engineer

**RE:** Butler PI Project  
Trini Street Crossing

**DATE:** February 25, 2014

---

**REQUEST: Approve Resolution for Award of Bid**

On February 25, 2014, bids were opened for the pressure irrigation crossing of Trini Street for the above project. Three bidders were invited and three bidders responded to the request for bid. Because of its comparatively small price tag, and to expedite the construction schedule, the request for bid was conducted as an informal written bid process, as provided in state law.

The results of the bidding are as follows:

- |                             |             |
|-----------------------------|-------------|
| 1. Titan Technologies, Inc. | \$17,126.00 |
| 2. Star Construction, LLC   | \$24,303.60 |
| 3. Knife River              | \$44,680.00 |

The apparent low bid was provided by Titan Technologies, Inc. in the amount of \$17,126.00 and it is recommended Titan Technologies, Inc. be awarded the contract for the work. A resolution is attached, which if approved, will adopt the recommendation.

Attachments: Resolution

## RESOLUTION NO. R17-2014

**WHEREAS**, City of Kuna, Idaho has received bids for the Trini Street crossing portion of the Butler Subdivision PI Project; and

**WHEREAS**, the apparent low bidder for said Project is **Titan Technologies, Inc.**; and

**WHEREAS**, the bid submitted by **Titan Technologies, Inc.** is responsive to the bid requirements:

**BE IT HEREBY RESOLVED** by the Mayor and Council of the City of Kuna, Idaho, that said City approves the award of bid to **Titan Technologies, Inc.** in the amount of seventeen thousand one hundred twenty-six dollars and no cents (\$17,126.00) for the Trini Street crossing portion of the Butler Subdivision PI Project; that Council directs the expenditure of available funds from the Irrigation Fund for said project, and City Engineer of said City is hereby authorized to obtain a purchase order for securing the services of said bidder for said Project upon receipt of proper evidence of public works licensure and acceptable insurance binders; and which copy of signed bid is attached hereto, and made a part hereof, as if set forth in full.

**PASSED BY THE COUNCIL** of Kuna this 4th day of March, 2014.

**APPROVED BY THE MAYOR** of Kuna this 4th day of March, 2014.

---

W. Greg Nelson, Mayor

ATTEST:

---

Brenda S. Bingham, City Clerk

TITAN TECHNOLOGIES, INC.

5717 WEST ALBATROS STREET  
BOISE, IDAHO 83705

PHONE: 208-336-8748  
FAX: 208-363-9531

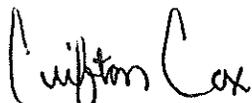
DATE: FEBRUARY 21, 2014		
TO: CITY OF KUNA		
ADDRESS: 763 WEST AVALON		
CITY: KUNA	STATE: IDAHO	ZIP: 83634

PROJECT: 6" PRESSURE IRRIGATION MAIN	
LOCATION: AREA AROUND 739 TRINI STREET	
CITY: KUNA	STATE: IDAHO

PROPOSAL

ITEM DESCRIPTION	QTY	UNIT PRICE	UNITS	EXTENDED TOTAL
PROVIDE AND INSTALL 6" PRESSURE IRRIGATION PIPE WITH FITTINGS (APPROXIMATELY 240')	1	\$10,300.00	LS	\$10,300.00
CONCRETE REPAIR (DRIVEWAY AND SIDEWALK PANELS) (APPROXIMATELY 76' & 2-PANELS)	1	\$2,600.00	LS	\$2,600.00
ASPHALT RESTORESTORATION (40'X4'X3" DEPTH)	1	\$600.00	LS	\$600.00
TRAFFIC CONTROL	1	\$500.00	LS	\$500.00
6" GATE VALVES WITH BOXES	3	\$876.00	EA	\$2,628.00
2" DRAIN PER DETAIL "B"	1	\$500.00	EA	\$500.00
<b>TOTAL</b>				<b>\$17,125.00</b>

EXCLUSIONS: Rock Excavation



CLIFTON COX, OFFICE/PROJECT MANAGER  
TITAN TECHNOLOGIES, INC.





**CITY OF KUNA**  
**P.O. BOX 13**  
**KUNA, ID 83634**  
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**GORDON N. LAW**  
**CITY ENGINEER**

**Telephone (208) 287-1727; Fax (208) 287-1731**  
**Email: [gordon@cityofkuna.com](mailto:gordon@cityofkuna.com)**

---

## **MEMORANDUM**

**TO:** Mayor Nelson and Members of City Council

**FROM:** Gordon N. Law  
Kuna City Engineer

**RE:** Emergency Operation Plan  
Plan Adoption

**DATE:** February 25, 2014

---

The Fire Chief, Police Chief and City Engineer have participated with Ada City-County Emergency Management (ACCEM) to prepare an Emergency Operations Plan for the City of Kuna. It was prepared with the assistance of a consultant hired by ACCEM. The plan is now complete and proposed for adoption.

An Emergency Operations Plan contains a set of guidelines to assist in emergency efforts responding to disasters occurring within the City. This plan was written in accordance with Federal Emergency Management Agency guidelines. It is intended to integrate with similar plans for the multiple levels and agencies of government (federal, state, county, cities and districts) affecting our citizens.

Attached is a resolution, which if approved, authorizes the Mayor and Clerk to affix their signatures to the plan indicating the City of Kuna's adoption of the plan. Also attached is a copy of the plan for Council review.

## RESOLUTION NO. R16-2014

**WHEREAS**, it is in the best interest of the citizens of the City of Kuna, Idaho for the City and related agencies to formulate and document a plan for responding to emergencies and disasters within the City of Kuna; and

**WHEREAS**, the State of Idaho in Idaho State Code 46-10 has determined it to be the policy of the State to plan and prepare for emergencies and disasters resulting from natural or man-made causes and promulgated rules for the same; and

**WHEREAS**, the Federal Emergency Management Agency has promulgated guidelines for the preparation of Emergency Operations Plans in the document titled *Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans Version 2.0*; and

**WHEREAS**, the City of Kuna, Idaho and Ada City-County Emergency Management have prepared an Emergency Operations Plan in conformance with said *Comprehensive Preparedness Guide*:

**BE IT HEREBY RESOLVED** by the Mayor and Council of the City of Kuna, Idaho, that said City approves and adopts the EMERGENCY OPERATIONS PLAN – CITY OF KUNA, date February 3, 2014; and which said plan is attached hereto, and made a part hereof, as if set forth in full.

**PASSED BY THE COUNCIL** of Kuna this 4th day of March, 2014.

**APPROVED BY THE MAYOR** of Kuna this 4th day of March, 2014.

---

W. Greg Nelson, Mayor

ATTEST:

---

Brenda S. Bingham, City Clerk



# Emergency Operations Plan

City of Kuna

February 3, 2014

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## HOW TO NAVIGATE THIS DOCUMENT

**Adobe Acrobat** has two search options:

1. Right-click the mouse and select “Search”.
2. Type the keyword and touch “Enter”. All occurrences will be displayed.
3. If there are too many results (such as searching the word Ada), try using a phrase or begin the search within a section of the document.

### **Option 2 (Applies to Adobe, Microsoft Word, and other programs)**

4. An alternative is to hold the “Ctrl” key and touch the “F” key.
5. Type the keyword and touch “Enter”. You will be brought to the next occurrence of the searched word or term. Pressing “Enter” again will bring display the next occurrence of the term in the document.

**Microsoft Word** table of contents requires the following steps to jump to the desired section:

1. Proceed to the table of contents
2. Hover the mouse over the topic
3. Hold down the “Ctrl” key and left-click with the mouse.



*Emergency Operations Plan  
City of Kuna, Idaho*

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*Emergency Operations Plan  
City of Kuna, Idaho*

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*Emergency Operations Plan  
City of Kuna, Idaho*

## ABOUT THIS PLAN

This Emergency Operations Plan (EOP) contains a set of guidelines developed to assist in emergency response efforts to disasters occurring within the City. The plan was written in accordance with the Federal Emergency Management Agency's (FEMA) *Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans Version 2.0* and is intended to integrate with EOPs written for all levels of government, including cities within Ada County, the State of Idaho, and the National Response Framework. This process used guidance from FEMA (including the National Incident Management System [NIMS]), as well as lessons learned from disasters and emergencies that have threatened the City and Ada County in the past.

This document is promulgated with the understanding that major emergencies and disasters are unique events that have the potential to present the community and response personnel with extraordinary problems and challenges that cannot be adequately addressed within the routine operations of government. Because the size and scope of any imaginable disaster is impossible to predict, this Plan focuses on a streamlined, all-hazards preparedness approach to contingency planning rather than outlining highly detailed operational procedures.

Ada County is the most densely populated county in the State of Idaho. Even with its significant capabilities for emergency response, primary responsibility for preparedness lies with following entities, in order: (1) individuals; (2) families; (3) the City; (4) the county; and (5) the State of Idaho. While it is the intent of the City to prepare for, respond to, and mitigate all types of emergencies and disasters, the reality is that during a major disaster, **individuals and families should be prepared to care for themselves for at least the first 96 hours.**

The Plan provides fundamental guidance for emergency responders from all agencies assigned specific functional responsibilities within the response effort. It is based on the premise that agencies will respond within their current capabilities. When those capabilities are exhausted, additional capabilities will be requested through mutual aid organizations, state agencies, and finally federal agencies.

The development of the EOP and appropriate standard operating procedures is an ongoing process requiring annual review, training, and exercises. Implementation of the EOP will require extensive cooperation, collaboration, and training with government and non-government entities that are partners in disaster planning and response. Continued cooperation and assistance to implement this EOP is essential to improve the City's ability to protect its citizens.



*Emergency Operations Plan  
City of Kuna, Idaho*

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*Emergency Operations Plan  
City of Kuna, Idaho*

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**Promulgation**

This plan was adopted by \_\_\_\_\_ the Mayor and City Council, under resolution number \_\_\_\_\_ on \_\_\_\_\_ (date). It supersedes all previous plans. Approval of this plan remains in effect until a change to this plan is presented to and approved by the Mayor and City Council.

Maintenance of this plan is also hereby assigned to the Mayor or their designee.

For the purpose of efficiently maintaining this plan and its associated appendices, the approval of the Mayor and City Council is required only for the basic plan, not associated plan appendices. Any changes to the basic plan or appendices must be cooperatively developed with and communicated to appropriate plan stakeholders.

---

City of Kuna Mayor

---

City Clerk

---

Ada County Department of Emergency Management (ACDEM) Director

---

Kuna Rural Fire District Chair

---

Ada County Sheriff



*Emergency Operations Plan  
City of Kuna, Idaho*

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*Emergency Operations Plan  
City of Kuna, Idaho*

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## **CERTIFICATION OF REVIEW**

An annual review of this Emergency Operations Plan was conducted on the following dates and is hereby certified by the Mayor.

Date	Signature



*Emergency Operations Plan  
City of Kuna, Idaho*

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*Emergency Operations Plan  
City of Kuna, Idaho*

**Record of Changes**

The plan will be re-promulgated whenever major changes in the plan indicate that re-promulgation by the elected officials is necessary. Administrative changes do not require re-promulgation.

Change Number	Date of Change	Date Entered	Change Made By (Signature or initials)



*Emergency Operations Plan  
City of Kuna, Idaho*

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*Emergency Operations Plan  
City of Kuna, Idaho*

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*Emergency Operations Plan  
City of Kuna, Idaho*

## I. INTRODUCTION

Several natural and human-caused hazards pose unavoidable risk to public health and safety in and around the City of Kuna. One important role of the City is to anticipate hazards to minimize and otherwise manage risk; mitigate vulnerability; and prepare for, respond to, and recover from incidents as effectively and efficiently as possible. This emergency operations plan serves as the primary guide for conducting emergency management within the City. This plan integrates with the county, state, and federal plans.

## II. PURPOSE

The purpose of this plan is to prescribe activities to be performed by the City and its officials to protect the lives and property of the citizens in the event of a natural or human-caused emergency or disaster. The Emergency Operations Plan (EOP) - Basic Plan is supported by other jurisdictional plans that outline the threats and hazards specific to each jurisdiction. This plan describes emergency operations for the city coordination center (CCC) and the integration of various city emergency and administrative activities into a response effort based on the Incident Command System (ICS). The plan also describes the interface of the CCC and the on-scene incident command with the Ada County Emergency Operations Center (EOC).

## III. SCOPE

The provisions of this plan are applicable to all disaster emergencies that require a Proclamation of Disaster Emergency by the Mayor. This plan is applicable to all response organizations acting on behalf of the government and/or residents of the City.

Consistent with the “Whole Community” approach to emergency management, this plan provides a broad framework for coordination of any emergency management activity. Individuals, businesses, community-based organizations, and government agencies are encouraged to familiarize themselves with this plan and its use within the City. Incident- and/or hazard-specific plans may augment this plan if necessary to address specific hazards.

## IV. SITUATION

The following information specific to the City of Kuna should be considered when addressing an emergency within the City:

- A. The City of Kuna is located approximately 18 miles southwest of the City of Boise and about 8 miles south of the City of Meridian business districts. The City of Kuna is part of the Boise City-Nampa, Idaho Metropolitan Statistical Area. State Highway 69 and the Union Pacific Railroad are major transportation corridors within the City. Kuna is also the gateway to the Morley Nelson Snake River Birds of Prey National Conservation Area. As of the 2010 census, the population was 15,201.



*Emergency Operations Plan  
City of Kuna, Idaho*

- B. The City is governed by a mayor-city council form of government, with four-elected City Council members and the Mayor. The City consists of several departments, including: the city engineer, public works, city clerk, and parks and recreation department. Additionally, the following agencies, departments, or entities provide services to the city via contract or other legal obligation: Ada County Sheriff's Office and the Kuna Rural Fire District. The city government structure also includes a planning and zoning commission and design review committee.
- C. When a local disaster emergency has been proclaimed, the Mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.
- D. The City is subject to a variety of hazards. The most likely and damaging hazards faced by the City include: flooding, severe weather, wildfires, hazardous materials incidents, and earthquakes. The current Ada County All Hazard Mitigation Plan and Hazard Vulnerability Assessment contain additional information.

## **V. ASSUMPTIONS**

The following assumptions were made for the preparation of this plan:

- A. The CCC is located at 150 West Boise Street, Kuna, ID 83634.
- B. "Disaster" means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made incident, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action, including acts of terrorism.
- C. All jurisdictions, agencies, and personnel responding to an emergency will do so in a manner consistent with National Incident Management System (NIMS) and the incident command system (ICS).
- D. Adjacent cities and other government entities will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- E. When city resources are fully committed, and mutual aid from surrounding jurisdictions is exhausted, the ACDEM is available to coordinate assistance and help satisfy unmet incident needs through the Ada County Emergency Operations Center (EOC) – a facility maintained and operated by ACDEM and staffed by personnel from area emergency management partners throughout the County. The ACDEM can call for mutual aid from adjacent counties or from the Idaho Bureau of Homeland Security. Ultimately, the State can ask the federal government for assistance for major disasters or emergencies.



*Emergency Operations Plan  
City of Kuna, Idaho*

- F. Whenever warranted, the Mayor may declare a disaster emergency for the City in accordance with the provisions in Title 46, Chapter 10 of the State Disaster Preparedness Act. In the event of any emergency requiring evacuation or sheltering, the Mayor or designee will communicate the information to the public by appropriate means, including the Emergency Alert System (EAS), route alerting, or other technologies.
- G. In the event of an evacuation of the City or any part thereof, evacuees will use their own transportation resources, when available. Additionally, those with companion or service animals will also provide transportation for their animals.
- H. In the absence of personal transportation, the City will coordinate a means of evacuation from the impacted area(s) to pre-determined shelters and/or safe-zones in accordance with the City of Kuna evacuation plan.
- I. Emergency shelters may be activated using pre-designated locations such as public schools, churches, or other locations that have been established prior to the incident. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD), such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, and basic medical care and supplies, and will maintain a registration of individuals housed in the shelter.
- J. Special facilities such as educational facilities or custodial care centers will be encouraged to develop, coordinate, and furnish emergency plans to the emergency services organizations of the City and the county, and other government agencies as applicable and required by codes, laws, regulations, or requirements.
- K. Facilities covered by the Emergency Planning and Community Right to Know Act must annually submit an emergency and hazardous chemical inventory form to the State Emergency Response Committee, the Local Emergency Planning Committee, and the jurisdictional fire department. The inventory forms (TIER II Forms) require basic facility identification information, employee contact information (both emergency and non-emergency), and information about chemicals stored or used at the facility.

## **VI. CONCEPT OF OPERATIONS**

The following factors make up the concept of operations for emergency management within the City:

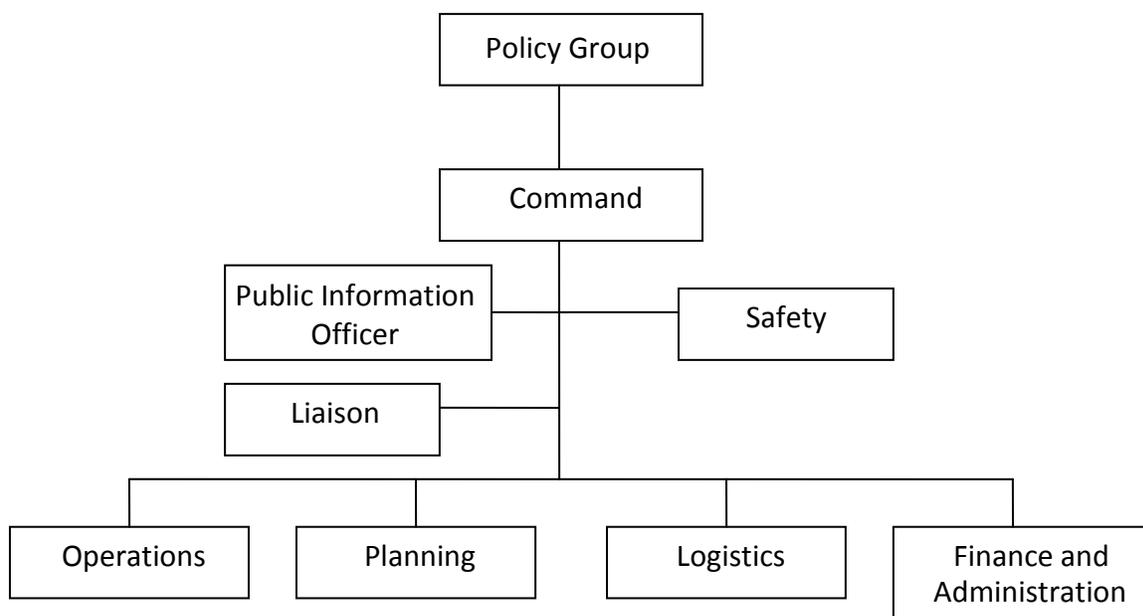
- A. This plan embraces the “all-hazards” principle that most emergency response functions are similar, regardless of the hazard.
- B. The Mayor and the City Council are responsible for the protection of the lives and property of the citizens. The Mayor exercises primary supervision and control of emergency management activities within the City.



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- C. The City will embrace and utilize NIMS and ICS to support response activities on-scene and in the CCC. Elements of ICS activated at the CCC and on-scene will be mutually supportive and not duplicated. A sample city organization structure is presented in Figure 1. The City may activate positions as necessary to respond to the incident.

**FIGURE 1. CITY COORDINATION CENTER EXAMPLE**



The Incident Commander (IC) and CCC staff will be trained according to NIMS requirements and jurisdictional policies.

The ICS structure should have:

1. A manageable span of control for each position or organizational element in the ICS structure (3 to 7 staff; optimum is 5)
  2. Unity of Command (each person reports to only one person in the chain of command)
  3. Positions are staffed only when needed. Responsibilities for any positions that are not staffed remain with the next-higher filled position.
- D. The Mayor may appoint a liaison or designee to provide coordination services on behalf of the Mayor and other city officials.
- E. The Mayor, their designee, or IC will mobilize resources and personnel as required by the emergency situation.



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- F. The appropriate officials will develop and maintain mutual aid agreements with adjacent cities, districts, and the county for reciprocal emergency assistance as needed.
- G. Emergency response personnel and equipment of a responding mutual aid organization remain under the administrative and policy procedures and control of their respective organization, including medical protocols, standard operating procedures, and other personnel policies. Personnel of the responding organization shall maintain direct and overall control of vehicles and equipment to ensure these items are used within the intended specifications.
- H. The Mayor may appoint a policy group to address legal, fiscal, and other matters. The Mayor's Policy Group may encompass the city attorney, police chief, fire chief, city clerk, and other personnel deemed necessary by the Mayor to address the disaster emergency.
- I. The CCC may be activated to support the needs of the IC and the Mayor's Policy Group.
- J. The CCC may function as the meeting location to support the Mayor's Policy Group and specific ICS structures, sections, or elements, such as the finance and administration section, public information officer (PIO), etc., as necessary to support the incident.
- K. When the CCC is activated, the center and appropriate elements of the incident command structure will communicate and coordinate their activities related to response and matters of policy and/or authorities. The Mayor or designee will assume the role of Policy Group manager and assign staff roles in the CCC consistent with their training and experience to meet the needs of IC.
- L. When the Ada County EOC is activated, the CCC will communicate and coordinate with the County EOC. **Note:** Information about the Ada County EOC operation is located in Appendix D.
- M. Positions are staffed only when needed. Responsibilities for any positions that are not staffed remain with the next-higher filled position. Positions may be staffed in the incident command post or at the CCC, depending on the incident and the resource requirements necessary for the city officials to address the disaster emergency.
- N. After receiving notice of a potential emergency from the National Terrorism Advisory System, the National Weather Service watches and warnings, or other reliable sources, consideration should be given to increasing the readiness posture of the City by ensuring appropriate personnel are monitoring the potential event or by activating the CCC. Readiness postures include:
1. Monitoring Status – Conditions exist where an event or emergency may threaten the jurisdiction; however, the consequences of the event have not yet impacted the city. Key emergency response personnel and the Mayor are aware of a developing situation and receiving situational reports from field elements (fire, police, public works, etc.) and/or



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Incident Command as needed. An individual may be assigned to perform liaison duties with the ACDEM and brief other key city personnel.

2. Activation – The effects of the emergency are expanding and all appropriate personnel are present in the CCC as directed by the Mayor or mayor’s designee per the demands of the incident. Since the situation during each incident is different, staff will be activated as necessary to address the demands of the response and recovery efforts.
- O. Communication, Alert and Warning may be provided to the public through a variety of methods, including: National Weather Service NOAA Weather Wire System and NOAA Weather Radio; The Emergency Alert System (EAS); Ada County Sheriff Reverse 911 Geocast system, Idaho State Alert & Warning System; Wireless Emergency Alerts (WEA); local Broadcast Media; and Emergency Vehicles/Door-to-door. Newsletters, brochures, and other publications will be used for less time-sensitive emergency preparedness messaging.

## VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Idaho State Disaster Preparedness Act, as amended by the Homeland Security Act of 2004, requires that states and counties develop plans to prepare for disasters and emergencies from natural or man-made causes, including enemy attack, acts of sabotage, or other hostile action (Idaho Code §46-1001). General roles and responsibilities of state agencies are outlined in Governor’s Executive Order 2010-09, “Assignment of All-Hazard Mitigation, Preparedness, Response, and Recovery Functions to State Agencies in Support of Local and State Government Relating to Emergencies and Disasters.”<sup>1</sup> The responsibilities of federal, state, county, and local government are provided in the sections below as they are described in the Idaho Emergency Operations Plan, promulgated November 2012.

### A. Federal Government

When an incident occurs that exceeds or is anticipated to exceed local or state resources, or when an incident is managed by federal departments or agencies acting under their own authorities, the federal government uses the National Response Framework to involve all necessary department and agency capabilities, organize the federal response, and ensure coordination with response partners.<sup>2</sup>

### B. State Government

The State of Idaho EOP describes the roll of the governor as follows, “During the continuance of any state of disaster emergency the Governor is commander-in-chief of the militia and may assume command of all other forces available for emergency duty. To the greatest extent practicable, the Governor shall delegate or assign command authority by prior arrangement embodied in appropriate executive orders or regulations, but nothing herein restricts his authority to do so by orders issued at the time of the disaster emergency.”<sup>3</sup>

<sup>1</sup> Idaho Emergency Operations Plan, p. 10, (November, 2012)

<sup>2</sup> Idaho Emergency Operations Plan, p. 10 (November, 2012)

<sup>3</sup> Idaho Emergency Operations Plan, p. 12 (November, 2012)



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Bureau of Homeland Security - (1) coordinates state and federal emergency response, recovery, and mitigation operations during emergencies and disasters; (2) provides technical support to local jurisdictions involved in local emergencies and disasters that do not require state resources; (3) coordinates collaborative efforts with other state governments and federal agencies; and (4) coordinates all requests from state and local governments for disaster emergency assistance.<sup>4</sup>

### C. Ada County

Each county shall maintain a disaster agency or participate in an intergovernmental disaster agency, “which...has jurisdiction over and serves the entire county, or shall have a liaison officer appointed by the county commissioners designated to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response, and recovery.”<sup>5</sup> “Each county and/or intergovernmental agency shall prepare and keep current a local or intergovernmental disaster emergency plan for its area.”<sup>6</sup>

### D. City of Kuna

“A local disaster emergency may be declared only by a mayor or chairman of the county commissioners within their respective political subdivisions. It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the local county recorder.”<sup>7</sup>

“The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or intergovernmental disaster emergency plans and to authorize the furnishing of aid and assistance thereunder.”<sup>8</sup>

The City has three primary roles in a disaster:

- Manage emergency response policy-level processes, including:
  - Declaration of a disaster emergency
  - Prioritization of limited resources
  - Coordination of multi-agency integration
- Share information with emergency organizations and the public
- Perform emergency response activities

The CCC plays an important role in managing emergency policy. Assigning ICs, issuing formal declarations of emergency, supporting evacuations, and determining priorities are all activities that fall within the domain of the Mayor and the policy group.

<sup>4</sup> Idaho Emergency Operations Plan, p. 13 (November, 2012)

<sup>5</sup> Idaho Title 46-1009(2)

<sup>6</sup> Idaho Title 46-1009(4)

<sup>7</sup> Idaho Title 46-1011(1)

<sup>8</sup> Idaho Title 46-1011(2)



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Emergency priorities and incident objectives, in decreasing order of importance, are typically to:

- Protect life safety, including first responders
- Stabilize the incident
- Protect property, especially critical infrastructure
- Protect the environment

Individuals assigned to work in the CCC should receive ICS training to a minimum level that includes ICS 100, 200, 700, and 800. Jurisdictional staff will complete additional ICS training (such as ICS 300 and 400) consistent with the training programs developed by their respective agency or department. The training of jurisdictional personnel should conform to the U.S. Department of Homeland Security National Incident Management System guidelines.

The Ada County EOC may provide services if the City is unable to accomplish activities and objectives due to the scope and magnitude of the incident.

The Mayor, designee, or IC assigns individuals to positions according to operational need, individual capability, and experience. Detailed descriptions and responsibilities for specific positions and departments are presented in the sections below.

### **1. Mayor and the Mayor's Policy Group**

The Mayor of the City is responsible for establishing the policy for operations under their authority. The Mayor will also coordinate appropriate policy-level stakeholders during disaster emergencies. The Mayor will provide for continuity of operations and the establishment of lines of succession for key positions. The Mayor may designate a CCC where appropriate personnel will gather to address the disaster emergency within the City. An emergency operations plan for the City, that integrates with the Ada County EOP, will be updated and reviewed by the Mayor's designee.

The Idaho Disaster Preparedness Act of 1975 stipulates that the Mayor is responsible for the declaration of a local disaster emergency. The Mayor, his designee, or the IC may recommend protective actions (such as evacuation or shelter in place) if the situation warrants. This local disaster emergency shall expire within 7 days unless the City Council expressly authorizes the continuance of such declaration.

The Mayor's Policy Group is responsible for setting emergency response policy and providing guidance and resources to ICs. The policy decisions and activities this group may have to consider and support include, but may not be limited to:

- Deciding how to allocate limited physical, financial, and personnel resources to support competing incident priorities.
- Considering the legal and moral implications of initiating an activity or not initiating any action.



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- Recalling city personnel to support activities of the CCC or the Ada County EOC.
  - Recalled employees may be assigned tasks outside of their normal, daily activities according to the terms of union agreements.
  - No employee may be assigned a task they have not been trained to accomplish in a safe and competent manner.
- Waiving the normal procurement process, as allowed under a disaster emergency, and engaging in contracts outside of the formal bidding process.
  - These activities must comply with any relevant state and federal guidance.
- Developing a plan to conduct preliminary damage assessment activities and report the findings to the Ada County EOC.
  - Information gathered will be passed along to the State EOC and used to justify a request for a federal disaster declaration, as appropriate.

## 2. Incident Commander, Command Staff, and General Staff

The incident commander (IC) is responsible for all aspects of an emergency response—including quickly developing incident objectives, managing all incident operations, and applying resources—and is responsible for all persons involved. The IC implements policy and decisions provided by the Policy Group. The IC provides information and recommendations to the Policy Group for consideration.

The IC sets priorities, based on policy decisions received from the Policy Group and defines the organization of the incident response teams and the overall Incident Action Plan (IAP). Senior or higher-qualified officers may assume the role of IC upon their arrival on scene, or as the situation dictates. Even if subordinate positions are not assigned, the IC position will always be designated or assumed. The IC may, at their own discretion, assign individuals who may be from the same agency or from assisting agencies to subordinate or assume specific positions for the duration of the emergency response. The IC is assisted by the Command Staff and the General Staff.

## 3. Command Staff

The Command Staff is assigned to carry out staff functions needed to support the IC. These functions include interagency liaison, incident safety, and public information. Command Staff positions are established to assign responsibility for key activities not specifically identified in the general staff functional elements. These positions (described below) include the Public Information Officer (PIO), Safety Officer, and Liaison Officer, in addition to various other positions as required and assigned by the IC.

### a. Public Information Officer (PIO)

The PIO is a member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. They serve as the conduit for information to and from internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. The PIO is also responsible for ensuring that



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members of an incident's Command Staff are kept apprised of information reported publicly about the incident.

**b. Safety Officer**

The Safety Officer is a member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

**c. Liaison Officer**

The Liaison Officer is a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. They serve as the primary contact for agencies responding to the situation. Liaison Officers often provide technical or subject-matter expertise of their parent organization.

**4. General Staff Functions**

Operations, planning, logistics, and financial/administrative section functions are described below.

**a. Operations Section**

The Operations Section is responsible for managing all tactical operations at an incident. The IAP provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved in the incident response, and is influenced by span-of-control considerations.

Assets from City departments and jurisdictional entities/authorities, such as police, fire, Ada County Paramedics, public works, Ada County Highway District, performing field emergency response operations typically answer to the operations section. Additional functions may include shelters, reception centers, or points of distribution centers.

**b. Planning Section**

The Planning Section is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects, evaluates, and processes situation and resource status information for use in developing action plans. Dissemination of information can be accomplished through the IAP, in formal briefings, or through map and status board displays.

Planning functions and plan implementation may occur at several levels simultaneously. It is critical that entities such as the CCC, the incident command post, and the Ada County EOC communicate to ensure a common operating picture. The Mayor and the Policy Group may have to consider the expenses related to long term operations.

**c. Logistics Section**



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The Logistics Section provides all incident support needs, with the exception of logistics support to air operations. The Logistics Section is responsible for providing:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services (for responders)
- Medical services (for responders)
- All off-incident resources

The need for logistics considerations and planning exists at multiple levels. The CCC must account for emergency power, food, water, communications, and other needs of operating the center. The on-scene incident command post must account for staffing to ensure the rotation of personnel through safe rest/work cycles; shelter, feeding, and restroom facilities for personnel; acquisition of proper equipment for performing operations during the day and at night; etc. The coordination of resource requests must be funneled through a singular process to eliminate duplicative asset requests and account for payment of the resources requested.

**d. Finance/Administration Section**

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require the activation of a Finance/Administration Section during response operations; however, appropriate documentation and payment to resource vendors will still be required. It is imperative that ICs and other city personnel are familiar with the resource request process and follow the proper procedures for requesting a resource that will require payment by the city.

**5. City Departments and Allied Partners**

The city departments and allied partners perform the daily functions to support operations. In addition to city departments, several organizations provide services, either through statutory authority, contract, or other form of agreement. During a disaster emergency, these organizations may be called upon to perform duties at:

- The scene of disaster emergency
  - An incident command post
  - The city coordination center
  - The Ada County EOC
- a. City Engineer – responsible for reviewing the integrity of city owned assets and facilities, including treatment plans, wells, pump stations, underground lines, parks, buildings, etc.



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- b. Department of Public Works – responsible for operating appropriate equipment as directed by the city engineer and the IC.
  - c. Police – responsible for law enforcement duties, including access and traffic control around an incident, enforcement of any curfews, scene security, investigation of criminal activities, and providing other assistance as appropriate to the IC.
  - d. Fire – responsible for fire suppression, search and rescue, provision of medical treatment (within their level of training and authorization) and mitigation of other hazards.
  - e. Ada County Highway District - responsible for reviewing the integrity of publicly owned roads, bridges.

## VIII. COMMUNICATIONS

Delivery of emergency information to responders and the public is important during a disaster emergency. Communications between the CCC, on-scene incident command, the Ada County EOC, and the Sheriff's Communications Center may occur via different methods, depending on the situation. Information may be transmitted to emergency responders via the following methods:

- County-wide 700MHz radio system

Emergency public information is information provided to the general public. Information and guidance released must describe the basic emergency situation and provide specific expected actions for the public. These actions may include shelter-in-place, evacuation recommendations, shelter locations, or other incident-specific information. Methods for delivering emergency public information available to the City include:

- Route alerting via police and fire apparatus
- Reverse telephone notification from the Ada County Sheriff's Office 9-1-1 Emergency Communications Center
- Local media outlets, including television and radio
- Emergency Alert System (EAS)
- National Weather Service NOAA Weather Radio and Weather Wire Services
- Idaho State Alert and Warning System (ISAWS)

The ACDEM can accept notifications and requests for assistance through the Ada County Sheriff's Office 9-1-1 Emergency Communications Center. The ACDEM can interface with the Idaho Bureau of Homeland Security (BHS) to request additional support and resources for local emergencies.

Additional communications methods available to through the County include:



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- County-wide 700MHz radio system
- Cellular phones
- Land-line telephone connection
- Satellite Telephone
- Facsimiles
- E-mail communication
- Auxiliary Communications Services (ACS)

Specific situations may require additional radio network operators and capability. Ada County ACS, available through ACDEM, may be activated to provide communication capabilities between shelters, hospitals, or other facilities that require assistance for emergency information flow.



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## **IX. ADMINISTRATION AND LOGISTICS**

The following administrative measures will be taken during disaster response activities:

- A. During a disaster, appropriate city representatives will submit reports, requests for assistance, and damage assessments to the Ada County EOC when requested.
- B. The Ada County EOC will forward reports and requests for assistance to the Idaho BHS.
- C. The City will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- D. The City will keep narrative and written log-type records of response actions. These records will form the basis for status reports to be submitted to the ACDEM and Idaho BHS, when requested.



## X. CONTINUITY OF GOVERNMENT

Disasters can have an adverse impact not only on the residential population, but also the local government. This impact may disrupt the ability of the city government to carry out executive, legislative, and other jurisdictional functions required to sustain operations. Continuity of Government (COG) planning is essential to ensure that the City can support the functions required throughout the response and recovery phases of a disaster. COG programs include, but are not limited to:

- Order of Succession
- Identification of alternate facilities
- Identification of critical tasks
- Protection of vital records/information systems

### Order of Succession

There may be instances when an individual who is designated as a leader may be unable to fill their leadership role. When the role is essential to the City's ability to complete its critical missions, a successor must be named to assume the duties and responsibilities of that role. In the event that any official of any political subdivision is unavailable, the powers of the position shall be exercised and duties shall be discharged by the designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes or until the official (or their deputy or a preceding emergency interim successor) again becomes available to exercise the powers and discharge their duties. Table 1 and 2 are the order of succession for specific positions in the City.

**Table 1: The City of Kuna Elected Officials Order of Succession**

<b>Key Position</b>	<b>Primary Successor</b>	<b>Secondary Successor</b>
<b>Mayor</b>	City Council President	Council Vice Chairman
<b>Council Vice Chairman</b>	Council Member	
<b>Council Member</b>	Appointment by Governor	



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**Table 2: The City of Kuna Appointed Officials Order of Succession**

<b>Key Position</b>	<b>Primary Successor</b>	<b>Secondary Successor</b>
<b>City Attorney</b>	Mayor	Council President
<b>City Clerk</b>	Deputy Clerk	
<b>Finance Director</b>	Mayor	Council President
<b>Fire Chief</b>	Assistant Fire Chief	On-Duty Officer or Designee
<b>Human Resources Director</b>	Mayor	Council President
<b>Information Technology Director - Mapping</b>	Troy Behunin, Planner	Tom Shaffer, Lead Sewer Treatment Operator I
<b>Police Chief</b>	Sergeant Briggs	Sergeant Olson
<b>Public Works Director – City Engineer</b>	Mayor	Clint DeYoung, Lead Water System Operator I

### Identification of Alternate Facilities

During a disaster, the normal place(s) where city operations occur may not be available. In this event, city personnel and activities will be conducted at the pre-identified back up facility. The City will conduct emergency and critical functions at the following alternate location(s):

**Table 3: Alternate Facilities**

<b>Critical Facility</b>	<b>Alternate Site</b>
<b>City Hall</b> 763 W Avalon St, Kuna, ID 83634	<b>North Wastewater Treatment Plant</b> 6950 N Ten Mile Rd, Meridian, ID 83642
<b>Department of Public Works</b> 6950 N Ten Mile Rd, Meridian, ID 83642	<b>City Hall, Water Office</b> 763 W Avalon St, Kuna, ID 83634

### Identification of Critical Tasks

Each city has critical tasks to complete on a daily basis. This may include collection of tax revenues, generation of payroll, maintenance of facilities, or other required tasks. Identification of the most critical tasks or processes in advance of a disaster will provide guidance to personnel in an emergency.

The top 3 critical tasks necessary for the City to reconstitute during a disaster are:

1. Setup and maintenance of CCC.



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2. Restoration and maintenance of water service.
3. Restoration and maintenance of sewer service.

### **Protection of Vital Records/Information Systems**

City leadership will require certain vital records during a disaster. Protection of, and access to, these records requires planning. Vital Records are the documents required to continue the mission of the city departments and agencies during and after a disaster. The records will assist in providing services both to internal city departments and external customers, such as citizens, contractors, other government entities. Example documents may include:

- This EOP
- Any other Continuity of Government / Continuity of Operations Plan
- Computer system back-ups/servers
- Order of Succession Ordinances or Resolutions
- Plans, policies, and procedures for critical processes
- Payroll information
- Emergency contact lists
- Contracts and leases
- Legal and financial records
- Insurance documents

Each city department's functional responsibilities and business needs are different. Department head's must document which records are vital and assign responsibilities for record preservation to appropriate staff.

#### **Vital Records Coordinator**

The City has assigned the role of Vital Records coordination to the Deputy City Clerk. The coordinator shall develop and deliver a brief report to the Mayor and City Council annually. The report should list the Vital Records identified by department, the responsible individual within the department charged with record preservation, and the method or plan for record availability in a disaster.

#### **Role of Department Heads**

Each department head shall create a list of Vital Records and develop an action plan to ensure availability of records during a disaster, which for Kuna is outlined in the City COOP documents. Records may be available via hard copy or electronic media. Any electronic media containing personally identifiable information shall be encrypted using current standards and policies.



## **XI. PLAN REQUIREMENTS, MAINTENANCE, AND DISTRIBUTION**

The maintenance and implementation of the City of Kuna EOP is the responsibility of the Mayor (who may delegate authority to make changes, but not the responsibility to affect those changes). The plan components will be reviewed and updated by the appropriate personnel annually or as significant changes are noted within the City. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes. Changes to the hazards and vulnerabilities of the City shall also warrant a review of this plan.

Annual training will be provided to appropriate City staff expected to participate in an emergency response. A record of this training will be retained by the City at the CCC. A just-in-time training should be available to personnel that may be assigned to the CCC outside of the annual training cycle.

This plan and its supporting materials are controlled documents. While distribution of the “Basic Plan” is allowable, additional supporting documentation that has been developed (such as notification lists, hazard-specific annexes, or personal information listings) are not considered to be available to the public. Distribution is based on a regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the Mayor or the designee. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” page near the front of this EOP. A receipt system will be used to verify the update process.

## **XII. AUTHORITIES**

The following state and federal laws authorize emergency management activity and form the legal basis for activities described in this plan.

### **A. State of Idaho**

- Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Idaho §46-10
- Idaho §46-1008 authorizes the Governor to direct and compel evacuations
- Post-Attack Resource Management Act, Idaho §67-55
- Fire Protection District Law, Idaho §31-14
- Emergency Interim Executive and Judicial Succession Act, Idaho §59-14
- Idaho Emergency Operations Plan, November, 2012
- Idaho Forestry Act, §38-Chapter 1
- Idaho Fire Code 2009, 104.11 and 104.11.1
- Idaho §31, 31-2229, Search and Rescue
- Idaho Code, Section 42-3808; provides for Emergency Waivers necessary to protect life and property
- Idaho Stream and Channel Protection Act, PL 92-500



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B. Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended
- Flood Control and Coastal Emergency Act, PL 84-99
- Emergency Management and Assistance, Code of Federal Regulations (CFR) 44
- Post-Katrina Emergency Management Reform Act of 2006
- Homeland Security Act of 2002
- Federal Land Policy & Management Act of 1976, 43 USC 1701
- Flood Disaster Protection Act of 1972, (as amended) PL 93 234
- National Flood Insurance Act of 1968, PL 90-448, as amended
- USA Patriot Act PL 107-56, USA Patriot Act, October 2001 (as amended)
- Pandemic and All-Hazards Preparedness Reauthorization Act of 2013, PL 113-5
- Pets Evacuation and Transportation Standards Act of 2006
- Americans with Disabilities Act of 1990, as amended
- National Dam Inspection Act of 1972, PL 92-367
- Dam Safety Act of 2006, PL 109-460 (pending reauthorization)



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## APPENDIX A: ACRONYMS

<b>ACDEM</b>	Ada County Department of Emergency Management
<b>ACS</b>	Auxiliary Communications Services
<b>BHS</b>	Bureau of Homeland Security (Idaho)
<b>CCC</b>	City Coordination Center
<b>COG</b>	Continuity of Government
<b>EAS</b>	Emergency Alert System
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>ESF</b>	Emergency Support Function
<b>FEMA</b>	Federal Emergency Management Agency
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>ISAWS</b>	Idaho State Alert and Warning System
<b>NIMS</b>	National Incident Management System
<b>PIO</b>	Public Information Officer
<b>VOAD</b>	Volunteer Organizations Active in Disasters



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## **APPENDIX B: GLOSSARY**

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**COMMAND POST (CP)** – The facility established at a safe distance from an incident site where the IC and the Command and General Staff, and technical representatives can make response decisions, deploy personnel and equipment, maintain contact with the media, and handle communications.

**EMERGENCY ALERT SYSTEM (EAS)** – Consists of broadcast stations and interconnecting services which have been authorized by the Federal Communications Commission to operate in a controlled manner during war, state of public peril or disaster, or other national emergency.

**EMERGENCY OPERATIONS CENTER (EOC)** - A location from which centralized emergency management can be performed, generally by civil government officials (municipal, county, state, and federal). The Ada County EOC is located in the basement at 7200 Barrister Drive, Boise, ID.

**GEOCAST** – An emergency reverse telephone notification system that allows users to geographically define notification areas and automatically call the homes and businesses in that area.

**INCIDENT COMMANDER (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. This IC must be appropriately trained in the Incident Command System.

**IDAHO STATE ALERT AND WARNING SYSTEM (ISAWS)** – The Idaho State Alert and Warning System is a modernization and integration of the nation's alert and warning infrastructure.

**MITIGATION** – Mitigation activities are those that eliminate or reduce the probability of disaster occurrence. They also include those long-term activities that lessen the undesirable effects of unavoidable hazards.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** – A system described in Homeland Security Presidential Directive – 5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.



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**PUBLIC INFORMATION OFFICER (PIO)** – The person responsible for the transfer of information to other agencies, the public, and/or the news media during the response phase of an incident. The PIO may be the IC or their designee.

**RESPONSE** – The efforts to minimize the hazards created by an emergency by protecting the people, the environment, and property and returning the scene to normal pre-emergency conditions.

**UNIFIED COMMAND (UC)** – An incident command system composed of designated agency officials, representing different legal authorities and functional areas of responsibility. UC uses a collaborative process to jointly determine incident objectives, priorities, and a single Incident Action Plan. One member of the UC is designated as spokesperson.



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## **APPENDIX C: DISASTER EMERGENCY CHECKLIST AND DISASTER DELCARATION**

### **Elected Official Emergency Checklist**

- Contact/locate Command Post/Incident Commander
- Assess the situation – size of affected area, property/infrastructure damage, number of dead or injured, and incident status
- Ensure staff & response force needs are met
- Prepare for convergence of media and spontaneous volunteers
- Ensure public is receiving accurate and timely information
- Ensure log of actions & financial transactions are kept
- Contact legal counsel, dept. heads, & ACDEM if necessary
- Declare Disaster Emergency if required (see below for declaration process)
- Request activation of Emergency Operation Center if necessary
- Report to Emergency Operation Center when activated
- Receive briefing for elected officials, agency/jurisdiction heads, and PIO
- Provide strategic guidance – focus on broad situation
- Set priorities between incidents and associated resource allocations
- Authorize overtime & emergency expenditures as required
- De-conflict agency policies
- Delegate necessary authority to Incident Commander

### **Disaster/Emergency Declaration Guide**

- Idaho Statutes, Title 46, Chapter 10
- Declaration must be signed by jurisdiction Chief Elected Official, and expires within 7 days unless renewed by governing body. Declaration template on following pages.
- Must be given prompt and general publicity & filed with local county recorder
- Provides limited immunity for emergency actions of public employees
- Authorizes issuance of orders and regulations to protect life and property (e.g., establish curfews, suspend public events, ration water, etc.)
- Activates emergency plans
- Eases purchasing and contracting restrictions, removes requirement to seek competitive bids.
- Allows jurisdiction to suspend non-emergency functions and fully commit resources and personnel to the disaster
- Allows critical equipment to be commandeered
- Declaration is required for reimbursement of extraordinary emergency costs & funds to repair damaged public facilities



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## **MAYOR'S LOCAL DISASTER EMERGENCY DECLARATION OF IMMINENT THREAT**

**WHEREAS**, Idaho Code § 46-1011 allows the mayor of a city to declare a local disaster emergency; and

**WHEREAS**, Idaho Code § 46-1002(3) defines disaster as the “imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade cause, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action and including acts of terrorism;” and

**WHEREAS**, the imminent threat of widespread and severe damage or loss of property in the city as a result of a \_\_\_\_\_ constitutes a “disaster”; and

**WHEREAS**, a declaration activates the response and recovery aspects of applicable local or intergovernmental disaster emergency plans for the furnishing of aid and assistance; and

**WHEREAS**, Idaho Code § 46-1002(4) provides that an “emergency” includes the imminent threat of a “disaster” or condition threatening life or property which requires state emergency assistance to supplement local efforts to protect property or avert or lessen the threat of “disaster;” and

**WHEREAS**, an emergency exists because a \_\_\_\_\_ disaster is imminent and threatens life and property in the City of Kuna and requires state emergency assistance to supplement local efforts to protect life and property; and

**WHEREAS**, Idaho Code § 67-2808 authorizes the Council of the City of Kuna to declare an emergency and that the public interest and necessity demand the immediate expenditure of public money without compliance with formal bidding procedures; and

**WHEREAS**, an emergency declaration must be filed with the county recorder’s office and “given prompt and general publicity.”

**NOW THEREFORE**, the Mayor of the City of Kuna does hereby declare:

That a local disaster emergency exists and that all efforts will be made to protect the citizens and property of the City of Kuna through activation of all local disaster emergency plans and state emergency assistance; and

That this Local Disaster Emergency shall expire within seven (7) days unless the City Council expressly authorizes the continuance of such Declaration; and



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That this Declaration of Local Disaster Emergency Declaration of Imminent Threat (“Declaration”) shall be promptly filed with the Ada County Recorder’s Office; and

That prompt and general publicity shall be given by a press release notifying the public of this Declaration.

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.  
(date) (month) (year)

\_\_\_\_\_  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**



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## **APPENDIX D: ADA COUNTY EMERGENCY OPERATIONS CENTER**

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### **Ada County Emergency Operations Center (EOC)**

Ada County maintains an emergency operations center (EOC), located at 7200 Barrister Drive, Boise. Ada County Department of Emergency Management (ACDEM) manages the EOC. The facility is located in the same building with the Ada County Sheriff's Office 9-1-1 Emergency Communications Center. The EOC may be activated to support a city response, an event that affects multiple jurisdictions, a county-wide event, or an event that affects the region or state. Employees and volunteers from various local, county, regional, and state entities are called upon to staff the County EOC.

The Ada County EOC supports emergency and disaster response preparation, response activities, information coordination, and recovery actions. The EOC uses the emergency support functions (ESF) format employed by the state and federal government to group common activities and tasks in appropriate groups. The ESF format allows for easier integration into the state and federal emergency response system.

#### **Emergency Support Functions (ESF)**

ACDEM uses the following ESFs for operations within the Ada County EOC. The information below describes the ESF positions that may be used when the Ada County EOC expands to meet the coordination needs of an incident. Until the time when an ESF is activated, the responsibility of that position falls to the appropriate ICS Section Chief or the EOC Manager.

##### **a. Transportation (ESF # 1A and 1B):**

The ESF 1 Transportation positions provide coordination for all aspects of transportation-related support as it relates to an incident. This includes support for evacuation, coordination, and prioritization for transportation-related infrastructure; restoration and equipment support; and coordination for the movement of large numbers of people from point to point.

##### **b. Communications (ESF # 2):**

The ESF 2 Communications position supports a variety of communications functions within the jurisdiction. These functions may include radio systems, telephone, computer networks, satellite communications, and critical data links.

##### **c. Public Works and Engineering (ESF # 3):**

The ESF 3 Public Works and Engineering position provides coordination for engineering and public works support services. These tasks include (but are not limited to) engineering evaluations for infrastructure, damage assessments, repair of essential services, planning, and repair and restoration of sewer and water services.



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**d. Firefighting (ESF # 4):**

The ESF 4 Firefighting position coordinates all firefighting activities within the jurisdiction in response to an incident or event. Activities may include operational coordination of fire department assets, route alerting, coordination with evacuation, and the tracking of incident-specific equipment and needs.

**e. Emergency Management (ESF # 5):**

The ESF 5 Emergency Management position coordinates the collection, analysis, and distribution of information pertaining to a potential or actual emergency or disaster in an attempt to enhance preparedness, response, and/or recovery. In addition, the role of the ESF 5 position is to support and coordinate field response units prior to, during, and following an incident.

**f. Mass Care, Housing, and Human Services (ESF # 6):**

The ESF 6 Mass Care, Housing, and Human Services position supports the delivery of programs that provide sheltering, feeding, and emergency aid distribution following an incident. The position supports both the residential population impacted by the disaster and also the first responders mobilized to support the disaster response.

**g. Resource Support (ESF # 7):**

The ESF 7 Resource Support position supports agencies in the coordination of logistical needs including equipment, services, personnel, and facility needs. The position also provides resource support prior to, during, and following an incident.

**h. Health/Medical (ESF # 8A and 8B):**

The ESF 8 Health/Medical positions support the health and medical assistance functions for residents and responders within the jurisdiction. Assistance may include medical care, disease prevention, and psychological support.

**i. Urban Search and Rescue (ESF # 9):**

The ESF 9 Urban Search and Rescue position supports the search and rescue functions in all phases of emergency management in response to all hazards throughout a jurisdiction.

**j. Oil and Hazardous Materials Response (ESF # 10):**

The ESF 10 Oil and Hazardous Materials Response position provides coordination for the management of any emergent hazardous materials spill and/or any other unanticipated release of product.

**k. Agriculture and Natural Resources (ESF # 11):**

The ESF 11 Agriculture and Natural Resources position coordinates jurisdictional, regional, state, and federal responses to incidents that impact or potentially impact animals, crops, and (in specific instances) the water supply. Responsibilities include response coordination for



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disease outbreaks within animal populations, plant disease outbreak response coordination, and the safety and security of the commercial food and water supply.

**l. Energy (ESF # 12):**

The ESF 12 Energy position coordinates the effective and efficient use of available electrical, telecommunications, gas, petroleum, Internet, and water resources to meet the needs of the first responders, residents, and the businesses within a jurisdiction.

**m. Public Safety and Security (ESF # 13):**

The ESF 13 Public Safety and Security position provides coordination and support for law enforcement, public safety, and security resources.

**n. Long-Term Community Recovery and Mitigation (ESF # 14):**

The ESF 14 Long-Term Community Recovery and Mitigation position coordinates a community recovery process following adverse physical, economic, and/or environmental impacts of a disaster. This recovery may be short- or long-term.

**o. External Affairs (ESF #15)**

The ESF 15 External Affairs position coordinates the release of public information in an effort to minimize the loss of life and property before, during, and after an incident. This position coordinates with the ESF 15 staff members at the ACDEM EOC as well as public information officers in surrounding cities, states, and private agencies.





**CITY OF KUNA**  
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GORDON N. LAW  
CITY ENGINEER

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## MEMORANDUM

TO: Mayor Nelson and Members of City Council

FROM: Gordon N. Law  
Kuna City Engineer

RE: City Construction and Planning Projects  
January 2014

DATE: February 26, 2014

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REQUEST: **FYI**

The city has a number of capital and planning projects budgeted for 2014 and in various stages of progress at present. Some projects may ultimately affect traffic mobility or temporarily inconvenience neighborhoods and Mayor and Council may receive comments and questions concerning them. Other projects are simply included for informational purposes. This memo is intended to give a short review of each project.

1. **Test Well (# 3 / 11)** – This project is for the purpose of developing a higher quality potable well to replace Well 3 (Butler) and the conversion of Well 3 to irrigation purposes. The test well is complete, samples are being collected from the various aquifers and will be analyzed over the next 3 weeks. The pump column from Well 3 has been pulled, the casing examined, and two holes found which appear to be repairable. It is also possible the two holes were allowing chemically incompatible water to mix with the potable water creating foul tastes and odors. Once the casing is repaired, the matter will be examined, and if so, it may be possible to save Well 3 as a potable well. This would delay the need to drill Production Well 11. Further information will be provided as it becomes available. The City Attorney has filed an application for Well 3 / 11 to be a point of diversion for our 18 cfs water right.
2. **Well 6 Rehab** – The pumping plant failed in January making it advisable to video camera the well while the pumping column was out of the hole. The video results showed the well was infected with an aggressive biological growth. The well has been scraped, bailed, treated with a strong disinfectant and then video inspected a second time. It was determined the growth was not attacking the steel casing. A replacement pumping plant is in the process of being reinstalled.

3. **2014 PI Line Extensions** – This project is for the extension of PI lines on Boise Street (unopened) from Orchard to Kay and on School Street from Sandbox to Sunwood. The consultants are in the final stages of design in preparation for bidding. The City intends to construct in the spring.
4. **Butler PI Project** – This project is intended to extend PI mains to as many customers as desire it in Butler Subdivision. The first two clusters of homes are connected and extension of service to the third cluster is in progress. The crossing of Trini Street has been bid and the resumption of Construction is awaiting suitable spring weather.
5. **2014 Water Line Extensions** – This project is for the extension of water lines on Titan (unopened) from Park Avenue to Owyhee Avenue and on Linder Street from Hillgreen to Quaking Aspen. The consultants are in the final stages of design in preparation for bidding. The City intends to construct in the spring.
6. **Greenbelt East** – This project extends the greenbelt along Indian Creek from Swan Falls Road east toward Orchard. The site has been grubbed and cleared and the irrigation main has been started. Funding from an RCD Grant is still being secured. ACHD has agreed to pave the pathway. Funding for Orchard Street improvements is also being secured. Construction is awaiting funding and suitable spring weather.
7. **Greenbelt Irrigation Main** – This project extends a PI Main from Swan Falls eastward to irrigate the new greenbelt. The design of the Greenbelt portion of the project has been completed and design of the Orchard portion is in progress. Design of the connection westward into the main park has not commenced. Rock has been a significant issue and the city is awaiting bids for sawing a trench through the rock. Some construction has commenced and other construction is awaiting suitable spring weather.
8. **Indian Creek Pump Station** – This project is to re-start an abandoned irrigation pump station to water Bernie Fisher Park, existing greenbelt and new additions to greenbelt areas. A formal request has been submitted to Boise Project to re-start the station and the City is preparing a Corps of Engineers Permit request.
9. **Pizza Hut Park Extension** – This project is to install irrigation main, sprinklers and turf in the undeveloped park area south of Pizza Hut. The irrigation main and sprinklers are in plan review. Parts have been purchased and are in stock awaiting suitable spring weather.
10. **Indian Creek Garden** – Not started.
11. **Fine Screen Project** – This project is to install a secondary fine screen at the NWWTP to protect its membranes from fibers and other trash. The fine screen unit has been ordered and final design is at 90% completion review.
12. **Pond 7 Blower Replacement** – The purpose of this project is replace an inefficient unreliable roots-type positive displacement blower with an energy efficient turbo-type blower. The funding for this project will come from an Idaho Power Grant if the power savings are justified. The city is in the process of completing an energy savings audit to justify the grant.
13. **Mobile Mapping Project** – This project makes maps and plans available to staff in the field electronically through smart phones and tablets. Implementation is complete and staff is awaiting the ordering of suitable tablets.

14. **SCADA Upgrade** – This project is intended to improve the gathering and presentation of operational data to assist in the proper management of our piping and pumping systems. Our specialty Contractor has gathered the equipment and software and is commencing installation.
15. **Autoclave Acquisition** – This project is the purchase of equipment for the City’s NWWTP lab for analyzing biological samples. The City has requested and is awaiting supplier bids.
16. **West Avalon Gateway Project** – ACHD is in design review for the project.
17. **Main / 3<sup>rd</sup> Roundabout** – This project is intended to replace the delta-configuration of the intersection with a roundabout. ACHD is in preliminary design of the project.
18. **Linder / Deer Flat Intersection** – This project is intended to construct intersection improvements. ACHD is in the “Concept Report” stage of the project.
19. **Vehicle Inventory Control** – Not started.
20. **Document Storage Software** – In the process of Vendor selection.
21. **Water Master Plan Amendment** – Not started.
22. **Greyhawk Subdivision #2** – Infrastructure construction is in progress.
23. **Crimson Point Subdivision #6** – Infrastructure construction is in progress.
24. **Arbor Ridge Subdivision #2** – Construction plans approved and awaiting construction.
25. **Silver Trail Subdivision #1** – Construction plans approved and awaiting construction.
26. **The Villas at Crimson Point** – Construction plans are in review.
27. **Arbor Ridge Subdivision #3** – Awaiting submission of construction plans for City review.