

OFFICIALS

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



CITY OF KUNA

Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho

City Council Meeting AGENDA Tuesday, January 19, 2016

7:00 P.M. REGULAR CITY COUNCIL

1. **Call to Order and Roll Call**
2. **Invocation:** Karen Hernandez, United Methodist Church
3. **Pledge of Allegiance:** Mayor Stear
4. **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 Business or as instructed by the City Council.

- A. City Council Meeting Minutes: Regular City Council Minutes, January 5, 2016
- B. Accounts Payable Dated January 14, 2016 in the Amount of \$292,514.73
- C. Finding of Facts and Conclusions of Law:

Consideration to Approve 15-02-S, Journey's End Subdivision: Preliminary Plat to create a 145 lot residential subdivision containing 87 single family lots, 20 townhome lots, 25 multi-family (four-plex) lots and 13 common lots. Trevor Kesner, Planner II

- D. Consideration to re-adopt Ordinance 2015-12, Idaho Power Franchise Agreement with summary publication – Richard Roats, City Attorney

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

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

- A. Consideration to approve submission of two grants to Idaho Department of Parks and Recreation – Chris Engels, City Clerk

7. Business Items:

- A. Consideration to Approve 15-05-LLA – Lot line Adjustment for P&F Development – Trevor Kesner, Planner II

Applicant/Representative seeks approval to adjust the property line between lots 9 and 10, Mineral Springs #2; in order to establish a more appropriate building envelope for construction of a future residential structure on lot 10.

- B. Consideration to Approve Resolution R04-2016 Adopting Amendments to the City of Kuna Comprehensive Plan – Wendy Howell, P & Z Director

A RESOLUTION OF THE KUNA CITY COUNCIL KUNA, IDAHO ADOPTING AMENDMENTS TO ITS COMPREHENSIVE PLAN ENTITLED 2015 COMPREHENSIVE PLAN FOR THE CITY OF KUNA, IDAHO; AFFIRMING THAT THE PRESCRIBED NOTICE AND HEARING REQUIREMENTS WERE MET IN ACCORDANCE WITH TITLE 67, CHAPTER 65, IDAHO CODE; AND PROVIDING AN EFFECTIVE DATE.

- C. Consideration to Approve Resolution R05-2016 Naming the W. Greg Nelson Greenbelt – Richard Roats, City Attorney

A RESOLUTION OF THE CITY OF KUNA, IDAHO NAMING THE CITY OF KUNA, IDAHO GREENBELT THE “W. GREG NELSON GREENBELT” IN HONOR OF HIS YEARS OF PUBLIC SERVICE TO THE CITY OF KUNA, IDAHO, AND HIS COMMITMENT TO THE YOUTH IN THE COMMUNITY.

- D. Consideration to Approve Resolution R06-2016 Adopting the Personnel Manual – Richard Roats, City Attorney

A RESOLUTION OF THE KUNA CITY COUNCIL, KUNA, IDAHO APPROVING AND ADOPTING THE CITY OF KUNA, IDAHO PERSONNEL MANUAL (VERSION JANUARY 2016); AND REPEALING ALL PREVIOUS PERSONNEL MANUALS AND/OR RELATED PERSONNEL POLICIES AND PROCEDURES; AUTHORIZING THE MAYOR TO EXECUTE THE MANUAL, AND THE CITY CLERK TO ATTEST TO THE SAME; AND PROVIDING AN EFFECTIVE DATE.

8. Ordinances:

- A.** *First Reading* of Ordinance 2016-01 Idaho State Land Department Lands and Blevins Annexation – Troy Behunin, Senior Planner

Consideration to waive three readings

Consideration to approve ordinance

Consideration to approve a summary publication of the ordinance

AN ORDINANCE ANNEXING CERTAIN REAL PROPERTY, TO WIT: PARCEL NUMBER S1427314800 AND PARCEL NUMBER S1427325560; SITUATED IN THE UNINCORPORATED AREA OF ADA COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA, TO THE CITY OF KUNA, IDAHO; ESTABLISHING THE ZONING CLASSIFICATION OF SAID REAL PROPERTY; DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

- B.** *First Reading* of Ordinance 2016-02 Heimbuch Annexation – Troy Behunin, Senior Planner

Consideration to waive three readings

Consideration to approve ordinance

Consideration to approve a summary publication of the ordinance

AN ORDINANCE ANNEXING CERTAIN REAL PROPERTY, TO WIT: PARCEL NUMBER S1428111000; SITUATED IN THE UNINCORPORATED AREA OF ADA COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA, TO THE CITY OF KUNA, IDAHO; ESTABLISHING THE ZONING CLASSIFICATION OF SAID REAL PROPERTY; DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

- C.** *First Reading* of Ordinance 2016-03 Falcon Crest, LLC Annexation – Troy Behunin, Senior Planner

Consideration to waive three readings

Consideration to approve ordinance

Consideration to approve a summary publication of the ordinance

AN ORDINANCE ANNEXING CERTAIN REAL PROPERTY, TO WIT: PARCEL NUMBER S1422336000; SITUATED IN THE UNINCORPORATED AREA OF ADA COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA, TO THE CITY OF KUNA, IDAHO; ESTABLISHING THE ZONING CLASSIFICATION OF SAID REAL

PROPERTY; DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

- D.** *First Reading* of Ordinance 2016-04 Employee Background Check Amendment – Richard Roats, City Attorney

Consideration to waive three readings

Consideration to approve ordinance

Consideration to approve a summary publication of the ordinance

AN ORDINANCE AMENDING KUNA CITY CODE 1-16-1, ET SEQ. TO SET FORTH THE PRACTICE AND PROCEDURE FOR OBTAINING, REVIEWING AND MAKING AN ADVERSE DECISION RELATED TO AN APPLICANT OR EMPLOYEE’S CRIMINAL HISTORY; PROVIDING FOR A SEVERANCE CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

- E.** *First Reading* of Ordinance 2016-05 Repealing Kuna City Code 1-8-1 – Richard Roats, City Attorney

Consideration to waive three readings

Consideration to approve ordinance

Consideration to approve a summary publication of the ordinance

AN ORDINANCE OF THE KUNA CITY COUNCIL, KUNA, IDAHO REPEALING KUNA CITY CODE (KCC) 1-8-1 PURCHASING PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.

9. Mayor/Council Discussion Items:

10. Announcements:

11. Executive Session:

12. Adjournment:

OFFICIALS

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



CITY OF KUNA

Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho

**City Council Meeting
MINUTES
Tuesday, January 5, 2016**

7:00 P.M. REGULAR CITY COUNCIL

1. Call to Order and Roll Call

COUNCIL MEMBERS PRESENT: Mayor W. Greg Nelson
Council President Richard Cardoza
Council Member Briana Buban-Vonder Haar
Council Member Pat Jones
Council Member Joe Stear

CITY STAFF PRESENT: Richard Roats, City Attorney
Chris Engels, City Clerk
Wendy Howell, P & Z Director
Bob Bachman, Facilities Director
Bobby Withrow, Parks Director
Gordon Law, City Engineer
Linda Mayhugh, Deputy Treasurer

2. Invocation: Marcus Omdahl, New Beginnings Christian Church

3. Pledge of Allegiance: Mayor Nelson

Consideration to Amend the Agenda
(Council must move to amend the agenda per IC 74-204(4)(b))

Deputy Treasurer Linda Mayhugh has requested to amend the agenda that was originally posted on December 31, 2015 to change item 4B with a new amount of \$258,517.88

City Clerk was notified of the request on Tuesday, January 5, 2016.

**Council Member Buban-Vonder Haar moved to approve the agenda as amended.
Seconded by Council Member Stear with the following roll call vote:
Voting Aye: Council Members Cardoza, Jones, Buban-Vonder Haar and Stear
Voting No: None
Absent: None**

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. 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.

Motion carried 4-0.

4. Consent Agenda:

(Timestamp 00:04:23)

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 Business or as instructed by the City Council.

A. City Council Meeting Minutes:

- 1. Employee Insurance Workshop Minutes, December 15, 2015**
- 2. Regular City Council Minutes, December 15, 2015**

B. Accounts Payable Dated December 31, 2015 in the Amount of \$231,906.71

Council Member Stear moved to approve the consent agenda. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:

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

Voting No: None

Absent: None

Motion carried 4-0.

A. Recognition Plaque for Council Member Stear – Mayor Nelson

B. Recognition Certificate for Mayor Nelson – Council President Cardoza

Mayor Nelson said he appreciates the sentiment. The 24 years he has served as Mayor has been a pleasure and he takes pride in where Kuna is today and how we got there. Mayor Nelson is confident Joe will lead us to even better heights.

C. Swear in Newly Elected Officials – Joe Stear, Briana Buban-Vonder Haar, Greg McPherson

D. Recess for Change of Mayor and Council



OFFICIALS

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

CITY OF KUNA

Kuna City Hall Council Chamber, 763 W. Avalon Street, Kuna, Idaho

City Council Meeting

MINUTES

Tuesday, January 5, 2016

A. Reconvene Council Meeting

(Timestamp 00:12:38)

B. Roll Call and Call to Order

COUNCIL MEMBERS PRESENT:

Mayor Joe Stear
 Council President Pat Jones
 Council Member Richard Cardoza
 Council Member Briana Buban-Vonder Haar
 Council Member Greg McPherson

CITY STAFF PRESENT:

Richard Roats, City Attorney
 Chris Engels, City Clerk
 Wendy Howell, P & Z Director
 Bob Bachman, Facilities Director
 Bobby Withrow, Parks Director
 Gordon Law, City Engineer
 Linda Mayhugh, Deputy Treasurer

C. Elect Council President

Mayor Stear asked for nominations to elect a Council President.

Council Member Buban-Vonder Haar nominated Council Member Jones as Council President, Seconded by Council Member Cardoza.
 Motion carried 4-0

5. Citizen's Reports or Requests:

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

- A. Consideration to approve Case 15-02-S, Journey's End Subdivision – Trevor Kesner, P & Z Planner
(Timestamp 00:13:45)

Applicant requests approval of a Preliminary Plat to create a 145 lot residential subdivision (Journey's End). The applicant proposes to develop 87 single family lots, 20 townhome lots, 25 multi-family (four-plex) lots and 13 common lots in seven (7) phases of development, which will be driven by the consumer market.

P & Z Planner Trevor Kesner explained to Council the details of the project and the applicant meets all requirements. Staff recommends approval based on the staff report.

Support:

Steve Arnold with A Team Land Consultants representing the project indicated Mr. Kesner covered all the basics of the project. Mr. Arnold reviewed the project in further detail and described the intent of the project. He stood for questions.

Council Member Buban-Vonder Haar asked if there was a specific builder.

Mr. Arnold said it would be a mix of builders. There will be an architectural committee and builders will need approval from the committee.

Council Member Buban-Vonder Haar asked about the size of the homes.

Mr. Arnold responded there would be a range of 1400 sq. ft. to 3000 sq. ft.

Council Member Cardoza asked who would landscape and pave the greenbelt.

Mr. Arnold said the developer will provide the landscaping to city standards.

Council President Jones asked if there would be garages on the four-plex homes and what size they would be.

Mr. Arnold responded yes, a mix of single and double car with additional parking available at the clubhouse as well as on street parking.

Council President Jones wanted to confirm the two adjoining HOA's would be working together on parking.

Mr. Arnold confirmed they are working together and would continue to do so.

Council President Jones asked for clarification on the amount of the greenspace; the amount listed in a letter from June 12th and on the application is 5.65 acres but the staff report lists 7.54 acres.

Mr. Arnold wasn't sure and explained how the amount was calculated.

Council President Jones asked Mr. Arnold about turn arounds on Kay St and Sailer Place.

Mr. Arnold said they are working with ACHD. ACHD has added a condition to put a turnaround on Kay St but does not believe there is one on Sailer Place.

Against:

Neutral:

Mayor Stear closed the public hearing.

Council President Jones asked Mr. Kesner about city code 6.4.2 requiring a staging location for busses. He knows this has been discussed in P & Z meetings and in Council meetings. He asked if this could be looked into before the final stage.

Mr. Kesner said that staff would be happy to provide the information. He further explained there are continued conversations in reference to the matter. Mr. Kesner also asked if he could address Council President Jones previous question about open space. He explained on the preliminary plat in the upper right corner there is a breakdown under site details with notations regarding the open space.

Council President Jones asked about lot 13 being a flag lot with a 100 foot drive way. He doesn't know where the fire hydrant is located and if that is a safety issue.

Mayor Stear explained accesses are looked at along with hydrants placed a certain distance apart. He assumes the fire department has looked at the plans.

Mr. Arnold provided the location of the fire hydrant and that the distance meets the fire code.

Council Member Cardoza said he has concerns with the intersection of Kay and Avalon and isn't sure why ACHD doesn't view that as a major intersection.

Mr. Arnold said they did a traffic study that included this development as well as Merlin Point. The through traffic on Avalon doesn't warrant a signal light at this time. There are plans for a traffic signal in the future.

Council Member Buban-Vonder Haar moved to approve Case 15-02-S. Seconded by Council President Jones with the following roll call vote:

Voting Aye: Council Members Cardoza, Jones, Buban-Vonder Haar and McPherson

Voting No: None

Absent: None

Motion carried 4-0.

7. Business Items:

- A. Consideration to Approve Resolution R01-2016 Awarding Bid for Pond 7 Blower Room and Air Piping Modifications Project to the Challenger Companies, Inc. – Gordon Law, City Engineer
(Timestamp 00:22:13)

City Engineer Gordon Law explained the bids received and recommends the less expensive bid and approval of the resolution. The low bidder has done work for the city before.

RESOLUTION AWARDING BID FOR THE POND 7 BLOWER ROOM AND AIR PIPING MODIFICATIONS PROJECT TO THE CHALLENGER COMPANIES, INC. IN THE AMOUNT OF \$8,795.00; DIRECTING EXPENDITURE OF FUNDS OF \$8,795.00 FROM THE SEWER FUND FOR SAID PROJECT; AND AUTHORIZING THE MAYOR, CITY CLERK AND CITY ENGINEER TO EXECUTE CONTRACT DOCUMENTS WITH SAID BIDDER.

Council President Jones moved to approve R01-2016. Seconded by Council Member Buban-Vonder Haar. Motion carried 4-0.

- B. Consideration to Approve Resolution R90-2015 Awarding Bid for Butler Standby Generator to EC Power Systems – Gordon Law, City Engineer
(Continued from 12.15.2015 City Council Meeting)
(Timestamp 00:24:02)

City Engineer Gordon Law explained this was discussed at a previous meeting. Council requested further research on the John Deere customer feedback. Mr. Law checked with other municipalities/companies and received successful installation reports. The second item requested by Council was an indemnity clause in the contract. City Attorney Richard Roats has been working with EC Power Systems on that item.

Mr. Roats explained the revisions were received late yesterday. All the terms requested by the city were accepted.

RESOLUTION AWARDING BID FOR THE BUTLER WELL SITE STANDBY GENERATOR TO EC POWER SYSTEMS IN THE AMOUNT OF \$57,591.00 FOR THE PURCHASE OF A REPLACEMENT STANDBY GENERATOR; DIRECTING EXPENDITURE OF FUNDS OF \$57,591.00 FROM THE WATER FUND FOR SAID PROJECT; AND AUTHORIZING THE MAYOR, CITY CLERK AND CITY ENGINEER TO EXECUTE CONTRACT DOCUMENTS WITH SAID BIDDER.

**Council President Jones moved to approve R90-2015. Seconded by Council Member Buban-Vonder Haar.
Motion carried 4-0.**

- C.** Request for a Wastewater Reuse Workshop – Gordon Law, City Engineer
(Continued from 12.15.2015)
(Timestamp 00:27:50)

City Engineer Gordon Law said the matter is from a previous meeting. This workshop would be about issues surrounding reusing wastewater and the permit we received.

Mayor Stear said that he has had success using committees in the past rather than workshops. Two council members could sit in on the committee and work with staff.

Council Members Buban-Vonder Haar and Cardoza volunteered to serve on the committee.

Mayor Stear asked Council Members Buban-Vonder Haar and Cardoza to work out a time with Mr. Law to begin the process.

- D.** December Construction Report – Gordon Law, City Engineer
(No Action Required)
(Timestamp 00:29:42)

City Engineer Gordon Law stood for questions regarding the Construction Report.

Mayor Stear asked Council if they wanted to see this on agenda or would they prefer to receive the report and ask questions if needed during the discussion portion of the agenda. Council agreed to just receive the reports outside of Council meeting.

Council Member Cardoza asked Mr. Law if the membranes at the Treatment Plant clog or wear out. Or, are they replaced on a maintenance schedule?

Mr. Law responded they do deteriorate but they try to replace them on a maintenance schedule.

- E.** Final approval of Personnel Manual pending ICRMP review – Richard Roats, City Attorney
(Timestamp 00:31:42)

Resolution will follow after ICRMP review

City Attorney Richard Roats explained the manual contains edits and corrections as directed by Council in previous meetings. Mr. Roats has the numbers on vacation accrual. There were some options discussed at the last Council meeting. Direction needs to be given on excess accrual of vacation and payout.

If 120 hours of overage were placed in a bucket, the balance payout would be \$122,000. 30% of that cost would be general funds; the balance would be enterprise funds.

Council Member Buban-Vonder Haar asked if the numbers were included in the packet.

Mr. Roats said they were not; he just received them this evening.

Council President Jones has a concern about the verbiage in section 12.2.2. He would like a time limit for reserving time in the bucket.

Mayor Stear said he understands Council President Jones' point.

Mr. Roats asked if Council wanted two buckets with 120 hours in one and the excess amount in the other bucket to be paid off over time effective March 1, 2016.

Council was agreeable to that process.

Mr. Law confirmed the amount included FICA and PERSI.

Mr. Roats confirmed it did.

Mr. Roats said the next item was the uniform policy and boot policy. He explained the issues of boots, how long they last and safety concerns. Mr. Roats also stated he had made changes that gave more discretion to Directors for purchasing decisions. He met with the public works employees and learned that they purchased higher quality coats to last 3 or 4 years as opposed to replacing them yearly.

Council Member Buban-Vonder Haar said that she didn't receive a track changes copy of the policy so she didn't know which changes to review.

Mayor Stear explained the changes don't necessarily need to be made to the personnel manual. There is a Department policy draft that addresses how the money is to be spent. He feels there are enough variables, it is best to leave it as a Department policy and allow the Directors and supervisors to work on that policy in a committee then put it in place.

Council Member Buban-Vonder Haar said she is not on board with section 18.2 because it has not been discussed. What has been discussed was not what is she is looking at now.

Mr. Roats responded he took the Department policy and incorporated it into section 18.2.

Council Member Buban-Vonder Haar said that policy listed dollar amounts and is nothing like what is in this section.

Mr. Roats responded the thought was to allow Directors to determine what was appropriate. Setting a budgeted amount allows Directors discretion to provide employees appropriate items as their duties determine.

Council Member Buban-Vonder Haar suggested that policies such as this be added as addendums at the end of the personnel manual including all Department policies.

Mr. Roats said that was the intent of Section 18. All Department policies will be added under that section to allow policies to be adopted without having to amend the entire manual.

Council President Jones would like to have a committee for the uniform and safety boot policy as Mayor Stear recommended and provide a copy of the manual to ICRMP for review with the current uniform and safety boot policies. Those policies can be amended at a later date.

City Engineer Gordon Law was agreeable with Council President Jones suggestion to use the current boot and uniform policy and move forward with those in place until a committee can review them.

Council Member Buban-Vonder Haar pointed out several corrections that were needed. She asked Mr. Roats about the personal vehicle reimbursement.

He explained if a city vehicle not available there would be a reimbursement for personal vehicle use. It had also been mentioned that there were instances when a personal vehicle may be more appropriate such as in winter driving conditions.

Council President Jones explained his thought is that if there is a city vehicle available and there is no inclement weather, personal vehicle use would not be reimbursed.

- F.** Consideration to Approve Resolution R91-2015 Employee Health Insurance Plan –
Linda Mayhugh, Deputy City Treasurer
(Timestamp 01:06:44)

Deputy City Treasurer Linda Mayhugh explained the city has covered the employees but not the dependents in the past. The recent rate increase from Regence for just the employee coverage would not allow the city to stay within budget. She reviewed the various costs and surveys. The rates on the policy are only good until the end of the month. She stood for questions.

Mayor Stear stated a discrepancy came from the Regence plan numbers; they were reflecting 1 month when in reality it should have been 4 months, which was why new numbers were provided this afternoon. Options have been presented to Council; his preference is to help employees as much as possible on dependent coverage so they are able to afford health care for their families.

Council Member Buban-Vonder Haar said there had been previous input that all the money budgeted had to spent. She does not agree. The crucial point is the benefits received not the amount being paid for the benefits. She prefers to maintain the same benefit from year to year. Her preference is to cover 100% for employees under the signature option and if employees choose the HSA option, the difference in the premium costs would be deposited in the employee HSA account. She also suggested providing 50% coverage for dependents.

Ms. Mayhugh commented that in the May Council minutes Council stated that the saved money would go toward dependent coverage and that was why the proposed premise was provided.

Council Member Cardoza stated he wished the documents had been provided before this afternoon. Is there a reason why the documents were not provided earlier?

Ms. Mayhugh explained she did not see the numbers until last week when the Council packet was sent out. She found what she felt was an error and did not want to act until she spoke with City Treasurer John Marsh who is on vacation. They were able to speak this afternoon.

Council Member Cardoza if Council is strictly looking at one plan or an option of 2 plans.

Mayor Stear clarified this would be a dual option for employees. This is the kind of matter that would benefit from a committee and would benefit from Council Member Cardoza's expertise. He would like to take a closer look at this next year.

Council Member Cardoza supported the 50% dependent coverage for the first year.

Mayor Stear explained how the surveys were done and supports a higher dependent coverage. It should be made clear to employees that percentage could change or decrease in the future.

Council President Jones supports the 50% dependent coverage. He is concerned that the surveys are not correct. He is concerned about the potential costs for employee's vision and dental coverage and will they want to look at a percentage of dependent coverage there as well. He is also concerned about the budget. He would rather err on the side of caution and stay within the budget.

Council Member McPherson said that he does not have the information discussed at previous meetings but has been observing the employees in attendance reactions. He feels he needs to do some homework to know why employees are upset about the options.

Council President Jones said he can respect Council Member McPherson's feeling. He explained that being a Council Member is a balancing option. He suggested start with the 50% and see how many people sign up.

Council Member Buban-Vonder Haar said the memo included in the Council packed requested the \$3.95 employee administration fee be determined. Would it come out of the employer contribution or in addition to the employer contribution?

Council Member Cardoza asked if each of the employees in attendance could be given 3 minutes to speak.

Council President Jones was concerned that all the employees won't have the opportunity to speak, only those in attendance. That would not be right.

Council Member Cardoza said if Council is going to make a decision tonight or table the discussion and stay with Regence. The employees made an effort to attend to hear Council; Council has an obligation to listen to them.

Council President Jones said his concern is there are other employees that were not aware they would be able to speak at the meeting. He feels Council can make the right decision based on the information presented.

Council Member McPherson clarified; Council could table the subject and stay on Regence until October or Council can make a decision for the dual option plan and look at other options that may be available for next year.

P & Z Director Wendy Howell asked if it could be decided next month to start a health plan in March.

Ms. Mayhugh responded the quote will expire. The employees would need to complete a new survey and the plans requested. She highly doubts all the components would be completed by March.

Council Member Buban-Vonder Haar preferred to approve coverage for dependents for the next 8 months. There would be more information in the upcoming months

regarding vision and dental and whether the budget can sustain a larger dependent contribution amount.

Council President Jones said he is concerned if the matter is tabled until October, Council will be wrestling the same variables. He is also concerned that if we stay with Regence, there will be a \$17,000 premium increase which would require an amendment to the budget as well as a public hearing for that amendment.

Mayor Stear said it doesn't make sense to extend out with a carrier that will cost the city a lot more money and employees will get nothing to help with their dependents. He does not think that is a good option.

Mike Nadeau asked if anyone did a cost effect on the lowest paid employees and the percentage the paychecks will be reduced to cover their families? For family coverage the cost is \$400 per month which will create a hardship. Employees have left the city due to not having family insurance coverage.

Council President Jones responded he understands Mr. Nadeau's comments but a 50% contribution is equitable with other cities. The premiums are less than other cities as well so the 50% contribution actually helps employees more.

Mr. Nadeau said a Class I license pays more in Meridian.

Council President Jones said he thought the pay scale had been addressed previously to put our employees in line with other cities pay scales.

Mr. Nadeau said his focus is on his original question; if anyone had looked at the lower end of the pay scale and the percentage of the paycheck going to insurance.

Council Member Buban-Vonder Haar pointed out that previously family coverage would have cost an employee 100% of the premium cost, it is being offered for 50% so it is more affordable.

Council President Jones said Council not seen employee's paychecks vs. insurance costs information. The focus has been premium costs for additional family coverage. Council would rather start with 50% and be able to raise the percentage when numbers are more solid than start high and have to reduce the percentage.

Mayor Stear recommended a Committee be formed to gather additional information for October; however a decision needs to be made for coverage until that time.

Council President Jones said he would be happy to serve on that Committee.

A RESOLUTION OF THE CITY OF KUNA, IDAHO AUTHORIZING IMPLEMENTATION OF A REVISED EMPLOYEE HEALTH INSURANCE PLAN.

Council Member Buban-Vonder Haar moved to approve R91-2015 Select Health Dual Option plan (Signature/HSA), to the extent employees choose the HSA plan, they will receive the difference in premium costs. The city will continue to cover employee's premiums at 100%. The \$3.95 monthly HSA administration charge will come out of the employer contribution. The city will offer a 50% employer contribution toward dependent coverage. Seconded by Council President Jones with the following roll call vote:

Voting Aye: Council Members Buban-Vonder Haar, Jones and McPherson

Voting No: Council Member Cardoza

Motion carried 3-1.

- G.** Consideration to Approve Resolution R02-2016 ACHD Standby Letter of Credit – John Marsh, City Treasurer
(Timestamp 02:07:17)

Deputy Treasurer Linda Mayhugh explained this is a standard letter that is given to ACHD on an annual basis. This covers the city in case of damages while working in ACHD right of ways.

A RESOLUTION OF THE CITY OF KUNA, IDAHO AUTHORIZING THE MAYOR TO EXECUTE THE IRREVOCABLE LETTER OF CREDIT IN THE AMOUNT OF \$25,000 WITH THE ADA COUNTY HIGHWAY DISTRICT AS THE NAMED BENEFICIARY

**Council Member Buban-Vonder Haar moved to approve R02-2016. Seconded by Council President Jones.
Motion carried 4-0.**

- H.** Consideration to Approve R03-2016 Authorizing Signature Cards – John Marsh, City Treasurer
(Timestamp 02:08:06)

Deputy Treasurer Linda Mayhugh explained this is to replace Mayor Nelson's name on the bank accounts with Mayor Joe Stear's name along with signatures.

A RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE CITY OF KUNA.

**Council Member Buban-Vonder Haar moved to approve R03-2016. Seconded by Council President Jones.
Motion carried 4-0.**

8. Mayor/Council Discussion Items:

Mayor Stear invited the Council to stop by and visit with him any time.

9. Announcements:

10. Executive Session:

11. Adjournment:

Mayor Stear adjourned the meeting at 9:42 p.m.

Joe L. Stear, Mayor

ATTEST:

Chris Engels, City Clerk

*Minutes prepared by Dawn Stephens, Deputy City Clerk
Date Approved: CCM 01.19.2016*

City of Kuna

Payment Approval Report - City Council Approval

Page: 1

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and 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
A COMPANY, INC.												
1463	A COMPANY, INC.	B-241607		RENTAL HITECH RESTROOM, SN#T273, RENTAL 10.00, SERVICE 73.00, DAMAGE WAIVER 7.50, FARM, SEWER, JAN 16	01/10/2016	90.50	.00	21-6212 RENT- EQUIPMENT	0	1/16		
Total B-241607:						90.50	.00					
Total A COMPANY, INC.:						90.50	.00					
ABC STAMP, SIGNS & AWARDS												
277	ABC STAMP, SIGNS & AWARDS	0485053	3648	2 NAME PLATES AND HOLDERS, JOE STEAR, MAYOR AND GREG MCPHERSON CITY COUNCIL, D STEPHENS, DEC 15, ADMIN	12/07/2015	18.04	.00	01-6165 OFFICE SUPPLIES	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3648	2 NAME PLATES, JOE STEAR, MAYOR AND GREG MCPHERSON CITY COUNCIL, D STEPHENS, DEC 15, WATER	12/07/2015	.80	.00	20-6165 OFFICE SUPPLIES	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3648	2 NAME PLATES, JOE STEAR, MAYOR AND GREG MCPHERSON CITY COUNCIL, D STEPHENS, DEC 15, SEWER	12/07/2015	.80	.00	21-6165 OFFICE SUPPLIES	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3648	2 NAME PLATES, JOE STEAR, MAYOR AND GREG MCPHERSON CITY COUNCIL, D STEPHENS, DEC 15, PI	12/07/2015	.40	.00	25-6165 OFFICE SUPPLIES	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3648	2 NAME PLATES, JOE STEAR, MAYOR AND GREG MCPHERSON CITY COUNCIL, D STEPHENS, DEC 15, ADMIN	12/07/2015	18.04	.00	01-6165 OFFICE SUPPLIES	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3648	2 NAME PLATES, JOE STEAR, MAYOR AND GREG MCPHERSON CITY COUNCIL, D STEPHENS, DEC 15, WATER	12/07/2015	.80	.00	20-6165 OFFICE SUPPLIES	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 2

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
277	ABC STAMP, SIGNS & AWARDS	0485053	3648	<u>2 NAME PLATES, JOE STEAR, MAYOR AND GREG MCPHERSON CITY COUNCIL, D STEPHENS, DEC 15, SEWER</u>	12/07/2015	.80	.00	<u>21-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3648	<u>2 NAME PLATES, JOE STEAR, MAYOR AND GREG MCPHERSON CITY COUNCIL, D STEPHENS, DEC 15, PI</u>	12/07/2015	.40	.00	<u>25-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	<u>1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15, ADMIN</u>	12/07/2015	13.02	.00	<u>01-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	<u>1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15, WATER</u>	12/07/2015	.33	.00	<u>20-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	<u>1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15, SEWER</u>	12/07/2015	.33	.00	<u>21-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	<u>1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15, PI</u>	12/07/2015	.17	.00	<u>25-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	<u>1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15, ADMIN</u>	12/07/2015	12.47	.00	<u>01-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	<u>1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15, WATER</u>	12/07/2015	.55	.00	<u>20-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	<u>1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15, SEWER</u>	12/07/2015	.55	.00	<u>21-6165 OFFICE SUPPLIES</u>	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	<u>1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15, PI</u>	12/07/2015	.28	.00	<u>25-6165 OFFICE SUPPLIES</u>	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 3

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15. ADMIN	12/07/2015	12.47	.00	01-6165 OFFICE SUPPLIES	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15. WATER	12/07/2015	.55	.00	20-6165 OFFICE SUPPLIES	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15. WATER	12/07/2015	.55	.00	20-6165 OFFICE SUPPLIES	0	12/15		
277	ABC STAMP, SIGNS & AWARDS	0485053	3643	1 EA MAGNETIC NAME TAG BADGES FOR D MISHLER, J STEAR MAYOR, G MCPHERSON, DEC 15. SEWER	12/07/2015	.28	.00	25-6165 OFFICE SUPPLIES	0	12/15		
Total 0485053:						81.63	.00					
277	ABC STAMP, SIGNS & AWARDS	0485781	3720	NAMEPLATE FOR MAYOR STEAR'S OFFICE DOOR, ADMIN, JAN 16	01/04/2016	15.87	.00	01-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0485781	3720	NAMEPLATE FOR MAYOR STEAR'S OFFICE DOOR, WATER, JAN 16	01/04/2016	.70	.00	20-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0485781	3720	NAMEPLATE FOR MAYOR STEAR'S OFFICE DOOR, SEWER, JAN 16	01/04/2016	.70	.00	21-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0485781	3720	NAMEPLATE FOR MAYOR STEAR'S OFFICE DOOR, PI, JAN 16	01/04/2016	.36	.00	25-6165 OFFICE SUPPLIES	0	1/16		
Total 0485781:						17.63	.00					
277	ABC STAMP, SIGNS & AWARDS	0486080	3733	ORDER UPDATED NAMEPLATES, RICHARD CARDOZA, CITY OF KUNA COUNCIL, JAN 16	01/08/2016	14.55	.00	01-6165 OFFICE SUPPLIES	0	1/16		

City of Kuna

Payment Approval Report - City Council Approval

Page: 4

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
277	ABC STAMP, SIGNS & AWARDS	0486080	3733	ORDER UPDATED NAMEPLATES, RICHARD CARDOZA CITY OF KUNA COUNCIL, PAT JONES COUNCIL PRESIDENT, JAN 16, WATER	01/08/2016	.65	.00	20-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0486080	3733	ORDER UPDATED NAMEPLATES, RICHARD CARDOZA CITY OF KUNA COUNCIL, PAT JONES COUNCIL PRESIDENT, JAN 16, SEWER	01/08/2016	.65	.00	21-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0486080	3733	ORDER UPDATED NAMEPLATES, RICHARD CARDOZA CITY OF KUNA COUNCIL, PAT JONES COUNCIL PRESIDENT, JAN 16, PI	01/08/2016	.31	.00	25-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0486080	3733	ORDER UPDATED NAMEPLATES, CITY OF KUNA COUNCIL, PAT JONES COUNCIL PRESIDENT, JAN 16, ADMIN	01/08/2016	14.55	.00	01-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0486080	3733	ORDER UPDATED NAMEPLATES, RICHARD CARDOZA CITY OF KUNA COUNCIL, PAT JONES COUNCIL PRESIDENT, JAN 16, WATER	01/08/2016	.65	.00	20-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0486080	3733	ORDER UPDATED NAMEPLATES, RICHARD CARDOZA CITY OF KUNA COUNCIL, PAT JONES COUNCIL PRESIDENT, JAN 16, SEWER	01/08/2016	.65	.00	21-6165 OFFICE SUPPLIES	0	1/16		
277	ABC STAMP, SIGNS & AWARDS	0486080	3733	ORDER UPDATED NAMEPLATES, RICHARD CARDOZA CITY OF KUNA COUNCIL, PAT JONES COUNCIL PRESIDENT, JAN 16, PI	01/08/2016	.30	.00	25-6165 OFFICE SUPPLIES	0	1/16		

City of Kuna

Payment Approval Report - City Council Approval

Page: 5

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 0486080:						32.31	.00					
Total ABC STAMP, SIGNS & AWARDS:						131.57	.00					
ACEM												
839	ACEM	60215.00		<u>2ND QRTR MEMBERSHIP DUES FY2016, JAN 16</u>	01/04/2016	1,429.00	.00	<u>01-6075 DUES & MEMBERSHIPS</u>	0	1/16		
Total 60215.00:						1,429.00	.00					
Total ACEM:						1,429.00	.00					
ADA COUNTY HIGHWAY DISTRICT (IMPACT)												
5	ADA COUNTY HIGHWAY DISTRICT (IMPACT)	010816		<u>ACHD IMPACT FEE TRANSFER FOR DECEMBER, JAN 16</u>	01/08/2016	42,516.00	42,516.00	<u>01-2510 ACHD IMPACT FEE TRANSFER</u>	0	1/16	01/08/2016	
Total 010816:						42,516.00	42,516.00					
Total ADA COUNTY HIGHWAY DISTRICT (IMPACT):						42,516.00	42,516.00					
ADA COUNTY SHERIFF'S OFFICE												
6	ADA COUNTY SHERIFF'S OFFICE	6233		<u>SHERIFF SERVICES, JAN 16</u>	01/04/2016	130,825.29	.00	<u>01-6000 LAW ENFORCEMENT SERVICES</u>	0	1/16		
Total 6233:						130,825.29	.00					
Total ADA COUNTY SHERIFF'S OFFICE:						130,825.29	.00					
ANALYTICAL LABORATORIES												
1	ANALYTICAL LABORATORIES	31319		<u>COLIFORM BACTERIAL SAMPLES, WATER, NOV 15</u>	11/30/2015	230.40	.00	<u>20-6150 MAINT. & REPAIRS - SYSTEM</u>	0	11/15		
Total 31319:						230.40	.00					

City of Kuna

Payment Approval Report - City Council Approval

Page: 6

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
1	ANALYTICAL LABORATORIES	31320		<u>LAB TESTING, SEWER, NOV 15</u>	11/30/2015	2,328.30	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	11/15		
Total 31320:						2,328.30	.00					
1	ANALYTICAL LABORATORIES	33086		<u>COLIFORM BACTERIAL SAMPLES, WATER, DEC 15</u>	12/31/2015	253.80	.00	20-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total 33086:						253.80	.00					
1	ANALYTICAL LABORATORIES	33087		<u>REQUIRED LAB TESTING, SEWER, DEC 15</u>	12/31/2015	972.00	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total 33087:						972.00	.00					
Total ANALYTICAL LABORATORIES:						3,784.50	.00					
ARTCO (US, INC.)												
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, JOE STEAR, P JONES, G MCPHERSON, B BUBAN- VONDER HAAR, C ENGELS, DEC 15</u>	12/23/2015	144.00	.00	01-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, J STEAR, P JONES, G MCPHERSON, C ENGELS, DEC 15, WATER</u>	12/23/2015	6.40	.00	20-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, JOE STEAR, P JONES, G MCPHERSON, B BUBAN- VONDER HAAR, C ENGELS, DEC 15, SEWER</u>	12/23/2015	6.40	.00	21-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, J STEAR, P JONES, G MCPHERSON, B BUBAN- VONDERHAAR, C ENGELS, DEC 15, PI</u>	12/23/2015	3.20	.00	25-6165 OFFICE SUPPLIES	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 7

Jan 14, 2016 11:31AM

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
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, B WITHROW, C ENGELS, DEC 15, PARKS</u>	12/23/2015	40.00	.00	<u>01-6165 OFFICE SUPPLIES</u>	1004	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, B GILLOGLY, C ENGELS, DEC 15, PARKS</u>	12/23/2015	36.00	.00	<u>01-6165 OFFICE SUPPLIES</u>	1004	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, B GILLOGLY, C ENGELS, DEC 15, WATER</u>	12/23/2015	1.60	.00	<u>20-6165 OFFICE SUPPLIES</u>	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, G GILLOGLY, C ENGELS, DEC 15, SEWER</u>	12/23/2015	1.60	.00	<u>21-6165 OFFICE SUPPLIES</u>	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, B GILLOGLY, C ENGELS, DEC 15, PI</u>	12/23/2015	.80	.00	<u>25-6165 OFFICE SUPPLIES</u>	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, G LAW, C ENGELS, DEC 15, P&Z</u>	12/23/2015	10.00	.00	<u>01-6165 OFFICE SUPPLIES</u>	1003	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, G LAW, C ENGELS, DEC 15, WATER</u>	12/23/2015	13.20	.00	<u>20-6165 OFFICE SUPPLIES</u>	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, G LAW, C ENGELS, DEC 15, SEWER</u>	12/23/2015	13.20	.00	<u>21-6165 OFFICE SUPPLIES</u>	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, G LAW, C ENGELS, DEC 15, PI</u>	12/23/2015	3.60	.00	<u>25-6165 OFFICE SUPPLIES</u>	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, T KESNER, W HOWELL, N STAUFFER, C ENGELS, DEC 15, ADMIN</u>	12/23/2015	107.65	.00	<u>01-6165 OFFICE SUPPLIES</u>	1003	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, T KESNER, W HOWELL, N STAUFFER, C ENGELS, DEC 15, WATER</u>	12/23/2015	5.29	.00	<u>20-6165 OFFICE SUPPLIES</u>	1003	12/15		
1435	ARTCO (US, INC.)	153609391	3690	<u>1 BX EA, BUSINESS CARDS, T KESNER, W HOWELL, N STAUFFER, C ENGELS, DEC 15, SEWER</u>	12/23/2015	5.29	.00	<u>01-6165 OFFICE SUPPLIES</u>	1003	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 8

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, T KESNER, W HOWELL, N STAUFFER, C ENGELS, DEC 15, PI	12/23/2015	1.77	.00	01-6165 OFFICE SUPPLIES	1003	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, UTILITY, C ENGELS, DEC 15, ADMIN	12/23/2015	4.85	.00	01-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, UTILITY, C ENGELS, DEC 15, WATER	12/23/2015	6.40	.00	20-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, UTILITY, C ENGELS, DEC 15, SEWER	12/23/2015	6.40	.00	21-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, UTILITY, C ENGELS, DEC 15, PI	12/23/2015	1.72	.00	25-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, B BACHMAN, C ENGELS, DEC 15, ADMIN	12/23/2015	10.00	.00	01-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, B BACHMAN, C ENGELS, DEC 15, ADMIN	12/23/2015	22.00	.00	01-6165 OFFICE SUPPLIES	1004	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, B BACHMAN, C ENGELS, DEC 15, BLDG INSP	12/23/2015	4.00	.00	01-6165 OFFICE SUPPLIES	1005	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, B BACHMAN, C ENGELS, DEC 15, WATER	12/23/2015	1.60	.00	20-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, B BACHMAN, C ENGELS, DEC 15, SEWER	12/23/2015	1.60	.00	21-6165 OFFICE SUPPLIES	0	12/15		
1435	ARTCO (US, INC.)	153609391	3690	1 BX EA, BUSINESS CARDS, B BACHMAN, C ENGELS, DEC 15, PI	12/23/2015	.80	.00	25-6165 OFFICE SUPPLIES	0	12/15		
Total 153609391:						459.37	.00					

City of Kuna

Payment Approval Report - City Council Approval

Page: 9

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 ARTCO (US, INC.):						459.37	.00					
ASSOCIATED BAG COMPANY												
309	ASSOCIATED BAG COMPANY	N547697	3712	<u>33X40 GARBAGE BAGS, T.FLEMING, SEWER, DEC.'15</u>	12/30/2015	54.70	.00	<u>21-6140 MAINT & REPAIR BUILDING</u>	0	12/15		
309	ASSOCIATED BAG COMPANY	N547697	3712	<u>40X26X70 GUSSETED PALLET COVER PERFORATED ON ROLL BAGS FOR 10 MILE LIFT STATION FOR RAG REMOVAL SYSTEM, T.FLEMING, SEWER, DEC.'15</u>	12/30/2015	324.64	.00	<u>21-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		
Total N547697:						379.34	.00					
Total ASSOCIATED BAG COMPANY:						379.34	.00					
AUTOZONE, INC.												
1606	AUTOZONE, INC.	4126916008	3655	<u>WINDSHIELD WIPER BLADES TRUCK #8, P KAUFMAN, PARKS, DEC 15</u>	12/08/2015	22.90	.00	<u>01-6305 VEHICLE MAINTENANCE & REPAIRS</u>	1004	12/15		
Total 4126916008:						22.90	.00					
1606	AUTOZONE, INC.	4126929786	3709	<u>ALTERNATOR FOR TRUCK #3, INCLUDES 27.00 CORE, B.GILLOGLY, SEWER</u>	12/29/2015	194.12	.00	<u>21-6305 VEHICLE MAINTENANCE & REPAIRS</u>	0	12/15		
Total 4126929786:						194.12	.00					
1606	AUTOZONE, INC.	4126929789	3709	<u>ALTERNATOR FOR TRUCK #3, 27.00 CORE CREDIT, B.GILLOGLY, P.I</u>	12/29/2015	-27.00	.00	<u>21-6305 VEHICLE MAINTENANCE & REPAIRS</u>	0	12/15		
Total 4126929789:						-27.00	.00					
1606	AUTOZONE, INC.	4126929951	3710	<u>HEADLIGHT BULB FOR TRUCK #22, B.GILLOGLY, DEC.'15 - WATER</u>	12/29/2015	10.87	.00	<u>20-6305 VEHICLE MAINTENANCE & REPAIRS</u>	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 10

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
1606	AUTOZONE, INC.	4126929951	3710	<u>HEADLIGHT BULB FOR TRUCK #22, B.GILLOGLY, DEC.'15 - SEWER</u>	12/29/2015	10.87	.00	<u>21-6305 VEHICLE MAINTENANCE & REPAIRS</u>	0	12/15		
1606	AUTOZONE, INC.	4126929951	3710	<u>HEADLIGHT BULB FOR TRUCK #22, B.GILLOGLY, DEC.'15 - P.J</u>	12/29/2015	4.15	.00	<u>25-6305 VEHICLE MAINTENANCE & REPAIR</u>	0	12/15		
Total 4126929951:						25.89	.00					
Total AUTOZONE, INC.:						215.91	.00					
BRADY INDUSTRIES OF IDAHO LLC												
1240	BRADY INDUSTRIES OF IDAHO LLC	4971718	3696	<u>1 CS TOILET PAPER, 1CS ROLL PAPER TOWELS, 1 CASE SOAP, CITY HALL, DEC 15</u>	12/23/2015	47.71	.00	<u>01-6025 JANITORIAL</u>	0	12/15		
1240	BRADY INDUSTRIES OF IDAHO LLC	4971718	3696	<u>1 CS TOILET PAPER, 1CS ROLL PAPER TOWELS, 1 CASE SOAP, CITY HALL, P&Z, DEC 15</u>	12/23/2015	17.04	.00	<u>01-6025 JANITORIAL</u>	1003	12/15		
1240	BRADY INDUSTRIES OF IDAHO LLC	4971718	3696	<u>1 CS TOILET PAPER, 1CS ROLL PAPER TOWELS, 1 CASE SOAP, CITY HALL, WATER, DEC 15</u>	12/23/2015	44.30	.00	<u>20-6025 JANITORIAL</u>	0	12/15		
1240	BRADY INDUSTRIES OF IDAHO LLC	4971718	3696	<u>1 CS TOILET PAPER, 1CS ROLL PAPER TOWELS, 1 CASE SOAP, CITY HALL, SEWER, DEC 15</u>	12/23/2015	44.30	.00	<u>21-6025 JANITORIAL</u>	0	12/15		
1240	BRADY INDUSTRIES OF IDAHO LLC	4971718	3696	<u>1 CS TOILET PAPER, 1CS ROLL PAPER TOWELS, 1 CASE SOAP, CITY HALL, PI, DEC 15</u>	12/23/2015	17.02	.00	<u>25-6025 JANITORIAL</u>	0	12/15		
Total 4971718:						170.37	.00					
Total BRADY INDUSTRIES OF IDAHO LLC:						170.37	.00					
CAPITAL PAVING CO												
20	CAPITAL PAVING CO	4044		<u>PATCH FOR WATER BREAK AT TRINI & SCHOOL, COMPLETED 11-30-15, WATER, DEC 15</u>	12/02/2015	335.00	.00	<u>20-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 11

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 4044:						335.00	.00					
Total CAPITAL PAVING CO:						335.00	.00					
CASELLE INC												
1239	CASELLE INC	010516		<u>MONTHLY SOFTWARE SUPPORT, ADMIN, JAN 16</u>	01/05/2016	459.20	.00	<u>01-6052 CONTRACT SERVICES</u>	0	1/16		
1239	CASELLE INC	010516		<u>MONTHLY SOFTWARE SUPPORT, P&Z, JAN 16</u>	01/05/2016	147.60	.00	<u>01-6052 CONTRACT SERVICES</u>	1003	1/16		
1239	CASELLE INC	010516		<u>MONTHLY SOFTWARE SUPPORT, WATER, JAN 16</u>	01/05/2016	434.60	.00	<u>20-6052 CONTRACT SERVICES</u>	0	1/16		
1239	CASELLE INC	010516		<u>MONTHLY SOFTWARE SUPPORT, SEWER, JAN 16</u>	01/05/2016	434.60	.00	<u>21-6052 CONTRACT SERVICES</u>	0	1/16		
1239	CASELLE INC	010516		<u>MONTHLY SOFTWARE SUPPORT, PI, JAN 16</u>	01/05/2016	164.00	.00	<u>25-6052 CONTRACT SERVICES</u>	0	1/16		
Total 010516:						1,640.00	.00					
Total CASELLE INC:						1,640.00	.00					
CENTURYLINK												
62	CENTURYLINK	12252015-012		<u>DEDICATED LANDLINE, SR CTR, 208-922-9714, 12-25-15 TO 01-24-16, DEC 15</u>	12/25/2015	49.64	.00	<u>01-6255 TELEPHONE</u>	1001	1/16		
Total 12252015-01242016:						49.64	.00					
62	CENTURYLINK	12252015-012		<u>DEDICATED LANDLINE, 208-922- -1136, SCADA, 12-25-15 TO 01- 24-16, WATER, DEC 15</u>	12/25/2015	16.52	.00	<u>20-6255 TELEPHONE EXPENSE</u>	0	1/16		
62	CENTURYLINK	12252015-012		<u>DEDICATED LANDLINE, 208-922- -1136, SCADA, 12-25-15 TO 01- 24-16, SEWER, DEC 15</u>	12/25/2015	21.57	.00	<u>21-6255 TELEPHONE EXPENSE</u>	0	1/16		

City of Kuna

Payment Approval Report - City Council Approval

Page: 12

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
62	CENTURYLINK	12252015-012		<u>DEDICATED LANDLINE, 208-922-1136, SCADA, 12-25-15 TO 01-24-16, PI, DEC 15</u>	12/25/2015	7.00	.00	25-6255 <u>TELEPHONE EXPENSE</u>	0	1/16		
Total 12252015-01242016S:						45.09	.00					
Total CENTURYLINK:						94.73	.00					
COMPASS												
4	COMPASS	216033		<u>2ND QUARTER MEMEBERSHIP DUES, FY 2016, JAN 16</u>	01/04/2016	1,909.25	.00	01-6075 <u>DUES & MEMBERSHIPS</u>	0	1/16		
Total 216033:						1,909.25	.00					
Total COMPASS:						1,909.25	.00					
COREY BARTON HOMES, INC.												
479	COREY BARTON HOMES, INC.	01052016		<u>DANSKIN LIFT STATION REIMBURSEMENT, 16.8 EDU'S, 4TH QTR, JAN 16</u>	01/05/2016	6,400.80	.00	05-6306 <u>SEWER MAIN CAPACITY REIMBURSE</u>	0	1/16		
Total 01052016:						6,400.80	.00					
Total COREY BARTON HOMES, INC.:						6,400.80	.00					
CUSTOM ELECTRIC, INC.												
147	CUSTOM ELECTRIC, INC.	7364	3746	<u>TROUBLE SHOOT AND REPLACE BREAKER AND REPAIRED HEAT TRACE ON FINE SCREEN AT TREATMENT PLANT, T SHAFER, SEWER, JAN 16</u>	01/11/2016	395.79	.00	21-6142 <u>MAINT. & REPAIRS - EQUIPMENT</u>	0	1/16		
Total 7364:						395.79	.00					
Total CUSTOM ELECTRIC, INC.:						395.79	.00					

D & B SUPPLY

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 13

Jan 14, 2016 11:31AM

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
75	D & B SUPPLY	002 99232 001	3731	<u>FUEL TRANSFER TANK, TO TRANSFER FUEL FROM PLANT TO TOWN, B.BACHMAN, PARKS, JAN.'16</u>	01/07/2016	39.99	.00	<u>01-6175 SMALL TOOLS</u>	1004	1/16		
75	D & B SUPPLY	002 99232 001	3731	<u>FUEL TRANSFER TANK, TO TRANSFER FUEL FROM PLANT TO TOWN, B.BACHMAN, WATER, JAN.'16</u>	01/07/2016	321.83	.00	<u>20-6175 SMALL TOOLS</u>	0	1/16		
75	D & B SUPPLY	002 99232 001	3731	<u>FUEL TRANSFER TANK, TO TRANSFER FUEL FROM PLANT TO TOWN, B.BACHMAN, SEWER, JAN.'16</u>	01/07/2016	321.83	.00	<u>21-6175 SMALL TOOLS</u>	0	1/16		
75	D & B SUPPLY	002 99232 001	3731	<u>FUEL TRANSFER TANK, TO TRANSFER FUEL FROM PLANT TO TOWN, B.BACHMAN, PI, JAN.'16</u>	01/07/2016	121.31	.00	<u>25-6175 SMALL TOOLS</u>	0	1/16		
Total 002 99232 001:						804.96	.00					
75	D & B SUPPLY	006 85195 001	3739	<u>SAFETY COMPOSITE, BOOTS, J.COX, WATER, JAN.'16</u>	01/07/2016	136.00	.00	<u>20-6230 SAFETY TRAINING & EQUIPMENT</u>	0	1/16		
75	D & B SUPPLY	006 85195 001	3739	<u>SAFETY COMPOSITE, BOOTS, J.COX, P.I, JAN.'16</u>	01/07/2016	33.99	.00	<u>25-6230 SAFETY TRAINING & EQUIPMENT</u>	0	1/16		
Total 006 85195 001:						169.99	.00					
75	D & B SUPPLY	007 57343 001	3586	<u>1 PAIR HEAVY DUTY RUBBER BOOTS, OVER THE KNEE, M NADEAU, SEWER, NOV 15</u>	11/18/2015	25.59	.00	<u>21-6230 SAFETY TRAINING & EQUIPMENT</u>	0	11/15		
75	D & B SUPPLY	007 57343 001	3586	<u>1 PR COLD WEATHER BIB OVERALLS FOR A.COOK, SEWER, NOV 15</u>	11/18/2015	79.99	.00	<u>21-6285 UNIFORMS EXPENSE</u>	0	11/15		
75	D & B SUPPLY	007 57343 001	3586	<u>1 PAIR STEELTOED SAFETY BOOTS FOR C.MCDANIEL, SEWER, NOV.'15</u>	11/18/2015	79.99	.00	<u>21-6230 SAFETY TRAINING & EQUIPMENT</u>	0	11/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 14

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 007 57343 001:						185.57	.00					
Total D & B SUPPLY:						1,160.52	.00					
DIGLINE												
25	DIGLINE	0053300-IN		<u>DIG FEE, WATER, DEC 15</u>	12/31/2015	36.52	.00	<u>20-6065 DIG LINE EXPENSE</u>	0	12/15		
25	DIGLINE	0053300-IN		<u>DIG FEE, SEWER, DEC 15</u>	12/31/2015	36.52	.00	<u>21-6065 DIG LINE EXPENSE</u>	0	12/15		
25	DIGLINE	0053300-IN		<u>DIG FEE, PI, DEC 15</u>	12/31/2015	13.90	.00	<u>25-6065 DIG LINE EXPENSE</u>	0	12/15		
Total 0053300-IN:						86.94	.00					
Total DIGLINE:						86.94	.00					
DMH ENTERPRISES												
1745	DMH ENTERPRISES	010816		<u>PLUMBING INSPECTION FEES, DEC 15</u>	01/08/2016	2,535.00	2,535.00	<u>01-6202 PROFESSIONAL SERVICES</u>	1003	12/15	01/08/2016	
Total 010816:						2,535.00	2,535.00					
Total DMH ENTERPRISES:						2,535.00	2,535.00					
E4 PARTNERSHIP, LLC												
1655	E4 PARTNERSHIP, LLC	01052016		<u>DANSKIN LIFTSTATION REIMBURSEMENT, 4.2 EDU'S, 4TH QTR, JAN 16</u>	01/05/2016	1,600.20	.00	<u>05-6306 SEWER MAIN CAPACITY REIMBURSE</u>	0	1/16		
Total 01052016:						1,600.20	.00					
Total E4 PARTNERSHIP, LLC:						1,600.20	.00					
ELECTRICAL CONTROLS & INSTRUMENTATION												
1744	ELECTRICAL CONTROLS & INSTRUMENTATION	010816		<u>ELECTRICAL INSPECTION FEES, DEC 15</u>	01/08/2016	14,022.78	14,022.78	<u>01-6202 PROFESSIONAL SERVICES</u>	1003	12/15	01/08/2016	

City of Kuna

Payment Approval Report - City Council Approval

Page: 15

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 010816:						14,022.78	14,022.78					
Total ELECTRICAL CONTROLS & INSTRUMENTATION:						14,022.78	14,022.78					
EUTEK SYSTEMS, INC.												
1644	EUTEK SYSTEMS, INC.	0012429-IN	3597	<u>GRIT SNAIL MACHINE, BELT SCRAPER, M.NADEAU, SEWER, NOV 15</u>	11/30/2015	64.69	.00	<u>21-6142 MAINT. & REPAIRS - EQUIPMENT</u>	0	11/15		
Total 0012429-IN:						64.69	.00					
Total EUTEK SYSTEMS, INC.:						64.69	.00					
FERGUSON WATERWORKS #1701												
219	FERGUSON WATERWORKS #1701	0623779-1	3592	<u>PIPE FITTINGS, VALVES, SLEEVES, BOXES, FOR PROSPECTOR PI PIPE PROJECT, R.JONES, PI, NOV 15</u>	11/30/2015	1,151.77	.00	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1056	11/15		
Total 0623779-1:						1,151.77	.00					
219	FERGUSON WATERWORKS #1701	0624460	3617	<u>2 HOT SAW BLADES, TO CUT ASPHALT, TO EXPAND PROSPECTOR PI PROJECT, C DEYOUNG, PI, NOV 15</u>	11/30/2015	360.00	.00	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1056	11/15		
Total 0624460:						360.00	.00					
219	FERGUSON WATERWORKS #1701	0624925-1		<u>15 EA. T CONNECTORS FOR PROSPECTOR PI, DEC.'15</u>	12/10/2015	16.62	.00	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1056	12/15		
Total 0624925-1:						16.62	.00					
Total FERGUSON WATERWORKS #1701:						1,528.39	.00					

FIRE EXTINGUISHER CO., INC

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 17

Jan 14, 2016 11:31AM

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
				O RING, PARKS, M NADEAU, DEC 15	12/23/2015	31.50	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	1004	12/15		
110	FIRE EXTINGUISHER CO., INC	43413	3702	FIRE EXTINGUISHERS, 12 ANNUAL SERVICE SEAL AND TAG, 1 10 LB 6 YR SERVICE, 1 5LB NEW DUE TO AGE, 1 NEW O RING, PARKS, M NADEAU, DEC 15	12/23/2015	91.19	.00	01-6140 MAINT. & REPAIR BUILDING	1004	12/15		
Total 43413:						122.69	.00					
110	FIRE EXTINGUISHER CO., INC	43414	3700	FIRE EXTINGUISHERS AT SEWER PLANT, 15 HAD 6 YR SERVICES, 6 HAD ANNUAL SERVICES, NWWTP, M NADEAU, SEWER, DEC 15	12/23/2015	430.35	.00	21-6140 MAINT & REPAIR BUILDING	0	12/15		
110	FIRE EXTINGUISHER CO., INC	43414	3700	FIRE EXTINGUISHERS AT SEWER PLANT, 15 HAD 6 YR SERVICES, 6 HAD ANNUAL SERVICES, NWWTP, M NADEAU, SEWER, DEC 15	12/23/2015	27.00	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	12/15		
Total 43414:						457.35	.00					
110	FIRE EXTINGUISHER CO., INC	43415	3703	CHECKED 3, 2 5LB AND 1 10LB, ALL CHECKED OK, CITY HALL, DEC 15	12/23/2015	13.50	.00	01-6140 MAINT. & REPAIR BUILDING	0	12/15		
Total 43415:						13.50	.00					
Total FIRE EXTINGUISHER CO., INC:						1,076.23	.00					
HD SUPPLY WATERWORKS LTD												
63	HD SUPPLY WATERWORKS LTD	E963256	3719	1000 SCOTCH LOCKS, SPLICING AND REPAIRING METERS, 1 BX RUBBER GASKETS FOR METERS, J COX, WATER, DEC 15	12/31/2015	179.00	.00	20-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		

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
				MORFIN, J.COX, J.WEBB, & T.FLEMING, SEWER, JAN.'16	01/07/2016	50.00	.00	21-6265 TRAINING & SCH00LING EXPENSE	0	1/16		
33	IDAHO RURAL WATER ASSOC	4611	3728	REGISTRATION FOR REVISED TOTAL COLIFORM ROLE CLASS, DATE OF CLASS - JAN. 28, C.DEYOUNG, R.FORD, R.JONES, M.DAVILA, J. MORFIN, J.COX, J.WEBB, & T.FLEMING, PI, JAN.'16	01/07/2016	70.00	.00	25-6265 TRAINING & SCH00LING EXPENSE	0	1/16		
Total 4611:						400.00	.00					
Total IDAHO RURAL WATER ASSOC:						400.00	.00					
INTEGRA TELECOM												
1411	INTEGRA TELECOM	13545041		MONTHLY TELEPHONE, DATA, NETWORK, 01-01-16 TO 01-31-16, ADMIN, JAN 16	01/01/2016	587.56	.00	01-6255 TELEPHONE	0	1/16		
1411	INTEGRA TELECOM	13545041		MONTHLY TELEPHONE, DATA, NETWORK, 01-01-16 TO 01-31-16, P&Z, JAN 16	01/01/2016	209.85	.00	01-6255 TELEPHONE	1003	1/16		
1411	INTEGRA TELECOM	13545041		MONTHLY TELEPHONE, DATA, NETWORK, 01-01-16 TO 01-31-16, WATER, JAN 16	01/01/2016	545.59	.00	20-6255 TELEPHONE EXPENSE	0	1/16		
1411	INTEGRA TELECOM	13545041		MONTHLY TELEPHONE, DATA, NETWORK, 01-01-16 TO 01-31-16, SEWER, JAN 16	01/01/2016	545.59	.00	21-6255 TELEPHONE EXPENSE	0	1/16		
1411	INTEGRA TELECOM	13545041		MONTHLY TELEPHONE, DATA, NETWORK, 01-01-16 TO 01-31-16, PI, JAN 16	01/01/2016	209.83	.00	25-6255 TELEPHONE EXPENSE	0	1/16		
Total 13545041:						2,098.42	.00					
Total INTEGRA TELECOM:						2,098.42	.00					
INTERMOUNTAIN GAS CO												
37	INTERMOUNTAIN GAS CO	482195000112		NATURAL GAS CONSUMPTION, NWWTP, 11-24-15 TO 12-28-15, SEWER, DEC 15	12/29/2015	3,069.93	.00	21-6290 UTILITIES EXPENSE	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 20

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 48219500011241512281:						3,069.93	.00					
Total INTERMOUNTAIN GAS CO:						3,069.93	.00					
J & M SANITATION, INC.												
230	J & M SANITATION, INC.	01012016-010		<u>SANITATION RECEIPT TRANSFER 01-01-16 TO 01-07- 16. JAN 16</u>	01/08/2016	26,520.14	26,520.14	<u>26-7000 SOLID WASTE SERVICE FEES</u>	0	1/16	01/08/2016	
230	J & M SANITATION, INC.	01012016-010		<u>SANITATION RECEIPT TRANSFER LESS FRANCHISE FEE, 01-01-16 TO 01-07-16. JAN 16</u>	01/08/2016	-2,620.19	-2,620.19	<u>01-4170 FRANCHISE FEES</u>	0	1/16	01/08/2016	
Total 01012016-01072016:						23,899.95	23,899.95					
230	J & M SANITATION, INC.	12252015-123		<u>SANITATION RECEIPT TRANSFER 12-25-15 TO 12-31- 15. DEC 15</u>	01/04/2016	11,217.91	11,217.91	<u>26-7000 SOLID WASTE SERVICE FEES</u>	0	1/16	01/04/2016	
230	J & M SANITATION, INC.	12252015-123		<u>SANITATION RECEIPT TRANSFER LESS FRANCHISE FEE 12-25-15 TO 12-31-15. DEC 15</u>	01/04/2016	-1,108.32	-1,108.32	<u>01-4170 FRANCHISE FEES</u>	0	1/16	01/04/2016	
Total 12252015-12312015:						10,109.59	10,109.59					
Total J & M SANITATION, INC.:						34,009.54	34,009.54					
JACK HENRY & ASSOCIATES, INC.												
1328	JACK HENRY & ASSOCIATES, INC.	2163849		<u>BANK FEES. ADMIN. DEC 15</u>	12/31/2015	61.61	.00	<u>01-6505 BANK FEES</u>	0	12/15		
1328	JACK HENRY & ASSOCIATES, INC.	2163849		<u>BANK FEES. P&Z. DEC 15</u>	12/31/2015	3.08	.00	<u>01-6505 BANK FEES</u>	1003	12/15		
1328	JACK HENRY & ASSOCIATES, INC.	2163849		<u>BANK FEES. WATER. DEC 15</u>	12/31/2015	101.65	.00	<u>20-6505 BANK FEES</u>	0	12/15		
1328	JACK HENRY & ASSOCIATES, INC.	2163849		<u>BANK FEES. SEWER. DEC 15</u>	12/31/2015	101.65	.00	<u>21-6505 BANK FEES</u>	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 21

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
1328	JACK HENRY & ASSOCIATES, INC.	2163849		<u>BANK FEES, PI, DEC 15</u>	12/31/2015	40.03	.00	<u>25-6505 BANK FEES</u>	0	12/15		
Total 2163849:						308.02	.00					
Total JACK HENRY & ASSOCIATES, INC.:						308.02	.00					
JIM'S UPHOLSTERY INC												
1772	JIM'S UPHOLSTERY INC	24442	3713	<u>BUCKET COVER FOR TRUCK #27 AND SALT BOX COVER FOR JOHN DEERE, B.GILLOGLY, PARKS, DEC.'15</u>	12/29/2015	131.25	.00	<u>01-6142 MAINT. & REPAIR - EQUIPMENT</u>	1004	12/15		
1772	JIM'S UPHOLSTERY INC	24442	3713	<u>BUCKET COVER FOR TRUCK #27 AND SALT BOX COVER FOR JOHN DEERE, B.GILLOGLY, DEC.'15</u>	12/29/2015	31.25	.00	<u>01-6142 MAINT. & REPAIR - EQUIPMENT</u>	1000	12/15		
1772	JIM'S UPHOLSTERY INC	24442	3713	<u>BUCKET COVER FOR TRUCK #27 AND SALT BOX COVER FOR THE JOHN DEERE, B.GILLOGLY, WATER, DEC.'15</u>	12/29/2015	5.00	.00	<u>20-6142 MAINT. & REPAIRS - EQUIPMENT</u>	0	12/15		
1772	JIM'S UPHOLSTERY INC	24442	3713	<u>BUCKET COVER FOR TRUCK #27 AND SALT BOX COVER FOR THE JOHN DEERE, B.GILLOGLY, SEWER, DEC.'15</u>	12/29/2015	5.00	.00	<u>21-6142 MAINT. & REPAIRS - EQUIPMENT</u>	0	12/15		
1772	JIM'S UPHOLSTERY INC	24442	3713	<u>BUCKET COVER FOR TRUCK #27 AND SALT BOX COVER FOR JOHN DEERE, B.GILLOGLY, PI, DEC.'15</u>	12/29/2015	2.50	.00	<u>25-6142 MAINT. & REPAIRS - EQUIPMENT</u>	0	12/15		
Total 24442:						175.00	.00					
Total JIM'S UPHOLSTERY INC:						175.00	.00					
KC TOOL SUPPLY												
240	KC TOOL SUPPLY	553172	3683	<u>SAND PAPER FOR THE PICNIC TABLES, 5 50PLB AND 5 80LB, .PURKEY, PARKS, DEC.'15</u>	12/16/2015	63.00	.00	<u>01-6142 MAINT. & REPAIR - EQUIPMENT</u>	1004	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 22

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 553172:						63.00	.00					
Total KC TOOL SUPPLY:						63.00	.00					
KUNA MACHINE SHOP												
44	KUNA MACHINE SHOP	17	3139	<u>2 EA. BIKE POSTS AND 3 EA. BENCHES, C.ENGELS, JUL.'15</u>	10/01/2015	1,040.00	.00	<u>03-6362 EXPENDITURE-UP-GREENBELT EXTEN</u>	0	10/15		
44	KUNA MACHINE SHOP	17	3139	<u>4 EA. BIKE POSTS AND 4 EA. BENCHES, C.ENGELS, JUL.'15</u>	10/01/2015	3,660.00	.00	<u>03-6370 EXP.- DOWNTOWN REVITALIZATION</u>	0	10/15		
Total 17:						4,700.00	.00					
Total KUNA MACHINE SHOP:						4,700.00	.00					
KUNA TRUE VALUE HARDWARE												
43	KUNA TRUE VALUE HARDWARE	145976	3661	<u>1 CLAMP, 4FT HOSE, 1 BARB FITTING FOR HOSE, ODOR SCRUBBER REPAIR, M NADEAU, SEWER, DEC 15</u>	12/08/2015	6.14	.00	<u>21-6142 MAINT. & REPAIRS - EQUIPMENT</u>	0	12/15		
43	KUNA TRUE VALUE HARDWARE	145976	3661	<u>2 SOCKET DRILL BITS 3/8, M NADEAU, SEWER, DEC 15</u>	12/08/2015	9.18	.00	<u>21-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		
Total 145976:						15.32	.00					
43	KUNA TRUE VALUE HARDWARE	146257	3660	<u>UTILITY KNIFE, OPENING ICE MELT, 1/4 AND 5/16 WRENCH REPLACEMENTS, PARKS, DEC.'15</u>	12/16/2015	9.07	.00	<u>01-6150 MAINTENANCE & REPAIRS - SYSTEM</u>	1004	12/15		
43	KUNA TRUE VALUE HARDWARE	146257	3660	<u>FUSE CHRISTMAS LIGHTS, 20' EXT. CORD, LIGHT TIMER, FUSES, PARKS, DEC.'15</u>	12/16/2015	73.22	.00	<u>01-6140 MAINT. & REPAIR BUILDING</u>	1004	12/15		
43	KUNA TRUE VALUE HARDWARE	146257	3660	<u>SAFETY GLASSES, PARKS, DEC.'15</u>	12/16/2015	14.99	.00	<u>01-6230 SAFETY TRAINING & EQUIPMENT</u>	1004	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 23

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
43	KUNA TRUE VALUE HARDWARE	146257	3660	<u>ROLL PIN REPLACEMENT ON SNOW BLADE, PARKS, DEC.'15</u>	12/16/2015	.50	.00	<u>01-6142 MAINT. & REPAIR - EQUIPMENT</u>	0	12/15		
43	KUNA TRUE VALUE HARDWARE	146257	3660	<u>ROPE TO PULL TABLES AROUND, PARKS, DEC.'15</u>	12/16/2015	12.49	.00	<u>01-6150 MAINTENANCE & REPAIRS - SYSTEM</u>	1004	12/15		
Total 146257:						110.27	.00					
43	KUNA TRUE VALUE HARDWARE	146735	3704	<u>NIPPLE, TEFLON TAPE, 3/4 COUPLER, 3/4 NIPPLE FOR BLOWER REPAIR, C.MCDANIEL, FARM, DEC.'15</u>	12/28/2015	6.97	.00	<u>21-6142 MAINT. & REPAIRS - EQUIPMENT</u>	0	12/15		
43	KUNA TRUE VALUE HARDWARE	146735	3704	<u>GRAPHITE FOR LOCKS, STOCK, C.MCDANIEL, FARM, DEC.'15</u>	12/28/2015	2.09	.00	<u>21-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		
43	KUNA TRUE VALUE HARDWARE	146735	3704	<u>SPACE HEATER FOR THE OFFICE, C.MCDANIEL, FARM, DEC.'15</u>	12/28/2015	27.99	.00	<u>21-6175 SMALL TOOLS</u>	0	12/15		
Total 146735:						37.05	.00					
43	KUNA TRUE VALUE HARDWARE	146825	3717	<u>WIRE NUTS, HITCH PINS, DUCT TAPE, 2 CYCLE OIL, 90 DEGREE ELBOW, TEFLON TAPE, CALCULATORS, NIPPLES, FOR P.I. J.WEBB - PROSPECTOR PROJECT, DEC 15</u>	12/30/2015	42.09	.00	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1056	1/16		
Total 146825:						42.09	.00					
43	KUNA TRUE VALUE HARDWARE	146826	3716	<u>SILICONE CAULK, CUT OFF WHEELS, SEWER, DEC 15</u>	12/30/2015	20.54	.00	<u>21-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		
Total 146826:						20.54	.00					

City of Kuna

Payment Approval Report - City Council Approval

Page: 24

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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
43	KUNA TRUE VALUE HARDWARE	146827	3715	<u>2 TORCH KITS, 1 EA FOR TRUCK #7 & #19, USED TO THAW PIPES, METERS, LOCKS, ETC. J.WEBB, WATER, DEC 15</u>	12/30/2015	46.98	.00	<u>20-6175 SMALL TOOLS</u>	0	12/15		
Total 146827:						46.98	.00					
43	KUNA TRUE VALUE HARDWARE	146888	3682	<u>KEY REPLACEMENT, CLAMPS TO REPAIR STAND PIPE COMING OUT OF PUMP HOUSE UNDER WATER TOWER, FROZEN, HEAT TAPE, INSULATION, HEATER, P. KAUFMAN, PARKS, DEC.'15</u>	12/31/2015	101.24	.00	<u>01-6140 MAINT. & REPAIR BUILDING</u>	1004	12/15		
43	KUNA TRUE VALUE HARDWARE	146888	3682	<u>REPAIR PICNIC TABLE, 3/8 NUTS AND BOLTS, PAINT BRUSH, P. KAUFMAN, PARKS, DEC.'15</u>	12/31/2015	39.46	.00	<u>01-6150 MAINTENANCE & REPAIRS - SYSTEM</u>	1004	12/15		
Total 146888:						140.70	.00					
43	KUNA TRUE VALUE HARDWARE	147225	3744	<u>HOSE ADAPTERS, NIPPLE, FLAIR PLUG, BRASS PLUG, BUSHINGS, CORD END, AND 50' HOSE, FOR BUTER PI, J.WEBB, WATER, JAN.'16</u>	01/11/2016	46.19	.00	<u>20-6020 CAPITAL IMPROVEMENTS</u>	1039	1/16		
Total 147225:						46.19	.00					
Total KUNA TRUE VALUE HARDWARE:						459.14	.00					
LES SCHWAB TIRES												
221	LES SCHWAB TIRES	12800181384	3730	<u>REPLACEMENT TIRE FOR UTILITY TRAILER, P.KAUFMAN, PARKS, JAN.'16</u>	01/06/2016	113.20	.00	<u>01-6142 MAINT. & REPAIR - EQUIPMENT</u>	1004	1/16		
Total 12800181384:						113.20	.00					
Total LES SCHWAB TIRES:						113.20	.00					

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 25

Jan 14, 2016 11:31AM

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
MAILROOM FINANCE INC												
1770	MAILROOM FINANCE INC	12312015NEO		<u>NEOPOST POSTAGE, DEC.'15 - ADMIN</u>	12/31/2015	140.21	.00	<u>01-6190_POSTAGE & BILLING</u>	0	12/15		
1770	MAILROOM FINANCE INC	12312015NEO		<u>NEOPOST POSTAGE, DEC.'15 - P&Z</u>	12/31/2015	46.76	.00	<u>01-6190_POSTAGE & BILLING</u>	1003	12/15		
1770	MAILROOM FINANCE INC	12312015NEO		<u>NEOPOST POSTAGE, DEC.'15 - WATER</u>	12/31/2015	114.71	.00	<u>20-6190_POSTAGE & BILLING</u>	0	12/15		
1770	MAILROOM FINANCE INC	12312015NEO		<u>NEOPOST POSTAGE, DEC.'15 - SEWER</u>	12/31/2015	149.76	.00	<u>21-6190_POSTAGE & BILLING</u>	0	12/15		
1770	MAILROOM FINANCE INC	12312015NEO		<u>NEOPOST POSTAGE, DEC.'15 - P.I</u>	12/31/2015	48.56	.00	<u>25-6190_POSTAGE & BILLING</u>	0	12/15		
Total 12312015NEO:						500.00	.00					
Total MAILROOM FINANCE INC:						500.00	.00					
McGUIRE BEARING COMPANY												
729	McGUIRE BEARING COMPANY	3053514-01		<u>HVAC BELT REPLACEMENT, SEWER, DEC 15</u>	12/29/2015	15.13	.00	<u>21-6142_MAINT. & REPAIRS - EQUIPMENT</u>	0	12/15		
Total 3053514-01:						15.13	.00					
Total McGUIRE BEARING COMPANY:						15.13	.00					
METROQUIP, INC.												
196	METROQUIP, INC.	00030471	3584	<u>HEADSET/COMM SET FOR LAB, 5 HEADSETS, 5 ANTENNAS, 5 CASES, 5 CHARGERS, FOR SEWER AND WATER DEPT. FOR USE IN VAC TRUCK, T.FLEMING, NOV.'15</u>	11/16/2015	3,773.60	.00	<u>21-6166_PP&E PURCHASES - OPERATIONS</u>	0	11/15		
196	METROQUIP, INC.	00030471	3584	<u>HEADSET/COMM SET FOR LAB, 5 HEADSETS, 5 ANTENNAS, 5 CHARGERS, 5 CASES, FOR SEWER AND WATER DEPT. FOR USE IN VAC TRUCK, T.FLEMING, NOV.'15</u>	11/16/2015	3,773.59	.00	<u>20-6166_PP&E PURCHASES OPERATIONS</u>	0	11/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 26

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 00030471:						7,547.19	.00					
Total METROQUIP, INC.:						7,547.19	.00					
MISCELLANEOUS VENDORS												
285	MISCELLANEOUS VENDORS	10234E		<u>REFUND ELECTRICAL PERMIT #10234, 2297 N CORKTREE WAY, JAN 16</u>	01/08/2016	195.00	195.00	<u>01-4362 ELECTRICAL PERMITS</u>	1003	1/16	01/08/2016	
Total 10234E:						195.00	195.00					
Total MISCELLANEOUS VENDORS:						195.00	195.00					
NEOPOST USA INC												
615	NEOPOST USA INC	N5712304		<u>MAIL METERING EQUIPMENT LEASE, 2/5/16-5/4/16 - ADMIN</u>	01/04/2016	135.72	.00	<u>01-6190 POSTAGE & BILLING</u>	0	2/16		
615	NEOPOST USA INC	N5712304		<u>MAIL METERING EQUIPMENT LEASE, 2/5/16-5/4/16 - P&Z</u>	01/04/2016	19.39	.00	<u>01-6190 POSTAGE & BILLING</u>	1003	2/16		
615	NEOPOST USA INC	N5712304		<u>MAIL METERING EQUIPMENT LEASE, 2/5/16-5/4/16 - WATER</u>	01/04/2016	206.81	.00	<u>20-6190 POSTAGE & BILLING</u>	0	2/16		
615	NEOPOST USA INC	N5712304		<u>MAIL METERING EQUIPMENT LEASE, 2/5/16-5/4/16 - SEWER</u>	01/04/2016	206.81	.00	<u>21-6190 POSTAGE & BILLING</u>	0	2/16		
615	NEOPOST USA INC	N5712304		<u>MAIL METERING EQUIPMENT LEASE, 2/5/16-5/4/16 - P.I.</u>	01/04/2016	77.56	.00	<u>25-6190 POSTAGE & BILLING</u>	0	2/16		
Total N5712304:						646.29	.00					
Total NEOPOST USA INC:						646.29	.00					
PACIFIC PUBLISHING COMPANY INC												
1732	PACIFIC PUBLISHING COMPANY INC	75113-A	3602	<u>AD# 158564, LEGAL PUBLICATION, AREA OF IMPACT BOUNDARIES, W.HOWELL, P & Z, DEC.'15</u>	12/31/2015	64.85	.00	<u>01-6125 LEGAL PUBLICATIONS</u>	1003	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 27

Jan 14, 2016 11:31AM

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 75113-A:						64.85	.00					
1732	PACIFIC PUBLISHING COMPANY INC	75113-B	3614	<u>AD#158641, LEGAL PUBLICATION, JOURNEY'S END, T.KESNER, P & Z, DEC.'15</u>	12/31/2015	62.55	.00	<u>01-6125 LEGAL PUBLICATIONS</u>	1003	12/15		
Total 75113-B:						62.55	.00					
1732	PACIFIC PUBLISHING COMPANY INC	75113-C	3619	<u>AD#158653, CASE # 15-03-ZC, RE-ZONING, T.BEHUNIN, DEC.'15</u>	12/31/2015	49.68	.00	<u>01-6125 LEGAL PUBLICATIONS</u>	1003	12/15		
Total 75113-C:						49.68	.00					
1732	PACIFIC PUBLISHING COMPANY INC	75113-D	3665	<u>AD#158758, PUBLISHING IDAHO POWER FRANCHISE AGREEMENT, D.STEPHENS, DEC.'15</u>	12/31/2015	401.09	.00	<u>01-6125 LEGAL PUBLICATIONS</u>	0	12/15		
Total 75113-D:						401.09	.00					
Total PACIFIC PUBLISHING COMPANY INC:						578.17	.00					
PARTS, INC.												
470	PARTS, INC.	100156	3688	<u>2 EA. OIL FILTERS FOR TRUCK #26, B.GILLOGLY, DEC.'15 - SEWER</u>	12/17/2015	15.16	.00	<u>21-6305 VEHICLE MAINTENANCE & REPAIRS</u>	0	12/15		
Total 100156:						15.16	.00					
470	PARTS, INC.	100480	3697	<u>1 EA. AIR FILTER FOR TRUCK #9, PARKS, DEC.'15</u>	12/22/2015	6.85	.00	<u>01-6305 VEHICLE MAINTENANCE & REPAIRS</u>	1004	12/15		
Total 100480:						6.85	.00					
470	PARTS, INC.	100726	3707	<u>BLUE DEATH FOR TRUCK #24, EXHAUST FLUID, B GUILLOGLY, PARKS, DEC 15</u>	12/28/2015	14.97	.00	<u>01-6305 VEHICLE MAINTENANCE & REPAIRS</u>	1004	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 29

Jan 14, 2016 11:31AM

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
				1/1/16-1/31/16 - PARKS	01/05/2016	17.33	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	1/16		
1734	SHARP ELECTRONICS CORPORATION	5002754556		COPIER LEASE, MODEL # MX2615N, NWWTP, 1/1/16- 1/31/16 - WATER	01/05/2016	27.92	.00	20-6142 MAINT. & REPAIRS- EQUIPMENT	0	1/16		
1734	SHARP ELECTRONICS CORPORATION	5002754556		COPIER LEASE, MODEL # MX2615N, NWWTP, 1/1/16- 1/31/16 - SEWER	01/05/2016	34.65	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	1/16		
1734	SHARP ELECTRONICS CORPORATION	5002754556		COPIER LEASE, MODEL # MX2615N, NWWTP, 1/1/16- 1/31/16 - P.I	01/05/2016	16.36	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	1/16		
Total 5002754556:						96.26	.00					
Total SHARP ELECTRONICS CORPORATION:						96.26	.00					
SIGNS NOW												
1060	SIGNS NOW	43721		LAMINATE SIGNS FOR CITY DEPARTMENT VEHICLES, B.BACHMAN, DEC.'15 - ADMIN	12/22/2015	111.69	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	0	12/15		
1060	SIGNS NOW	43721		LAMINATE SIGNS FOR CITY DEPARTMENT VEHICLES, B.BACHMAN, DEC.'15 -PARKS	12/22/2015	176.22	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	1004	12/15		
1060	SIGNS NOW	43721		LAMINATE SIGNS FOR CITY DEPARTMENT VEHICLES, B.BACHMAN, DEC.'15 - BUILDING INSPECTION	12/22/2015	54.60	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	1005	12/15		
1060	SIGNS NOW	43721		LAMINATE SIGNS FOR CITY DEPARTMENT VEHICLES, B.BACHMAN, DEC.'15 - WATER	12/22/2015	143.57	.00	20-6305 VEHICLE MAINTENANCE & REPAIRS	0	12/15		
1060	SIGNS NOW	43721		LAMINATE SIGNS FOR CITY DEPARTMENT VEHICLES, B.BACHMAN, DEC.'15 - SEWER	12/22/2015	171.76	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	12/15		
1060	SIGNS NOW	43721		LAMINATE SIGNS FOR CITY DEPARTMENT VEHICLES, B.BACHMAN, DEC.'15 - P.I	12/22/2015	37.17	.00	25-6305 VEHICLE MAINTENANCE & REPAIR	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 30

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 43721:						695.01	.00					
Total SIGNS NOW:						695.01	.00					
SPECIALTY PLASTICS & FABRICATI, INC.												
1477	SPECIALTY PLASTICS & FABRICATI, INC.	65099		PVC PIPE AND FITTINGS TO REPAIR BROKEN WATER SUPPLY PIPE (SCREEN FROZE AND BROKE), T.SHAFFER, SEWER, JAN.'16	01/05/2016	50.35	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	1/16		
Total 65099:						50.35	.00					
Total SPECIALTY PLASTICS & FABRICATI, INC.:						50.35	.00					
STAPLES ADVANTAGE												
1292	STAPLES ADVANTAGE	3287893833	3695	1099 MISC FORMS, 1099 MISC ENVELOPES, W-2 FORMS, W-2 ENVELOPES FOR 2015 YEAR END FORM , ADMIN, DEC 15	12/22/2015	24.24	.00	01-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3287893833	3695	1099 MISC FORMS, 1099 MISC ENVELOPES, W-2 FORMS, W-2 ENVELOPES FOR 2015 YEAR END FORM , PARKS, DEC 15	12/22/2015	22.16	.00	01-6165 OFFICE SUPPLIES	1004	1/16		
1292	STAPLES ADVANTAGE	3287893833	3695	1099 MISC FORMS, 1099 MISC ENVELOPES, W-2 FORMS, W-2 ENVELOPES FOR 2015 YEAR END FORM , P&Z, DEC 15	12/22/2015	21.33	.00	01-6165 OFFICE SUPPLIES	1003	1/16		
1292	STAPLES ADVANTAGE	3287893833	3695	1099 MISC FORMS, 1099 MISC ENVELOPES, W-2 FORMS, W-2 ENVELOPES FOR 2015 YEAR END FORM , BLDG INSPECTORS, DEC 15	12/22/2015	5.96	.00	01-6165 OFFICE SUPPLIES	1005	1/16		
1292	STAPLES ADVANTAGE	3287893833	3695	1099 MISC FORMS, 1099 MISC ENVELOPES, W-2 FORMS, W-2 ENVELOPES FOR 2015 YEAR END FORM , WATER, DEC 15	12/22/2015	34.80	.00	20-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3287893833	3695	1099 MISC FORMS, 1099 MISC ENVELOPES, W-2 FORMS, W-2 ENVELOPES FOR 2015 YEAR END FORM , SEWER, DEC 15	12/22/2015	41.74	.00	21-6165 OFFICE SUPPLIES	0	1/16		

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 31

Jan 14, 2016 11:31AM

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
1292	STAPLES ADVANTAGE	3287893833	3695	1099 MISC FORMS, 1099 MISC ENVELOPES, W-2 FORMS, W-2 ENVELOPES FOR 2015 YEAR END FORM . PI, DEC 15	12/22/2015	9.70	.00	25-6165 OFFICE SUPPLIES	0	1/16		
Total 3287893833:						159.93	.00					
1292	STAPLES ADVANTAGE	3288764387	3718	1 EA. CALCULATOR, 1 BOX COPIER PAPER, 1 BOX BLACK ULTRA FINE SHARPIES, 1 BOX RED GEL PENS, 2 PKGS INDEX CARDS, NWWTP, D CROSLEY, JAN.'16-WATER	01/02/2016	26.47	.00	20-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3288764387	3718	1 EA. CALCULATOR, 1 BOX COPIER PAPER, 1 BOX BLACK ULTRA FINE SHARPIES, 1 BOX RED GEL PENS, 2 PKGS INDEX CARDS, NWWTP, D CROSLEY, JAN.'16-SEWER	01/02/2016	26.47	.00	21-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3288764387	3718	1 EA. CALCULATOR, 1 BOX COPIER PAPER, 1 BOX BLACK ULTRA FINE SHARPIES, 1 BOX RED GEL PENS, 2 PKGS INDEX CARDS, NWWTP, D CROSLEY, JAN.'16-P.I	01/02/2016	10.08	.00	25-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3288764387	3718	2 CASES COPIER PAPER, JAN.'16 - ADMIN	01/02/2016	19.03	.00	01-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3288764387	3718	2 CASES COPIER PAPER, JAN.'16 - P & Z	01/02/2016	6.80	.00	01-6165 OFFICE SUPPLIES	1003	1/16		
1292	STAPLES ADVANTAGE	3288764387	3718	2 CASES COPIER PAPER, JAN.'16 - WATER	01/02/2016	17.67	.00	20-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3288764387	3718	2 CASES COPIER PAPER, JAN.'16 - SEWER	01/02/2016	17.68	.00	21-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3288764387	3718	2 CASES COPIER PAPER, JAN.'16 - P.I	01/02/2016	6.80	.00	25-6165 OFFICE SUPPLIES	0	1/16		
1292	STAPLES ADVANTAGE	3288764387		CREDIT FROM INVOICE #3274533363, WRONG ITEM DELIVERED	01/02/2016	-.61	.00	01-6165 OFFICE SUPPLIES	0	1/16		

City of Kuna

Payment Approval Report - City Council Approval

Page: 32

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 3288764387:						130.39	.00					
Total STAPLES ADVANTAGE:						290.32	.00					
TEREX UTILITIES, INC												
1767	TEREX UTILITIES, INC	90309929	3505	<u>ANNUAL MAINTENANCE ON THE BUCKET TRUCK#27, B.GILLOGLY, OCT.'15</u>	11/19/2015	350.00	.00	<u>01-6305 VEHICLE MAINTENANCE & REPAIRS</u>	1004	11/15		
Total 90309929:						350.00	.00					
Total TEREX UTILITIES, INC:						350.00	.00					
THE JORDEL COMPANY												
1523	THE JORDEL COMPANY	00000011649	3633	<u>CORRECTION STREET LIGHT STICKERS, B.BACHMAN, STREET LIGHTS, DEC.'15</u>	12/03/2015	15.00	.00	<u>01-6142 MAINT. & REPAIR - EQUIPMENT</u>	1002	12/15		
Total 00000011649:						15.00	.00					
Total THE JORDEL COMPANY:						15.00	.00					
TIM GORDON												
997	TIM GORDON	FEB 2016		<u>CITY HALL RENT, ADMIN, FEB 16</u>	01/13/2016	1,308.89	.00	<u>01-6211 RENT- BUILDINGS & LAND</u>	0	2/16		
997	TIM GORDON	FEB 2016		<u>CITY HALL RENT, P&Z, FEB 16</u>	01/13/2016	467.46	.00	<u>01-6211 RENT- BUILDINGS & LAND</u>	1003	2/16		
997	TIM GORDON	FEB 2016		<u>CITY HALL RENT, WATER, FEB 16</u>	01/13/2016	1,215.40	.00	<u>20-6211 RENT- BUILDINGS & LAND</u>	0	2/16		
997	TIM GORDON	FEB 2016		<u>CITY HALL RENT, SEWER, FEB 16</u>	01/13/2016	1,215.40	.00	<u>21-6211 RENT - BUILDINGS & LAND</u>	0	2/16		
997	TIM GORDON	FEB 2016		<u>CITY HALL RENT, PI, FEB 16</u>	01/13/2016	467.48	.00	<u>25-6211 RENT - BUILDINGS & LAND</u>	0	2/16		
Total FEB 2016:						4,674.63	.00					

City of Kuna

Payment Approval Report - City Council Approval

Page: 33

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 TIM GORDON:						4,674.63	.00					
U. S. POST OFFICE												
67	U. S. POST OFFICE	012016USPO		<u>2016 POST OFFICE BOX FEE, JAN.'16 - ADMIN</u>	01/01/2016	16.72	16.72	<u>01-6190 POSTAGE & BILLING</u>	0	1/16	01/11/2016	
67	U. S. POST OFFICE	012016USPO		<u>2016 POST OFFICE BOX FEE, JAN.'16 - P & Z</u>	01/01/2016	8.36	8.36	<u>01-6190 POSTAGE & BILLING</u>	1003	1/16	01/11/2016	
67	U. S. POST OFFICE	012016USPO		<u>2016 POST OFFICE BOX FEE, JAN.'16 - WATER</u>	01/01/2016	19.76	19.76	<u>20-6190 POSTAGE & BILLING</u>	0	1/16	01/11/2016	
67	U. S. POST OFFICE	012016USPO		<u>2016 POST OFFICE BOX FEE, JAN.'16 - SEWER</u>	01/01/2016	23.56	23.56	<u>21-6190 POSTAGE & BILLING</u>	0	1/16	01/11/2016	
67	U. S. POST OFFICE	012016USPO		<u>2016 POST OFFICE BOX FEE, JAN.'16 - P.1</u>	01/01/2016	7.60	7.60	<u>25-6190 POSTAGE & BILLING</u>	0	1/16	01/11/2016	
Total 012016USPO:						76.00	76.00					
Total U. S. POST OFFICE:						76.00	76.00					
U.S. BANK (VISA)												
1444	U.S. BANK (VISA)	064153410211	3652	<u>GODADDY.COM, ONE YEAR RENEWAL OF SSL FOR MAIL.CITYOFKUNA.COM FOR REDIRECT TO THE NEW MAIL.KUNACITY.GOV EMAIL DOMAIN, J.MARSH, DEC.'15</u>	12/07/2015	42.00	.00	<u>01-6142 MAINT. & REPAIR - EQUIPMENT</u>	0	12/15		
1444	U.S. BANK (VISA)	064153410211	3652	<u>GODADDY.COM, ONE YEAR RENEWAL OF SSL FOR MAIL.CITYOFKUNA.COM FOR REDIRECT TO THE NEW MAIL.KUNACITY.GOV EMAIL DOMAIN, J.MARSH, DEC.'15 - P & Z</u>	12/07/2015	14.99	.00	<u>01-6142 MAINT. & REPAIR - EQUIPMENT</u>	1003	12/15		
1444	U.S. BANK (VISA)	064153410211	3652	<u>GODADDY.COM, ONE YEAR RENEWAL OF SSL FOR MAIL.CITYOFKUNA.COM FOR REDIRECT TO THE NEW MAIL.KUNACITY.GOV EMAIL DOMAIN, J.MARSH, DEC.'15 - WATER</u>	12/07/2015	39.00	.00	<u>20-6142 MAINT. & REPAIRS- EQUIPMENT</u>	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 35

Jan 14, 2016 11:31AM

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
				J.COULTER, DEC.'15 - BUILDING OFFICIAL	12/08/2015	150.00	.00	01-6265 TRAINING & SCH00LING	1005	12/15		
1444	U.S. BANK (VISA)	921553428946	3664	IDAHO ASSOCIATION OF BUILDING OFFICIALS, TRAINING/CLASSES FOR B.BACHMAN, DEC.'15 - BUILDING INSPECTION	12/08/2015	25.00	.00	01-6265 TRAINING & SCH00LING	1005	12/15		
1444	U.S. BANK (VISA)	921553428946	3664	IDAHO ASSOCIATION OF BUILDING OFFICIALS, TRAINING/CLASSES FOR B.BACHMAN, DEC.'15 - BUILDING INSPECTION	12/08/2015	55.00	.00	01-6265 TRAINING & SCH00LING	1005	12/15		
1444	U.S. BANK (VISA)	921553428946	3664	IDAHO ASSOCIATION OF BUILDING OFFICIALS, TRAINING/CLASSES FOR B.BACHMAN, DEC.'15 - BUILDING INSPECTION	12/08/2015	10.00	.00	01-6265 TRAINING & SCH00LING	1005	12/15		
1444	U.S. BANK (VISA)	921553428946	3664	IDAHO ASSOCIATION OF BUILDING OFFICIALS, TRAINING/CLASSES FOR B.BACHMAN, DEC.'15 - BUILDING INSPECTION	12/08/2015	4.00	.00	01-6265 TRAINING & SCH00LING	1005	12/15		
1444	U.S. BANK (VISA)	921553428946	3664	IDAHO ASSOCIATION OF BUILDING OFFICIALS, TRAINING/CLASSES FOR B.BACHMAN, DEC.'15 - BUILDING INSPECTION	12/08/2015	4.00	.00	01-6265 TRAINING & SCH00LING	1005	12/15		
1444	U.S. BANK (VISA)	921553428946	3664	IDAHO ASSOCIATION OF BUILDING OFFICIALS, TRAINING/CLASSES FOR B.BACHMAN, DEC.'15 - BUILDING INSPECTION	12/08/2015	2.00	.00	01-6265 TRAINING & SCH00LING	1005	12/15		
Total 92155342894641613443:						250.00	.00					
1444	U.S. BANK (VISA)	921653360009	3627	AMAZON.COM, 2 EA. 2014 NATIONAL ELECTRIC CODE BOOKS, UPDATING FROM 2011, J.COULTER, BUILDING INSPECTION	12/02/2015	192.92	.00	01-6165 OFFICE SUPPLIES	1005	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 36

Jan 14, 2016 11:31AM

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 92165336000908413692:						192.92	.00					
1444	U.S. BANK (VISA)	990053342951		<u>BEST BUY, USB TO VGA ADAPTER FOR PC, B.WITHROW, PARKS - NOV.'15</u>	11/30/2015	15.99	.00	<u>01-6165 OFFICE SUPPLIES</u>	1004	11/15		
1444	U.S. BANK (VISA)	990053342951		<u>BEST BUY, USB TO VGA ADAPTER FOR PC, M.BORZICK, NOV.'15 - ADMIN</u>	11/30/2015	4.00	.00	<u>01-6165 OFFICE SUPPLIES</u>	0	11/15		
1444	U.S. BANK (VISA)	990053342951		<u>BEST BUY, USB TO VGA ADAPTER FOR PC, M.BORZICK, NOV.'15 - WATER</u>	11/30/2015	5.28	.00	<u>20-6165 OFFICE SUPPLIES</u>	0	11/15		
1444	U.S. BANK (VISA)	990053342951		<u>BEST BUY, USB TO VGA ADAPTER FOR PC, M.BORZICK, NOV.'15 - SEWER</u>	11/30/2015	5.28	.00	<u>21-6165 OFFICE SUPPLIES</u>	0	11/15		
1444	U.S. BANK (VISA)	990053342951		<u>BEST BUY, USB TO VGA ADAPTER FOR PC, M.BORZICK, NOV.'15 - P.I</u>	11/30/2015	1.44	.00	<u>25-6165 OFFICE SUPPLIES</u>	0	11/15		
Total 99005334295100652230:						31.99	.00					
Total U.S. BANK (VISA):						746.87	.00					
UNIVAR USA, INC.												
1410	UNIVAR USA, INC.	NA365995		<u>1 CREDIT/REFUND ON RETURNED POLY CONTAINER, SEWER, DEC.'15</u>	12/30/2015	-700.00	.00	<u>21-6097 DEPOSITS ON ACCOUNT</u>	0	12/15		
Total NA365995:						-700.00	.00					
1410	UNIVAR USA, INC.	NA571600	3708	<u>1 CONTAINER OF LIQUICHLOR PLUS TRANSPORTATION SURCHARGE, SEWER, DEC.'15</u>	12/31/2015	679.84	.00	<u>21-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		
1410	UNIVAR USA, INC.	NA571600	3708	<u>1 RETURNABLE DEPOSIT FOR POLY CONTAINER, SEWER, DEC.'15</u>	12/31/2015	700.00	.00	<u>21-6097 DEPOSITS ON ACCOUNT</u>	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Page: 37

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 NA571600:						1,379.84	.00					
Total UNIVAR USA, INC.:						679.84	.00					
USA BLUE BOOK												
265	USA BLUE BOOK	834620	3714	<u>2 EA. REPLACEMENT PROBES FOR THE PH METERS @ PLANT LABS AND RE-USE FACILITIES, T.SHAFFER, SEWER, DEC.'15</u>	12/30/2015	531.30	.00	<u>21-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		
Total 834620:						531.30	.00					
265	USA BLUE BOOK	834684	3714	<u>18 BOXES NITRILE DISPOSABLE GLOVES (12-LG, 6 -XL), T.SHAFFER, SEWER, DEC.'15</u>	12/30/2015	267.66	.00	<u>21-6230 SAFETY TRAINING & EQUIPMENT</u>	0	12/15		
265	USA BLUE BOOK	834684	3714	<u>2 EA. PINT CONTAINERS OF ELECTRODE STORAGE SOLUTION, T.SHAFFER, SEWER, DEC.'15</u>	12/30/2015	51.90	.00	<u>21-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		
265	USA BLUE BOOK	834684	3714	<u>1 CASE (100 COUNT) MEDIUM WEIGHT OIL ONLY SORBENT PADS, T.SHAFFER, SEWER, DEC.'15</u>	12/30/2015	89.90	.00	<u>21-6142 MAINT. & REPAIRS - EQUIPMENT</u>	0	12/15		
265	USA BLUE BOOK	834684	3714	<u>FREIGHT CHARGES FOR THE DISPOSABLE GLOVES, T.SHAFFER, SEWER, DEC.'15</u>	12/30/2015	42.18	.00	<u>21-6230 SAFETY TRAINING & EQUIPMENT</u>	0	12/15		
265	USA BLUE BOOK	834684	3714	<u>FREIGHT CHARGES FOR THE ELECTRODE STORAGE SOLUTION, T.SHAFFER, SEWER, DEC.'15</u>	12/30/2015	8.44	.00	<u>21-6150 MAINT. & REPAIRS - SYSTEM</u>	0	12/15		
265	USA BLUE BOOK	834684	3714	<u>FREIGHT CHARGES FOR THE OIL SORBENT PADS, T.SHAFFER, SEWER, DEC.'15</u>	12/30/2015	14.27	.00	<u>21-6142 MAINT. & REPAIRS - EQUIPMENT</u>	0	12/15		
Total 834684:						474.35	.00					

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 38

Jan 14, 2016 11:31AM

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 USA BLUE BOOK:						1,005.65	.00					
VALLI INFORMATION SYSTEMS, INC												
857	VALLI INFORMATION SYSTEMS, INC	33460		<u>ESTATEMENT AND POSTAGE, FOR DEC.'15 - ADMIN</u>	12/31/2015	952.34	.00	<u>01-6190 POSTAGE & BILLING</u>	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33460		<u>ESTATEMENT AND POSTAGE, FOR DEC.'15 - WATER</u>	12/31/2015	1,496.53	.00	<u>20-6190 POSTAGE & BILLING</u>	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33460		<u>ESTATEMENT AND POSTAGE, FOR DEC.'15 - SEWER</u>	12/31/2015	1,496.53	.00	<u>21-6190 POSTAGE & BILLING</u>	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33460		<u>ESTATEMENT AND POSTAGE, FOR DEC.'15 - PI</u>	12/31/2015	589.53	.00	<u>25-6190 POSTAGE & BILLING</u>	0	12/15		
Total 33460:						4,534.93	.00					
857	VALLI INFORMATION SYSTEMS, INC	33461		<u>LOCKBOX TRANSACTIONS, LOCKBOX POSTAGE, AND ESTATEMENT MAINTENANCE, DEC.'15 - ADMIN</u>	12/31/2015	95.52	.00	<u>01-6190 POSTAGE & BILLING</u>	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33461		<u>LOCKBOX TRANSACTIONS, LOCKBOX POSTAGE, AND ESTATEMENT MAINTENANCE, DEC.'15 - WATER</u>	12/31/2015	150.10	.00	<u>20-6190 POSTAGE & BILLING</u>	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33461		<u>LOCKBOX TRANSACTIONS, LOCKBOX POSTAGE, AND ESTATEMENT MAINTENANCE, DEC.'15 - SEWER</u>	12/31/2015	150.10	.00	<u>21-6190 POSTAGE & BILLING</u>	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33461		<u>LOCKBOX TRANSACTIONS, LOCKBOX POSTAGE, AND ESTATEMENT MAINTENANCE, DEC.'15 - PI</u>	12/31/2015	59.14	.00	<u>25-6190 POSTAGE & BILLING</u>	0	12/15		
Total 33461:						454.86	.00					
Total VALLI INFORMATION SYSTEMS, INC:						4,989.79	.00					
VERIZON WIRELESS												
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE EQUIPMENT CHARGES, MAYOR STEAR, DEC.'15 - ADMIN</u>	12/28/2015	40.48	.00	<u>01-6175 SMALL TOOLS</u>	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 39

Jan 14, 2016 11:31AM

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
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE EQUIPMENT CHARGES, MAYOR STEAR, DEC.'15 - WATER</u>	12/28/2015	1.80	.00	<u>20-6175 SMALL TOOLS</u>	0	12/15		
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE EQUIPMENT CHARGES, MAYOR STEAR, DEC.'15 - SEWER</u>	12/28/2015	1.80	.00	<u>21-6175 SMALL TOOLS</u>	0	12/15		
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE EQUIPMENT CHARGES, MAYOR STEAR, DEC.'15 - P.I</u>	12/28/2015	.90	.00	<u>25-6175 SMALL TOOLS</u>	0	12/15		
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE SERVICE, DEC.'15 - ADMIN</u>	12/28/2015	64.82	.00	<u>01-6255 TELEPHONE</u>	0	12/15		
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE SERVICE, DEC.'15 - PARKS</u>	12/28/2015	216.83	.00	<u>01-6255 TELEPHONE</u>	1004	12/15		
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE SERVICE, DEC.'15 - BUILDING INSPECTION</u>	12/28/2015	52.60	.00	<u>01-6255 TELEPHONE</u>	1005	12/15		
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE SERVICE, DEC.'15 - WATER</u>	12/28/2015	347.20	.00	<u>20-6255 TELEPHONE EXPENSE</u>	0	12/15		
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE SERVICE, DEC.'15 - SEWER</u>	12/28/2015	343.65	.00	<u>21-6255 TELEPHONE EXPENSE</u>	0	12/15		
1575	VERIZON WIRELESS	9758016370		<u>CELL PHONE SERVICE, DEC.'15 - P.I</u>	12/28/2015	87.43	.00	<u>25-6255 TELEPHONE EXPENSE</u>	0	12/15		
Total 9758016370:						1,157.51	.00					
1575	VERIZON WIRELESS	9758094277		<u>TABLET EQUIPMENT CHARGES, J.COULTER, DEC.'15 - BUILDING INSPECTION</u>	01/01/2016	447.48	.00	<u>01-6175 SMALL TOOLS</u>	1005	12/15		
1575	VERIZON WIRELESS	9758094277		<u>TABLET SERVICE, DEC.'15 - PARKS</u>	01/01/2016	11.23	.00	<u>01-6255 TELEPHONE</u>	1004	12/15		
1575	VERIZON WIRELESS	9758094277		<u>TABLET SERVICE, DEC.'15 - BUILDING INSPECTION</u>	01/01/2016	14.88	.00	<u>01-6255 TELEPHONE</u>	1005	12/15		

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 40

Jan 14, 2016 11:31AM

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
1575	VERIZON WIRELESS	9758094277		<u>TABLET SERVICE, DEC.'15 - WATER</u>	01/01/2016	27.79	.00	20-6255 <u>TELEPHONE EXPENSE</u>	0	12/15		
1575	VERIZON WIRELESS	9758094277		<u>TABLET SERVICE, DEC.'15 - SEWER</u>	01/01/2016	64.06	.00	21-6255 <u>TELEPHONE EXPENSE</u>	0	12/15		
1575	VERIZON WIRELESS	9758094277		<u>TABLET SERVICE, DEC.'15 - P.I</u>	01/01/2016	13.86	.00	25-6255 <u>TELEPHONE EXPENSE</u>	0	12/15		
Total 9758094277:						579.30	.00					
Total VERIZON WIRELESS:						1,736.81	.00					
WATER DEPOSIT REFUNDS #10												
1776	WATER DEPOSIT REFUNDS #10	110190.01		<u>JERRY MCBRIDE, 537 N KATIE WAY, WATER OVERPAYMENT</u>	01/05/2016	96.68	.00	99-1075 <u>Utility Cash Clearing</u>	0	1/16		
Total 110190.01:						96.68	.00					
1776	WATER DEPOSIT REFUNDS #10	111510.01		<u>GARY D HANSEN, 658 E SANTOLINA ST, WATER OVERPAYMENT</u>	01/13/2016	6.92	.00	99-1075 <u>Utility Cash Clearing</u>	0	1/16		
Total 111510.01:						6.92	.00					
1776	WATER DEPOSIT REFUNDS #10	150080.02		<u>GARY MARTIN, 1420 N ANDREW AVE, WATER OVERPAYMENT</u>	01/12/2016	75.17	.00	99-1075 <u>Utility Cash Clearing</u>	0	1/16		
Total 150080.02:						75.17	.00					
1776	WATER DEPOSIT REFUNDS #10	161045.03		<u>DONALD VOSHALL, 1163 N CATERPILLAR AVE, WATER OVERPAYMENT</u>	01/13/2016	4.15	.00	99-1075 <u>Utility Cash Clearing</u>	0	1/16		
Total 161045.03:						4.15	.00					

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 41

Jan 14, 2016 11:31AM

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
1776	WATER DEPOSIT REFUNDS #10	162095.02		<u>MICHAEL ALLEN, 172 E POPLIN ST. WATER OVERPAYMENT</u>	01/07/2016	19.84	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 162095.02:						19.84	.00					
1776	WATER DEPOSIT REFUNDS #10	164060.02		<u>NOAH GIVER, 264 E BRUSH GULCH ST. WATER OVERPAYMENT</u>	12/30/2015	142.29	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 164060.02:						142.29	.00					
1776	WATER DEPOSIT REFUNDS #10	190145.01		<u>FRANCK A NYBERG, 411 W MULE CT. WATER OVERPAYMENT</u>	01/07/2016	118.23	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 190145.01:						118.23	.00					
1776	WATER DEPOSIT REFUNDS #10	190800.01		<u>KATHY HENDRIX, 1747 N SPIKE AVE. WATER OVERPAYMENT</u>	01/08/2016	9.26	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 190800.01:						9.26	.00					
1776	WATER DEPOSIT REFUNDS #10	200100.02		<u>KRISTIN VALENZUELA, 177 E SCREECH OWL DR. WATER OVERPAYMENT</u>	01/07/2016	46.76	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 200100.02:						46.76	.00					
1776	WATER DEPOSIT REFUNDS #10	220820.02		<u>KELLY GILMORE, 668 E CINNABEAR DR. WATER OVERPAYMENT</u>	01/07/2016	11.46	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 220820.02:						11.46	.00					
1776	WATER DEPOSIT REFUNDS #10	220885.02		<u>GRANT FUNKHOUSER, 501 E EDENRIDGE DR. WATER OVERPAYMENT</u>	01/07/2016	6.94	.00	99-1075 Utility Cash Clearing	0	1/16		

City of Kuna

Payment Approval Report - City Council Approval

Page: 42

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 220885.02:						6.94	.00					
1776	WATER DEPOSIT REFUNDS #10	221205.01A		<u>CBH, 1142 S THREAVE AVE. WATER OVERPAYMENT</u>	01/11/2015	46.35	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 221205.01A:						46.35	.00					
1776	WATER DEPOSIT REFUNDS #10	221270.01		<u>CBH, 1153 S TOMEN AVE. WATER OVERPAYMENT</u>	01/12/2016	32.75	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 221270.01:						32.75	.00					
1776	WATER DEPOSIT REFUNDS #10	221535.01		<u>CBH, 953 S RUMNEY AVE. WATER OVERPAYMENT</u>	01/12/2016	23.67	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 221535.01:						23.67	.00					
1776	WATER DEPOSIT REFUNDS #10	240555.03		<u>JEFFEREY FLETCHER, 958 E LIMESTONE ST, WATER OVERPAYMENT</u>	01/07/2016	210.52	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 240555.03:						210.52	.00					
1776	WATER DEPOSIT REFUNDS #10	240830.03		<u>KRISTOPHER WALLIN, 979 E ENSOLARADO ST, WATER OVERPAYMENT</u>	01/07/2016	12.31	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 240830.03:						12.31	.00					
1776	WATER DEPOSIT REFUNDS #10	250175.03		<u>SUMMIT CANYON, 224 W TROY ST, WATER OVERPAYMENT</u>	01/05/2016	31.81	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 250175.03:						31.81	.00					
1776	WATER DEPOSIT REFUNDS #10	254015.01		<u>HUNTER HOMES, 1061 S PENCIL AVE, WATER OVERPAYMENT</u>	01/12/2016	17.93	.00	99-1075 Utility Cash Clearing	0	1/16		

City of Kuna

Payment Approval Report - City Council Approval

Page: 43

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 254015.01:						17.93	.00					
1776	WATER DEPOSIT REFUNDS #10	254095.02		<u>CORA FRIEND, 866 W SANDBOX ST, WATER OVERPAYMENT</u>	01/07/2016	47.30	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 254095.02:						47.30	.00					
1776	WATER DEPOSIT REFUNDS #10	260290.01		<u>TERREL MILLER, 1744 N BISQUE AVE, WATER OVERPAYMENT</u>	01/04/2016	75.50	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 260290.01:						75.50	.00					
1776	WATER DEPOSIT REFUNDS #10	260965.01		<u>SALVADOR RODRIGUEZ, 2365 N RUBINE LN, WATER OVERPAYMENT</u>	01/12/2016	114.59	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 260965.01:						114.59	.00					
1776	WATER DEPOSIT REFUNDS #10	264305.01A		<u>CBH, 1831 N ROSEDUST DR, WATER OVERPAYMENT</u>	01/11/2016	46.35	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 264305.01A:						46.35	.00					
1776	WATER DEPOSIT REFUNDS #10	264410.01A		<u>CBH, 1838 N ROSEDUST DR, WATER OVERPAYMENT</u>	01/11/2016	46.35	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 264410.01A:						46.35	.00					
1776	WATER DEPOSIT REFUNDS #10	264415.01A		<u>CBH, 1850 N ROSEDUST DR, WATER OVERPAYMENT</u>	01/11/2016	46.35	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 264415.01A:						46.35	.00					
1776	WATER DEPOSIT REFUNDS #10	265040.01		<u>RIVERWOOD HOMES, 2368 W BEIGE CT, WATER OVERPAYMENT</u>	12/30/2015	57.13	.00	99-1075 Utility Cash Clearing	0	1/16		

City of Kuna

Payment Approval Report - City Council Approval

Page: 44

Report dates: 1/1/2016-1/14/2016

Jan 14, 2016 11:31AM

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 265040.01:						57.13	.00					
1776	WATER DEPOSIT REFUNDS #10	274740.02		<u>JUSTIN YEARSLEY, 9258 S CHERRY APPLE AVE, WATER OVERPAYMENT</u>	01/05/2016	109.32	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 274740.02:						109.32	.00					
1776	WATER DEPOSIT REFUNDS #10	290506.01		<u>DENNIS GEIS, 7693 S OLD FARM LN, WATER OVERPAYMENT</u>	01/08/2016	4.85	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 290506.01:						4.85	.00					
1776	WATER DEPOSIT REFUNDS #10	30510.01		<u>JEANNE L VALENTI, 1010 W AVALON ST, WATER OVERPAYMENT</u>	01/12/2016	72.29	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 30510.01:						72.29	.00					
1776	WATER DEPOSIT REFUNDS #10	91240.01		<u>STEVEN GULL, 939 N QUARTZITE AVE, WATER OVERPAYMENT</u>	01/12/2016	141.91	.00	99-1075 Utility Cash Clearing	0	1/16		
Total 91240.01:						141.91	.00					
Total WATER DEPOSIT REFUNDS #10:						1,674.98	.00					
WESTERN IDAHO FREIGHTLINER												
1774	WESTERN IDAHO FREIGHTLINER	R006045344	3687	<u>LABOR AND PARTS, SERVICE ON VAC TRUCK #2, SHORT IN ALTERNATOR, M.NADEAU, SEWER, DEC.'15</u>	12/15/2015	256.50	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	12/15		
Total R006045344:						256.50	.00					

City of Kuna

Payment Approval Report - City Council Approval

Report dates: 1/1/2016-1/14/2016

Page: 45

Jan 14, 2016 11:31AM

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 WESTERN IDAHO FREIGHTLINER:						256.50	.00					
WESTERN RECORDS DESTRUCTION, INC.												
1633	WESTERN RECORDS DESTRUCTION, INC.	0301733		<u>RECORDS DESTRUCTION SERVICES, CITY HALL, 12/1/15-12/31/15 - ADMIN</u>	01/01/2016	23.80	.00	<u>01-6052 CONTRACT SERVICES</u>	0	12/15		
1633	WESTERN RECORDS DESTRUCTION, INC.	0301733		<u>RECORDS DESTRUCTION SERVICES, CITY HALL, 12/1/15-12/31/15 - P & Z</u>	01/01/2016	8.50	.00	<u>01-6052 CONTRACT SERVICES</u>	1003	12/15		
1633	WESTERN RECORDS DESTRUCTION, INC.	0301733		<u>RECORDS DESTRUCTION SERVICES, CITY HALL, 12/1/15-12/31/15 - WATER</u>	01/01/2016	22.10	.00	<u>20-6052 CONTRACT SERVICES</u>	0	12/15		
1633	WESTERN RECORDS DESTRUCTION, INC.	0301733		<u>RECORDS DESTRUCTION SERVICES, CITY HALL, 12/1/15-12/31/15 - SEWER</u>	01/01/2016	22.10	.00	<u>21-6052 CONTRACT SERVICES</u>	0	12/15		
1633	WESTERN RECORDS DESTRUCTION, INC.	0301733		<u>RECORDS DESTRUCTION SERVICES, CITY HALL, 12/1/15-12/31/15 - P.I</u>	01/01/2016	8.50	.00	<u>25-6052 CONTRACT SERVICES</u>	0	12/15		
Total 0301733:						85.00	.00					
Total WESTERN RECORDS DESTRUCTION, INC.:						85.00	.00					
WEX BANK												
1234	WEX BANK	43478412		<u>FUEL, DEC.'15 - ADMIN</u>	12/31/2015	9.65	.00	<u>01-6300 FUEL</u>	0	12/15		
1234	WEX BANK	43478412		<u>FUEL, DEC.'15 - P&Z</u>	12/31/2015	3.22	.00	<u>01-6300 FUEL</u>	1003	12/15		
1234	WEX BANK	43478412		<u>FUEL, DEC.'15 - PARKS</u>	12/31/2015	251.69	.00	<u>01-6300 FUEL</u>	1004	12/15		
1234	WEX BANK	43478412		<u>FUEL, DEC.'15 - BUILDING INSPECTION</u>	12/31/2015	170.97	.00	<u>01-6300 FUEL</u>	1005	12/15		
1234	WEX BANK	43478412		<u>FUEL, DEC.'15 - WATER</u>	12/31/2015	141.03	.00	<u>20-6300 FUEL</u>	0	12/15		
1234	WEX BANK	43478412		<u>FUEL, DEC.'15 - SEWER</u>	12/31/2015	236.41	.00	<u>21-6300 FUEL</u>	0	12/15		
1234	WEX BANK	43478412		<u>FUEL, DEC.'15 - P.I</u>	12/31/2015	35.26	.00	<u>25-6300 FUEL</u>	0	12/15		

City of Kuna

Payment Approval Report - City Council Approval
Report dates: 1/1/2016-1/14/2016

Page: 46

Jan 14, 2016 11:31AM

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 43478412:						848.23	.00					
Total WEX BANK:						848.23	.00					
Grand Totals:						292,514.73	93,354.32					

Dated: _____

Mayor: _____

City Council: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



City of Kuna

Findings of Fact and Conclusions of Law

P.O. Box 13
 Phone: (208) 922-5274
 Fax: (208) 922-5989
Kunacity.id.gov

To: Kuna City Council

Case Number(s): 15-02-S (Subdivision): *Journey's End Subdivision*

Location: East of Kay Avenue and west of Sailer Place, approximately 400-feet south of State Highway 69 (E. Kuna Road/E. Avalon St.) Kuna, Idaho 83634

Planner: Trevor Kesner, Planner II

Hearing Date: January 19, 2015

Applicant: **Blacks Creek, LLP**
 PO Box 690
 Meridian, Idaho 83680
 208.514.4909
lbootstfi@gmail.com

Representative: **A Team Land Consultants, Steve Arnold**
 1785 Whisper Cove Avenue
 Boise, Idaho 83709
 208.321.0525
steve@ateamboise.com

Table of Contents:

- A. Course Proceedings
- B. Applicant Request
- C. Vicinity and Aerial Maps; Site History
- D. General Project Facts
- E. Staff Analysis
- F. Applicable Standards
- G. Comprehensive Plan Analysis
- H. Findings of Fact
- I. Conclusions of Law
- J. Decision of the Council

A. Course Proceedings

1. Kuna City Code (KCC), Title 1, Chapter 14, Section 3, states subdivisions are designated as public hearings, with the City Council as the decision-making body for subdivisions. This land use was given proper public notice and followed the requirements set forth in Idaho Code, Chapter 65, Local Land Use Planning Act (LLUPA).

a. **Notifications**

- i. **Neighborhood Meeting**
- ii. **Agencies**
- iii. **300' Property Owners**
- iv. **Kuna, Melba Newspaper**
- v. **Site Posted**

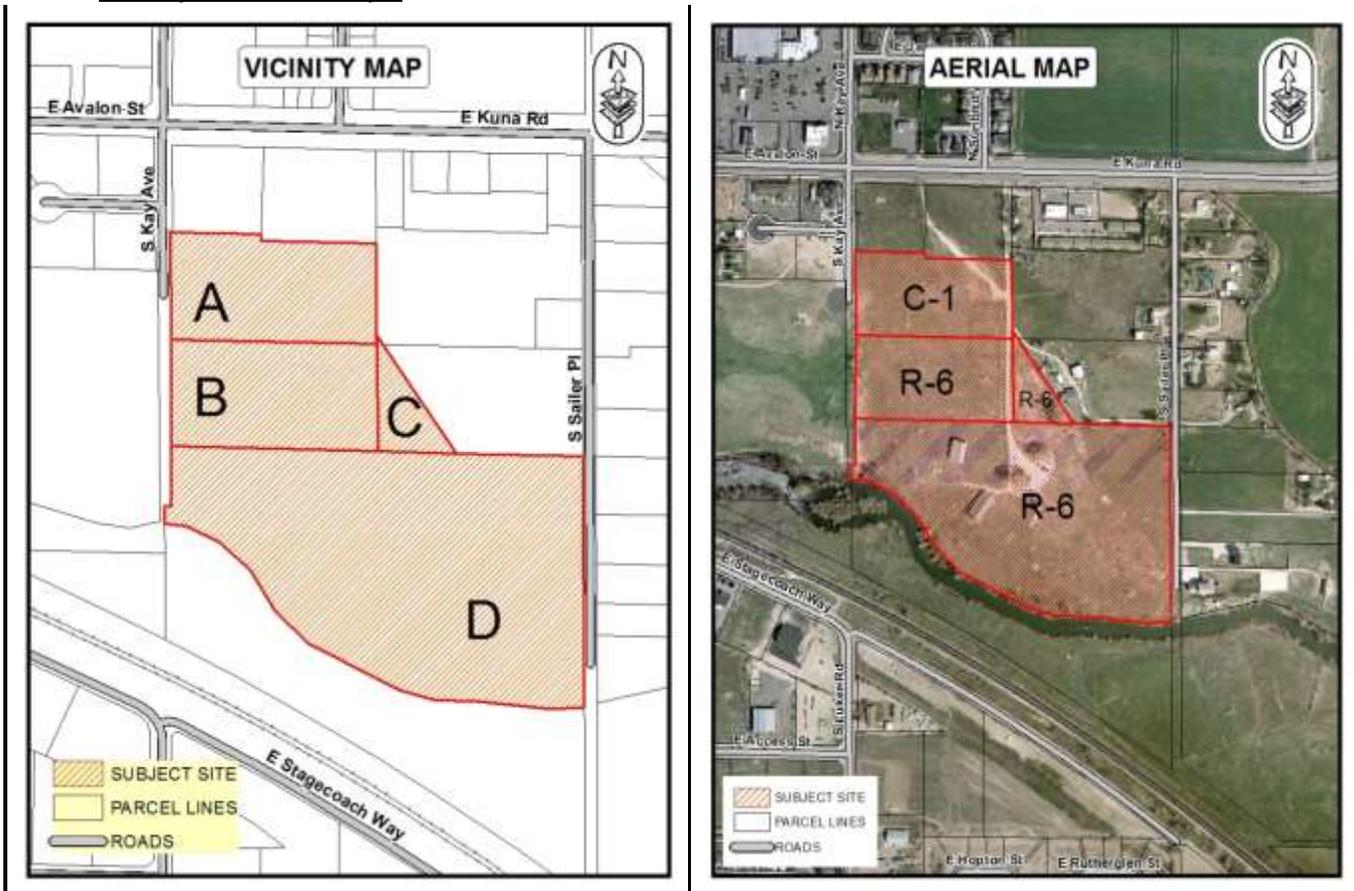
- March 9, 2015**
- November 30, 2015**
- December 1, 2016**
- November 30, 2015**
- December 2, 2015**

B. Applicant Request:

1. **Request:**

Applicant requests approval of a Preliminary Plat to create a 145 lot residential subdivision (Journey's End). The applicant proposes to develop 87 single family lots, 20 townhome lots, 25 multi-family (four-plex) lots and 13 common lots. The common areas will make up approximately 26% of the entire site, or 7.54 acres. One common lot will be developed as an extension of the Kuna Greenbelt pathway along Indian Creek. An HOA will be established for the care and maintenance of the common areas. The applicant has received Special Use Permit approval to construct townhomes and multi-family dwellings within portions of an R-6 (Medium Density Residential) zone from the Planning and Zoning Commission. The applicant proposes seven (7) phases of development which will be driven by the consumer market.

C. Vicinity and Aerial Maps:



History: The subject parcels are already annexed into Kuna City limits. The subject site has historically been farmed.

This case was heard by the Planning and Zoning Commission on November 10th, 2015 where the Commission forwarded a recommendation of approval for 15-02-S to the City Council. Notices about the hearing were mailed via USPS to property owners within 300 feet of the property on December 2, 2015. The hearing was published in the Kuna Melba News on December 2, 2015. The site posting has been modified provide notification about this hearing.

D. General Projects Facts:

1. **Comprehensive Plan Designation:** The Future Land Use Map (FLU) identifies this site as Mixed-Use City Center. Staff views this land use request to be consistent with the approved FLU map.

2. **Surrounding Land Uses:**

North	C-1/R-6	Neighborhood Business District/Medium-Low Density Residential - Kuna City
South	RUT	Rural-Urban Transition–Ada County
East	R-4	Low Density Residential – Kuna City
West	RR and R-1	Rural-Urban Transition – Ada County AND Low Density Residential - Kuna City

3. **Parcel Sizes, Current Zoning, Parcel Numbers:**

- Approximately 28.79 total acres
- C-1 (Existing) – 4.72 Acres AND R-6 (Existing) – 24.07 Acres
- Parcel #'s showing (see vicinity map on page 2 of 8): A) R0615252032; B) R0615252200; C) R0615251800; D) R0615252800.

4. **Services:**

Sanitary Sewer– City of Kuna
 Potable Water – City of Kuna
 Irrigation District – Boise-Kuna Irrigation District
 Pressurized Irrigation – City of Kuna (KMID)
 Fire Protection – Kuna Rural Fire District
 Police Protection – Kuna City Police (Ada County Sheriff's office)
 Sanitation Services – J&M Sanitation

5. **Existing Structures, Vegetation and Natural Features:** Currently the land is fallow with two agricultural related structures situated on the site. It is anticipated that the current use will continue until construction begins on the development. This site's topography is generally flat.

6. **Water Rights:** Any existing water rights will stay with the land and are non-transferrable; except to the City of Kuna, which shall be annexed into the city's pressure irrigation system.

7. **Transportation / Connectivity:** The applicant proposes three vehicular access points; one (1) access on south Sailer Place and two access points (2) on south Kay Avenue. The traffic impact analysis submitted to ACHD by the applicant and stamped by Gary Funkhouser, P.E. states: "Journey's End is projected to generate a gross average daily traffic (ADT) of approximately 1600

vehicles per day (vpd) ...PM peak hour traffic of 158 vpd and the AM peak hour of 124 vpd. Approximately 61% of the daily traffic will use Kay Avenue for access and 39% of the daily traffic will use Sailer Street for access". The pedestrian pathways which traverse through the subdivision will connect to internal sidewalks and the Indian Creek pathway (greenbelt).

8. **Environmental Issues:** Staff is not aware of any environmental issues or health conflicts. The *Indian Creek Canal* borders the southerly boundary of the development. According to the Idaho Department of Water Resources mapping system and the submitted preliminary plat, it appears that portions of the most southerly parcel are situated within the 100 year flood plain.
9. **Agency Responses:** The following agencies returned comments and are included as exhibits with this case file:
- (Exhibit B-1) Kuna City Engineer (Gordon Law, P.E.);
 - (Exhibit B-2) Boise Project Board of Control;
 - (Exhibit B-3) Idaho Department of Environmental Quality (DEQ)
 - (Exhibit B-4) Idaho Transportation Department (ITD);
 - (Exhibit B-5) Ada County Highway District (ACHD);
 - (Exhibit B-6) Central District Health Department
 - (Exhibit B-10) Community Planning Association of Southwest Idaho (COMPASS)

E. Staff Analysis:

The subject site is located approximately 400 feet south of E. Avalon Street/E. Kuna Rd/SH69, between S. Kay Avenue and S. Sailer Place. The 28.79 acre site is currently annexed into the City with 24.07 acres designated as an R-6 (Residential) zone, and the remaining 4.72 acres designated as C-1 (Commercial) zone. The applicant intends to create 132 buildable lots in the subdivision proposing 7.54 acres (nearly 26 % of the project) of common space for the use of residents to be owned and maintained by an HOA. This project will include pathways through the development, landscape buffers, a tot-lot and a swimming pool and clubhouse. Applicant also proposes improvements to the Indian Creek pathway (Greenbelt) on the north side of Indian Creek on the southern border of the project.

Public services will be extended to the property. The site is too low to be serviced by gravity and capacity of the nearest lift station is almost fully committed, therefore, a lift station is required. This project is not connected to the city's pressure irrigation system, but pump stations in this area are adequate to serve this property.

The applicant intends to construct 36 foot wide internal streets with curb, gutter and five foot detached sidewalks buffered by seven foot parkway strips. ACHD will require the applicant to construct Sailer Place as half of a 36-foot street section abutting the site and locate a Cul-de-sac turn around at its terminus. The applicant intends construct Kay Avenue as half of a 40-foot street section, with curb, gutter and attached sidewalk abutting the site. ACHD requested the applicant provide a stub street to connection to the previously approved Sailer Shores Meadows development to the east of this project; however, staff has confirmed approval from ACHD that the Sailer Shores Meadows developer has reconfigured the approved preliminary plat so as not to connect to the Journey's End site (reference Exhibit B-11).

Planning and Zoning staff have determined this application complies with Title 5 of the Kuna City Code; Idaho Statute §50-222; and the Kuna Comprehensive Plan; and recommended approval for Case No. 15-02-S (Journey's End Subdivision), subject to the recommended conditions of approval.

F. Applicable Standards:

1. Kuna Zoning Ordinance No. 230, 546 and 570; Title 5 Zoning Regulations,
2. Kuna Subdivision Ordinance No. 2012-18,
3. Kuna Comprehensive Plan and Future Land Use Map,
4. Kuna Landscape Regulations, Title 5, Chapter 17, Section 1 thru 26,
5. Idaho Code, Title 67, Chapter 65, Local Land Use Planning Act.

G. Comprehensive Plan Analysis:

The Kuna City Council accepts the Comprehensive Plan components as described below:

1. The applications for this site are consistent with the following Comprehensive Plan components:

-GOALS AND POLICY – Property Rights

Goal 1: Ensure that the City of Kuna land use policies, restrictions, conditions and fees do not violate private property rights. Establish an orderly, consistent review process for the City of Kuna to evaluate whether actions may result in private property "takings".

Policy 1: As part of a land use action review, the staff shall evaluate with guidance from the City's attorney; The Idaho Attorney General's has established six criterions to determine the potential for property takings.

-GOALS AND POLICY - Land Use

Objective 1.1, Policy 1: Adopt a future land use plan and map that reflects the needs and values of the community and guides future growth in a manner consistent with the community's vision.

Objective 1.5: Ensure an adequate supply of housing for all income levels.

Goal 2: Encourage a balance of land uses to ensure that Kuna remains a desirable, stable, and self-sufficient community.

Objective 2.2: Plan for areas designed to accommodate a diverse range of businesses and commercial activity – within both the community-scale and neighborhood-scale centers – to strengthen the local economy and to provide more opportunities for social interaction.

Policy 2.3: Retail and residential land uses should be appropriately mixed and balanced with professional offices and service facilities to provide residents with a broader mix of services within walking distance from their homes.

Goal 3: Protect the quality of existing residential neighborhoods and ensure new residential development is sustainable. Provide a variety of housing opportunities to meet the needs of all Kuna residents.

Objective 3.1: Encourage and plan for the development of cohesive neighborhood units that incorporate a variety of housing densities and styles.

Goal 4: Preserve key natural and open spaces, maintain and enhance existing park spaces, and promote the development of additional park spaces to meet growing demands.

Objective 4.1: Identify areas within the region that can be preserved and protected for future generations.

Policy 4.3: Create parks or preserves at key community open spaces such as the Hubbard reservoir, Indian Creek, Kuna Butte, and Initial Point.

Policy 1: Maintain an appropriate balance and interaction between natural systems and the built environment.

Policy 2: Adopt a future land use plan that includes natural and developed open space areas for preservation within and around the City.

-GOALS AND POLICY – Transportation

Goal 1: Promote and encourage bicycling and walking as transportation modes.

Goal 3: Balance land use planning with transportation needs.

Policy 2: Facilitate pedestrian connections both visually and physically, to enhance pedestrian movement.

Objective 3.1: Strive to achieve local and regional land use and transportation compatibilities.

Policy 3.1.1: Coordinate with COMPASS and ACHD on regional transportation planning matters.

Objective 3.2: Develop strategies to reduce travel demand.

Policy 3.4.2: Rely on the City's functionally classified road map to define levels of access and mobility. Require the development community to dedicate right of way according to the road's functionality as identified in the transportation plan.

GOALS AND POLICY - Recreation

Objective 1.2: Develop parks and recreational facilities that can be utilized all year around and that may be retrofitted to meet different needs as circumstances warrant.

Policy 1.2.1: Ensure that there is a system of parks, trails, and recreational activities that accommodate a host of outdoor activities.

Policy 1.3.2: Adopt a park system development strategy that provides a good balance between active and passive open space uses.

Goal 2: Integrate trails, bike lanes, and green systems into community life and development patterns.

Objective 2.1: Ensure that neighborhoods have easy access to open green space, trails and bike systems.

Policy 2.3: Coordinate with the irrigation district to establish trails and greenways along their waterways where appropriate.

Goal 3: Maintain nature parks and agricultural lands as part of the City's green system.

Goal 4: Encourage the development of community and neighborhood-centered recreational facilities and programs for residents.

Policy 6: Assure parks and open spaces connect with trails, walkways, bikeways, and horse paths.

GOALS AND POLICY – Housing

Goal 1: Provide a wide range of housing to meet the needs of the current and future population. Ensure that housing is available throughout the community for people of all income levels and for those with special needs.

Objective 1.1: Encourage the construction of housing that is safe, affordable and designed to accommodate a range of income levels and lifestyles

Policy 1.2: Encourage the development community to provide a variety of lot sizes, dwelling types, densities, and price points.

Policy 1.8: The City staff should discourage developers from developing land divisions greater than one half acre because large lot subdivisions increase municipal costs, require public subsidy and create sprawl.

Goal 2: Encourage logical and orderly residential development.

Objective 2.1: Ensure that development proceeds in a logical and orderly manner so that public services are provided in a cost efficient manner.

Objective 3.1: Encourage the development of safe and aesthetically-pleasing neighborhoods.

Policy 3.7: Encourage the construction of trail and pathway connections between neighborhoods.

GOALS AND POLICY - Community Design

Goal 1: Strengthen the image of the City through good community and urban design principles.

Objective 1.1: Foster good community design concepts.

Objective 1.2: Ensure the development community applies sufficient landscaping to its developments for the purpose of reducing scale, creating a sense of place and mitigating incompatible uses.

Policy 1.3: Incorporate landscape features to serve as buffers between streets and pedestrian activity.

H. Findings of Fact:

1. This request appears to be consistent and in compliance with Kuna City Code (KCC).
2. The use appears to meet the general objectives of Kuna's Comprehensive Plan.
3. The site is physically suitable for a subdivision.
4. The subdivision uses are not likely to cause substantial environmental damage or avoidable injury to wildlife or their habitat.
5. The subdivision application is not likely to cause adverse public health problems.

6. The application appears to avoid detriment to the present and potential surrounding uses; to the health, safety, and general welfare of the public, taking into account the physical features of the site, public facilities and the existing adjacent uses.
7. The existing streets and utility services in proximity to the site are suitable and adequate for residential subdivision purposes.
8. The Kuna City Council accepts the facts as outlined in the staff report, any public testimony and the supporting evidence list as presented.
9. Based on the evidence contained in Case No. 15-02-S (Subdivision), this proposal appears to comply with the Kuna Comprehensive Plan and the Future Land Use Map.
10. The Kuna City Council has the authority to approve or deny the subdivision application.
11. The public notice requirements were met and the public hearing was conducted within the guidelines of applicable Idaho Code and City Ordinances.

I. Conclusions of Law:

1. Based on the evidence contained in Case No. **15-02-S**, the Kuna City Council finds Case No. **15-02-S**, complies with Kuna City Code.
2. Based on the evidence contained in Case No. **15-02-S**, the Kuna City Council finds Case No.
3. **15-02-S** is consistent with Kuna's Comprehensive Plan.
4. The public notice requirements were met and the neighborhood meeting was conducted within the guidelines of applicable Idaho Code and Kuna City Ordinances.

J. Recommendation by the City Council:

Based on the facts outlined in staff's report and any public testimony at the public hearing, the City Council of Kuna, Idaho, *approves* **Case No. 15-02-S** (Subdivision) *with* the following conditions of approval:

1. The applicant and/or owner shall obtain written approval on letterhead or may be written/stamped on the approved construction plans from the agencies noted below. All submittals are required to include the lighting, landscaping, drainage, and development plans. All site improvements are prohibited prior to approval of the following agencies:
 - a. The City Engineer shall approve the sewer hook-ups. It is recommended that a sewer study is conducted with input from the developer and in consideration of this development's and the city's needs in order to determine the preferred sewer service option for this property. When connecting to the sewer system, the applicant shall abide by any relevant sewer reimbursement policies and agreements and any relevant connection fees.
 - b. The City Engineer shall approve the drainage and grading plans. Central District Health Department typically recommends the plan be designed and constructed in conformance with standards contained in, "Catalog for Best Management Practices for Idaho Cities and Counties". No construction, grading, filling, clearing or excavation of any kind shall be initiated until the applicant has received approval of the drainage plan.
 - c. The Kuna Fire District shall approve fire flow requirements and/or building plans. Installation of fire protection facilities as required by Kuna Fire District is required.
 - d. The *Boise Project Board of Control* shall approve any modifications to the existing irrigation system(s).

- e. Approval from Ada County Highway District shall be obtained and Impact Fees must be paid prior to the issuance of any building permit.
2. All public rights-of-way shall be dedicated and constructed to standards of the City, Ada County Highway District, and Idaho Transportation Department. No public street construction may be commenced without the approval and permit from Ada County Highway District and/or Idaho Transportation Department.
 - 2.1– With future development and as necessary, dedicate right-of-way in sufficient amounts to follow Kuna City Code and ACHD standards and widths.
3. The applicant shall fully improve and dedicate (deed) the common lot(s) or portions of any common lots which are considered to be the Indian Creek Pathway (Greenbelt) extension along the southern boundary of the development, to the public. The applicant shall work with the Parks Director to ensure that the greenbelt pathway improvements conform to the standards set forth in Kuna City Code for public pathways.
4. Installation of service facilities shall comply with the requirements of the public utility or irrigation district providing the services. All utilities shall be installed underground, per Kuna city Code: 6-4-2-W.
5. Compliance with Idaho Code, Section §31-3805 pertaining to irrigation waters is required. Irrigation/drainage waters shall not be impeded by any construction on site. Compliance with the requirements of the Boise Project Board of Control is required.
6. Street lighting shall be LED lights and meet the approval of the City.
7. Parking within the site shall comply with Kuna City Code, unless specifically approved otherwise.
8. Fencing within and around the site shall comply with Kuna City Code unless specifically approved otherwise.
9. Signage within the site shall comply with Kuna City Code (A sign permit is required prior to sign construction).
10. All required landscaping shall be permanently maintained in a healthy growing condition. The property owner shall remove and replace unhealthy or dead plant material within 3 days or as the planting season permits as required to meet the standards of these requirements. Maintenance and planting within public rights-of-way shall be with approval from the public entities owning the property.
11. Submit a petition to the City (if necessary and confirmed with the City engineer) consenting to the pooling of irrigation surface water rights for delivery purposes and requesting to annex the irrigation surface water rights appurtenant to the property to the Kuna Municipal Pressure Irrigation system of the City (KMID).
12. The land owner/applicant/developer, and any future assigns having an interest in the subject property, shall fully comply with all conditions of development as approved by the Commission, or seek amending them through public hearing processes.
13. The applicant's preliminary plat, SUP map and landscape plan shall be considered binding site plans, as modified and approved.
14. Applicant shall follow all staff, city engineer and other agency recommended requirements as applicable.
15. Developer shall comply with all local, state and federal laws.



Memo from the Office of the City Attorney

To: City Council
From: Richard T. Roats
Re: Idaho Power Franchise Agreement Ordinance

Before the Council is the Idaho Power Franchise Agreement Ordinance. This Ordinance was before Council on December 1, 2015, where the Council adopted it. Due to a publishing issue, the Ordinance needs to be re-adopted, and then published in its final approved form. As two publications are required, there is no additional cost to Idaho Power Company or the City for the re-adoption.

ORDINANCE NO. 2015-12**CITY OF KUNA, IDAHO
IDAHO POWER FRANCHISE AGREEMENT**

“AN ORDINANCE IN ACCORDANCE WITH IDAHO CODE SECTIONS 50-328, 50-329 AND 50-329A GRANTING A FRANCHISE TO IDAHO POWER COMPANY, AN IDAHO CORPORATION, AND TO ITS SUCCESSORS AND ASSIGNS, TO CONSTRUCT, MAINTAIN AND OPERATE IN AND UPON THE PRESENT AND FUTURE STREETS, HIGHWAYS AND OTHER PUBLIC PLACES WITHIN THE CORPORATE LIMITS OF THE CITY OF KUNA, IDAHO, ELECTRIC UTILITY PROPERTY AND FACILITIES FOR SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE CITY, THE INHABITANTS THEREOF, AND OTHERS FOR A TERM OF 20 YEARS, INCLUDING THE NONEXCLUSIVE RIGHT TO PHYSICALLY LOCATE AND MAINTAIN TELEPHONE, CABLE, FIBER OPTICS OR OTHER COMMUNICATIONS FACILITIES; SETTING FORTH AN AGREEMENT NOT TO COMPETE, RESERVING POWER OF EMINENT DOMAIN; PROVIDING FOR THE PAYMENT OF FRANCHISE FEES; AND SPECIFYING OTHER LIMITATIONS, TERMS AND CONDITIONS GOVERNING THE EXERCISE OF SAID FRANCHISE.”

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KUNA, IDAHO THAT;

SECTION 1. The City of Kuna, Idaho (hereinafter called the “City”) hereby grants to IDAHO POWER COMPANY, an Idaho corporation, and to its successors and assigns (hereinafter called the “Grantee”) the right (subject to the rights of the City set forth in Section 14 hereof), privilege and franchise for a period of ten (10) years from and after September 7, 2015, however, with the right to amend by mutual agreement in accordance with Section 15, to construct, maintain and operate in and upon the present and future streets, alleys, highways and other public places within the corporate limits of the City, electric utility property and facilities for supplying electricity to the City, and the inhabitants thereof, and to persons and corporations beyond the limits of the City, including the nonexclusive right to physically locate and maintain telephone, cable, fiber optics or other communications facilities of the Grantee or other parties, (provided, that Grantee shall comply with the City’s requirements for cable system franchises) all subject to the terms and conditions hereinafter specified. In the case of annexation of property to the corporate limit, such area will be considered under this agreement, upon effective date of the annexation, subject to Section 9 hereof. All such electric utility property and facilities now maintained by the Grantee within the streets, alleys, highways and other public places within the corporate limits of the City shall be deemed covered by this ordinance as provided herein.

SECTION 2. All of the Grantee’s electric property and facilities in and upon the present and future streets, alleys, highways and public places within the corporate limits of the City shall be constructed and at all times maintained in good order and condition and in accordance with

standard engineering practices and all applicable safety codes and lawful governmental regulations, including all applicable state and federal regulations and all construction standards presently in effect by the Idaho Public Utilities Commission or adopted by that Commission during the term of this franchise agreement.

SECTION 3. Upon request of the City, the Grantee shall relocate its facilities as necessary within the present and future streets, alleys, highways and other public places owned by the City. The City shall have no responsibility for the costs of such relocations. The Grantee shall bear the cost of relocating its facilities at the City's request, unless the facilities are to be relocated for the benefit of a third party, in which case the third party shall pay the costs of relocation. In the event federal, state or other funds are available in whole or in part for utility relocating purposes, the City shall apply for such funds and the Grantee will be reimbursed to the extent any such funds are actually obtained.

SECTION 4. It shall be lawful for the Grantee to make all needful or convenient excavations and/or installations in any of the present and future streets, alleys, highways and other public places within the corporate limits of the City for the purpose of erecting and maintaining the posts, poles, towers, or other supports for its wires or for the purpose of laying, maintaining and operating conduits, vaults and wires and other conductors underground for the purpose aforesaid, or to repair and improve such electric power and light system and to extend the same; provided that when the Grantee or any person or corporation under the authority of this franchise, shall disturb any of said streets, alleys, highways or other public places for the purposes aforesaid, he, it or they shall restore the same to good order and condition as soon as practicable and without unnecessary delay and failing to do so after five (5) days notice from the City, or its duly authorized officer or officers, then the City may place said street, alley, highway or public place in such condition at the cost and expense of the Grantee, and said Grantee will forthwith pay the full cost and expense thereof upon demand of the City. All facilities constructed under this ordinance shall be placed and maintained at such places and positions in or upon such public ways and public places and shall not interfere with the passage of traffic and shall conform to all applicable laws, rules and regulations, including the regulations of the Ada County Highway District, or any successor highway district, as amended.

SECTION 5. The City shall have the right and privilege to string and maintain wires for its internal communications for its fire, police, airport and all other municipal services, including Internet, upon the poles and other facilities erected and maintained by the Grantee hereunder, subject to the Rules and Regulations of the Idaho Public Utilities Commission. The City shall string, maintain and operate such wires at its own expense, risk and responsibility, and in accordance with all legal requirements and good engineering practices and in such manner as not to impose any additional expense upon Grantee of its said poles and facilities. Any such wires of the City shall be subject to interference by the Grantee only when necessary in the maintenance, operation or repair of the Grantee's own fixtures, wires, facilities and appurtenances.

SECTION 6. The Grantee shall at all times indemnify and hold the City, its officers, employees and agents, harmless from any and all expenses or liability arising from, and against

or by reason of any negligent act or omission of the Grantee, its representatives or employees, in the construction, operation or maintenance of any of the Grantee's electric utility property or facilities.

SECTION 7. Upon acceptance of this franchise by Grantee and before Grantee shall have any rights hereunder, Grantee shall file with the City Clerk a Certificate of Insurance evidencing General Liability Insurance which covers claims for Bodily Injury, Property Damage and Personal Injury. Such insurance shall have minimum limits of \$1,000,000 per occurrence. The City of Kuna shall be named as an "Additional Named Insured" under Grantee's insurance policy. Should the minimum limits of insurance as set forth herein be increased above \$1,000,000, pursuant to the Idaho Tort Claims Act (Idaho Code Section 6-901 et. seq.) or any similar legislation, the Grantee shall be required to provide the City with a new Certificate of Insurance evidencing the higher limits upon the City's request.

SECTION 8. The electric service to be furnished to the public hereunder, and all rates and charges therefore, and all regulation of the Grantee hereunder, shall at all times be subject to all rules, regulations and orders that may be lawfully prescribed by the Idaho Public Utilities Commission or by any other governmental authority now or hereafter having jurisdiction over such matters. During the term of this franchise, Grantee shall at all times assure that customers within the City have access to customer service from the Grantee as required by the Idaho Public Utilities Commission.

SECTION 9. At the time of adoption of this agreement, the City will not be assessing a franchise fee. If, at a later date, the City elects to implement a franchise fee of one percent (1%) by formal adoption of city resolution, then Grantee agrees to pay to the City on or before the 30th day of January, April, July and October, an amount equivalent to the agreed to franchise fee percentage of Grantee's "gross revenues" for the preceding calendar quarter. For purposes of this Section, "gross revenues" shall mean the amount of money billed by the Grantee for the electricity it sells within the corporate limits of the City to customers, less un-collectibles. The City shall provide appropriate information to the Grantee to allow the Grantee to identify which of its customers are located within the corporate limits of the City for purposes of paying franchise fees. Grantee shall not be responsible for any failure to pay franchise fees that results from deficiencies in such information provided by the City. In the event the City annexes a new area into its corporate limits, the terms of this Section 9 regarding franchise fees shall not apply to the annexed area until sixty (60) days after the City has supplied the Grantee with appropriate information for the identification of the Grantee's customers within the annexed area.

If the City elects to implement a franchise fee of one percent (1%) in the future as provided in the preceding paragraph, the Grantee's franchise fee payment obligations hereunder shall commence with the start of the Grantee's second full billing cycle following the effective date of the City's franchise fee resolution; provided, that the Grantee must first receive approval from the Idaho Public Utilities Commission for the collection of the franchise fee in the rates charged by Grantee.

SECTION 10. If the City desires to establish a franchise fee greater than one percent (1%), but not more than three percent (3%), this franchise agreement may be amended by obtaining the consent of the Grantee or the approval of a majority of voters of the City voting on the question at an election held in accordance with chapter 4, title 50, Idaho Code. Any such vote to increase the franchise fee hereunder shall provide that the increased franchise fee will apply to any electric service provider (other than the City) who utilizes the City's streets, alleys or other public places to provide electrical service within the City, during the term of this franchise agreement.

SECTION 11. The Grantee shall keep accurate books of account for the collection of the franchise fees for a period not to exceed three years hereunder and the City shall have the right to inspect the same at all times during business hours, and from time to time audit the same for the purpose of determining gross revenues under Section 9 above.

SECTION 12. The franchise fees paid by the Grantee hereunder will be in lieu of and as payment for any tax or fee imposed by the City on the Grantee by virtue of its status as a public utility including, but not limited to, taxes, fees or charges related to easements, franchises, rights-of-way, utility lines and equipment installation, maintenance and removal during the term of this franchise agreement.

SECTION 13. The Grantee shall have the right and privilege, insofar as the City is able to grant the same, in accordance with National Arborist Association standards, of the pruning of all trees which overhang the present and future streets, alleys, highways and other public places within the corporate limits of the City, in such a manner and to such extent as will prevent the branches or limbs or other parts of such trees from touching or interfering with its wires, poles and other fixtures and equipment. However, except in an emergency, no pruning shall be undertaken without giving the occupant of the adjacent property written or oral notice that such pruning will be performed.

SECTION 14. In consideration of Grantee's undertaking hereunder as evidenced by its acceptance hereof, the City agrees not to engage in the business of providing electric service during the life of this franchise or any extension thereof in competition with the Grantee, its successors and assigns; but nothing herein contained shall be construed or deemed to prevent the City from exercising at any time any power of eminent domain granted to it under the laws of the State of Idaho. The City shall not grant a franchise to another electric service provider during the term of this franchise agreement unless the electric service provider has received approval to provide electrical service within the City from the Idaho Public Utilities Commission, and the City has imposed the same franchise fee on the electric service provider as paid by the Grantee.

Notwithstanding the preceding paragraph, this Agreement will not restrict the City from developing an electrical generation facility or facilities, by itself or with others, which: (1) provides power exclusively to the City, for the City's internal use only, and not for resale to its residents or other Idaho Power retail customers; and/or (2) is a Qualifying Facility under the Public Utility Regulatory Policies Act of 1978.

SECTION 15. In the event of an amendment to the laws, rules or regulations of the City of Kuna, the State of Idaho or the Public Utilities Commission of Idaho applicable to this franchise, or for periodic review of any section of this agreement, the terms of this franchise and the rights and privileges hereby conferred may be changed, altered, amended or modified upon mutual agreement between the City and the Grantee. In all cases, sixty (60) days notice shall be required on the part of City or Grantee to reopen the agreement pursuant to this section.

SECTION 16. Any violation by the Grantee of the provisions of this ordinance, franchise and grant or any material portions thereof or the failure promptly to perform any of the provisions thereof shall be cause for the forfeiture of this franchise and grant and all rights hereunder by the City after sixty (60) days' written notice to the Grantee and the continuance of such violation, failure or default; however, this provision shall not prevent the Grantee from submitting such question of violation or forfeiture to the appropriate forum (which may include the district court having jurisdiction or the Idaho Public Utilities Commission) for determination.

SECTION 17. Sale, assignment or lease of this franchise is prohibited without notification to the City.

SECTION 18. The Grantee shall assume the cost of publication of this franchise as such publication is required by law.

SECTION 19. The Grantee shall within thirty (30) days after final passage of this ordinance, file with the City Clerk its acceptance of this franchise in writing signed by its proper officers and attested by its corporate seal.

SECTION 20. The existing franchise agreement between the City and Grantee, Ordinance No. 151, dated September 7, 1965, shall terminate upon the adoption and acceptance of this ordinance.

SECTION 21. Inasmuch as the Grantee has constructed and now is maintaining and operating the electric utility property and facilities in and upon the streets, alleys, highways, and public places in the City, it is hereby adjudged and declared that this ordinance is necessary for the preservation of the public peace, health and safety, and therefore this ordinance shall take effect on September 7, 2015

PASSED AND ADOPTED by the Council of the City of Kuna this 19th day of January, 2016.

APPROVED by the Mayor this 19th day of January, 2016.

Joe L. Stear, Mayor

ATTEST:

Chris Engels, City Clerk

(Seal)

ACCEPTANCE

IDAHO POWER COMPANY, as the franchisee, accepts the franchise set forth in the above Ordinance and agrees to abide by the terms and conditions thereof.

DATED this ____ day of _____, 2016.

By: _____

Daniel B. Minor
Executive Vice President and
Chief Operating Officer

ATTEST:

Secretary

(Seal)



CITY OF KUNA
P.O. BOX 13
KUNA, ID 83634
www.kunacity.id.gov

Telephone (208) 922-5546

Email: CEngels@kunaID.gov

MEMORANDUM

TO: Mayor Stear and Members of City Council

FROM: Chris Engels, City Clerk

RE: Consideration to approve submission of two grants to Idaho Department of Parks and Recreation

DATE: January 19, 2016

Mayor and Council,

The Clerk's office requests consideration to approve submission for two RTP Grants through the Idaho Department of Parks and Recreation to fund needed infrastructure improvements on the greenbelt. The locations are behind Indian Creek School (Project 1) and also at the south end of Ave E (Project 2).

As part of the project behind Indian Creek School, staff has been working with the Kuna School District on the transfer of deed to the property. The Kuna School Board will consider the matter in February however to finish the transition, the city would need to provide a survey of the land. The estimated cost of the survey is \$2,000-\$2,500 and staff would request consideration to allocate funds from contingency.

These funds would be utilized to:

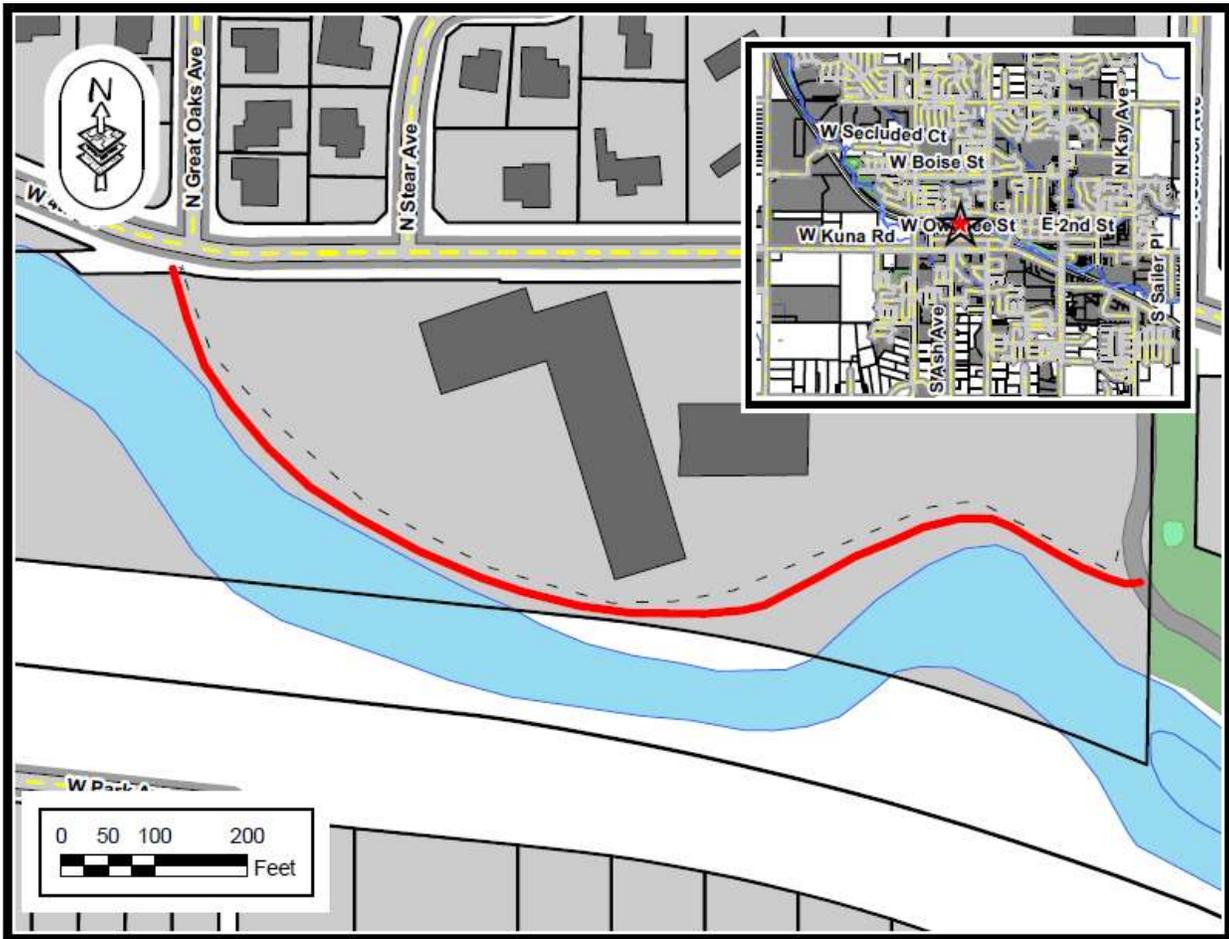
Project 1 Improve the dirt trail behind Indian Creek School attaching to the existing greenbelt at the southeast corner of Indian Creek School to the northwest corner of Indian Creek School at 4th St. This portion of the project will include 11,250 sq feet (1,250 ft x 9 ft x 2.5 in) of asphalt.

Project 2 Install a trailhead at the south end of Ave. E with paved parking, trees and minimal sod and develop two greenbelt trail access links. There will be 9,150 sq feet (85 ft x 115 ft x 105 ft x 2.5 inches) of asphalt for the trailhead and access point. The trailhead is an irregular shape to accommodate surrounding and existing landscape. The pathway requires 38.19 (550 ft x 9 ft x 2.5 in) cubic yards of asphalt. There will be 18 parking stalls.

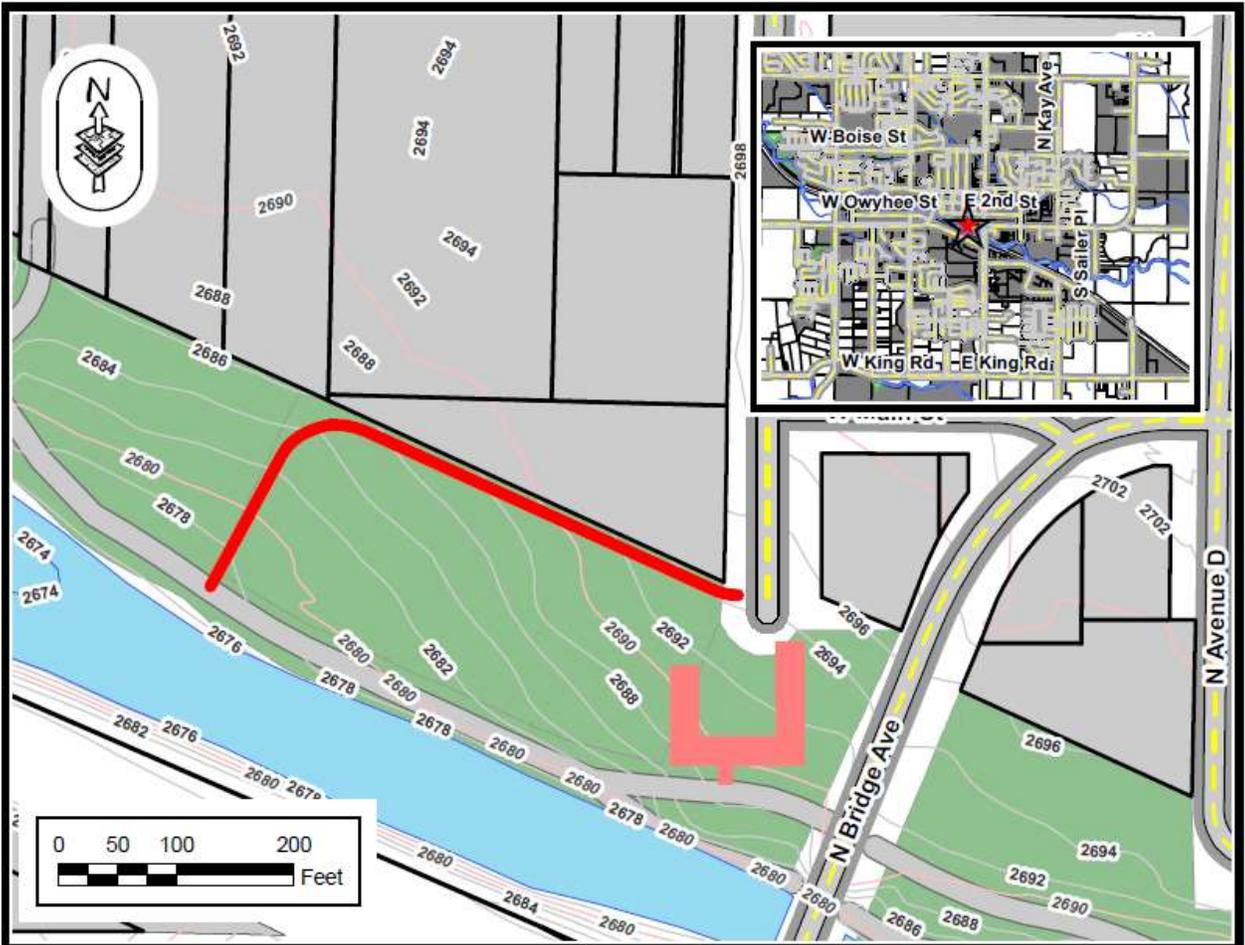
Maps:

See below

Project 1



Project 2



Project 1 Components	Total Cost	City Matching In-Kind	Grant Request
Prep and complete Asphalt pathway	\$19,700.00		\$19,700.00
Equipment In-Kind	\$8,850.00	\$8,850.00	
Labor In-Kind	\$5,310.00	\$5,310.00	
TOTALS	\$33,860.00	\$14,160.00	\$19,700.00
% of TOTAL	100%	42%	58%

Project 2 Components	Total Cost	City Matching In-Kind	Grant Request
Prep and complete Asphalt trailhead and pathway	\$42,300.00		\$42,300.00
Equipment In-Kind	\$21,400.00	\$21,400.00	
Labor In-Kind	\$11,276.88	\$11,276.88	
Landscaping	\$5,200.00		\$5,200.00
Landscaping – Labor In-Kind	\$2,276.00	\$2,276.00	
Retrofit of sprinklers and driplines	\$500.00		\$500.00
TOTALS	\$82,953	\$34,953	\$48,000
% of TOTAL	100%	42 %	58 %



City of Kuna

City Council Staff Report

763 W. Avalon St.
Kuna, ID 83634
Phone : (208) 922-5274
Fax: (208) 922-5989
Kunacity.Id.gov

To: City Council

Case Numbers: 15-05-LLA (Lot Line Adjustment) P & F Development

Location: 1921 N. Calaveras Drive and 1085 W. Tanzanite Drive
Kuna, Idaho 83634

Planner: Trevor Kesner, Planner II

Meeting Date: January 19, 2016

Applicant(s): P & F Development, LLC
3585 W. State Street
Eagle, ID 83616

Representative: David Crawford
B & A Engineers, Inc
15505 W. Franklin Road
Boise, ID 83705

Table of Contents:

- A. Course Proceedings
- B. Applicant Request
- C. Vicinity Maps
- D. History
- E. General Project Facts
- F. Staff Analysis
- G. Applicable Standards
- H. Comprehensive Plan Analysis
- I. Proposed Decision by the Council
- J. Addendum – Application Documents

A. Course of Proceedings:

1. A Lot Line Adjustment (LLA) is designated in Kuna City Code (KCC) 1-14-3, as a public meeting, with the City Council as the decision making body. As a public meeting, this application does not require public notice as set forth in Idaho Code, Chapter 65; Idaho Local Land Use Planning Act. The guidelines for decision making by the City Council as outlined in KCC 1-14-3 have been adhered to.

a. Notifications

- i. Kuna City Engineer December 31, 2015
- ii. Applicant Completeness Letter December 17, 2015
- iii. Agenda January 19, 2016

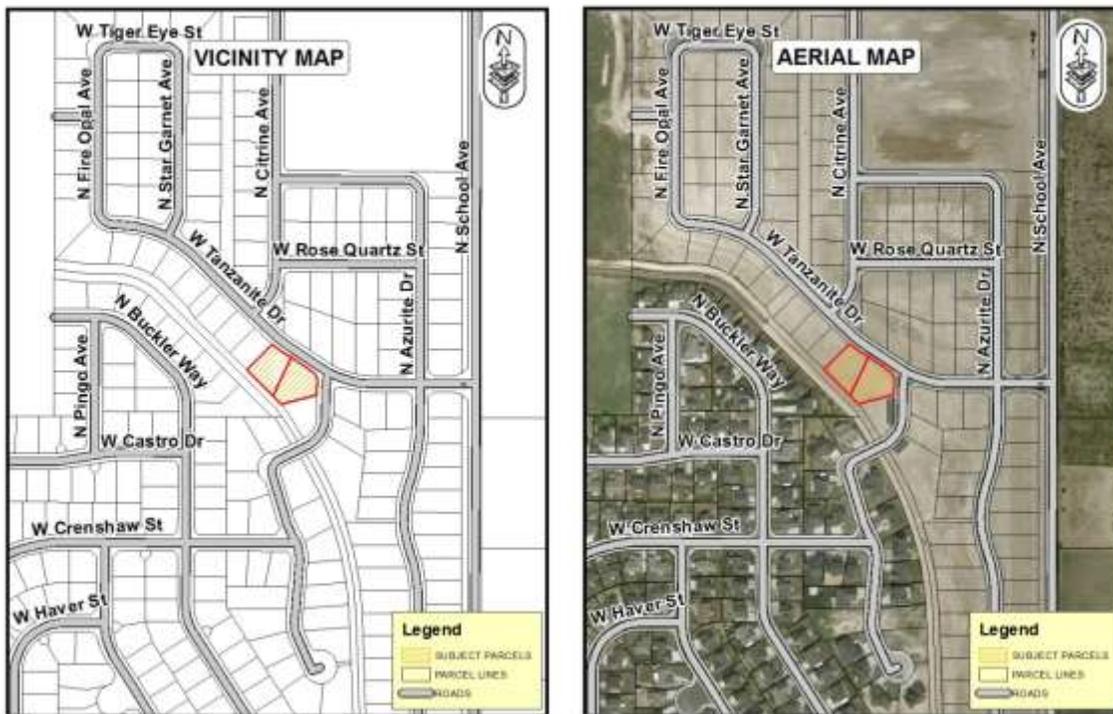
B. Applicants Request:

1. The applicant seeks LLA approval to shift the property line between both lots approximately eight (8) feet to the southeast. The proposed lot line adjustment between lots 9 and 10 of Mineral Springs #2 is intended

to establish a more appropriate building envelope for construction of a future residence on Lot 10 (1085 W. Tanzanite Drive).

- The applicant has submitted all necessary documentation and materials for review.

C. Vicinity Maps:



D. History:

The subject sites exists within a fully improved residential subdivision (Mineral Springs #2) with curb, gutter, sidewalk and existing sewer, water and pressure irrigation services provided to each parcel. No additional services are necessary. No utility lines exist within the side lot lines which are the subject of this application.

E. General Project Facts:

- Comprehensive Plan Designation:** The approved Future Land Use map indicates the subject parcels are within the *medium-low density residential* designation. In accordance with KCC 5-3-2, staff views this Lot Line Adjustment request to be consistent with the Future Land Use map.
- Surrounding Land Uses:**

Direction	Current Zoning	
North	R-6	Medium-Low Density Residential – Kuna City
South	R-6	Medium-Low Density Residential – Kuna City
East	R-6	Medium-Low Density Residential – Kuna City
West	R-6	Medium-Low Density Residential – Kuna City

- Parcel Numbers:** R5741280360 / R5741280350.
- Parcel Sizes and Current Zoning:**
 - 1085 W. Tanzanite Drive: 0.247 acres - Zoning: R-6 (Medium-Low Density Residential)
 - 1921 N. Calaveras Drive: 0.282 acres - Zoning: R-6 (Medium-Low Density Residential)
- Services:**

Fire Protection – Kuna Rural Fire District
 Police Protection – Kuna City Police (Ada County Sheriff)
 Sanitary Sewer– City of Kuna
 Potable Water – City of Kuna
 Irrigation District – KMID
 Pressurized Irrigation – City of Kuna (KMID)
 Sanitation Services – J&M Sanitation

6. **Existing Structures, Vegetation and Natural Features:** Both parcels are unimproved with any structures (vacant lots). Both parcels’ topography is generally flat. Kuna’s GIS/Mapping department has reviewed the applicant’s submitted legal descriptions of the proposed parcel configuration for accuracy and closure.
7. **Transportation / Connectivity:** Lot access to public roadways will remain at the frontage of each respective parcel’s existing address; however, lot 9 has an available address of *1073 W. Tanzanite Drive* should a future builder choose to situate the structure in such a manner that the primary entrance is oriented toward Tanzanite Drive.
8. **Environmental Issues:** Staff is not aware of any environmental issues, health or safety conflicts associated with this application.

F. Staff Analysis:

Staff views this proposed action to be consistent with other lots platted within the subdivision, the surrounding uses and the approved Future Land Use map designation. The recorded Mineral Springs #2 final plat notes are applicable:

- 4) “Lots shall not be reduced in size without prior approval of the health authority”
- 7) “A 10-foot wide public utilities, drainage, and irrigation easement is hereby designated adjoining all public rights-of-ways and the exterior boundary of this subdivision”
- 8) “A 10-foot wide utilities, drainage, and irrigation .easement is hereby designated centered on interior lot lines, and along rear lot lines”

The applicant has submitted documentation of Central District Health Department’s approval of this lot line adjustment application. As both lots are to be served by City of Kuna sewer and water facilities, the criterion for note 4 is met. Residential subdivision easements follow the proposed lot lines as specified within notes 7 and 8 and should be adjusted accordingly. The applicant has submitted the following documentation of correspondence from the following utilities regarding this proposed lot line adjustment:

- (Exhibit C-2) – CenturyLink
- (Exhibit C-3) – Idaho Power Company
- (Exhibit C-4) – CableOne
- (Exhibit C-5) – Intermountain Gas Company

Staff forwards a recommendation of *approval* for Case No. 15-05-LLA to the Kuna City Council.

G. Applicable Standards:

1. City of Kuna Zoning Ordinance Title 5;
2. City of Kuna Special Developments Ordinance No. 2011-14
3. City of Kuna Comprehensive Plan.
4. Idaho Code, Title 67, Chapter 65, Local Land Use Planning Act.

H. Comprehensive Plan Analysis:

The City Council may accept the Comprehensive Plan components as described below:

1. The proposed LLA for the site is consistent with the following Comprehensive Plan components:

GOALS AND POLICY – Property Rights

Goal 1: Ensure that the City of Kuna land use policies, restrictions, conditions and fees do not violate private property rights. Establish an orderly, consistent review process for the City of Kuna to evaluate whether proposed actions may result in private property “takings”.

Policy 1: As part of a land use action review, the staff shall evaluate with guidance from the City’s attorney; The Idaho Attorney General’s six criteria were established to determine the potential for property takings.

GOALS AND POLICY –Land Use

Goal 2: Encourage a balance of land uses to ensure that Kuna remains a desirable, stable, and self-sufficient community.

I. Proposed Decision by the Council:

Note: This proposed motion is for approval or denial of this request. However, if the Council wishes to approve or deny specific parts of the request as detailed in the staff report, those changes must be specified.

Based on the facts outlined in staff’s report, the case file and any discussion at the public meeting, the City Council of Kuna, Idaho, hereby (approves/denies) Case No. 15-02-LLA, a Lot Line Adjustment request by P & F Development; with the following conditions of approval:

1. Have the applicant’s representative engineer-surveyor record the following documents:
 - a. Record of Survey
 - b. Execute and record the necessary deeds to accomplish the property boundary adjustments as approved.
 - c. Provide copies of the **recorded** record of survey and recorded new deeds, to the Planning and Zoning Department as evidence of compliance.
 - d. Applicant and/or Owners shall complete the aforementioned conditions within one (1) year of the City Council’s Order of Decision for this application.
2. The applicant shall adhere to all agency and staff recommendations.
3. The applicant shall comply with all federal, state and local laws.

DEC 10 2015

CITY OF KUNA



City of Kuna Planning & Zoning Department P.O. Box 13 Kuna, Idaho 83634 208.922.5274 Fax: 208.922.5989 Website: www.kunacity.id.gov

Commission & Council Review Application

Note: Engineering fees shall be paid by the applicant if required.

*Please submit the appropriate checklist (s) with application

Type of Review (check all that apply):

- Annexation, Appeal, Comprehensive Plan Amendment, Design Review, Development Agreement, Final Planned Unit Development, Final Plat, Lot Line Adjustment (checked), Lot Split, Planned Unit Development, Preliminary Plat, Rezone, Special Use, Temporary Business, Vacation, Variance

Table with 2 columns: Label (File Number, Project name, Date Received, etc.) and Value (15-05-LLA, Calaveras/Tanzanite U.A., 12-10-15, etc.)

Contact/Applicant Information

Form with fields for Owners of Record, Applicant (Developer), and Engineer/Representative, including address, phone, and email information.

Subject Property Information

Form with fields for Site Address, Site Location, Parcel Number, Section, Township, Range, Property size, Current land use, Proposed land use, Current zoning district, Proposed zoning district.



Project Description

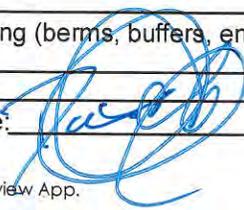
Project / subdivision name: <u>Mineral Springs Subd. II</u>	
General description of proposed project / request: <u>Property boundary adjustment of lots 9 & 10, Block 2 of Mineral Springs Subd. II</u>	
Type of use proposed (check all that apply):	
<input checked="" type="checkbox"/> Residential	_____
<input type="checkbox"/> Commercial	_____
<input type="checkbox"/> Office	_____
<input type="checkbox"/> Industrial	_____
<input type="checkbox"/> Other	_____
Amenities provided with this development (if applicable): _____	

Residential Project Summary (if applicable)

Are there existing buildings? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please describe the existing buildings: _____	
Any existing buildings to remain? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of residential units: _____	Number of building lots: _____
Number of common and/or other lots: _____	
Type of dwellings proposed:	
<input type="checkbox"/> Single-Family	_____
<input type="checkbox"/> Townhouses	_____
<input type="checkbox"/> Duplexes	_____
<input type="checkbox"/> Multi-Family	_____
<input type="checkbox"/> Other	_____
Minimum Square footage of structure (s): _____	
Gross density (DU/acre-total property): _____ Net density (DU/acre-excluding roads): _____	
Percentage of open space provided: _____ Acreage of open space: _____	
Type of open space provided (i.e. landscaping, public, common, etc.): _____	

Non-Residential Project Summary (if applicable)

Number of building lots: _____	Other lots: _____
Gross floor area square footage: _____	Existing (if applicable): _____
Hours of operation (days & hours): _____	Building height: _____
Total number of employees: _____	Max. number of employees at one time: _____
Number and ages of students/children: _____	Seating capacity: _____
Fencing type, size & location (proposed or existing to remain): _____	
Proposed Parking:	a. Handicapped spaces: _____ Dimensions: _____ b. Total Parking spaces: _____ Dimensions: _____ c. Width of driveway aisle: _____
Proposed Lighting: _____	
Proposed Landscaping (berms, buffers, entrances, parking areas, common areas, etc.): _____	

Applicant's Signature:  Date: 12/9/15

DEC 10 2015

CITY OF KUNA



B & A Engineers, Inc.
Consulting Engineers & Surveyors
5505 W. Franklin Rd. Boise, Id. 83705
Phone. 208-343-3381 Facsimile 208-342-5792

Date: December 9, 2015

To: **Kuna City**
763 W. Avalon St.
Kuna, Idaho 83634

From: David Crawford
B&A Engineers, Inc.

Re: Property Boundary Adjustment Narrative Lots 9 & 10, Block 2 of Mineral Springs Subdivision No. 2

Kuna City Council & Staff:

On behalf of the applicant, as its agent, we are pleased to present the City with a request for approval of the property boundary adjustment between Lots 9 & 10, Block 2 of Mineral Springs Subdivision No. 2.

The following discusses the property boundary adjustment:

➤ **Site information**

Site address:	Parcel number:
1085 W. Tanzanite Dr.	R5741280360
1921 N. Calaveras Dr.	R5741280350

Zoning Designation:
R-6

➤ **Narrative**

The purpose of the property boundary adjustment is to relocate the common property line to establish a better building envelope to construct a future building on Lot 10.

The sites exist within a fully improved subdivision with curb, gutter, sidewalk, water services, sewer services, pressure irrigation service and utilities existing within in each lot. No additional services beyond that already provided will be necessary for the parcels. No utility lines exist within the side lot line that is the subject of this application.

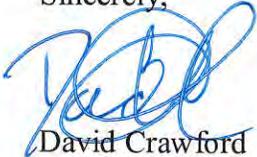


➤ **Summary**

The relocation of a property line would allow a better building envelope to construct a future building.

If you have any questions you may contact me at the office or by e-mail at dacrawford@baengineers.com.

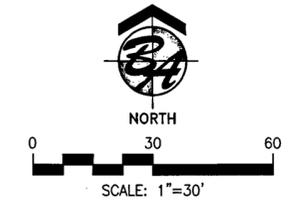
Sincerely,



David Crawford
B&A Engineers, Inc.

Record of Survey No. _____

Legend	
	SURVEYED BOUNDARY
	PROPERTY LINE TO BE ADJUSTED
	STREET CENTERLINE
	ADJUSTED PARCEL LINE
	10' PRESSURE IRRIGATION EASEMENT
	ACHD STORM DRAIN EASEMENT
	ADJOINING PROPERTY LINES
⑨	LOT NUMBER
○	FOUND 1/2" PIN LABELED "B&A LS 4116"
⊙	FOUND 5/8" PIN LABELED "B&A LS 4116"
●	SET 1/2"x24" IRON PIN WITH PLASTIC CAP LABELED "B&A LS 4116"
"A"	PARCEL DESIGNATION



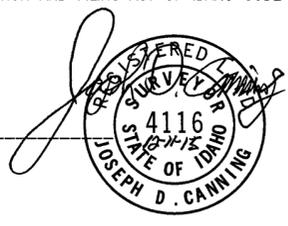
15 14
WEST 1/4 CORNER FOUND BRASS CAP CP&F NO. 102129853
N89°56'46"E 1,316.85'
CENTER WEST 1/16 CORNER FOUND 5/8" PIN WITH CAP LABELED LS 4116
NORTHWEST CORNER MINERAL SPRINGS SUBDIVISION NO. 2
N89°56'46"E 1,316.86'
BASIS OF BEARING
CENTER 1/4 CORNER CP&F NO. 107040446

CURVE NO.	DELTA	RADIUS	ARC LENGTH	CHORD BEARING	CHORD DISTANCE
C1	5°50'05"	525.00'	53.46'	S53°51'58"E	53.44'
C2	11°11'11"	500.00'	97.62'	S51°11'25"E	97.46'
C3	44°26'11"	200.00'	155.11'	N67°48'55"W	151.25'
C4	5°13'21"	300.00'	27.34'	S59°23'41"E	27.33'
C5	11°54'09"	100.00'	20.77'	S05°37'30"W	20.74'

Reference Documents
SUBDIVISION PLATS
MINERAL SPRINGS SUBDIVISION NO. 2
BOOK 97, PAGE 12332

Surveyor's Certificate
I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, LICENSED BY THE STATE OF IDAHO, AND THAT THIS RECORD OF SURVEY HAS BEEN PREPARED FROM A SURVEY MADE ON THE GROUND UNDER MY SUPERVISION, AND THAT THIS RECORD OF SURVEY IS AN ACCURATE REPRESENTATION OF SAID SURVEY, AND IS IN CONFORMITY WITH THE CORNER PERPETUATION AND FILING ACT OF IDAHO CODE 55-1601 THROUGH 55-1612.

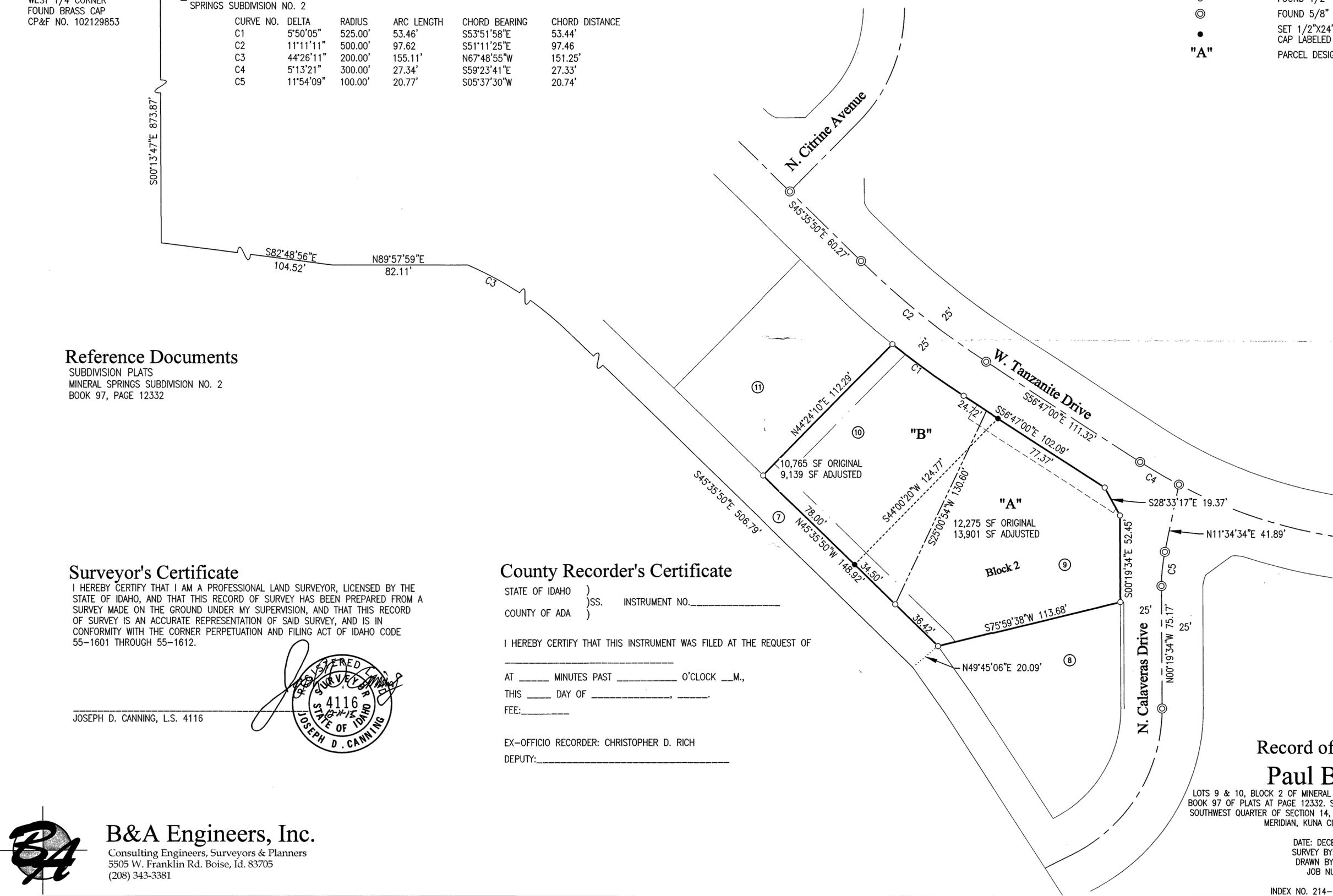
JOSEPH D. CANNING, L.S. 4116



County Recorder's Certificate
STATE OF IDAHO)
COUNTY OF ADA) SS. INSTRUMENT NO. _____

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED AT THE REQUEST OF _____
AT _____ MINUTES PAST _____ O'CLOCK ____M.,
THIS _____ DAY OF _____,
FEE: _____

EX-OFFICIO RECORDER: CHRISTOPHER D. RICH
DEPUTY: _____



Record of Survey For:
Paul Beckman
LOTS 9 & 10, BLOCK 2 OF MINERAL SPRINGS SUBDIVISION NO. 2 AS SHOWN IN BOOK 97 OF PLATS AT PAGE 12332. SITUATE IN THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 2 NORTH, RANGE 1 WEST, BOISE MERIDIAN, KUNA CITY, ADA COUNTY, IDAHO.

DATE: DECEMBER 10, 2015
SURVEY BY: K.A. CRAWFORD
DRAWN BY: D.A. CRAWFORD
JOB NUMBER: BP12

INDEX NO. 214-14-3-1-0-97-12332

B&A Engineers, Inc.
Consulting Engineers, Surveyors & Planners
5505 W. Franklin Rd. Boise, Id. 83705
(208) 343-3381

B & A Engineers, Inc.

Consulting Engineers & Surveyors
5505 W. Franklin Rd. Boise, Id. 83705
Ph. 208-343-3381 Fax 208-342-5792

Parcel Description for Paul Beckman Parcel "A"

A portion of Lots 9 & 10, Block 2 of Mineral Springs Subdivision No. 2 as shown in Book 97 of Plats at Pages 12332 through 12334 records Ada County, Idaho. Situate in the northeast quarter of the southwest quarter of Section 14, Township 2 North, Range 1 West, Boise Meridian, Ada County, Idaho, being more particularly described as follows:

Beginning at the most southerly most corner of said Lot 9 which is the **Point of Beginning**:

Thence N45°35'50"W, 70.92 feet along the southwesterly boundary of said Lots 9 and 10;

Thence N44°00'20"E, 124.77 feet to the northerly boundary said Lot 9 and the southwesterly right-of-way of West Tanzanite Drive;

Thence S56°47'00"E, 77.37 feet along the northeasterly boundary of said Lot 9 and the southwesterly right-of-way of West Tanzanite Drive;

Thence S28°33'17"E, 19.37 feet along the northeasterly boundary of said Lot 9 to the southwesterly right-of-way of West Calaveras Drive;

Thence S00°19'34"E, 52.45 feet along the easterly boundary of said Lot 9 and the right-of-way of West Calaveras Drive to the southeasterly corner of said Lot 9;

Thence S75°59'38"W, 113.68 feet along the southwesterly boundary of said Lot 9 to the **Point of Beginning**.

Comprising 13,901 square feet, more or less.
Subject to easements of record or apparent.



B & A Engineers, Inc.

Consulting Engineers & Surveyors
5505 W. Franklin Rd. Boise, Id. 83705
Ph. 208-343-3381 Fax 208-342-5792

Parcel Description for Paul Beckman Parcel "B"

A portion of Lots 9 & 10, Block 2 of Mineral Springs Subdivision No. 2 as shown in Book 97 of Plats at Pages 12332 through 12334 records Ada County, Idaho. Situate in the northeast quarter of the southwest quarter of Section 14, Township 2 North, Range 1 West, Boise Meridian, Ada County, Idaho, being more particularly described as follows:

Beginning at the southwesterly corner of said Lot 10 which is the **Point of Beginning**:

Thence N44°24'10"E, 112.29 feet along the northwesterly boundary of said Lot 10 to the northerly most corner of said Lot 10 and the southwesterly right-of-way of West Tanzanite Drive;

Thence 53.46 feet northeasterly boundary of said Lot 10 and along the southwesterly right-of-way of West Tanzanite Drive and along curve deflecting to the left, having a radius of 525.00 feet, a central angle of 05°50'05", a long chord bearing of S53°51'58"E, and a long chord distance of 53.44 feet and along the;

Thence S56°47'00"E, 24.72 feet along the northeasterly boundary of said Lots 9 & 10 and the southwesterly right-of-way of West Tanzanite Drive;

Thence S44°00'20"W, 124.77 feet to the southwesterly boundary of said Lot 10;

Thence N45°35'50"W, 78.00 feet along the southwesterly boundary of said Lot 10 to the **Point of Beginning**.

Comprising 9,139 square feet, more or less.
Subject to easements of record or apparent.



JOSEPH D. CASSING
STATE OF IDAHO
12-11-15
JOSEPH D. CASSING

Mapcheck 1: Parcel A

Closure Summary

Precision, 1 part in: 74407.26'
 Error distance: 0.01'
 Error direction: N14° 49' 48"W
 Area: 13900.15 Sq. Ft.
 Square area: 13900.148
 Perimeter: 458.56'

Point of Beginning

Easting: 7311.9412'
 Northing: -1275.2986'

Side 1: Line

Direction: N45° 35' 50"W
 Angle: [134.4028 (d)]
 Deflection angle: [-45.5972 (d)]
 Distance: 70.92'
 Easting: 7261.2732'
 Northing: -1225.6760'

Side 2: Line

Direction: N44° 00' 20"E
 Angle: [-90.3972 (d)]
 Deflection angle: [89.6028 (d)]
 Distance: 124.77'
 Easting: 7347.9544'
 Northing: -1135.9324'

Side 3: Line

Direction: S56° 47' 00"E
 Angle: [-100.7889 (d)]
 Deflection angle: [79.2111 (d)]
 Distance: 77.37'
 Easting: 7412.6825'
 Northing: -1178.3162'

Side 4: Line

Direction: S28° 33' 17"E
 Angle: [-151.7714 (d)]
 Deflection angle: [28.2286 (d)]
 Distance: 19.37'
 Easting: 7421.9414'
 Northing: -1195.3300'

Side 5: Line

Direction: S0° 19' 34"E
 Angle: [-151.7714 (d)]
 Deflection angle: [28.2286 (d)]
 Distance: 52.45'
 Easting: 7422.2399'
 Northing: -1247.7792'

Side 6: Line

Direction: S75° 59' 38"W
 Angle: [-103.6800 (d)]
 Deflection angle: [76.3200 (d)]
 Distance: 113.68'
 Easting: 7311.9396'
 Northing: -1275.2926'

Mapcheck 2: Parcel B

Closure Summary

Precision, 1 part in: 91922.16'
 Error distance: 0.00'
 Error direction: N41° 56' 56"E
 Area: 9187.10 Sq. Ft.
 Square area: 9187.099
 Perimeter: 393.24'

Side 3: Line

Direction: S56° 47' 00"E
 Angle: [174.1654 (d)]
 Deflection angle: [-5.8346 (d)]
 Distance: 24.72'
 Easting: 7347.9590'
 Northing: -1135.9306'

Point of Beginning

Easting: 7205.5487'
 Northing: -1171.1010'

Side 4: Line

Direction: S44° 00' 20"W
 Angle: [-79.2111 (d)]
 Deflection angle: [100.7889 (d)]
 Distance: 124.77'
 Easting: 7261.2778'
 Northing: -1225.6742'

Side 1: Line

Direction: N44° 24' 10"E
 Angle: [-135.5972 (d)]
 Deflection angle: [44.4028 (d)]
 Distance: 112.29'
 Easting: 7284.1178'
 Northing: -1090.8766'

Side 5: Line

Direction: N45° 35' 50"W
 Angle: [-89.6028 (d)]
 Deflection angle: [90.3972 (d)]
 Distance: 78.00'
 Easting: 7205.5516'
 Northing: -1171.0978'

Side 2: Curve

Curve direction: Clockwise
 Radius: [525.00']
 Arc length: 53.46'
 Delta angle: 5.8347 (d)
 Tangent: [26.75']
 Chord direction: S53° 51' 58"E
 Chord angle: [-98.2689 (d)]
 Deflection angle: [81.7311 (d)]
 Chord distance: 53.44'
 Easting: 7327.2781'
 Northing: -1122.3888'

Correction to instrument 106057011 ✓

ADA COUNTY RECORDER J. DAVID NAVARRO AMOUNT 3.00 1
BOISE IDAHO 04/26/06 02:58 PM
DEPUTY Bonnie Oberbillig
RECORDED - REQUEST OF
Paul Beckman
106064070

QUITCLAIM DEED

For Value Received

Foad Roghani, a married man as his sole and separate property whose address is 2273 Ribier, Meridian, Id 83642

does hereby convey, release, remise and forever quit claim unto

P & F Development LLC, an Idaho Limited Liability Company

the following described premises, to-wit:

A parcel of land situate in the northeast quarter of the southwest quarter of Section 14, Township 2 North, Range 1 West, Boise Meridian, Ada County, Idaho, being more particularly described as follows:

Commencing at the south quarter corner of said Section 14; thence N00°02'22"W, 1,326.18 feet along the easterly boundary of the southeast quarter of the southwest quarter of said Section 14 to the northeast corner of the southeast quarter of the southwest quarter of said Section 14, which is the **Real Point of Beginning**:

Thence N89°51'48"W, 613.46 feet along the southerly boundary of the northeast quarter of the southwest quarter of said Section 14 to the centerline of the Teed Lateral;

Thence the following courses and distances along the centerline of the Teed Lateral:

- N34°36'46"W, 34.04 feet;
- N45°18'38"W, 506.79 feet;
- 155.11 feet along a tangent curve deflecting to the left, with a radius of 200.00 feet, a central angle of 44°26'11", a long chord of 151.25 feet and a chord bearing of N67°31'43"W;
- N89°44'49"W, 82.11 feet;
- N82°31'44"W, 104.52 feet to the westerly boundary of the east one-half of the southwest quarter of said Section 14;

Thence N00°03'25"E, 443.18 feet along the westerly boundary of the east one-half of the southwest quarter of said Section 14;

Thence S89°46'02"E, 708.00 feet along a line parallel to the northerly boundary of the east one-half of the southwest quarter of said Section 14;

Thence S00°03'25"W, 134.56 feet along a line parallel to the westerly boundary of the east one-half of the southwest quarter of said Section 14;

Thence S89°46'02"E, 609.79 feet to the easterly boundary of the easterly boundary of the northeast quarter of the southwest quarter of said Section 14;

Thence S00°02'17"E, 760.92 feet along the easterly boundary of the northeast quarter of the southwest quarter of said Section 14 to the southeast corner of the northeast quarter of the southwest quarter of said Section 14 to the **Real Point of Beginning**.

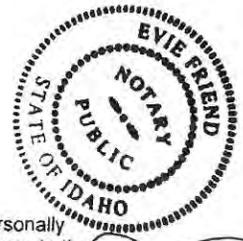
Comprising 20.29 acres, more or less.

together with their appurtenances.

Dated: April 4, 2006

By: Foad Roghani

STATE OF Idaho, County of Ada, ss



On this ²⁰ day of April, in the year of 2006, before me the undersigned, a notary public, personally appeared Foad Roghani, known or identified to me to be the person who subscribed her name to the foregoing instrument, and acknowledged to me that she executed the same.

Notary Public

Exp - 7/15/11

Exhibit
B-4



City of Kuna AFFIDAVIT OF LEGAL INTEREST

City of Kuna
 P.O. Box 13
 Kuna, Idaho 83634
 Phone: (208) 922-5274
 Fax: (208) 922-5989
 Web: www.cityofkuna.com

State of Idaho)
)
 County of Ada)
 Paul Beckman, Manager
 I, P&F Development, LLC, 3585 W. State St.
 Name Address
 Eagle Idaho 83616
 City State Zip Code

being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my permission to B&A Engineers, Inc. 5505 W. Franklin Rd. Boise, Idaho 83705
 Name Address

to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold City of Kuna and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

C. I hereby grant permission to the City of Kuna staff to enter the subject property for the purpose of site inspections related to processing said application(s).

Dated this 17 day of November, 2015

Paula Beckman
 Signature

Subscribed and sworn to before me the day and year first above written.



[Signature]
 Notary Public for Idaho

Residing at: 3314 E Chinden Blvd., Eagle ID 83616

My commission expires: 02-23-2021



Paul Beckman Record of Survey Vicinity Map



Project
Location



B&A Engineers, Inc.

Consulting Engineers, Surveyors & Planners
5505 W. Franklin Rd. Boise, Id. 83705
(208) 343-3381



NORTH
NOT TO SCALE

David A. Crawford

From: David A. Crawford
Sent: Thursday, August 27, 2015 11:49 AM
To: janet.sanchotena@centurylink.com
Subject: Easement Vacation Request Mineral Springs Kuna
Attachments: Mineral Springs 2 Plat.PDF; Mineral Springs Draft Survey.PDF; Mineral Springs Idaho Power Vacation Form .PDF; Mineral Springs Vicinity Map.PDF

RECEIVED
DEC 10 2015
CITY OF KUNA

Janet,

Please find attached a request for a public utility easement vacation request.

We are unaware of any Century Link Facilities which may exist within the area.

I have included the Idaho Power application as it has the specifics included for the project, which include maps, parcel information and relevant additional information.

Please contact me with any questions you may have or with your determination.

Sincerely,
David Crawford



B & A Engineers, Inc.

Consulting Engineers, Surveyors & Planners
5505 West Franklin Road Boise, ID 83705
Voice: 208.343.3381 Fax: 208.342.5792
Web: <http://www.baengineers.com>



RECEIVED
DEC 10 2015
CITY OF KUNA

November 6, 2015

David Crawford
B & A Engineers, Inc.
5505 W. Franklin Rd.
Boise, Idaho 83705

Re: Relinquishment of public utility easement located within the vicinity of Ada County.
Situating in Quarter Southwest, Township 2, Range 1, Section 14 of The Mineral Springs
Subdivision No. 2, Block 2, lots 9 and 10.

Dear Mr. Crawford:

This is in response to the Relinquishment Application submitted to Idaho Power Company on August 11, 2015, regarding the possible relinquishment of a certain area of platted utility easement located within Lots 9 and 10, Block 2, The Mineral Springs No. 2 Subdivision, as described in The Mineral Springs No. 2 Subdivision Plat Instrument Number 107049051.

Idaho Power's review of the relinquishment request indicated that there are no facilities with the Utility Easement Area. As such, Idaho Power agrees to relinquish what easement rights are found within the Utility Easement Area.

Thank you once again for providing Idaho Power Company the opportunity to review and comment upon the subject petition for relinquishment.

Sincerely,

Angela Wood
Leader
Land Management and Permitting Department
Corporate Real Estate
(208) 388-5625
Awood2@idahopower.com

David A. Crawford

From: Weed, Dan <Daniel.Weed@cableone.biz>
Sent: Tuesday, September 08, 2015 11:11 AM
To: David A. Crawford
Subject: RE: Easement Vacation Request Mineral Springs Kuna

RECEIVED
DEC 10 2015
CITY OF KUNA

David,
I did verify that no Cable One facilities run on the lot line between 9,10 block 2. Should be good to go for this lot line move. Any questions let me know.
Thanks,

Dan Weed
System Tech/Construction Coordinator
Cable One
2101 East Karcher Rd Nampa, ID 83687
West Valley System
Daniel.Weed@cableone.biz
(208)919-5877

From: David A. Crawford [<mailto:dacrawford@baengineers.com>]
Sent: Thursday, August 27, 2015 12:20 PM
To: Weed, Dan
Subject: Easement Vacation Request Mineral Springs Kuna

Mr. Weed,

Please find attached a request for a public utility easement vacation request.

We are unaware of any Cableone Facilities which may exist within the area.

I have included the Idaho Power application as it has the specifics included for the project, which include maps, parcel information and relevant additional information.

Please contact me with any questions you may have or with your determination.

Sincerely,
David Crawford



B & A Engineers, Inc.
Consulting Engineers, Surveyors & Planners
5505 West Franklin Road Boise, ID 83705
Voice: 208.343.3381 Fax: 208.342.5792
Web: <http://www.baengineers.com>

PARTIAL EASEMENT VACATION

COPY

Intermountain Gas Company relinquishes any and all of their rights to the following described easement.

The common lot line easement between Lot 9 and Lot 10, Block 2 of Mineral Springs Subdivision No. 2 as shown in Book 97 of Plats at Page 12332, Situate in the NW 1/4 of the SW 1/4 of Sec. 14, T2N, R 1W, Boise Meridian, Kuna, Ada County, Idaho.

RECEIVED

DEC 10 2015

CITY OF KUNA

INTERMOUNTAIN GAS COMPANY

By: Roger Phillips
Name: Roger Phillips
Title: Dist Ops Manager

STATE OF IDAHO)
)
COUNTY OF ADA)

On this 18 day of Sept., in the year of 2015, before me, the undersigned, personally appeared Roger Phillips, known to me to be the person whose name is subscribed to the within instrument, who, being by me first duly sworn, did depose and say that he is Dist. Ops. Manager of Intermountain Gas Company and the he executed the foregoing instrument on behalf of said firm for the use and purposes stated therein.

IN WITNESS WHEREOF, I have se my hand and affixed my official seal the day and year in this certificate first above written.



Michelle Singleton
Notary Public for Idaho
Residing at: Kuna, ID
Commission Expires: 2-21-2021

From: [David A. Crawford](#)
To: [Trevor Kesner](#)
Subject: FW: Property boundary Adjustment Lots 9 & 10 Mineral Springs Subdivision No. 2
Date: Tuesday, December 15, 2015 10:11:10 AM
Attachments: [cca0a8.png](#)
[ffc073.png](#)

Trevor,

Please see the e-mail below:

Sincerely,
David Crawford



From: Mike Reno [mailto:MReno@cdhd.idaho.gov]
Sent: Tuesday, December 15, 2015 7:35 AM
To: David A. Crawford
Subject: RE: Property boundary Adjustment Lots 9 & 10 Mineral Springs Subdivision No. 2

Mr. Crawford,

Central District Health Department has no objections to the proposed Lot 9 and 10 Mineral Springs Subdivision #2 property boundary adjustment.

Michael H. Reno
Supervisor, Land Programs



[Twitter](#) |



[Facebook](#) | W: cdhd.idaho.gov

CDHD: Healthy People in Healthy Communities

IMPORTANT: The information contained in this email may be privileged, confidential or otherwise protected from disclosure. All persons are advised that they may face penalties under state and federal law for sharing this information with unauthorized individuals. If you received this email in error, please reply to the sender that you have received this information in error. Also, please delete this email after replying to the sender.

From: David A. Crawford [mailto:dacrawford@baengineers.com]
Sent: Monday, December 14, 2015 5:16 PM
To: Mike Reno
Subject: Property boundary Adjustment Lots 9 & 10 Mineral Springs Subdivision No. 2

Mike,

We have recently submitted a property boundary adjustment request related to Lots 9 & 10 Block 2 of Mineral Springs Subdivision No. 2, to the City of Kuna.

The city has reviewed the standard plat note required by CDHD, (Note 4, page 1 of the Mineral Springs Sub. No. 2 Plat). And has required that we secure CDHD's approval to reduce a lot size.

Pursuant to this note we respectfully request a reduction in Lot size for the future parcel "B" which is comprised of a portion of said Lots 9& 10, Block 2. The lot size modification is shown on the attached Record of Survey Drawing. Also attached is the recorded pages of the original plat. The signature page 3 of 3 of the plat has not been included.

The City currently provides central sewer, central water and central pressurized irrigation for each lot within the subdivision. No additional services are required to service the parcels of land created by the modification of the property line.

We are unaware of a formal application procedure for a reduction in lots size request. If one does exist please let me know and we will complete the application.

I trust this information proves useful. If you require any additional information please let me know.

Sincerely,
David Crawford



ExchangeDefender Message Security: [Check Authenticity](#)

ExchangeDefender Message Security: [Check Authenticity](#)

**RESOLUTION NO. R04-2016
CITY OF KUNA, IDAHO**

A RESOLUTION OF THE KUNA CITY COUNCIL KUNA, IDAHO ADOPTING AMENDMENTS TO ITS COMPREHENSIVE PLAN ENTITLED 2015 COMPREHENSIVE PLAN FOR THE CITY OF KUNA, IDAHO; AFFIRMING THAT THE PRESCRIBED NOTICE AND HEARING REQUIREMENTS WERE MET IN ACCORDANCE WITH TITLE 67, CHAPTER 65, IDAHO CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 6, 1977, the Kuna City Council approved and adopted its Comprehensive Plan entitled the “KUNA COMPREHENSIVE PLAN” for the City of Kuna, Idaho (the 1977 Comprehensive Plan) by Resolution Number 85; and

WHEREAS, on October 25, 1979, the Kuna City Council adopted an amendment to the 1977 Comprehensive Plan for the City of Kuna, Idaho by Resolution Number 90; and

WHEREAS, on July 1, 1980, the Kuna City Council adopted an amendment to the 1977 Comprehensive Plan for the City of Kuna, Idaho by Resolution Number 93; and

WHEREAS, on July 21, 1998, the Kuna City Council adopted a revision to its Comprehensive Plan entitled “A COMPREHENSIVE PLAN CITY OF KUNA, IDAHO”, as the new Comprehensive Plan (the 1988 Comprehensive Plan) by Resolution Number 165; and

WHEREAS, on September 8, 2003, the Kuna City Council adopted a revision to its Comprehensive Plan entitled “A COMPREHENSIVE PLAN for the CITY OF KUNA, IDAHO” as the new Comprehensive Plan (the 2003 Comprehensive Plan) by Resolution Number 205.

WHEREAS, during several workshops beginning in 2008 and 2015, the City of Kuna, Idaho prepared to revise its Comprehensive Plan by making certain updates and amendments. The draft Comprehensive Plan was prepared for submission and processing to the Kuna Planning and Zoning Commission as provided for in Idaho Code §67-6509 et. seq.

WHEREAS, on February 9, 2015 and March 30, 2015, pursuant to Kuna City Code 5-1A-3-B and Idaho Code §67-6509(a) the City of Kuna, Idaho provided notice to the agencies and political subdivisions regarding the public hearing scheduled for April 14, 2015 before the Kuna Planning and Zoning Commission to review the updates and amendments to its Comprehensive Plan; and

WHEREAS, on March 12, 2015, March 19, 2015, and March 26, 2015 pursuant to Kuna City Code 5-1A-4-D2 and Idaho Code §67-6509(a) the City of Kuna, Idaho caused to be published in the Kuna Melba News, legal notice of the public hearing scheduled for April 14, 2015 to consider the updates and amendments to its Comprehensive Plan; and

WHEREAS, on April 14, 2015, pursuant to Idaho Code §67-6509(a), the Kuna Planning and Zoning Commission conducted its public hearing to consider the updates and amendments to its

Comprehensive Plan, after providing legal notice, transmitting notice to jurisdictions, agencies and entities, to consider a recommendation for adoption of the Comprehensive Plan for the City of Kuna, Idaho (the 2015 Comprehensive Plan) to the Kuna City Council; and

WHEREAS, on April 14, 2015, pursuant to Idaho Code § 67-6509(a), the Kuna Planning and Zoning Commission recommended approval on the 2015 Comprehensive Plan to the Kuna City Council.

WHEREAS, on July 14, 2015, pursuant to Kuna City Code 5-1A-3-B and Idaho Code §67-6509(b) the City of Kuna, Idaho provided notice of the public hearing scheduled for August 18, 2015 before the Kuna City Council to the agencies and political subdivisions to review the updates and amendments to the Comprehensive Plan; and

WHEREAS, on July 15, 2015, July 22, 2015, and July 29, 2015, pursuant to Kuna City Code 5-1A-4-D2 and Idaho Code §67-6509(b) the City of Kuna, Idaho caused to be published in the Kuna Melba News, legal notice to of the public hearing scheduled before the Kuna City Council on August 18, 2015 to review the updates and amendments to the Comprehensive Plan; and

WHEREAS, on August 18, 2015, pursuant to Idaho Code §67-6509(b), the Kuna City Council conducted its public hearing, after providing legal notice, transmitting notice to jurisdictions, agencies and entities to consider approval of the 2015 Comprehensive Plan; and,

WHEREAS, on August 18, 2015, after due consideration, the Kuna City Council approved the 2015 COMPREHENSIVE PLAN FOR THE CITY OF KUNA, IDAHO.

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

The City Council hereby adopts the 2015 COMPREHENSIVE PLAN FOR THE CITY OF KUNA, IDAHO, including the Future Land Use Map, attached hereto as Exhibit "A".

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

PASSED by the Council of Kuna, Idaho this 19th day of January 2016.

APPROVED BY THE MAYOR of Kuna, Idaho this 19th day of January 2016.

Joe L. Stear, Mayor

ATTEST:

Chris Engels, City Clerk



Memo from the Office of the City Attorney

To: City Council
From: Richard T. Roats
Re: W. Greg Nelson Greenbelt

At the Mayor's retirement function, the city prepared a proposed sign naming the City of Kuna, Idaho's greenbelt the "Dr. W. Greg Nelson Greenbelt". The attached resolution formalizes the city's previous action and intent.

**RESOLUTION NO. R05-2016
CITY OF KUNA, IDAHO**

A RESOLUTION OF THE CITY OF KUNA, IDAHO NAMING THE CITY OF KUNA, IDAHO GREENBELT THE “W. GREG NELSON GREENBELT” IN HONOR OF HIS YEARS OF PUBLIC SERVICE TO THE CITY OF KUNA, IDAHO, AND HIS COMMITMENT TO THE YOUTH IN THE COMMUNITY.

WHEREAS, Dr. W. Greg Nelson has been a tireless advocate for the youth and the city of Kuna, Idaho; and

WHEREAS, Dr. W. Greg Nelson recognized, years ago, that the railroad property abutting Indian Creek could be cleaned up and turned into open space and a park to provide outdoor opportunities and recreational activities to the citizens of the city of Kuna, Idaho; and

WHEREAS, Dr. W. Greg Nelson, through unwavering commitment, facilitated the agreement with the railroad that allowed the City of Kuna, Idaho to clean up, and construct a greenbelt and park on the railroad property along Indian Creek within the city limits of Kuna, Idaho; and

WHEREAS, years later, the City of Kuna, Idaho greenbelt is a gem that anchors the city, providing a green space and meandering creek to be enjoyed by all- whether playing ball, enjoying a picnic, listening to music, or simply relaxing; and

WHEREAS, the City of Kuna, Idaho plans to continue to extend the greenbelt so Kuna will always be tied to the open space and beauty that the greenbelt provides.

BE IT HEREBY RESOLVED by the Mayor and Council of the City of Kuna, Idaho that the City of Kuna, Idaho greenbelt, from the Indian Creek Elementary School to Orchard Street, will be named the “W. Greg Nelson Greenbelt” in honor of Dr. W. Greg Nelson for his commitment, dedication and years of public service to the City of Kuna, Idaho and its citizens.

PASSED BY THE COUNCIL of Kuna, Idaho this 19th day of January 2016.

APPROVED BY THE MAYOR of Kuna, Idaho this 19th day of January 2016.

Joe L. Stear, Mayor

ATTEST:

Chris Engels, City Clerk

**RESOLUTION NO. R06-2016
CITY OF KUNA, IDAHO**

A RESOLUTION OF THE KUNA CITY COUNCIL, KUNA, IDAHO APPROVING AND ADOPTING THE CITY OF KUNA, IDAHO PERSONNEL MANUAL (VERSION JANUARY 2016); AND REPEALING ALL PREVIOUS PERSONNEL MANUALS AND/OR RELATED PERSONNEL POLICIES AND PROCEDURES; AUTHORIZING THE MAYOR TO EXECUTE THE MANUAL, AND THE CITY CLERK TO ATTEST TO THE SAME; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council for the City of Kuna, Idaho has, for many months been preparing a new Personnel Manual for its employees;

WHEREAS, the final draft of the document entitled “City of Kuna, Idaho Personnel Manual (Version January 2016) consisting of seventeen (17) chapters and two (2) appendixes, should be approved and adopted by the City Council for the City of Kuna, Idaho, as its personnel policy.

BE IT HEREBY RESOLVED by the Mayor and Council of the City of Kuna, Idaho as follows:

Section 1. The City of Kuna, Idaho Personnel Policy (Version January 2016) is hereby approved and adopted as the official personnel policy of the City of Kuna, Idaho, and said policy shall remain in full force and effect unless amended or repealed;

Section 2 This manual is intended to supersede all prior Personnel Manuals, policies and procedures heretofore adopted, and all such manuals, policies and procedures are hereby repealed.

Section 3. The Mayor of the City of Kuna, Idaho is hereby authorized to execute said manual, and the City Clerk is hereby authorized to attest to said execution as so authorize and approved for on behalf of the City of Kuna, Idaho.

Section 4. The City of Kuna, Idaho Personnel Policy is effective commencing February 1, 2016.

PASSED BY THE COUNCIL of Kuna, Idaho this 19th day of January 2016.

APPROVED BY THE MAYOR of Kuna, Idaho this 19th day of January 2016.

Joe L. Stear, Mayor

ATTEST:

Chris Engels, City Clerk

CITY OF KUNA, IDAHO PERSONNEL POLICY

This Personnel Policy for the city of Kuna (City) is intended to foster a safe, efficient and cooperative working environment, establish the responsibilities, set the level of performance expected of all employees, and explain the benefits provided to its employees covered by this Policy.

The policies and benefits outlined in this policy are subject to change at any time, without prior notice to and without the requirement for the consent of its employees. Changes may be made at the sole discretion of the City Council acting in the best interest of the City.

All employees of the City are at-will and are employed at the discretion of the Mayor and City Council and have no right to continued employment, or employment benefits upon termination of employment, except as may be agreed to in writing and expressly approved by the City Council.

This Personnel Policy does not establish or set the duration of employment or limit the reasons for which an employee may be discharged. All provisions of this Policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail. Only a written contract expressly authorized by the City Council can alter the at-will nature of employment by the City, notwithstanding anything said by a department Director, elected official or supervisor.

Department Directors may create written rules and regulations that are more specific to his/her department's operations, which shall be incorporated herein. All such rules and regulations shall be reviewed by the Human Resource Manager and adopted by the City Council.

CHAPTER 1. GENERAL POLICIES

Section 1.1 THE ORGANIZATION IN WHICH YOU WORK

- 1.1.1 The city of Kuna is a political subdivision of the state of Idaho. The Kuna City Council serves as the governing body of the City, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council has primary authority to establish terms and conditions of employment with the City.
- 1.1.2 Each employee should recognize that although he/she may serve as an employee supervised by the Mayor or department Director, he/she remains an employee of the City, and not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official's pledge or promise, without the express action of the City Council. That is particularly true for terms or conditions that would establish a current or future financial obligation for the City.

Section 1.2 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All hiring and selection of employees, and all employment decisions, including classification, transfer, discipline and discharge, shall be made without regard to race, religion, sex, age, national origin, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification. All objections to hiring or other employment decisions or practices will be brought to the attention of the Mayor or department Director or supervisor, or in the case of objection to actions undertaken by that person, to the city attorney or Human Resource Manager.

Section 1.3 VETERAN'S PREFERENCE AND RIGHTS

- 1.3.1 The City will accord a preference to U.S. Armed Services veterans, or certain members of his/her family, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.
- 1.3.2 Any qualified veteran who has been restored to his/her position in accordance with Idaho Code § 65-508 will not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran will be entitled to an opportunity to be heard prior to termination. Such returning veteran will also be considered as having been on an unpaid leave of absence during his/her period of military duty. He/she will be restored to his/her position without loss of seniority, status or pay.

Section 1.4 NEPOTISM/HIRING OF RELATIVES

No person will be employed by the City when the employment would result in a violation of Idaho Code, including but not limited to Idaho Code § 74-401 et seq. (as amended), and Idaho Code §18-1359. Any such employment made in violation of this section shall be void. The appointment or employment of the following persons is prohibited:

- A. No person related to the Mayor or a City Council member by blood or marriage within the second degree, as shown on the standard Table of Consanguinity, will be hired or appointed to any compensated office, position, employment or duty.
- B. No employee or elected official will appoint or hire, or vote for the appointment or hiring of any person related to him/her by blood or marriage within the second degree, as shown on the Table of Consanguinity, to any compensated office, position, employment or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.
- C. No person related by blood or marriage within the second degree, as shown on the standard Table of Consanguinity, will be hired, appointed or supervised by the related employee.
- D. An employee whose relative is subsequently elected may be eligible to retain his/her position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

Section 1.5 PREFERENCE FOR HIRING FROM WITHIN

- 1.5.1 Qualified employees may be given preference over outside applicants to fill job vacancies or for a newly created position approved and funded by City Council.
- 1.5.2 If the open position is limited to posting within the City (internal), all employees applying shall be required to submit the approved City employment application package and go through the formal interview process, as provided for in Chapter 2.
- 1.5.3 If the City does not offer the position to an employee, or the City determines that it desires to interview external candidates, the City may proceed to post and advertise the open position as the department Director or supervisor determines to be appropriate.

CHAPTER 2. EMPLOYMENT START-UP

Section 2.1 EMPLOYMENT

Natural born or legalized citizens of the United States are afforded equal employment opportunity with the City. Non-citizens must meet Federal and State employment eligibility requirements prior to being hired as an employee of the City.

Section 2.2 APPLICATION

All candidates for any position of employment with the City shall complete the City approved application package provided by the City.

Section 2.3 SELECTION PROCESS

- 2.3.1 The department Director shall appoint a team of employees, consisting of not less than three (3) employees including the department Director or Mayor if required. The team shall evaluate the candidate(s) for employment based upon pre-determined written criteria prepared by the department Director. If the opening is for a department Director position, the Mayor shall sit on the selection team.
- 2.3.2 The selection process may consist of an evaluation of the candidate(s) through personal interviews, performance, work samples, physical agility tests, written tests, references, medical examinations, or any combination thereof and in no way shall be affected or influenced by race, color, religion, disability, national origin, age, gender, sexual orientation, veteran or current military status.
- 2.3.3 Selection techniques shall be impartial and shall relate to those areas that will adequately and fairly indicate the ability and quality of the candidate(s) under consideration to execute the duties and responsibilities of the position to which they seek to be appointed.
- 2.3.4 Upon completion of the selection process, if the position is for department Director, the recommendation for appointment shall be made to the City Council by the Mayor. All other candidates for City employment shall be decided by the selection team based upon the selection criteria and other relevant considerations. All such appointments will become effective after all necessary documents have been signed by the appropriate City officials and the new employee.
- 2.3.5 All new employees shall be required to submit to and successfully pass an F.B.I. criminal background check and a drug test in compliance with the City's policy on Criminal Background Checks, as adopted, and arranged through the Human Resource Manager prior to commencement of employment.

Section 2.4 INELIGIBILITY OR DISQUALIFICATION

The City shall withdraw a candidate from consideration whose appointment or hire is deemed to be contrary to the best interests of the City. Reasons for disqualification may include, but shall not be limited to the following:

- A. Failure to meet any of the requirements established for the examination or position for which he/she applies including failure to meet deadlines of the application process.
- B. Addiction to the use of drugs, alcohol or controlled substance.
- C. Failure to successfully pass a criminal background check in compliance with the City's Criminal Background Check Policy, as adopted. Said policy shall prohibit the employment of any person convicted of any felony, or convicted of a misdemeanor where an element of the crime involves deception, fraud, violence, threats of violence or behavior that is dishonest or immoral.
- D. Dismissal from any prior position for any cause which would be cause for dismissal by the City.
- E. Resignation from any position to avoid dismissal.
- F. Deception or fraud in content of the application.
- G. Request by the applicant to be withdrawn from consideration.
- H. Disqualification or unsuitability for employment as specified in any City or applicable department rule or regulation.

Section 2.5 CONTINUED EMPLOYMENT/ANNUAL EVALUATION

An employee's continued employment with the City shall be subject to satisfactory work performance, necessity for the position and the availability of funds. Each employee shall have his/her performance evaluated annually by written evaluation prepared by his/her supervisor and reviewed by the department Director, or at a more frequent interval as deemed necessary by the department Director. The evaluation shall be reviewed with the employee, signed by the employee, and placed in the employee's personnel file.

Section 2.6 EMPLOYMENT FORMS TO BE COMPLETED

The following forms must be completed before an employee begins work for the City, including part-time, seasonal, full-time and appointed positions:

- A. Official City of Kuna Employment Application form.
- B. Idaho State Police criminal background check form.
- C. Pre-employment, post-offer drug testing form.
- D. Insurance forms (if coverage is available to and selected by the employee).

- E. Immigration form (I-9).
- F. Withholding Form (W-4).
- G. Any other benefit forms necessary for employee information.

CHAPTER 3. EMPLOYEE PERSONNEL FILES

Section 3.1 PERSONNEL RECORDS

All employee personnel files, including all documents related to an employee's performance shall be kept in the Human Resource Manager's office or City Treasurer's office. No employee performance documents may be kept in a separate file or by a department Director. The personnel files shall be located in a locking file cabinet that is locked at all times. The personnel files will contain records and documents related to employee performance, employee status, and other relevant materials related to the employee's service with the City. The employee's supervisor, elected officials or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance. All employee health insurance and medical information shall be kept in a separate file system, which shall be locked and stored in compliance with HIPAA, as may be amended.

Section 3.2 ACCESS TO PERSONNEL FILES

Only the employee's supervisor(s), the Human Resource Manager, the City Treasurer or his/her designee, the Mayor, the City Council when acting as a body in the course of its official business, attorneys for the City, and the employee are authorized to view materials in a personnel file. Access by other persons to such files will be allowed only with authorization of the supervising official after consultation with legal counsel for the City. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the City, or pursuant to a Court order or a proper subpoena. The City reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

Section 3.3 MANAGEMENT OF INFORMATION IN PERSONNEL FILES

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal counsel for the City, any offending material may be removed upon a finding by the City that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

CHAPTER 4. RULES OF EMPLOYEE CONDUCT

Section 4.1 RULES OF CONDUCT

A violation of any of the rules set forth below will be grounds for disciplinary action including possible dismissal from employment. This list is illustrative and not all-inclusive; other behaviors and acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of the employee's employment with the City or limit the reasons for which the employee may be disciplined, including termination of the employment.

Section 4.2 PERSONAL CONDUCT

Each employee is expected to conduct himself/herself in a manner that is beneficial and productive and that does not reflect adversely upon the City. Public employees are subject to additional public scrutiny in his/her public and personal lives because the public's business requires the utmost integrity and care. Each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the City and its officials. In order to accomplish this, each employee must:

- A. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. **THIS IS THE FIRST PRIORITY FOR ALL EMPLOYEES.**
- B. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation, Compensatory Time and Sick Leave.
- C. Comply with dress standards established in the office/department for which the employee works. In the absence of any office/departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
- D. Not engage in criminal conduct of any kind while on or off duty. Employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official. An employee who is charged with any felony or serious misdemeanor, including any charge of violence and/or the charge of driving under the influence shall report the criminal charges to his/her supervisor and the Human Resource Manager as soon as practicable, but not later than three (3) days after the charges.
- E. Not engage in conduct away from work that, although not criminal, may reflect adversely upon the City or its officials or otherwise impair (excluding physical activities) the employee's ability to perform the job for which the employee is hired.

- F. Not use any City equipment for personal use unless specifically permitted in this Personnel Manual.
- G. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City and related agencies.
- H. Not engage in conduct that violates the laws of the state of Idaho, including but not limited to Idaho Code §18-1356 (accepting gifts that exceed a value of \$50.00), Idaho Code §74-401 et seq. (Ethics in Government Act), Idaho Code §74-501 (Prohibitions Against Contracts) and Idaho Code §18-1359 (Using Public Position for Personal Gain).
- I. Not accept gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee or official in violation of Idaho Code § 18-1356 and Idaho Code § 18-1357.
- J. Not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Mayor, City Council or the office/department for whom he/she works.
- K. Give his/her best efforts to accomplish the work of the City for public benefit in accordance with policies and procedures adopted by the Mayor and City Council and elected officials and displaying an attitude of cooperation and constructive participation.
- L. Be subject to the administrative authority of the officials who supervise the department where the employee works.
- M. Abide by all office/departmental rules whether written or oral. No employee will be required to follow the directive of a supervisor that violates the City, state or federal law.
- N. Perform such obligations as are necessary to carry out the work of the City in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.
- O. All employees shall be attentive to his/her duties and assignments while on the clock for the City.
- P. Not engage in malicious gossip, spread rumors, engage in behavior designed to create discord and lack of harmony, willfully interfere with another employee's work output or encourage others to do the same.
- Q. Not unlawfully harass a fellow employee or member of the public, as outlined in the section entitled City's Workplace Discrimination, Harassment and Retaliation Policy.
- R. Not discriminate in the treatment of fellow employees or members of the public on the basis of race, religion, gender, age, disability or national origin.

- S. Not engage in abusive conduct to fellow employees or the public, or use abusive language in the presence of fellow employees or the public. Abusive language includes profanity and loud, threatening or harassing speech.
- T. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.
- U. Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.
- V. Follow the rules regarding the reporting of work hours and comply with the City's procedures for approval of time-keeping records, including any electronic time-keeping program.
- W. Follow rules and schedules for breaks and lunch periods, as established by the City.
- X. Report all accidents that occur or are observed on the job, or are on or involve City property as soon as possible or within twenty-four (24) hours, whichever is sooner, and cooperate as requested in the reconstruction of any such accident.
- Y. Follow all workplace safety rules whether established formally by the office/department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
- Z. Maintain a current appropriate driver's license when work for the City requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.
- AA. Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create disadvantage for other members of the public or advantage for the employee.
- BB. Not have non-City employment that conflicts with duties performed for the City in any meaningful way.

- CC. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record, after consulting with legal counsel for the City or without an order from a court or public agency of competent jurisdiction.
- DD. Maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.
- EE. Not use work time for personal business, including the selling of goods or services to the general public.
- FF. Adhere to any code of ethics in his/her profession.
- GG. Not engage in political activities while on duty.
- HH. Not provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
- II. Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (Idaho Code §§ 18-3201 and 18-3202).
- JJ. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace activities.
- KK. Not abuse employee benefit offerings by taking unjustified Sick Leave, unearned vacation, participating in a scheme designed to create incorrect personnel records or to claim benefits that are not deserved in accordance with City policy.
- LL. Not violate rules concerning absence from the workplace without proper authorization.
- MM. Not engage in prolonged visits with co-workers, children, friends or family members that interfere with work in the office/department in which the employee serves.
- NN. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.

Section 4.3 SMOKING, TOBACCO USE AND E-CIGS PROHIBITED

- 4.3.1 All City facilities, City owned vehicles and City equipment are hereby designated to be tobacco free; no person will smoke tobacco or any other substance or use smokeless tobacco or any vaporizing substances, such as e-cigs while in a City facility (City Hall or the City Wastewater Treatment Plant) or a City vehicle or other City equipment.

- 4.3.2 Smoking of any kind, including pipes, cigars, and cigarettes, e-cigs, and the use of chewing tobacco is prohibited for employees while on duty. Employees eighteen (18) years of age and over are allowed to smoke only during his/her assigned breaks and lunch, and only in areas designated for that purpose. If the employee is out in the field, the employee may only smoke while on an assigned break and at a location where smoking is permitted. In all circumstances, the employee shall use common sense in determining where it is appropriate to smoke taking into consideration the public perception and the reflection and appearance upon the City.
- 4.3.3 The City shall establish a smoking area at City Hall and the North Waste Water Treatment Plant. The areas shall be located on the side or back of the buildings and at least fifty (50) feet from any entrance to the building.

CHAPTER 5. DRUG TESTING POLICY

Section 5.1 AUTHORITY

Pursuant to Idaho Code §72-1715, the City may conduct drug and alcohol testing of its employees under the provisions of this section, and as otherwise constitutionally permitted.

Section 5.2 PURPOSE AND INTENT

5.2.1 As an employer, the City is required to adhere to various federal, state and local laws and regulations regarding alcohol and substance abuse. Additionally, the public has the right to expect that employees are mentally and physically fit for duty at all times, so as to not endanger themselves, other employees or the public.

5.2.2 The City also has a vital interest in maintaining safe, healthful and efficient working conditions for its all of its employees and the public. If an employee is under the influence of controlled substance(s) and/or alcohol on the job, it presents serious safety and health risks to the employee and to all working with that employee. Therefore, possession, use, or sale of controlled substance(s) that may alter mental and physical abilities and/or the use of alcohol in the workplace present an unacceptable risk to safe, healthful and efficient City operations.

Section 5.3 EMPLOYEE'S POSSESSION, USE OR DISTRIBUTION OF ILLEGAL CONTROLLED SUBSTANCES

5.3.1 The possession, manufacture, distribution, use, purchase of illegal controlled substance(s) or drug paraphernalia, as defined in Idaho Code while on City property or within a City vehicle is prohibited.

5.3.2 Being under the influence of illegal controlled substances while on duty is prohibited.

5.3.3 Any employee who pleads guilty to, or is convicted of any criminal drug offense shall notify his/her supervisor and Human Resource Manager in writing within three (3) days of either event. Any employee convicted of a violation of a local, state or federal offense involving the use, sale, purchase, transfer, manufacture or possession of an illegal controlled substance in the workplace shall result in a disciplinary action that may include up to a termination of employment with the City.

- 5.3.4 When a supervisor has reasonable suspicion to believe that an employee is under the influence of a controlled substance while on duty, the supervisor shall notify the Human Resource Manager. The supervisor and/or Human Resource Manager should approach the employee in a private setting if possible. If, in the judgment of the supervisor and/or Human Resource Manager, the employee's condition is potentially hazardous to the safety of any individual, the supervisor and Human Resource Manager shall arrange for the employee to be relieved of duty, placed on leave with or without pay status, depending on the circumstances, and transported home. The employee shall not be allowed to drive a City vehicle until the employee is reinstated, as provided herein.
- 5.3.5 When a supervisor and/or the Human Resource Manager has reasonable suspicion to believe that an employee is in possession of any illegal controlled substance, or the selling or transferring of any controlled substance(s), the supervisor and/or Human Resource Manager shall immediately notify the police.

Section 5.4 EMPLOYEE'S USE OF PRESCRIPTION MEDICATION AND CONTROLLED SUBSTANCES

Employees who may be required to operate vehicles, equipment, or machinery as part of his/her employment responsibility should exercise extreme caution in the use of medication that may induce drowsiness, dizziness, or other side effects that could impair the employee's ability to function. Employees shall notify his/her immediate supervisor when they are required to use prescription or over the counter medicine that may impair his/her ability to perform job duties and are encouraged to discuss such situations with his/her supervisor prior to engaging in such work activities. The employee may be temporarily reassigned to other duties if necessary.

Section 5.5 EMPLOYEE'S USE OF ALCOHOL

- 5.5.1 The City is committed to ensuring that no employee is at work while under the influence of alcohol. Employees are not to report to work or remain at work while having an alcohol concentration of greater than .00 BAC. Employees are prohibited from using or possessing alcohol while they are on duty. Consumption of alcohol in a City facility or on City premises is prohibited unless consumed at an event with an authorized liquor-catering permit issued by the City. Consumption of alcohol in a City vehicle is prohibited and is also a violation of the law.
- 5.5.2 Employee Under The Influence Of Alcohol

- A. When a supervisor has reasonable suspicion to believe that an employee is under the influence of alcohol, the supervisor shall immediately notify the Human Resource Manager. The supervisor and/or Human Resource Manager should approach the employee in a private setting, if possible. If, in the judgment of the supervisor and/or the Human Resource Manager, the employee's condition is potentially hazardous to the safety of any individual, the supervisor and Human Resource Manager shall arrange for the employee to be relieved of duty, placed on leave with or without pay status, depending on the circumstances, and transported home.
- B. The employee shall be tested pursuant to Section 5.6.
- C. If the employee refuses to be tested, the supervisor and/or Human Resource Manager shall advise the employee that a refusal to take a test will be considered a positive test.
- D. The supervisor and/or Human Resource Manager will arrange for the employee to be relieved of duty, placed on leave with pay status and transported home.
- E. The employee shall not be allowed to drive a City vehicle unless and until the employee is reinstated pursuant to section 5.6.12, infra.

Section 5.6 EMPLOYEES REQUIRED TO SUBMIT TO DRUG AND ALCOHOL TESTING

- 5.6.1 Employees in SAFETY SENSITIVE POSITIONS will be required to submit to random drug and alcohol testing.
 - A. The City has a compelling interest to protect the safety of its employees and the general public by ensuring that its employees in safety sensitive positions do not operate equipment or perform his/her job duties where they may injure themselves or the public while under the influence of alcohol or drugs.
 - B. Safety Sensitive Position Defined. Safety Sensitive positions include those jobs where the duties involve a greater-than-normal level of trust for, responsibility for, or impact on the health and safety of the employee or others; and where errors in judgment, inattention or diminished coordination, dexterity, or composure while performing the duties that could result in mistakes that would endanger the health and safety of the employee or others.
 - C. Employees in Safety Sensitive positions work with such independence that it cannot be safely assumed, which mistakes such as those described in subsection (B), above, could be prevented by a supervisor or another employee.

- D. Employees of the Public Works Department- Safety Sensitive Positions. Employees in the Water Department, Irrigation Department, Sewer Department, Parks Department and Fleet and Maintenance Department are considered Safety Sensitive positions as they are often placed in hazardous situations, such as operating heavy equipment, operating technical equipment and instruments requiring precision, responding to emergencies where broken water, irrigation and sewer lines require that they either are the operator of heavy equipment digging trenches, or they or in the trench repairing broken lines.
 - E. Other positions within the City that are determined to be safety sensitive, which classification shall be listed on the job description.
- 5.6.2 Post-offer job applicants shall submit to drug testing upon conditional offer of employment.
 - 5.6.3 An employee where there is a reasonable suspicion of on-duty drug or alcohol use or impairment, including an on the job injury will submit to drug and/or alcohol testing.
 - 5.6.4 An employee who is returning to work, where a return-to-work drug test is required pursuant to subsection 5.6.12, *infra*.
 - 5.6.5 An employee operating a City vehicle that is involved in a work-related accident will be tested for the use of drugs and alcohol as soon as possible after the accident but no later than two (2) hours in the case of alcohol and no later than thirty-two (32) hours in the case of illegal drugs.
- A. Conditions that will require an employee operating a City vehicle to take a drug and/or alcohol test include, but are not limited to, accidents that are caused by a vehicle operator that result in:
 - 1. A fatality.
 - 2. An injury to another person.
 - 3. The injury to the operator of the City vehicle, unless the Police Department determines that there is no reasonable cause to test the driver; or damage to property owned by the City or by a third party that may reasonably be estimated to exceed \$1,000.00.
 - B. The employee must remain readily available for post-accident drug and alcohol testing, and notify the Human Resource Manager of his/her location if he/she leaves the scene of an accident prior to submission to these tests.
 - C. Failure to remain readily available for post-accident testing constitutes a refusal to test.
 - D. Post-accident testing may be delayed (briefly) while the employee is providing medical assistance (until the emergency services arrives) or receiving medical attention following the accident.

- E. If the employee is unable to voluntarily submit to post-accident drug and alcohol tests (i.e. employee is unconscious, hospitalized, incarcerated, or dead), the City may accept and utilize the test results obtained by the local law enforcement officers. Such test results will only be accepted if the test results are obtained consistent with state and local law.
 - F. An employee required to take a post-accident drug and alcohol test will be transported to the collection site. The employee must provide a urine and breath sample unless it is determined by a medical examination that the employee is medically unable to provide the required samples. Following the test, the employee will be placed on administrative leave pending receipt of the test results.
 - G. An employee who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of all medical records or other documentation that would indicate whether drugs or alcohol were present in his/her system at the time of the accident. Any employee required to be tested under this Section must remain readily available for such testing and that employee may not consume alcohol within eight (8) hours of the accident.
 - H. If the Human Resource Manager, based upon the investigation conducted by law enforcement, determines that an employee's accident was caused by the actions of another and that there were no unsafe actions on the part of the injured employee, the City reserves the right to waive post-accident testing of the injured employee.
- 5.6.6 Current employees who are transferring to a safety sensitive position will be required to submit to a drug test.
- 5.6.7 Applicants for safety-sensitive positions, or current employees seeking to transfer to a safety-sensitive position who refuse to submit to a pre-employment drug test; are unable to produce the required specimen volume without a medically valid reason; attempt to alter, taint, or otherwise provide a false sample; or who test positive, may not be hired or transferred into a safety-sensitive position. Such applicants will be provided a list of Substance Abuse Professionals for self-referral.
- 5.6.8 Applicants or employees, selected for hire or transfer into a safety-sensitive position that have been found to have previously failed an employment-related drug or alcohol test, must present proof of having successively completed a referral, evaluation, and treatment plan before performing the duties of a safety-sensitive position.
- 5.6.9 An employee or applicant who has not performed a safety-sensitive function for ninety (90) consecutive calendar days, and is not in the random selection pool, shall be required to take a pre-employment drug test and attain a verified negative result.

- 5.6.10 Applicants or employees, who have sustained a “cancelled test” on a pre-employment drug test, will be required to retest before performing a safety-sensitive function.
- 5.6.11 An employee or applicant with a diluted negative test results (specimens with creatinines of 5 mg/dl or greater but less than 20 mg/dl and Specific Gravity greater than 1.0010 but less than 1.0030) will be required to retest prior to beginning work.
- 5.6.12 Return-to-Work Testing. An employee who has tested positive for illegal drugs or alcohol, and, in order to maintain employment, will be given the opportunity to successfully complete a prescribed treatment program under the direction of a Substance Abuse Professional. The employee will be required to take a return-to-duty drug and/or alcohol test at the employee’s own expense. Any employee may return to duty only upon verification of a negative test result. The employee will be responsible for all costs associated with the treatment program(s).

Section 5.7 REQUIREMENTS FOR SAMPLE COLLECTION AND
TESTING SPECIMEN COLLECTION PROCEDURES

All sample collection and testing for drugs and alcohol shall be performed in accordance with the following conditions:

- A. Testing shall take place at collection sites designated by the City.
- B. The collection of the two (2) samples shall be performed under reasonable and sanitary conditions.
- C. The City or City’s agent who is responsible for collecting the sample shall have received training as to the proper methods of collection.
- D. Samples shall be collected and tested with due regard to the privacy of the individual being tested and in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.
- E. Sample collection shall be documented and the documentation procedures shall include:
 - 1. Labeling of samples so as reasonably to preclude the possibility of misidentification of the person tested in relation to the test result provided.
 - 2. Handling of samples in accordance with reasonable chain-of-custody and confidentiality procedures.
 - 3. Sample collection, storage and transportation to the place of testing shall be performed so as reasonably to preclude the possibility of sample contamination and/or adulteration.
 - 4. Sample testing shall conform to scientifically accepted analytical methods and procedures.

5. Drug testing shall include a confirmatory test before the result of any test can be used as a basis for action by an employer under Idaho Code §§[72-1707](#) and [72-1708](#). A confirmatory test refers to the mandatory second or additional test of the same sample that is conducted by a laboratory utilizing a chromatographic technique such as gas chromatography-mass spectrometry or another comparable reliable analytical method.
- F. Alcohol testing shall be conducted using an approved evidentiary breath testing device operated by a trained breath alcohol technician. There will be two reviewable levels for alcohol concentration. Any employee who tests with a BAC above .00, will not be allowed to work for at least twenty-four (24) hours and shall be re-tested prior to returning to work. Any employee who tests positive for alcohol will be subject to a disciplinary action.
- G. Positive alcohol tests resulting from the use of an initial screen saliva test, must include a confirmatory test that utilizes a different testing methodology meant to demonstrate a higher degree of reliability.
- H. Positive alcohol tests resulting from the use of a breath test must include a confirmatory breath test conducted no earlier than fifteen (15) minutes after the initial test; or the use of any other confirmatory test meant to demonstrate a higher degree of reliability, such as a blood test.
- I. If the employee is suspected of being under the influence of alcohol or drugs, the employee's supervisor shall contact the Human Resource Manager for arrangements to transport the employee to the designated testing location. In no circumstance, shall the employee be directed to drive to the testing location.

Section 5.8 SUBSTANCES TESTED

- 5.8.1 Alcohol. An employees subject to alcohol testing may have a sample of his/her breath tested for the presence of the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.
- 5.8.2 Drugs. An employees subject to drug testing will have a sample of his/her urine tested for the presence of the drugs including, but not limited to the following drugs: Marijuana, Cocaine, Phencyclidine (PCP), Opiates, Pharmacological and Amphetamines.

Section 5.9 ADULTERATION OR SUBMISSION OF A CONCEALED SPECIMEN

All tests will be directly observed by a monitor. If, during the collection procedure, the collection monitor detects an effort by a prospective or current employee to adulterate or substitute a specimen, a second specimen will be requested. The second specimen will be tested. If the request for a second specimen is refused, the collection monitor will inform the City of the prospective or current employee's refusal to submit a second specimen. Such conduct by a prospective or current employee will be considered a positive test. In the event that a prospective or current employee submits a specimen that the laboratory later identifies as a diluted specimen, the City will advise the employee of that finding and request that the employee shall immediately submit a second specimen. If the prospective or current employee refuses, the refusal shall be determined to be a positive test, as provided for in Section 5.9.

Section 5.10 TEST RESULT NOTIFICATION

- 5.10.1 All drug test results will be forwarded to the City Attorney/Human Resource Manager. The prospective or current employee's supervisor will be notified if a positive result is received. The prospective or current employee will be offered an opportunity to personally discuss the positive drug test with the City Attorney/Human Resource Manager. The employee's supervisor shall be notified.
- 5.10.2 Any employee who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If the proper use of the prescription drug is verified, the employee's test result will be reported as negative.

Section 5.11 RANDOM TESTING

- 5.11.1 The City will maintain a listing of all the safety sensitive position employees who are subject to both random drug and alcohol testing.
- 5.11.2 Random tests will be unannounced and conducted on all days and hours during which safety-sensitive functions are performed.
- 5.11.3 A computer-based random number generator, which is a scientifically valid method, is used for random selection. During each calendar year, drug and alcohol tests will be administered to all employees on a continuous, random selection basis. Each covered employee shall have an equal chance of being selected every time selections are made.
- 5.11.4 Random alcohol tests may only be administered just before, during, or immediately following completion of a safety-sensitive function. Random drug tests can be administered anytime while on duty.

- 5.11.5 Employees selected for random drug and alcohol testing shall be notified on the date of the test and either transported to the collection site or notified to proceed to the test site immediately where they will be required to provide a urine and/or breath sample.

Section 5.12 REASONABLE SUSPICION TESTS FOR DRUGS AND/OR ALCOHOL

- 5.12.1 The City will require an employee to be tested for the use of alcohol, illegal drugs, or the use of prescription medication if an employee's physical appearance or pattern of behavior gives City officials reason to believe the employee is impaired because of substance abuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.
- 5.12.2 If that impairment would compromise the employee's ability to perform his/her assigned job tasks and would endanger his/her well-being or the safety of fellow employees or the general public, that employee will temporarily be relieved of his/her duties.
- 5.12.3 Employees will be transported to the collection site and will be required to provide a urine and/or breath sample. Following completion of the test(s), the employee will be placed on administrative leave pending the results of the test.
- 5.12.4 A written record of the observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Human Resources Manager and shall be attached to the forms reporting the test results.
- 5.12.5 When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred to the substance abuse professional for an assessment. The employee shall be placed on administrative leave in accordance with the provisions of this policy.

Section 5.13 REFUSAL OF TESTING FOR DRUGS OR ALCOHOL

An employee may refuse to take a drug and/or alcohol test when requested to do so consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive for illegal drugs or alcohol. An employee will be considered as refusing to test if he/she expressly refuses to take a test, or otherwise fails to provide an adequate breath or urine sample without a valid medical explanation. Deliberately obstructing the testing process will be considered a refusal to take a test.

Section 5.14 CONSEQUENCES FOR POSITIVE DRUG OR ALCOHOL TEST

- 5.14.1 A prospective employee who tests positive for illegal drugs will not be offered employment. If the employee has accepted the position under a condition that he/she take the drug test, the conditional employment shall be rescinded. Any current employee who tests positive for illegal drugs or alcohol may be allowed to continue working for the City subject to the terms and conditions of this chapter.
- 5.14.2 An employee who has a confirmed positive drug and/or alcohol test will be immediately removed from his/her safety-sensitive positions and placed on leave-without-pay status.
- 5.14.3 An employee who tests positive for illegal drugs or alcohol, and who is allowed to continue to work for the City must first consult with a Substance Abuse Professional to determine if he/she is drug/alcohol dependent. If it is determined that he/she is not drug/alcohol dependent he/she may return to work after he/she takes and passes a drug/alcohol test at his/her expense and completes any counseling or educational programs recommended by the substance abuse professional. Thereafter, that employee will be subject to at least six (6) random drug or alcohol tests during the ensuing twelve (12) month period.
- 5.14.4 The City will evaluate on a case-by-case basis whether or not an employee will be given the opportunity for rehabilitation and retention.

Section 5.15 RIGHT OF EMPLOYEE OR PROSPECTIVE EMPLOYEE TO EXPLAIN POSITIVE TEST RESULT AND REQUEST FOR RETEST

- 5.15.1 Any employee or prospective employee who tests positive for drugs or alcohol must be given written notice of that test result, including the type of substance involved, by the employer. The employee must be given an opportunity to discuss and explain the positive test result with a medical review officer or other qualified person.

- 5.15.2 Any employee or prospective employee who has a positive test result may request that the same sample be retested by a mutually agreed upon laboratory. A request for retest must be done within seven (7) working days from the date of the first confirmed positive test notification and may be paid for by the employee or prospective employee requesting the test. If the retest results in a negative test outcome, the employer will reimburse the cost of the retest, compensate the employee for his time if suspended without pay, or if terminated solely because of the positive test, the employee shall be reinstated with back pay.

Section 5.16 EMPLOYEE NOTIFICATION REQUIREMENTS

All employees are:

- A. Required to notify his/her supervisor of any moving violation involving drugs or alcohol, occurring on or off the job.
- B. If required to drive as part of his/her assigned duties or job specifications, to report to his/her supervisor any restrictions imposed by law on his/her driving privileges due to drug or alcohol use.
- C. To be evaluated by his/her supervisor and the Human Resource Manager to determine if they will be retained if they are unable to perform his/her assigned duties due to loss of driving privileges.
- D. Required to report to his/her supervisor whenever he/she observes or has knowledge of another employee who poses a risk to the safety and welfare of others.
- E. Required to inform his/her supervisor of any use of legal or illegal drugs, including prescription medication, which may impair on-the-job performance.
- F. Required to inform his/her physician of this policy when being prescribed medication(s), and he/she will be responsible for using the medically authorized drugs, or over-the-counter medication in a manner that will not adversely affect his/her ability to perform safety-sensitive duties safely, effectively, and responsibly. employees shall provide a “release to work” note from the prescribing physician before performing safety-sensitive functions.

Section 5.17 FOLLOW-UP TESTING

An employee who has resumed his/her safety-sensitive function, after successfully completing a prescribed treatment program, will be required to submit to a minimum of six (6) follow-up drug and/or alcohol tests during the first twelve (12) months following the employee's return to work. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the substance abuse professional reflecting the substance abuse professional's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up drug and/or alcohol tests recommended by the substance abuse professional shall be in addition to any random, post-accident, reasonable suspicion, and return-to-duty tests the employee may experience, and may continue for up to sixty (60) months. The Human Resources Manager shall be responsible for maintaining all records relating to the substance abuse professional's recommendations and will assure that all required follow-up tests are conducted.

Section 5.18 SELF-REFERRAL

- 5.18.1 The City recognizes that alcoholism and drug abuse are diseases that should be treated as any other health problem. Further, it is the City's desire to help any employee who has a substance abuse problem to resolve that problem before they are found in violation of this policy. All employees who consider themselves drug or alcohol dependent and who voluntarily identify themselves as such will be encouraged to obtain an evaluation by a substance abuse counselor and to seek treatment as recommended by the counselor. The City will provide informational assistance in locating professional substance abuse counseling to any employee who requests it. Requests for this assistance will be treated confidentially and the employee will be directed to professional organizations that can provide in-patient, outpatient and post-treatment care.
- 5.18.2 An employee who demonstrates successful progress or completion of a recommended course of treatment may return to work after taking and passing a drug and/or alcohol test. An employee returning to work after treatment will be expected to comply with all aspects of this drug/alcohol testing policy. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug result or to avoid taking a drug test when requested to do so under the terms of this policy, including any disciplinary action being taken by the City.
- 5.18.3 An employee who voluntarily seeks assistance in treating a problem associated with drug and/or alcohol misuse will be afforded the same consideration as any other employee undergoing an illness.
- 5.18.4 An employee who waits to volunteer for treatment until after they are notified of a scheduled drug or alcohol test, or until a positive test result, will be subject to the same penalties as any other "positive" test result.

Section 5.19 TERMINATION OF EMPLOYMENT FOR A VIOLATION OF THIS CHAPTER

An employee may be terminated if the employee:

- A. Uses, sells, possess, purchases, manufactures, or distributes alcoholic beverages, illegal or controlled substances, or other performance impairing substances, while on duty, or on City property.
- B. Has a confirmed positive drug test or a positive alcohol test.
- C. Consumes alcohol following an accident and before completing a post-accident alcohol and/or drug test.
- D. Refuses to submit to a drug and/or alcohol test when directed by the City to do so.
- E. Alters, substitutes, tampers, or attempts to tamper with a drug or alcohol test.
- F. Submits a urine sample that is not his/her own.
- G. Tests positive for drugs and/or alcohol following an accident resulting in death, serious injury, or extensive property damage.
- H. Tests positive for drugs and/or alcohol and events surrounding the test(s) preclude rehabilitation and retention.
- I. Tests positive for drugs or alcohol during his/her “trial” period. or, as a result of a “return-to-duty” or “follow-up” drug or alcohol test.
- J. Fails to notify his/her supervisor of the use of legal or illegal drugs, including prescription medication, that may impair on-the-job performance.
- K. Fails to notify his/her supervisor of a citation or conviction under a criminal drug statute within five (5) calendar days of incurring the citation or conviction.
- L. Fails to notify his/her supervisor of any moving violation involving drugs or alcohol, occurring on or off the job, causing loss of driver’s license.

Section 5.20 REHABILITATION AND RETENTION

An employee, who tests positive for drugs or alcohol from a random, post-accident and reasonable suspicion test(s) and is not subject to termination, will be provided an opportunity for rehabilitation and conditional retention of employment if his/she agrees to the following:

- A. Submit to an evaluation by an approved substance abuse professional.
- B. Actively participate in a prescribed treatment or rehabilitation program.
- C. Sign a Return-to-Work Agreement.
- D. Test negative on a return-to-work drug and/or alcohol test.

- E. Undergo unannounced follow-up drug and/or alcohol tests, as recommended by the substance abuse professional, with a minimum of six (6) tests during the first year in addition to any random tests that may be required.
- F. Follow any specified after care requirements.
- G. Understand that failure to abide by the return-to-work agreement, and/or a subsequent positive drug or alcohol test will result in immediate termination.

Section 5.21 CONFIDENTIALITY

The City will strictly adhere to all standards of confidentiality and assures all employees that testing records and results will only be released to those authorized to receive such information. Specifically, authorized personnel include:

- A. The employee, if requested in writing.
- B. The employer.
- C. Decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee.
- D. Subsequent employers, if requested in writing by the employee; or other identified individuals or agencies, if requested in writing by the employee.

Section 5.22 PROCEDURES FOR MANAGEMENT, SUPERVISORS AND EMPLOYEES

- 5.22.1 When a supervisor has reasonable suspicion to believe that an employee is in violation of this policy, the supervisor shall immediately notify the Human Resources Manager to determine further action. If an employee believes another employee is under the influence of an illegal or prescription drug or alcohol while on duty, he/she shall discuss the matter with his/her immediate supervisor. It shall be the supervisor's responsibility to take appropriate action.
- 5.22.2 If evidence exists that would lead another employee or supervisor to reasonably believe that an employee is under the influence of an illegal or prescription drug or alcohol while on duty, or such are in the employee's possession while on duty, immediate action is required. When such evidence exists, the City will require the employee to undergo a drug or alcohol test consistent with the conditions set forth in this policy.
- 5.22.3 Any Supervisor/Manager who knowingly disregards the requirements of this policy may be subject to disciplinary action, up to and including termination.

CHAPTER 6. ELECTRONIC USE POLICY

Section 6.1 CITY ELECTRONIC RESOURCES

The proper stewardship of City Resources is a responsibility that all City officials and employees share. Accordingly, except as provided below, employees may not use City Resources for personal benefit or gain or for the benefit or gain of other individuals or outside organizations. Responsibility and accountability for the appropriate use of City Resources ultimately rests with the individual City official or employee, or with the City official or employee who authorizes such use. City officials and employees should ensure that any personal use of City Resources permitted by this policy is the most efficient in terms of overall time and resources

Section 6.2 DEFINITIONS

City Resources include electronic and communications equipment, software, and systems, including, but not limited to: computers, computer networks, software, copiers, scanners, printers, other computer peripherals, telephones, fax machines, cellular phones, radios, applications such as the Internet, email, office systems, and other equipment or other property or resources under the official's or employee's official control or direction or in his or her custody or to which he or she has access.

Section 6.3 DIRECTIVES

- 6.3.1 The City's Resources must not be used knowingly to violate the laws and/or regulations of the United States or the laws and/or regulations of any state or city in any material way. Use of any City Resource for illegal activity is grounds for immediate suspension and/or termination. Likewise, the City will cooperate with all federal, state or local law enforcement agencies investigating any illegal activity while using City Resources.
- 6.3.2 Software or files downloaded via the Internet into the City's network become the property of City. Any such files or software may be used only in ways that are consistent with his/her licenses and/or copyrights.
- 6.3.3 The City has installed a variety of security systems to assure the safety and security of its network. Any user who attempts to disable, defeat, or circumvent any security facility may be subject to disciplinary action.

Section 6.4 OVERSIGHT OF THE CITY'S RESOURCES

The Mayor shall designate an employee or department who shall be responsible for the oversight and maintenance of the City's Resources.

Section 6.5 GENERAL PROVISIONS

- 6.5.1 Prohibition Against Use of City Resources for Personal Use While on Duty.

- A. Except as provided below, no employee may use City Resources for personal benefit or gain of the official, employee, or any other person.
- B. Except as provided in this policy, an employee may not make private use of City Resources and then reimburse the City so there is no actual cost to the City.

6.5.2 Limited Exceptions to Prohibition Against Personal Use While on Duty.

- A. The prohibition set forth in Section 6.5 et seq. does not apply to the use of City Resources to benefit another person if such use is consistent with the official or an employee's official duties. Notwithstanding the prohibition against use of City Resources for personal benefit set forth in this policy, a City Official or an employee may make occasional but limited use of City Resources if the following conditions are met:

- 1. There is little or no cost to the City.
- 2. Any use is brief.
- 3. Any use occurs infrequently.
- 4. Any use of City Resources does not interfere with the performance of the official or an employee's duties, and does not obligate other employees to use City Resources.
- 5. Any use does not disrupt or distract from the conduct of City business, including volume or frequency.
- 6. The use does not compromise the security or integrity of City information or software.

- B. Examples of "occasional but limited use."

- 1. Use of the email (or phone) during breaks to confirm that children have arrived home safely from school, confirming appointments with health care providers.
- 2. Use of the Internet during breaks, as long as such use does not interfere with official duties, pose a security risk, or consume excessive resources.

6.5.3 The City may authorize personal use of City Resources if the use promotes organizational effectiveness or enhances the job-related skills of the employee using such resources.

6.5.4 Absolute Prohibition on the use of City Resources:

- A. Any use for the purpose of conducting an outside business of the employee, or a relative or acquaintance of the employee.
- B. Any campaign or political use, unless such use has been determined not to be a violation of state or federal law.
- C. Commercial uses such as advertising or selling, whether for personal or business purposes.

- D. Any use for private benefit or gain, including use of City contracts with vendors for the purchase of goods or services.
- E. Any illegal activity, including any use of the Internet, software, or any other property or resource that violates copyright laws.
- F. Employees may not play games on a City-owned computer, even if the game was preloaded on the computer as part of the manufacturer's operating system. Downloaded and interactive games have the potential to undermine the security of City information and systems.

6.5.5 No Expectation of Privacy.

The City reserves the right to monitor the activities of all employees' City computers, email, Internet, fax, cell phones, and other electronic and communications systems. Users shall have no expectation of privacy when using City Resources. Such records may be subject to disclosure under the Public Records Act as codified or hereinafter amended or may be disclosed for audit or other legitimate City operational or management purposes. Any records created while conducting City business using personally owned communications devices may also be subject to disclosure.

6.5.6 Violations – Penalties.

- A. In order to safeguard City Resources, violators of this policy may be subject to disciplinary action. Violations of this policy will be handled in accordance with the City's established disciplinary procedures.
- B. In addition to any disciplinary actions, the City may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of City computing and network resources, or to protect the City from liability.
- C. The City reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

Section 6.6 SPECIAL PROVISIONS REGARDING COMPUTER ACCOUNTS

6.6.1 Security

Users are responsible for the security of electronically stored information (data) to which accounts assigned to the user have been given permission to use. All users given permission to access data must act in a manner to protect said data from loss, unauthorized alteration, and unauthorized use.

6.6.2 Assignment of Computer Accounts

- A. Computer accounts are assigned to individual an employee for his/her exclusive use.

- B. Employees may set his/her individual passwords. Passwords are considered secret and shall not be shared with other employees and a violation of this section may result in a disciplinary action by the City. Access to the City Resources shall not be denied to the appropriate employee. Upon termination of employment, all passwords shall be given to the Department head.
- C. Users are responsible for all activities conducted with accounts assigned to them. Employees must keep passwords secret. Each user is responsible to maintain the secrecy of the passwords for accounts assigned to him/her.

6.6.3 Access Control

- A. User account and passwords are used to control access to City data resources based on an individual employee's need to access specific data. Users are responsible for data accessed, transmitted, copied, deleted, etc. to or from his/her computer account.
- B. To prevent unauthorized use, all users should power down at the end of each shift, all employees should log off before leaving said computers or systems unattended.
- C. Data will not be copied or transmitted without the same access restrictions as those placed on the original data. This provision is not intended to restrict distribution of data resulting from public disclosure requests or the authorized release of information by the City.
- D. The Independent Contractor and other authorized individuals may, by nature of assigned duties and in support of authorized activities, be exempt from any or all of these provisions regarding computer accounts.

Section 6.7 SPECIAL PROVISIONS REGARDING ELECTRONIC MAIL

6.7.1 Electronic mail is an integral part of the City's communications. It is the policy of the City to encourage the responsible use of electronic mail whether internally or externally generated or viewed. This policy is meant to make all users aware of the risks associated with using electronic mail and to inform them of City's policy regarding such use. This policy applies to the electronic version of the messages and any paper or printed copies of the messages.

6.7.2 Right of Inspection

- A. The electronic mail system is intended for business purposes. Electronic mail communications constitute public records, subject to certain exceptions, and the City has the right to access or monitor messages for work-related purposes, security, or to respond to public record requests. All messages should be composed with the expectation that they are public.

- B. Users shall have no expectation of privacy in email messages, whether they are business related or an allowed personal use as provided herein. Use of electronic mail shall be considered consent to City Officials, managers, and other employees to inspect, use, or disclose any electronic mail or other electronic communications and/or data without further notice.

6.7.3 Prohibition of Inappropriate Message Content.

Electronic mail should be businesslike, courteous, and civil. All the City's policies, including policies prohibiting discrimination and sexual harassment, shall apply to use of email. Email shall not be used for the expression of unlawful or discriminatory ill will or bias against individuals or groups, offensive material such as obscenity, vulgarity, or profanity, or other non-businesslike material. Sexually explicit material, cursing, and name-calling are expressly prohibited.

6.7.4 Forwarding of Electronic Mail

A user forwarding a message, which originates from someone else, may not make changes to that message without clearly disclosing the exact nature of the changes and the identity of the person who made the changes.

- 6.7.5 Messages received from the City Attorney, or private attorneys acting on behalf of the City, its officers or employees, may be privileged communications and therefore, confidential, and these messages shall not be forwarded to non-City persons without the prior approval of the author.

6.7.6 Mis-delivered Messages

If an electronic mail message comes to a user by mistake, the user should stop reading as soon as they realize the message was not meant for them and notify the sender or system administrator immediately.

Section 6.8 USER'S RESPONSIBILITY FOR SECURITY

- 6.8.1 Users are responsible for the security of his/her electronic mail account password and any electronic mail that is sent via a user account. To protect a user account against unauthorized use, the following precautions should be taken: Log off from, or lock access to, the City computer before leaving it unattended. If user id logon is left open, and someone else uses it, it will appear as if user sent the message and user will be held accountable.
- 6.8.2 Do not give out passwords. Users are responsible for messages sent via user account. Correspondingly, do not use or tamper with someone else's account without his/her knowledge and consent. Unauthorized use of an electronic mail account is in violation of this policy.

Section 6.9 USE OF NON-CITY EMAIL ACCOUNTS

Non-City email accounts (AOL, MSN, Yahoo!, Gmail, Hotmail, etc.) should not be used to conduct City business unless approved in advance by the Mayor. Likewise, a non-City email account may not be linked to a City email account. All employees shall be issued City email accounts.

Section 6.10 TRANSMISSION OF CONFIDENTIAL INFORMATION

Confidential material must not be sent via electronic mail. Electronic mail messages may be intercepted, viewed, and used for non-approved purposes, especially when corresponding via the Internet, a medium over which the City has no control.

Section 6.11 SPECIAL PROVISIONS REGARDING INTERNET WEB SITE ACCESS

The City encourages effective and efficient use of all City equipment for completion of City business. This includes use of the Internet for employees to provide information to City residents, businesses, and other governmental agencies to search for information, and for information exchange.

Section 6.12 CERTAIN USE OF INTERNET PROHIBITED

The following are specific examples of prohibited activities/access. This policy applies to use of any Internet or Intranet access system including but not limited to the City's network, the City's wireless access system (while on duty and/or using City-owned equipment), specific accounts set up at remote sites, or other City-owned or funded access. The City reserves the right to discipline and to remove Internet access for any employee for violation of this policy.

- A. Use of City equipment to access pornographic web sites is prohibited at all times.
- B. Use of the City's Internet access to access social media web sites (MySpace, Facebook, Twitter, etc.) is expressly prohibited, except by employees in the conduct of his/her official duties.

Section 6.13 MONITORING AND REPORTING OF INTERNET USE

It is the responsibility of City Officials to monitor and audit Internet web use within his/her department. Because there is the potential for employee abuse of the system, the City may monitor and record user access to Internet sites and provide the Mayor or City Council with information that can be used to track access to all Internet sites as required or requested to enforce City or department policy.

Section 6.14 DOWNLOADING FILES

The possibility of downloading a file with a computer virus is great and care must be taken not to contaminate any City owned computers. Files copied from an Internet site, or any other outside source, must be scanned by virus checking software prior to being used on a City computer. The Independent Contractor shall make options available for virus checking of copied files.

Section 6.15 UPDATING INFORMATION ON THE CITY'S WEBSITE

- 6.15.1 The City designates the City Clerk's Department or its designee, as the department responsible for ensuring that the information on the City's website is accurate and up to date.
- 6.15.2 The Clerk has developed guidelines on how to submit information to the City Clerk for inclusion on the City's website. Except as provided in these guidelines, no other employee of the City has authority to add or delete information on the City's website.

Section 6.16 REMOTE ACCESS TO CITY SYSTEMS

- 6.16.1 Remote access to certain City systems, applications, and data is maintained for selected employees. City remote access systems require a high level of application and user maintenance as well as monitoring. In addition, they significantly increase the security risks associated with outside access to applications and data. Remote access systems are therefore restricted only to those City Officials and employees who show a demonstrated necessity to access data or applications while away from City facilities and ONLY for City business. Remote access will not be granted for convenience. Users who do not utilize remote access systems may be removed as users. Use of remote access for other than official business will result in immediate removal as a user and, if appropriate, disciplinary action.
- 6.16.2 Authorization Required
 - A. Prior to use by any City Official or employee, the appropriate City Official must submit a written request stating what business necessity exists requiring the potential user to utilize remote access. Permission will be based on demonstrated need and subject to the criteria listed below.
 - B. Directors and supervisors must be aware of and restrict remote access to City systems due to the potential to result in accrual of Comp. Time. An employee's remote access to data or email shall be limited to OnCall or emergency situations, as time spent accessing data or email remotely is considered compensated time for employees subject to FLSA rules.

Section 6.17 CELLULAR TELEPHONES

- 6.17.1 City departments shall acquire and use City cell phones in accordance with this Section to ensure that employees use cell phones in the most expeditious manner and to provide guidelines in the acquisition and use of such equipment.
- 6.17.2 The purchase of City cell phones must be approved by the department's Director or City Treasurer to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with a cellular phone.

Section 6.18 General Requirements

- 6.18.1 Wireless transmissions, including cell phones, should not be considered secure. Therefore, employees using City cell phones or his/her personal cell phones to conduct City business should use discretion in relaying confidential information.
- 6.18.2 All devices that are being used for City business must have a passcode or password to lock the device.
- 6.18.3 The City reserves the right to monitor the use of all City Cellular Phones.

Section 6.19 Special Restrictions Related to Driving

- 6.19.1 Safe driving is an absolute top priority of the City.
- 6.19.2 Any cell phone use while driving should only be used to report an accident, car trouble, or if there is imminent danger.
- 6.19.3 Texting while driving is a violation of the law and is strictly prohibited.
- 6.19.4 If a cell call is received while driving, safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.
- 6.19.5 If acceptance of a cell call is unavoidable and pulling over is not a safe option: use the voice-activated or "speed dial" feature; keep the call short; do not take notes, text message or e-mail while driving; refrain from discussion of complicated or emotional issues; and, and keep eyes and attention on the road.
- 6.19.6 Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of his/her phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

Section 6.20 Eligibility

An employee may be issued a City cell phone if it is determined that the cell phone may be an appropriate tool to conduct City business when it is demonstrated that an employee's communications needs cannot be met with standard telephone equipment. Examples include employees that: are mobile for most of a work period, respond to emergencies, are responsible for restoring services, or are vital to decision-making for the City.

Section 6.21 Approval

The City Treasurer will be the approving authority for assigning City cell phones to employees.

Section 6.22 Use of a City's cellular telephone

- 6.22.1 No City cell phone shall be used in any illegal, illicit, or offensive manner. This includes, but is not limited to, accessing pornographic sites or using the cell phone to harass or make threats to another person.
- 6.22.2 The City cell phone is to be used only by the individual to whom it is issued.
- 6.22.3 The use of the City cell phone during work hours to make or receive personal calls should be restricted to emergencies. An employee should limit personal calls to his/her lunch break.
- 6.22.4 Use of the City cell phone is a privilege that may be revoked at any time for inappropriate usage.

Section 6.23 Employee's Responsibilities

- 6.23.1 An employee receiving a City cell phone must notify the City of any lost or stolen device so the City may take any action against unauthorized access to City information.
- 6.23.2 Employees must follow the requirements of policies and directives related to open records, city business related records, and records retention.
- 6.23.3 An employee who abuses this policy for whatever reason may be subject to disciplinary action including termination.
- 6.23.4 The employee may be held liable for the cost of a lost, stolen, or damaged city cell phone or equipment. The individual may also be held responsible for calls made while the cell phone is missing.

Section 6.24 City Treasurer's Responsibilities

- 6.24.1 The City Treasurer will determine an appropriate service provider, equipment needs, and the most cost-effective service plan based on the respective department's needs.
- 6.24.2 The City Treasurer will review plans periodically with each department Director and users to determine if the most cost-effective plan is being utilized.
- 6.24.3 The City Treasurer will coordinate the setting up of new users with the cell phone provider.
- 6.24.4 The City Treasurer will coordinate the canceling, terminating or re-issuing of cell phones and plans with the cell phone provider once notified by the department Director in charge of the employee status.
- 6.24.5 The City Treasurer will maintain a City wide inventory of all cell phones and equipment. Equipment includes chargers, holders, and PC-to-phone cables.

Section 6.25 PERSONAL CELL PHONE USE.

An employee's use of a personal cell phone while at work shall be limited to emergencies. During work hours all personal cell phones shall be either on silent, or vibrate mode only.

CHAPTER 7. VEHICLE USE POLICY

Section 7.1 CITY-OWNED VEHICLES

- 7.1.1 This policy provides the basic framework governing the use of City-owned vehicles, and, as such, cannot contain procedures governing every situation that might arise. An employee seeking clarification of or exemption from the provisions of this policy should contact the Human Resource Manager who will provide such clarification and may authorize exceptions to the policy under mitigating circumstances.
- 7.1.2 Certain positions require employee access to City-owned vehicles, either during the work shift or on a 24-hour on-call basis. City-owned vehicles are not personal vehicles and are not for personal use.
- 7.1.3 City-owned vehicles should be viewed as belonging to the citizens and are assigned solely for purposes consistent with providing services to those citizens.

Section 7.2 ASSIGNMENT OF CITY-OWNED VEHICLES

- 7.2.1 The assignment of City owned vehicles during work time is based upon job description. Department heads who have City owned vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and an employee's job function.
- 7.2.2 Assignment of City owned vehicles for 24 Hour Use (Vehicle Use Approved for Commuting Purposes).

The assignment of vehicles for 24 hour use will only be considered for employees who require a vehicle for the ordinary and necessary discharge of his/her job functions in accordance with the following criteria:

- 1. Officially designated on-call status.
 - 2. Requirement for frequent emergency availability.
 - 3. Emergency or other equipment contained in the vehicle.
- 7.2.3 Vehicle use is limited to travel to and from the employee's residence and place of work. The vehicle should be driven via the most direct route. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons.
- 7.2.4 General Rules Governing City-owned vehicle use:
 - A. City vehicles shall display the City of Kuna logo and a unique number at all times.
 - B. City-owned vehicles may only be used for legitimate City business.

- C. City-owned vehicles will not be used to transport any individual who is not directly or indirectly related to City business. Passengers shall be limited to employees and individuals who are directly associated with City work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in City-owned vehicles. An exception shall be a person is in need of medical care and needs to be transported to an emergency facility for care when an ambulance is not available.
- D. Fleet card PINs are personally assigned and shall not be given out to another employee.
- E. City-owned vehicles should contain only those items for which the vehicle is designed. The City shall not be liable for the loss or damage of any personal property transported in the vehicle.
- F. The use of City-owned vehicles, including all passengers being transported, shall be limited to official business only.
- G. Employees are expected to keep City-owned vehicles clean, and to report any malfunction or damage to his/her supervisors immediately.
- H. Employees assigned vehicles for commuting purposes are expected to park such vehicles in safe locations. All City property stored in the vehicle shall be secured. The employee shall be responsible for any theft out of the City vehicle while it is parked at the employee's residence.
- I. Comply with the City's Tobacco Use Policy, as provided for in Section 4.3.
- J. Employees and passengers must wear his/her seatbelt in vehicles so equipped during the operation of the vehicle.
- K. Employees shall not operate City-owned vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications that may interfere with effective and safe operation.
- L. Employees who operate City-owned vehicles must have a valid driver's license issued by the State of his/her current residence. Employees shall comply with Idaho law in obtaining an Idaho driver's license.
- M. Employees driving City-owned vehicles shall obey all applicable traffic and parking regulations, ordinances and laws, and operate the vehicle efficiently in terms of fuel consumption and trip routes.
- N. Employees will be reimbursed for parking fees, not including fines.
- O. An employee who incurs parking or other fines in City-owned vehicles will generally be personally responsible for payment of such fines.
- P. An employee who is involved in a work-related accident requiring medical attention shall inform his/her supervisor of the accident as soon as possible.

- Q. An employee who is issued a citations for any offense while using a City-owned vehicle must notify his/her supervisor/Director immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
- R. An employee who is assigned a City vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of his/her driver's license, whether in his/her personal vehicle or in a City-Owned Vehicle, must notify his or her supervisor/department Director immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of City-Owned Vehicle privileges and/or further disciplinary action up to an including termination.
- S. No employee may use a City-Owned Vehicle for out of state use without advance approval from the City.

Section 7.3 SANCTIONS

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of City vehicle privileges, suspension, and/or termination from employment.

Section 7.4 PERSONAL VEHICLE EXPENSE REIMBURSEMENT

- 7.4.1 It is the policy of the City to reimburse employees for reasonable expenses that they incur as a result of the use of his/her personal vehicle on behalf of the City. Receipts and the employee Reimbursement Form must be submitted in order for an employee to be reimbursed for such expenses.
- 7.4.2 Expense Reimbursement
 - A. Expense Reimbursement is intended for travel outside the City.
 - 1. An employee will not be reimbursed for personal automobile use within the City without advance approval by his/her Director.
 - 2. In all cases where there is a City-owned vehicle available, the employee should use the City vehicle instead of his/her own personal vehicle.
 - 3. When an employee is directed to use his/her personal vehicle, the employee will be reimbursed at the IRS mileage reimbursement rate (currently \$.555). If a City-owned vehicle is available and an employee elects to use his/her personal vehicle, the employee will be reimbursed at the government reimbursement rate (currently of \$.125).
 - 4. The Director is expected to act in the best interests of the City in making the determination for the employee's use of his/her personal vehicle.
 - B. The mileage rate is intended to include the costs of gasoline, repairs, insurance, and general wear and tear on the automobile.

- C. In addition to the mileage rate, the City will reimburse employees authorized to travel outside the City, driving personal vehicles, for parking expenses when receipts are provided.
- 7.4.3 The City shall require employees who are reimbursed for work-related travel to show proof of the following minimum levels of insurance coverage:
- A. Bodily Injury: \$100,000.00/\$300,000.00.
 - B. Property Damage \$100,000.00.
- 7.4.4 Employees will not be reimbursed for commuting between his/her homes and offices or other regular work locations.
- 7.4.5 In order to be reimbursed for personal automobile use, an employee must complete the employee Reimbursement Form.
- 7.4.6 Automobile Accidents – In the event that an employee’s personal vehicle is damaged during an approved, work-related trip, and the damage is not due to the negligence of the employee, the City will reimburse the employee for his/her loss up to a maximum of \$250; provided the employee provide proof of loss by a receipt of verification of payment of a deductible (comprehensive or collision) to cover part of the cost of repair, or an estimate to repair the damage.
- 7.4.7 Tickets, Fines, Towing – In the event an employee’s personal vehicle is issued a ticket, fine or towed while on City business, such costs are not eligible for reimbursement.

CHAPTER 8. RELATIONSHIP POLICY

- Section 8.1 Personal relationships are a vital part of most people’s lives. When personal relationships intersect with employment, an employer may become entangled with the consequences of the choices that employees make. The City has no desire to become involved in such matters. Accordingly, these rules serve as a basic guide to family and romantic relationships in the City’s workplace:
- Section 8.2 No person related to the Mayor or a City Council member by blood or marriage within the second degree may be hired as a paid employee of the City.
- Section 8.3 No employee of the City will hire, supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor by blood or marriage within the second degree.
- Section 8.4 Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. An employee involved in a relationship bears a responsibility to the City to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationship in the workplace. Such relationship may result in a change of employment duties.

CHAPTER 9. CANDIDACY FOR ELECTIVE OFFICE

- Section 9.1 While the City recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the City's interest in promoting the efficiency of the public services it performs through its employees.
- Section 9.2 If an employee initiates candidacy against an Elected Official for whom he/she is a subordinate, the employee must endeavor to avoid any disruption in the workplace.
- Section 9.3 The City recognizes that the following factors may contribute disruption in the workplace:
- 9.3.1 The size of the office in which the employee works—the smaller the office, the greater the likelihood of disruption.
 - 9.3.2 Whether the employee candidate holds a position of trust and confidence to the incumbent—the closer the ties, the greater the likelihood of disruption.
 - 9.3.3 Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor—in such circumstances the likelihood of disruption would be greater.
 - 9.3.4 The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another—the greater the amount of contact and interaction, the greater the likelihood of disruption.
 - 9.3.5 If there is a disruption in the workplace, the Human Resources Department shall meet with the Elected Official and the employee to determine if it is possible to eliminate the disruption. If it is not possible, the City may look to reassign the employee, and if this is not possible, then the employee may be asked to resign. If the employee refuses to resign, he/she may be terminated. The official should set out in writing the factual basis for finding that there is disruption in the workplace. The written findings should be provided to the employee, placed in the employee's personnel file and be made a part of the official record. All other applicable procedures that allow an opportunity to be heard, as set out in this policy, will apply.

CHAPTER 10. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

Section 10.1 CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

10.1.1 Employment Status

- A. All employees of the City, including part-time and temporary employees, are AT-WILL EMPLOYEES, except as otherwise provided by this policy, as required by law, or pursuant to a written contract approved by the City Council.
- B. Employed Attorneys. Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by the City are considered to be at-will employees, and they serve at the pleasure of the Mayor and City Council. Removal shall require a majority vote of the City Council, upon recommendation of the Mayor.
- C. Appointed Officials. The City Clerk, City Treasurer, City Engineer, Public Works Director, Planning and Zoning Director, Parks Director, and Facilities Director are appointed pursuant to Idaho Code §50-204, may only be removed pursuant to Idaho Code §50-206.
- D. The City Council may adopt by resolution, an organization chart, entitled the City of Kuna Employee Organization Chart.

10.1.2 Employee Classification for Benefit Purposes

The classification of the position an employee holds with the City may affect the status of obligations or benefits associated with his/her employment.

10.1.3 The primary classes of employees are:

- A. Appointed Officials. Appointed officials are considered Exempt Employees pursuant to the Fair Labor Standards Act (FLSA).
- B. Full-Time Regular Employees. Employees, excluding Appointed Officials, whose employment is sustained and continuing and whose typical work-week consists of at least thirty (30) hours are considered full-time regular Employees. Full-time regular Employees are eligible for employee benefits provided by the City.
- C. Part-Time Regular Employees. Employees whose employment is sustained and continuing and whose typical work-week consists of less than thirty (30) hours on a regular basis are considered part-time regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the City Council and as required by federal and state law. The number of hours worked may affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

- D. Temporary Employees. Employees who work on an irregular, seasonal or temporary basis, either Full-time Seasonal or Part-time Temporary are temporary employees for purposes of employment with the City. Temporary employees receive no benefits, except those required by law or those approved by official action of the City Council.
- E. Volunteers. Volunteers may work for the City in various offices and must complete an employment application, submit to a background check and any other requirement of the City.
- F. Elected Officials. Elected officials are not considered Full-time or Part-time Employees. Elected Officials receive employment benefits as adopted by resolution of the City Council.

CHAPTER 11. COMPENSATION POLICIES

Section 11.1 Establishment of Employee Compensation

11.1.1 All employees are compensated in accordance with, and subject to, decisions of the City Council as annual budgets are set and are subject to increase, reduction, or *status quo* maintenance for any time period. The Mayor or department Director may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the City Council.

11.1.2 Employee's advancement with the City shall be subject to the Step and Grade Implementation Policy as adopted by resolution of the City Council. A copy of which is attached hereto and incorporated herein by reference as **Exhibit A**.

Section 11.2 Compliance with State and Federal Pay Acts

The City will comply with all state and federal pay acts governing compensation of its employees.

Section 11.3 Right to Change Compensation and Benefits

The City may change general compensation for any reason deemed appropriate by the City Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent city budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as work needs change.

Section 11.4 Overtime/Compensatory Time Policy

11.4.1 In addition to the employee classifications set forth in this policy, all employees are classified as: Exempt, Regular Full-time, Seasonal Full-time or Part-time Employees for purposes of complying with the federal Fair Labor Standards Act (FLSA). Exempt Employees perform work that qualifies for the professional, executive or administrative exemption and do not qualify for overtime or compensatory compensation.

- 11.4.2 Regular Full-time Employees who perform actual/physical work in excess of forty (40) hours per week will be compensated with “Compensatory Time”, which shall be computed at one and one half (1.5) hours for each additional one (1) hour of actual/physical work in excess of the forty (40) hour work-week. Holiday Pay, Sick Leave, Vacation Leave, Bereavement Leave, and Jury Duty Pay are not considered actual/physical work under any circumstances. Compensatory Time pay will be allowed only when pre-authorized in writing by the department Director or supervisor or when absolutely necessary in an emergency. Department Directors or the supervisors shall provide the pre-authorization approvals to the Payroll Department at the same time that the timecards are due. Department Directors and supervisors shall monitor his/her employees’ Compensatory Time accruals. The target maximum accumulation of total hours of Compensatory Time shall be eighty (80) hours with a use by deadline of April 1 of each year. When an employee reaches the eighty (80) hours limit, the department Director shall schedule the time off with the employee to bring him/her under the limit. Employees are encouraged to use accumulated Compensatory Time during his/her department’s off season to minimize the impact to his/her department’s productivity. The City Treasurer and the Human Resource Manager shall also monitor the employees’ accrual of Compensatory Time, and if they observe an excessive accumulation of Compensatory Time, they shall meet with the employee’s Supervisor or department Director in an effort to reduce the accrual of the Compensatory Time.
- 11.4.3 Compensatory Time may be used whenever required by a supervisor or when requested by an employee with the concurrence of a supervisor.

Section 11.5 OnCall Status and OnCall Pay

- 11.5.1 OnCall is defined as when an employee is officially scheduled to be available for responding to after hour and weekend emergencies and maintenance duties. It does not apply to work performed beyond the employee’s scheduled eight (8) hour shift, or if an employee is hired and/or scheduled where after hours and/or weekends shift(s) are scheduled work shifts.
- 11.5.2 A department Director and/or supervisor should use discretion in scheduling an employee for OnCall Status; the department Director and/or supervisor should encourage the employee to take the OnCall time off during the week that he/she is scheduled to work. For example, the employee would work a thirty-six (36) hour week plus the four (4) hours of OnCall time to equal a forty (40) hour work week.

- 11.5.3 Compensation for OnCall status will be granted at the rate of four (4) hours of credit at the employee's normal rate of pay for each assigned week of OnCall duty, where the employee is available for OnCall emergencies and maintenance duties. When called out to perform emergency repairs or maintenance duties while on OnCall status, the employee will receive a minimum credit of one-half (1/2) hour, or for the actual time worked for all time above one-half (1/2) hour, for each call out.
- 11.5.4 When an employee is scheduled to be available and on call to respond to emergencies, the employee shall be on OnCall status. In no circumstance will an employee receive OnCall compensation while working his/her regular working hours.

Section 11.6 Reporting and Verifying Time Records

- 11.6.1 All non-exempt Employees shall timely and accurately record time that he/she has worked on his/her own timecard, and each employee's timecard must be signed manually or electronically by both the supervisor and the employee, and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. No employee shall enter time for another employee, and if this does occur, both employees are subject to disciplinary action.
- 11.6.2 Exempt Employees may be required to document time worked or benefits used for accounting purposes.
- 11.6.3 Electronic time clock policy.
 - A. Non-exempt Employees must punch in/out each time they are on or off the clock and for each day they worked.
 - B. Time punched will be actual time worked. The City may, for accounting purposes, round time to the nearest quarter (1/4) hour.
 - C. Leave time must be entered on time card.
 - D. Missed punches must be corrected prior to an employee clocking in for a new time period.
 - E. OnCall Employees clock in under on-call on Saturdays/Sundays and automatically receive credit for two (2) hours for each day worked. Additional hours worked must be entered by punching in/out on time card.
- 11.6.4 Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, etc., must communicate such concerns to the Payroll Department or his/her supervisor as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.

Section 11.7 Work Periods

The workweek for all Regular Full-time Employees who are subject to the FLSA begins at 12:01 a.m. on Sunday of each week and concludes at 11:59 p.m. of the following Saturday.

Section 11.8 Payroll Procedures and Paydays

11.8.1 Employees are paid every other week throughout the year. Paychecks or direct deposit receipts are issued on every other Thursday, or earlier if a holiday, or for another reason. Paychecks compensate employees for work performed in the pay period preceding two (2) weeks in which the check is issued.

11.8.2 Each employee must monitor the accuracy of compensation received. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the City Council, the policy will prevail. An employee is obligated to call to the City's attention any such errors, whether to the advantage or disadvantage of the employee.

Section 11.9 Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to an employee called to serve as a court witness in matters specifically related to City operations or called to serve on jury duty. A copy of the summons or proof of jury duty shall be provided to the City before compensation will be paid.

Section 11.10 Military Leave

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA). The employee may use accrued leave balances if they choose while participating in ordered and authorized field training or deployments.

Section 11.11 Maternity Leave

An employee shall be granted twelve (12) weeks unpaid maternity/paternity leave for births and adoptions, which may be used after the employee uses his/her accrued Compensatory Time and Vacation Leave.

Section 11.12 Payroll Deductions

No payroll deductions will be made from an employee's paycheck unless authorized in writing or by adopted policy, by the employee or as required by law (Idaho Code § 45-609).

Section 11.13 On-the-Job Injuries

- 11.13.1 Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor as soon as practicable or twenty-four (24) hours, whichever is sooner, so that a worker's compensation claim can be filed. Supervisors are required to immediately report the injury to the Human Resource Manager and the City Treasurer.
- 11.13.2 An employee requiring (non-emergency) medical attention should go to the City's identified occupational health care provider. In case of emergency medical attention, the employee may be treated at the facility where transported by emergency personnel.
- 11.13.3 An employee who is injured and has experienced lost time will be immediately placed on Sick Leave until the lost-time compensation as provided for by the Idaho State Insurance Fund is awarded.
- 11.13.4 Return to employment will be authorized on a case-by-case basis in consultation with the department Director and the Idaho State Insurance Fund, and may require a fitness for duty medical review. If an employee is able to return to work on "light duty status", the City will make every effort to bring the employee back to work.
- 11.13.5 Concerns associated with injured worker status may be brought before the appropriate City Official for review.

CHAPTER 12. EMPLOYEE BENEFITS

Section 12.1 The City offers employee benefits for Exempt Employees and Regular Full-time Employees. These benefits are subject to change or termination in the sole discretion of the City Council. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the City Council.

Section 12.2 VACATION LEAVE

12.2.1 Vacation Leave is available to Exempt Employees and Regular Full-time Employees as follows:

- A. Vacation Leave accrues at the rate of four (4) hours per pay period [one hundred four (104) annual hours] for employees with zero (0) up to the last day of year (6) for service years with the City; six (6) hours per pay period [one hundred sixty (160) hours] for employees with seven (7) years up to the last day of year fourteen (14) for service years with the City; and eight (8) hours per pay period [two hundred eight (208) hours] for employees with fifteen (15) years or more service years with the City.
- B. Vacation shall be computed and credited at each pay period.
- C. Any rounding of Vacation Leave shall be performed in the last pay period of the year.
- D. Lateral hires may be brought in and given credit for prior employment service years for non-City employment at the recommendation of the department director and approval of the City Council.

12.2.2 On March 1, 2016, accrued Vacation Leave in excess of one hundred twenty (120) hours shall be placed into a separate “bucket” for payout by the City or use by the employee, which shall not count against the two hundred forty (240) hours cap. The City may establish the payout schedule during the budgeting process.

12.2.3 On March 1 of each year (beginning 2017) all Vacation Leave that exceeds two hundred forty (240) hours Vacation Leave will be forfeited without compensation to the employee.

12.2.4 An employee should be cognizant of his/her Vacation Leave to avoid exceeding the Vacation Leave cap of two hundred forty (240) hours.

- 12.2.5 The City recognizes that there may be unavoidable, however extremely limited circumstances that would cause an employee to exceed the Vacation Leave cap. If this is the case, employee may request a review of the circumstances of the case to the department Director, Human Resource Manager and Treasurer. Any approved extension must be approved by the City Council and it must be used no later than March 31 of the next calendar year.
- 12.2.6 Vacation Leave is to be scheduled with the consent of the responsible department Director. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected office/departments.
- 12.2.7 Upon separation from employment, unused Vacation Leave will be compensated by lump-sum payment at the then-current hourly or daily rate.

Section 12.3 SICK LEAVE

- 12.3.1 Sick Leave benefits are provided to Regular Full-time and Exempt Employees at the rate of eight (8) hours per month.
- 12.3.2 Sick Leave is a benefit to provide relief to an employee when:
 - A. An illness or injury prevents the employee from working productively or safely; or
 - B. An immediate family member's (spouse, child, parent) illness presents no practical alternative for necessary care; or
 - C. Attending medical or dental appointments for the employee.
- 12.3.3 Notification of use of Sick Leave should be made at least fifteen (15) minutes prior to the beginning of the scheduled work shift (unless circumstances outside the control of the employee prevent such notice) and the notification must be made by the employee to the supervisor by 1) phone call, or if not possible, 2) text message.
- 12.3.4 Employees are expected to use Sick Leave when they are exhibiting signs of an illness, such as excessive coughing, nasal discharge, or a fever, or they are considered contagious. An employee's supervisor shall send an employee to the doctor to get a physician's report that the employee is not contagious, if the employee desires to stay at work.
- 12.3.5 Department Directors or supervisors may require an employee to provide a physician's note, or require, at the City's expense, an independent review of reported illness by a competent medical authority. If an employee is out for three (3) or more days, a physician's report will be required indicating the employee's current medical illness.

- 12.3.6 Sick Leave benefit recipients will receive their normal compensation when using Sick Leave.
- 12.3.7 All unused Sick Leave will be forfeited without compensation upon separation from employment.

Section 12.4 TRANSFER OF VACATION LEAVE AND/OR COMPENSATORY TIME TO SICK LEAVE FOR ANOTHER EMPLOYEE

- 12.4.1 An employee may transfer his/her Vacation Leave or Compensatory Time to another employee to be used as Sick Leave for the recipient employee.
- 12.4.2 In order for an employee to receive transferred Vacation Leave or Compensatory Time donated by another employee for the recipient's Sick Leave, all of the following criteria must be met, the recipient must:
 - A. Be a Regular Full-time or Exempt Employee.
 - B. Have used all of his/her accrued Sick Leave, Vacation Leave and Compensatory Time.
 - C. Have a continuing disability resulting from a serious personal illness or injury and be unable to work.
 - D. Not be receiving any other form of compensation including social security disability benefits, long-term disability benefits, worker's compensation benefits, or compensation through the PERSI.
- 12.4.3 Before a recipient employee is eligible to receive donated leave, his/her physician must provide current certification that the employee has a disability resulting from serious personal illness or injury and is unable to work.
- 12.4.4 Upon receipt of such medical certification, the employee is eligible to receive up to twenty (20) days of transferred Sick Leave.
- 12.4.5 Eligibility for additional increments of twenty (20) days of transferred Leave may be based on current medical certification of the continuing disability.
- 12.4.6 The maximum amount of Leave that may be transferred to an employee is limited to one hundred eighty (180) work days for which the employee would otherwise not be paid as stated above in Paragraph 12.4.1D.
- 12.4.7 Unused transferred Leave shall remain with the recipient.
- 12.4.8 Transfer of Leave to an employee may not be denied if all eligibility criteria are met.

- 12.4.9 For a recipient receiving transferred Leave, a "day" is defined as eight (8) hours, on the basis of a forty (40) hour workweek schedule.
- 12.4.10 Recipients shall continue to accrue all benefits and service in accordance with the policies and guidelines, as adopted by the City, which shall be used prior to using donated Leave.
- 12.4.11 Criteria for Donating Leave by the donor employee
 - A. The employee may donate more than one time to a single individual.
 - B. The identity of the donating employee is not disclosed to the recipient.
- 12.4.12 Procedural Guidelines
 - A. In order to facilitate Leave transferred between employees, the following procedures should be followed:
 - 1. The donating employee must complete a Transfer of Leave Form.
 - 2. This form must be signed by the donating employee, the Human Resources Director and the Payroll Department.
 - 3. Leave time transfers are converted to equivalent units on a monetary basis- for example, if the donating employee makes \$20.00/hr and the recipient makes \$15.00/hr, the conversion rate is 1.33/hr.
 - B. Prior to the transfer, the following shall be verified:

The Donor has sufficient Leave to be transferred.
 - C. The decision to donate Leave to another individual should be a choice made freely by each employee.

Any person attempting to unduly influence another employee to donate leave shall be subject to disciplinary action, and any prior agreement made to donate Leave under these conditions shall be voided.

Section 12.5 HOLIDAYS

- 12.5.1 Regular Fulltime and Exempt Employees receive ten (10) official paid holidays each year. Holidays that fall on Saturday will be observed on the preceding Friday. Holidays that fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.
- 12.5.2 Regular Fulltime and Exempt Employees who work on a Holiday will receive pay at two times (2x) the employee's regular rate of pay as total compensation pay.
- 12.5.3 Recognized Holidays:

New Year's Day
Martin Luther King, Jr./Human Rights Day
Presidents' Day
Veteran's Day
Memorial Day
Labor Day
Thanksgiving Day and Friday
Independence Day
Christmas Day

Section 12.6 BEREAVEMENT LEAVE

Regular Full-time and Exempt Employees will receive up to three (3) days of paid leave of absence for each death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters).

Section 12.7 LEAVES OF ABSENCE

Regular Full-time and Exempt Employees may receive up to thirty (30) days of unpaid leave of absence to be granted by the Mayor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty (30) days will require written approval of the City Council. Vacation Leave will not accrue during the approved Leave of Absence. The employee shall pay his/her portion of any benefits due during the Leave period.

Section 12.8 FAMILY MEDICAL LEAVE ACT (FMLA)

12.8.1 Current Eligibility Requirements- See subsection A.4.

To be eligible for FMLA benefits, prior to any leave request, the employee:

- A. Must have worked for the City for at least twelve (12) months.
- B. Must have worked at least 1,250 hours for the City during the previous twelve (12) months.
- C. The City must employ at least fifty (50) employees within seventy (75) miles of your place of work.
- D. Currently, the City does not employ at least fifty (50) employees, consequently, FMLA DOES NOT apply to employees, and they are not entitled to twelve (12) weeks of job-protected, FMLA leave. However, the City may voluntarily provide benefits on a case by case basis, as approved by the City Council.

12.8.2 Eligibility Requirements upon the City reaching at least fifty (50) employees:

To be eligible for FMLA benefits, prior to any leave request, the employee:

- A. Must have worked for the City for at least twelve (12) months.
- B. Must have worked at least 1,250 hours for the City during the previous 12 months,
- C. The City must employ at least fifty (50) employees.

12.8.3 FMLA Rights

- A. An eligible employee is entitled to job-protected, unpaid leave for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee, 2) care of an immediate family member (spouse, child, parent) who has a serious health condition, or 3) care of the employee's own serious health condition.
- B. The employee may request up to twelve (12) weeks of leave during which the City will continue the employee's benefits (employer portion only). The twelve (12) month period is determined using a "rolling" twelve (12) month period measured backward to the date an employee first uses any FMLA leave. If the employee does not return to work at the end of the FMLA leave for reasons other than the continued serious health condition of the employee or eligible family member, the City may recover from the employee the premiums that were paid for the employee's medical coverage during the FMLA leave period.
- C. Total FMLA leave for employee spouses/parents who both work for the City is twelve (12) weeks combined if the leave is for reasons other than the employee's own personal serious illness.
- D. Concurrent Use of Accrued Leave and Worker's Compensation Required
- E. An employee may use his/her accrued Vacation Leave, Sick Leave concurrently with any FMLA leave. If the employee does not have sufficient accrued Vacation Leave and Sick Leave to cover the time out on FMLA leave, the employee may take the remainder of FMLA leave as unpaid leave. An employee will continue to accrue Vacation Leave and Sick Leave while utilizing such leave, but will not accrue such leave during the unpaid portion of his/her leave.
- F. If the employee is on Worker's Compensation leave, such leave may also run concurrently with any FMLA leave.
- G. Employee Obligations
 - 1. An employee is required to give thirty (30) days advance notice or as much time as practical when the need for FMLA leave is foreseeable. The employee may be required to provide medical certification by his/her physician or medical practitioner indicating the diagnosis and probable duration of the employee's or family member's FMLA qualifying medical condition. The City may also require second or third opinions at the City's expense.

2. An employee who is on FMLA leave for his/her own serious illness is required to provide a medical practitioner's fitness for duty report prior to returning to work. The employee must provide his/her medical practitioner with a job description so that the practitioner can evaluate whether the employee will be able to perform all of his/her duties on his/her return to work. FMLA leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely the City's in compliance with the provisions of FMLA. If a doctor finds that the employee is not fit to return to duty, the employee will not be allowed to return to work.
3. An employee on FMLA leave will not be allowed to work for any other employer without prior approval from his/her supervisor. An employee who violates this rule will be subject to disciplinary proceedings up to and including termination from employment.
4. An employee should contact the Human Resources Office to discuss his/her rights and obligations for continuation of any current benefits being received. An employee must make arrangements for payment of his/her portion of benefit costs or discontinuation of those benefits will occur.
5. To request FMLA leave, the employee must contact the Human Resource Office indicating the reason for requesting FMLA leave and the expected duration of leave

H. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule with prior written approval from the employee's supervisor or when "medically necessary." In the circumstance of birth or placement of a child for adoption or foster care, intermittent leave is only available by written approval of the supervisor or Mayor.

12.8.4 Employer's Rights and Obligations

- A. The City has the right to determine whether the employee is or is not an "eligible employee" under the Act and to place an employee on FMLA leave without the employee's consent if the employee meets the eligibility requirements under the Act.
- B. The City may require periodic notices of the employee's FMLA status and his/her intent to return to work.
- C. The City will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the FMLA. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".
- D. The National Defense Authorization Act

1. The FMLA also provides an entitlement of up to 26 weeks of unpaid leave during a single twelve (12) month period to an eligible employee who must care for a covered service member—a person who is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty that renders that person unfit to perform his or her duties in the Armed Forces. If this type of leave is requested, the City may require medical certification that the service member being cared for has a serious health condition and that it was incurred in the line of duty.
2. FMLA also now provides twelve (12) weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. If this type of leave is requested, the City may require certification that the service member has actually been called to active duty.
3. An employee will provide prior notice when the need for this type of FMLA military leave is foreseeable.

Section 12.9 BENEFITS FOR TEMPORARY EMPLOYEES

All temporary employees will receive benefits as required by law, including Worker's Compensation insurance. All other benefits are to be determined in the discretion of the City Council.

Section 12.10 INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

Various insurance benefits are available to employees and family members in accordance with the terms and conditions of the City's contract for such services. The City Treasurer should be contacted to learn of sign-up and claims procedures. Other insurance offerings may be available at employee or shared expense.

Section 12.11 RETIREMENT PROGRAM

The City participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the City to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. Contact the Human Resource Office for further information.

Section 12.12 TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

Accrued benefits for each employee continue when the employee transfers from one office/department to another within the City. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by similarly-situated employees.

Section 12.13 PROVISION FOR UNIFORMS, FOOTWEAR AND SAFETY EQUIPMENT

- 12.13.1 Employees working in the field will be provided certain safety clothing items that may include identification jackets, safety-toe boots, hardhats, coveralls, safety vests, safety glasses, identification t-shirts and identification hats.
 - A. All clothing items including uniforms, footwear and other safety equipment shall be purchased according to the department’.
 - B. Replacement of safety clothing shall be determined by the department Director and/or supervisor when a continued use of the worn item is a safety hazard.
 - C. Every employee receiving safety items shall sign the Uniform, Footwear, Safety Equipment Policy. See **APPENDIX B- Chapter 1**.
 - D. Every employee that may be exposed to any hazardous substances will receive the inoculations, as recommended by his/her supervisor, at City’s expense.
- 12.13.2 Department Directors and/or Supervisors shall prepare a list of regular duties that require safety equipment and mandate that the employees under his/her supervision wear the required safety equipment. Employees shall be required to wear the safety equipment at all times while on duty.
- 12.13.3 Department Directors shall prepare an annual budget for necessary items, included in this Section.

Department Directors and/or supervisors shall exercise fiscal responsibility in expending City funds on uniforms, footwear and safety equipment and shall use due care to purchase the necessary clothing items so as to stay within the approved budget and in accordance with the Policy, as adopted.

Section 12.14 EDUCATIONAL REIMBURSEMENT, LICENSING AND CERTIFICATION FOR ADVANCEMENT OF EMPLOYMENT

- 12.14.1 It is the policy of the City that for it to be competitive in the employment market and to be able to attract and retain a competent work force, it is the City’s desire to invest in the educational opportunities that allow for its employees to advance his/her career with the City; however with this commitment on the part of the City, the City allows desires that its employees make a long term commitment to the City.
- 12.14.2 The City will reimburse Full-time and Exempt Employees for each required educational courses and tests for certificates and licenses that allow an employee to advance his/her step classification with the City.

- A. Prior to an educational testing and/or expense over two hundred-fifty dollars (\$250.00) being approved, the employee must sign an Educational Expense Reimbursement Agreement, on the form approved by City Council. A copy of which is attached hereto and incorporated herein as **Exhibit B**.
- B. If the employee certifications or licenses are term renewable, the City shall be listed as the address for mailing notification and not the employee's address.

12.14.3 Employee Repayment of Educational Expense Reimbursements.

- A. In the event the employee does not remain employed with the City for the required period of employment as stated in Section 1 of the Educational Expense Reimbursement Agreement, whether due to the employee's resignation, termination or otherwise, pursuant to this policy, the employee is liable to repay the City on a prorated basis the amount of each educational expense which the City has paid.
- B. All amount shall be repaid pursuant to the terms of each Educational Expense Reimbursement Agreement in the amounts as prorated as set forth below. Unless a shorter time period is specified in the Educational Reimbursement Expense Agreement, if employee's employment with the City ends:
 - 1. Within one (1) year of the employee's official beginning date of employment, the employee shall be required to pay back all (100%) of the reimbursed educational expenses.
 - 2. More than one (1) year but less than two (2) years from the employee's official date of employment, the employee shall be required to pay back half (50%) of the reimbursement.

Section 12.15 TRAVEL EXPENSE REIMBURSEMENT

12.15.1 Meals Reimbursement:

- A. Overnight travel. The City will reimburse an employee for meals only while the employee is on City approved travel. An overnight stay is allowed only when the employee is attending a conference or training and the travel time from the City to the location is greater than two (2) hours each way. Dollar limitations shall be governed by the I.R.S. Tax Code that dictates per diem based upon meal rates by geographic area.
- B. Training Conference. The City will reimburse an employee for a lunch if the employee is attending an all-day training conference and the training or conference is greater than two (2) hours travel in each direction and a lunch is not provided as part of the training conference. There will be no reimbursement of alcohol.

- 12.15.2 Mileage Reimbursement for use of personal vehicles: Employees shall comply with Chapter 7 of this Policy Manual.

Section 12.16 MISCELLANEOUS BENEFITS

In addition to the foregoing benefits, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the City Council, may be available to employees for participation in accordance with the terms of adopted Resolution of the City Council:

- 12.16.1 Deferred compensation plans handled by payroll deduction.
- 12.16.2 Employee-requested deduction programs subject to City policy.

CHAPTER 13. EMPLOYEE PERFORMANCE AND DISCIPLINE

Section 13.1 PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

This discipline/performance policy of the City applies to all employees, including Exempt Employees, Regular Full-time Employees, Part-time Employees and Voluntary Employees. It establishes a consistent procedure for maintaining suitable behavior and a productive working environment. These procedures are directory in nature and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy.

Section 13.2 DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

The following framework guides the processes to be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to limit the reasons for which the employee may be disciplined, including termination of the employment. In addition, nothing contained herein is intended to change the at-will nature of the employment. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City may take any of the prescribed steps in any order when a department Director or supervisor deems an action of the employee to be serious enough to warrant a certain step.

Section 13.3 DISCIPLINARY ACTIONS AVAILABLE

13.3.1 The following actions are among the disciplinary actions that may be taken in response to personnel policy violations:

- A. Oral warning.
- B. Written warning or reprimand.
- C. Suspension without pay.
- D. Demotion.
- E. Dismissal.

13.3.2 Conditions of maintaining employment that relate to particular performance/behavior issues may be established in conjunction with any of these actions.

Section 13.4 OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND RETALIATION AND “NAME-CLEARING HEARING”

13.4.1 All employees are employed at-will.

- 13.4.2 An employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is constitutionally entitled to a name-clearing hearing when one is requested.
- 13.4.3 Unlawful discrimination and retaliation address actions that are alleged to involve decisions based upon age, sex, race, religion, national origin or disability that is not a bona fide occupational qualification. The City does not condone discrimination on the basis of the foregoing unlawful categories. Unlawful retaliation addresses actions that are taken against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an investigation of such charges.
- 13.4.4 Failure to pursue this opportunity to be heard or name-clearing hearing procedure constitutes a waiver of this opportunity.
- 13.4.5 Issues involving job performance or employee attitude, without allegations of discrimination, retaliation, dishonesty, immorality or criminal misconduct, are not the proper subject of this procedure and will not be heard.
- 13.4.6 The procedure for the opportunity to be heard or name-clearing hearing is as follows:
- A. Within fourteen (14) days of his/her termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation, or the basis for entitlement to a name-clearing hearing, stating with particularity the basis for the requested hearing. Council shall have the option of extending the time to submit a written allegation for an additional seven (7) days, upon a good cause finding only if the employee requests the extension with the grounds stated therein, in writing prior to the expiration of the fourteen (14) days. Written allegations that are untimely submitted or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.
 - B. An employee alleging unlawful discrimination or retaliation, or who is legally entitled to a name-clearing hearing, will meet with the City Council. The hearing will be of reasonable duration, however the City Council shall have the right to limit the hearing length or conclude the hearing if the presentation of evidence becomes redundant or cumulative.

- C. The employee's department Director or supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing in support of the basis for termination. The City Council may require the employee's department Director or supervisor to participate in the hearing. If upon receipt of the employee's supervisor's written response, the employee needs additional time to prepare, limited to a response to the issues raised in the supervisor's response, the employee shall request, in writing, a reset of the hearing that may be reset based upon a finding of good cause.
- D. The employee will be provided an opportunity to present evidence upon which the grounds for termination are based.
- E. The City Council may ask questions during this process.
- F. The employee may question participants during this process.
- G. The hearing shall be conducted in Executive Session.
- H. An audio recording of the hearing shall be made and maintained as part of the personnel record.
- I. The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing.
- J. After the hearing, the City Council will consider the information submitted, and such other information as might be in the City's records, to arrive at a decision concerning the employee's allegations. The decision will set forth in writing the reasons for the City Council's determination and shall be issued not greater than thirty (30) days after the conclusion of the hearing, unless extended based upon a finding of good cause

CHAPTER 14. WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION POLICY AND COMPLAINT PROCEDURE PURPOSE

- Section 14.1 This section establishes the City’s commitment to provide a work environment free from unlawful discrimination, harassment and retaliation, and to set forth the procedures for investigating and resolving internal complaints of such behavior. This policy should be reviewed by each employee on a periodic basis.
- Section 14.2 It is important that all employees treat all other employees and members of the public with respect and in a lawful and civil manner. It is the responsibility of every employee, supervisor, office/department Director and Elected Official to deter inappropriate behavior in the workplace. Discriminatory harassing behavior that impacts, or has the potential to impact, the workplace will not be tolerated.
- Section 14.3 This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.
- Section 14.4 **POLICY**
- 14.4.1 Unlawful discrimination or harassment of an applicant for employment, a member of the public or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over as provided for by law) or disability is in violation of state and/or federal law and will not be tolerated by the City.
- 14.4.2 An employee found to be participating in any form of employment-related unlawful discrimination or harassment, or retaliating against another employee for filing a complaint alleging discrimination or harassment or cooperating with an investigation, will be subject to disciplinary action up to and including termination of employment.
- Section 14.5 **RESPONSIBILITIES**
- 14.5.1 The City
- A. It is the responsibility of the City to develop this policy, provide training on it, keep it up to date, and ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this policy.
- B. The City designates the Human Resource Manager or his/her designee (“Designated Official”), as the official who will be responsible for directing the procedures of this policy.
- 14.5.2 Department Directors and Supervisors

- A. Department Directors and Supervisors shall enforce this policy, train new employees on it, regularly review it with all employees so that the employees know its provisions, and monitor the workplace for compliance.
- B. If a Director or supervisor observes that unlawful discrimination, harassment or retaliation is occurring, he/she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, harassing or retaliatory, consulting with an office/department Director, and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor’s area of responsibility or oversight, he/she should notify the office/department Director or other appropriate management employee, who should then take prompt steps to address the allegation.
- C. If unlawful discrimination, harassment or retaliation is reported or alleged, it must be followed up by a supervisor. A complaining party is not allowed to retract an allegation of such unlawful actions without proving that it was made erroneously.

14.5.3 Employees

It is the responsibility of every employee to know this policy and to share the responsibility of understanding and preventing unlawful discrimination, harassment and retaliation. But, satisfactory investigation or resolution of complaints cannot occur without the initiative and continued cooperation of the affected person. Individuals who believe they have been discriminated, harassed or retaliated against have the primary obligation of informing his/her supervisor, office/department head, Human Resource Officer or legal counsel for the City of such actions, recounting specific actions or occurrences whenever possible.

14.5.4 DEFINITIONS

- A. Unlawful harassment includes, but is not limited to, the following behaviors:
- B. *Verbal Harassment* – Derogatory comments, slurs, propositioning, or otherwise offensive or abusive words or comments on the basis of race, color, religion, national origin, sex, age (40 and over) or disability, whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually-oriented comments about dress or physical features, sexual rumors, code words, race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” that is oriented towards a prohibited form of harassment.

- C. *Physical Harassment* – Assault, impeding or blocking movement, leering at, physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over) or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
- D. *Visual Harassment* – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, sex, age (40 and over) or disability. This applies to both posted material and material maintained in or on City equipment or personal property in the workplace.
- E. *Sexual Harassment* – Any act that is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.

14.5.5 There are basically two types of sexual harassment:

- A. "Quid pro quo" harassment, where employment decisions such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances/unlawful sexual harassment. Therefore, only someone in a supervisory capacity with the authority to grant any of such benefits can engage in *quid pro quo* harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- B. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

A hostile work environment can be created by anyone in the work environment, whether they are supervisors, other employees or the public. Hostile work environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. A prohibited hostile work environment does not exist simply because a supervisor is rude, belittles the employee or requires work that the employee does not want to do. A prohibited hostile work environment is only present when it is based on the above factors.

Section 14.6 COMPLAINT PROCEDURE

The following complaint procedure must be followed to address a complaint regarding discrimination, harassment or retaliation:

- 14.6.1 A person who believes he/she has been unlawfully discriminated, harassed or retaliated against should report it to his/her supervisor, department Director or the Human Resource Manager, or City Attorney. If a department Director or supervisor becomes aware of a complaint in any way that unlawful discrimination, harassment or retaliation is occurring in any City office/department, it must be immediately reported to the Human Resource Manager or City Attorney (Designated Official), unless the Human Resource Manager or City Attorney is the focus of the complaint, in which case the City Treasurer should be informed, and will have the responsibility to direct the investigation.
- 14.6.2 Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
- 14.6.3 Promptly upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this policy or law has occurred.
- 14.6.4 Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official shall initially investigate the complaint to determine if they are a neutral party and able to serve as the investigator in appropriate circumstances, or if the investigation should be conducted by an outside investigator.
- 14.6.5 The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
- 14.6.6 As soon as practicable, the investigator will conclude the investigation and submit a report of the findings to the Designated Official, who will then route it as appropriate.
- 14.6.7 If it is determined that unlawful discrimination, harassment or retaliation has occurred, the appropriate official will recommend the course of action to be taken by the City. The action will depend on the following factors:
 - A. The severity, frequency and pervasiveness of the conduct.
 - B. The conduct of the respective employees.
 - C. Prior complaints made against the person alleged to have committed the offenses.
 - D. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
- 14.6.8 If the investigation is inconclusive or it is determined that there has been no unlawful discrimination, harassment or retaliation, but some potentially problematic conduct is revealed, corrective action may be taken.

- 14.6.9 Promptly after the investigation is concluded, the Designated Official and/or the appropriate department Director(s) will separately meet with the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
- 14.6.10 The complainant and the person alleged to have committed the offenses may submit statements to the Designated Official and/or department Directors and/or supervisors challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.
- 14.6.11 Promptly after the Designated Official and/or department Director and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel, a decision will be made as to what action, if any, should be taken by the Mayor or department Director.

Section 14.7 DISCIPLINARY ACTION

- 14.7.1 If unlawful discrimination, harassment or retaliation is determined to have occurred, the Designated Official should take prompt and effective remedial action against the actor. The action should be commensurate with the severity of the offense, up to and including termination of employment.

14.7.2 RETALIATION

Retaliation in any manner against a person for filing or initiating in good faith a charge or complaint of discrimination or harassment, testifying in an investigation, providing information or assisting in an investigation is expressly prohibited and subject to disciplinary action up to and including termination. The supervisor, department Director and Designated Official should take reasonable steps to protect the victim and other potential victims from further harassment or related consequences.

Section 14.8 CONFIDENTIALITY

Confidentiality should be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The City's insurer may also be engaged to assist in all phases of any proceeding or investigation.

Section 14.9 FALSE COMPLAINTS

Discipline will result, up to and including termination, when it is conclusively determined that an employee made a complaint of discrimination, harassment or retaliation knowing it to be false and/or knowingly participated in the falsehood. This section is not intended to discourage employees from making complaints regarding unlawful employment-based behavior. An employee will not be disciplined for reporting actual behavior that in good faith the employee believed was unlawful employment-based behavior. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

CHAPTER 15. SEPARATION FROM EMPLOYMENT

Section 15.1 REDUCTIONS IN FORCE (RIF)

- 15.1.1 When financial circumstances or changes of workload require, the City may reduce forces in such manner as it deems necessary to maintain the effective functioning of the City services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Mayor, in conjunction with the City Council may make any changes in the work force or assignment of resources deemed to be in the City's best interests.
- 15.1.2 Employees who are separated from employment for RIF, who are re-hired, shall be entitled to credited time for years of service with the City for purposes of calculation of benefits.

Section 15.2 RETURNING TO EMPLOYMENT

An employee who voluntarily terminates his/her employment with the City, and then is re-hired by the City shall not receive:

- 15.2.1 Credit for years of service with the City for purposes of calculation of benefits; and
- 15.2.2 Credit for Sick Leave that was forfeited at the time of separation of employment.

CHAPTER 16. COBRA BENEFITS

Employees who currently receive medical benefits and who resign or are terminated from his/her employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Employees with questions regarding the right to continue health coverage after termination of his/her employment should contact the Human Resources Officer.

CHAPTER 17. RESIGNATION POLICY

- Section 17.1 Written and oral resignations are effective upon receipt by a supervisor or Elected Official. Oral resignations should be documented by the supervisor after consultation with the Mayor or department Director. Evidence of the accepted written or oral resignation should be provided to the employee and placed in the employee's personnel file.
- Section 17.2 Employees who have an unexcused or unauthorized absence of three (3) working days or more may be considered to have resigned through abandonment of his/her position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of three (3) or more working days, the City will consider the employee as having resigned and immediately notify him/her of such.

ADOPTED by the City Council on the 19th day of January, 2016.

Joe L. Stear, Mayor

Attest: _____
Chris Engels, City Clerk

APPENDIX A- EMPLOYEE ACKNOWLEDGMENT

ACKNOWLEDGMENT OF RECEIPT OF THE CITY OF KUNA PERSONNEL POLICY MANUAL

I, _____ acknowledge receipt of the _____ Personnel Policy, adopted on _____.

I understand that it is my responsibility to read and review this Policy.

I understand that I am an at-will employee of the City, that this Policy is not an employment contract, that none of the provisions of this Policy can create a contract and that the Policy is not a guarantee of any particular length or term of employment.

I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy Manual and any additional rules, regulations, policies or procedures imposed by the office/department in which I work whether or not I choose to read the new Policy.

I understand that this Policy may be modified without prior notice to me.

I understand that should this Policy be modified that I will be provided with a copy of the modifications.

I understand that this Policy may be provided to me in either paper format or by electronic access.

DATED this _____ day of _____, 20____.

(employee)

I, _____, provided a copy (either electronically or by paper) of the City of Kuna City Personnel Policy, as adopted by the City Council on _____ to _____, on this _____ day of _____, 20____.

(Name - Title - Office/department)

APPENDIX B- ADOPTED CITY POLICIES

Chapter 1- SAFETY-TOE FOOTWEAR POLICY

A. PURPOSE:

This policy establishes the procedure for purchasing and using safety-toe footwear for employees who work in hazardous environments that could cause foot and or toe injuries.

B. POLICY

1. All employees who are exposed to hazardous environments that could cause foot and or toe injuries are required to wear safety-toe footwear in those environments.
2. Department Directors and supervisors are responsible for determining which employees are required to wear safety-toe footwear, enforcing the requirement and restricting employees not properly attired from working in hazardous environments.

C. DEFINITION

Safety-toe footwear- means footwear intended to provide protection for the toes against external forces by the use of a protective toe box incorporated in the footwear that is capable of complying with the requirements of ANSI Z41 1991 Standard.

D. PROCEDURES

1. Protective footwear purchased and worn by employees shall meet ASTM F2413 standards, or any current revisions or amendments thereto.
2. All employees required to wear safety-toe footwear will be identified by his/her department Director and/or supervisor.
3. The department Director and/or supervisor shall designate an employee "Purchasing Agent" who will be responsible for establishing a purchasing and inventory control procedure for procurement of safety-toe footwear.
4. The Purchasing Agent will select the vendor(s) who offer(s) the best price for the purchase the safety-toe footwear.
5. Employees will be responsible for maintaining his/her own safety-toe footwear. Any willfully lost, stolen or damaged due to the negligence of the employee will be replaced by the employee at the employee's expense as directed by department Director and/or supervisor.
6. An employee who is terminated or otherwise ends his/her employment and his/her boots have remaining boot life shall be required to reimburse the city for the proportionate cost of the remaining life of the safety-toe footwear.

Seasonal employees will generally be restricted from working in defined hazardous environments. If otherwise, the terms of this policy will apply, including reimbursement of the City for unused safety-toe boot life at the end of employment.

Wage Step & Grade Chart
Effective October 1, 2015 For FYE 2016

<u>STEPS</u>	→	A	B	C	D	E	F	G	H	I	J	K	L
<u>GRADES</u>	↓												
13		\$42.64	\$43.91	\$45.23	\$46.59	\$47.99	\$49.43	\$50.91	\$52.44	\$54.01	\$55.63	\$57.30	\$59.02
12		\$37.07	\$38.19	\$39.33	\$40.51	\$41.73	\$42.98	\$44.27	\$45.60	\$46.97	\$48.37	\$49.83	\$51.32
11		\$32.24	\$33.21	\$34.20	\$35.23	\$36.29	\$37.37	\$38.49	\$39.65	\$40.84	\$42.06	\$43.33	\$44.63
10		\$28.03	\$28.87	\$29.74	\$30.63	\$31.55	\$32.50	\$33.47	\$34.48	\$35.51	\$36.58	\$37.68	\$38.81
9		\$24.38	\$25.11	\$25.86	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81	\$32.76	\$33.74
8		\$21.20	\$21.83	\$22.49	\$23.16	\$23.86	\$24.57	\$25.31	\$26.07	\$26.85	\$27.66	\$28.49	\$29.34
7		\$19.27	\$19.85	\$20.44	\$21.06	\$21.69	\$22.34	\$23.01	\$23.70	\$24.41	\$25.14	\$25.90	\$26.67
6		\$17.52	\$18.04	\$18.59	\$19.14	\$19.72	\$20.31	\$20.92	\$21.55	\$22.19	\$22.86	\$23.54	\$24.25
5		\$15.93	\$16.40	\$16.90	\$17.40	\$17.92	\$18.46	\$19.02	\$19.59	\$20.17	\$20.78	\$21.40	\$22.05
4		\$14.48	\$14.91	\$15.36	\$15.82	\$16.30	\$16.78	\$17.29	\$17.81	\$18.34	\$18.89	\$19.46	\$20.04
3		\$13.16	\$13.56	\$13.96	\$14.38	\$14.81	\$15.26	\$15.72	\$16.19	\$16.67	\$17.17	\$17.69	\$18.22
2		\$11.97	\$12.32	\$12.69	\$13.07	\$13.47	\$13.87	\$14.29	\$14.72	\$15.16	\$15.61	\$16.08	\$16.56
1		\$10.88	\$11.20	\$11.54	\$11.89	\$12.24	\$12.61	\$12.99	\$13.38	\$13.78	\$14.19	\$14.62	\$15.06
<u>COST OF LIVING ADJUSTMENT(COLA) FACTOR</u>													
		1.08%	CPI-U DELTA FOR WESTER REGION SINCE JUNE 30, 2014 (Through May, 2015 values)										
		1.00%	APPROVED COLA FYE 2016, EFFECTIVE OCTOBER 1, 2015										
		1.0100	COLA FACTOR APPLIED TO THE CHART'S KEY CORNER FOR FYE 2015 TOTAL CHART ADJUSTMENT										

EDUCATION, TRAINING AND CERTIFICATION
REIMBURSEMENT AGREEMENT

This Agreement, made and entered this _____ day of _____, 201__, by and between the City of Kuna, Idaho, a municipal corporation, (hereinafter "City") and _____, an employee with the City (hereinafter "Employee").

This Agreement shall be applicable where the Employee attends approved education, training and/or a certification class that is required for continued employment and the costs exceed two hundred fifty dollars (\$250.00).

The intent of this Agreement is that the City will to pay for the Employee's approved education, training and/or certification class, and in exchange the Employee agrees to the terms and conditions of repayment as provided for herein.

This Agreement shall not be construed in any way as a modification of the Employee's at-will employment status with the City or proffer a property right in or interest on the Employee. The Employee agrees that he/she remains an at-will employee as provided for in the Employee Personnel Manual.

Now, therefore, the City and the Employee, for consideration herein set forth, do mutually agree as follows:

I. EDUCATION, TRAINING AND/OR CERTIFICATION OF THE EMPLOYEE

The City and the Employee hereby expressly agree that the City shall pay for the Employee's following education, training and/or certification program costs, as defined and set forth below:

A. Class, Program or Training Cost

II. REIMBURSEMENT OF TOTAL TRAINING EXPENSES

A. In consideration of the City making the expenditures to provide the Employee with the approved education, training and/or a required certification program, the Employee expressly agrees to the terms and conditions of this Agreement.

B. If any of the following occurs during the term of repayment, then the Employee shall reimburse the City as set forth below:

1. The Employee voluntarily resigns from employment with the City of Kuna, Idaho; or
2. The Employee is properly terminated.

III. REPAYMENT TERM AND AMOUNT OF REIMBURSEMENT

Years of Service and Repayment Percentages

0-1 year 100% of actual costs

1-2 years 50% of actual costs

IV. REPAYMENT

- A. The Employee expressly agrees that any remaining repayment reimbursement shall be withheld from his/her last paycheck.
- B. In the event the Employee's last paycheck does not cover the amount due, the Employee agrees to pay the remaining reimbursement payment due within thirty (30) days from the date of resignation or termination, unless the Employee makes payment arrangements with the City Treasurer.
- C. Until such time as the City has been reimbursed in full by the Employee in accordance with the terms of this Agreement, the Employee has an ongoing duty to notify the City of any change in the Employee's place of residence and place of employment. Such notice shall be in writing and shall be made no later than fifteen (15) calendar days from the date of any such change in place of residence or in employment.

V. OTHER CONDITIONS

If the Employee is dismissed for any reason other than those set forth in Section II(B) above, such as reduction in force, the Employee shall not be required to reimburse the City for any unpaid expenses incurred hereunder.

VI. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Idaho. The parties hereto agree that any action, suit, or proceeding based upon any matter, claim or controversy arising under this Agreement shall be brought solely in the state court located in Ada County, Idaho.

VII. HEADINGS

The heading of sections of this Agreement are for convenient reference only and shall not be deemed to limit, construe, affect, modify or alter the meaning of such sections.

VIII. SEVERABILITY

If any section, subsection, term or provision of this Agreement or the application thereof to the Employee, the City, or a particular circumstance shall, at any extent, be invalid or unenforceable, the remainder of said section, subsection, term or provision of this Agreement or the application of same to the Employee, the City or particular circumstances other than that for which it was held valid or invalid or enforceable, shall not be affected thereby and each remaining section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent of the law.

(Space above reserved for recording)

**ORDINANCE NO. 2016-01
CITY OF KUNA, IDAHO**

AN ORDINANCE ANNEXING CERTAIN REAL PROPERTY, TO WIT: PARCEL NUMBER S1427314800 AND PARCEL NUMBER S1427325560; SITUATED IN THE UNINCORPORATED AREA OF ADA COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA, TO THE CITY OF KUNA, IDAHO; ESTABLISHING THE ZONING CLASSIFICATION OF SAID REAL PROPERTY; DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Kuna, Idaho is a municipal corporation organized and operating under the laws of the State of Idaho and is authorized to annex to and incorporate within the boundaries of the City contiguous real property in the manner provided by Section 50-222, Idaho Code; and

WHEREAS, the owner of the parcel of real property situated in the unincorporated area of Ada County and as more particularly described in Section 2 of this ordinance, has requested, in writing, annexation of said real property to the City of Kuna; and

WHEREAS, the Planning and Zoning Commission of the City, pursuant to public notice as required by law, held a public hearing on July 28, 2015, as required by Section 67-6525, Idaho Code, made findings (approved by the Commission on August 11, 2015) where it was recommended to the Mayor and Council that the annexation and zoning request be approved with a zoning classification of Agricultural; and

WHEREAS, the Kuna City Council, pursuant to public notice as required by law, held a public hearing on November 4, 2015, on the proposed annexation and zoning for the real property described in Section 2 below, as required by Section 67-6525, Idaho Code, made findings (approved on December 1, 2015) where it determined that the requested annexation should be granted with a zoning classification of Agricultural; and

WHEREAS, the zoning classification of Agricultural is appropriate to meet the requirements of the Kuna City Code and should be granted.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KUNA, IDAHO, as follows:

Section 1: The Kuna City Council hereby finds and declares that the real property described below is contiguous to the City, that said property can be reasonably assumed to be used for the orderly development of the City, and that the owners of said properties have requested, in writing, annexation thereof to the City.

Section 2: The real property, both situated in Ada County, Idaho, are adjacent and contiguous to the City, commonly known as Parcel Number **S1427314800** and Parcel Number **S1427325560**, and more particularly described in “Exhibit A” – Legal Description and “Exhibit B” – Location Map, attached hereto and incorporated herein by reference, is annexed to and incorporated in the incorporated territorial limits of the City of Kuna, Idaho.

Section 3: From and after the effective date of this Ordinance, all property and persons within the boundaries and territory described above shall be subject to all ordinances, resolutions, police regulations, taxation and other powers of the City of Kuna.

Section 4: The zoning land use classifications of the land described in Section 2 above is hereby established as Agricultural, as provided by the Zoning Ordinance of the City. The Zoning Map of the City is hereby amended to include the real property described in Section 2 above in the Agricultural, zoning land use classification.

Section 5: The City Clerk is hereby directed to file, within ten (10) days of passage and approval of this Ordinance, a certified copy of this Ordinance with the offices of the Auditor, Treasurer, and Assessor of Ada County, Idaho, and with the Idaho State Tax Commission, Boise, Idaho, as required by Section 50-223, Idaho Code, and to comply with the provisions of Section 63-215, Idaho Code, with regard to the preparation and filing of a map and legal description of the real property annexed by this Ordinance.

Section 6: This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law. In lieu of publication of the entire ordinance, a summary thereof in compliance with Section 50-901A, Idaho Code, may be published.

DATED this 19th day of January, 2016.

ATTEST:

CITY OF KUNA, Ada County, Idaho

Joe L. Stear, Mayor

Chris Engels, City Clerk

EXHIBIT A

ANNEXATION DESCRIPTION FOR BLEVINS-STATE OF IDAHO PROPERTY

A parcel of land located in the SW 1/4 of Section 27, Township 2 North, Range 1 East, Boise Meridian, Ada County, Idaho being more particularly described as follows:

BEGINNING at a brass cap monument marking the W1/4 corner of said Section 27;

Thence along the East-West centerline of said Section 27 South 89°51'22" East, 2704.53 feet to the C1/4 corner of said Section 27;

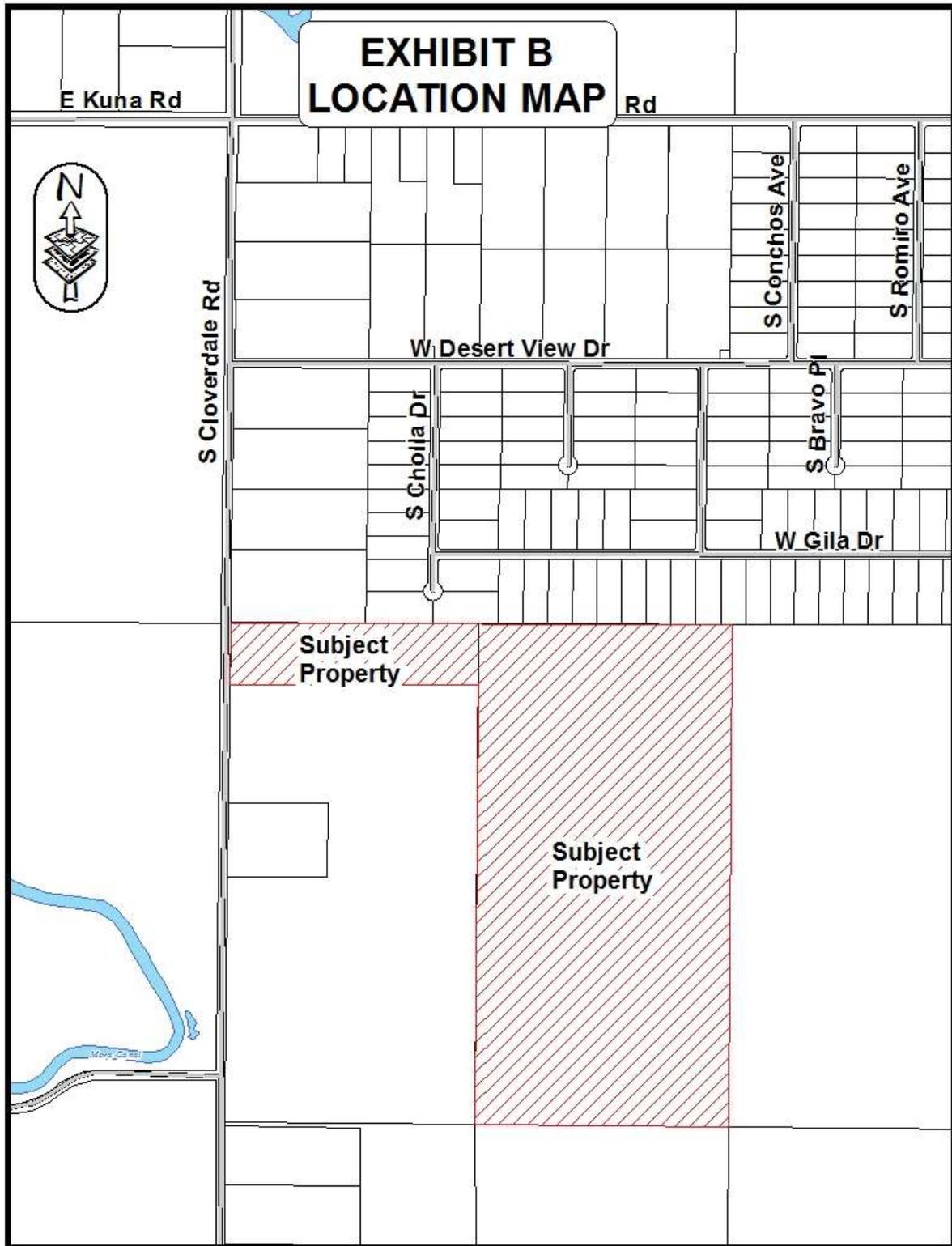
Thence along said the North-South centerline of said Section 27 South 00°16'37" East, 2654.36 feet to an aluminum cap monument marking the S1/4 corner of said Section 27;

Thence along the South boundary line of said Section 27 North 89°27'49" West, 1371.95 feet to W1/16 corner of said Section 27;

Thence along the West boundary line of the E1/2 of the SW1/4 of said Section 27 North 00°08'51" East, 2323.02 feet;

Thence leaving said West boundary line North 89°51'22" West, 1354.66 feet to a point on the West boundary line of said Section 27;

Thence along said West boundary line North 00°34'29" East, 321.88 feet to the **POINT OF BEGINNING**. Containing 92.85 acres, more or less.



(Space above reserved for recording)

**ORDINANCE NO. 2016-02
CITY OF KUNA, IDAHO**

AN ORDINANCE ANNEXING CERTAIN REAL PROPERTY, TO WIT: PARCEL NUMBER S1428111000; SITUATED IN THE UNINCORPORATED AREA OF ADA COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA, TO THE CITY OF KUNA, IDAHO; ESTABLISHING THE ZONING CLASSIFICATION OF SAID REAL PROPERTY; DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Kuna, Idaho is a municipal corporation organized and operating under the laws of the State of Idaho and is authorized to annex to and incorporate within the boundaries of the City contiguous real property in the manner provided by Section 50-222, Idaho Code; and

WHEREAS, the owner of the parcel of real property situated in the unincorporated area of Ada County and as more particularly described in Section 2 of this ordinance, has requested, in writing, annexation of said real property to the City of Kuna; and

WHEREAS, the Planning and Zoning Commission of the City, pursuant to public notice as required by law, held a public hearing on July 28, 2015, as required by Section 67-6525, Idaho Code, made findings (approved by the Commission on August 11, 2015) where it was recommended to the Mayor and Council that the annexation and zoning request be approved with a zoning classification of Agricultural; and

WHEREAS, the Kuna City Council, pursuant to public notice as required by law, held a public hearing on November 4, 2015, on the proposed annexation and zoning for the real property described in Section 2 below, as required by Section 67-6525, Idaho Code, made findings (approved on December 1, 2015) where it determined that the requested annexation should be granted with a zoning classification of Agricultural; and

WHEREAS, the zoning classification of Agricultural is appropriate to meet the requirements of the Kuna City Code and should be granted.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KUNA, IDAHO, as follows:

Section 1: The Kuna City Council hereby finds and declares that the real property described below is contiguous to the City, that said property can be reasonably assumed to be used for the orderly development of the City, and that the owner of said property has requested, in writing, annexation thereof to the City.

Section 2: The real property, situated in Ada County, Idaho, is adjacent and contiguous to the City, commonly known as Parcel Number **S1428111000**, and more particularly described in “Exhibit A” – Legal Description and “Exhibit B” –Location Map, attached hereto and incorporated herein by reference, is annexed to and incorporated in the incorporated territorial limits of the City of Kuna, Idaho.

Section 3: From and after the effective date of this Ordinance, all property and persons within the boundaries and territory described above shall be subject to all ordinances, resolutions, police regulations, taxation and other powers of the City of Kuna.

Section 4: The zoning land use classifications of the land described in Section 2 above is hereby established as Agricultural, as provided by the Zoning Ordinance of the City. The Zoning Map of the City is hereby amended to include the real property described in Section 2 above in the Agricultural, zoning land use classification.

Section 5: The City Clerk is hereby directed to file, within ten (10) days of passage and approval of this Ordinance, a certified copy of this Ordinance with the offices of the Auditor, Treasurer, and Assessor of Ada County, Idaho, and with the Idaho State Tax Commission, Boise, Idaho, as required by Section 50-223, Idaho Code, and to comply with the provisions of Section 63-215, Idaho Code, with regard to the preparation and filing of a map and legal description of the real property annexed by this Ordinance.

Section 6: This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law. In lieu of publication of the entire ordinance, a summary thereof in compliance with Section 50-901A, Idaho Code, may be published.

DATED this 19th day of January 2016.

ATTEST:

CITY OF KUNA, Ada County, Idaho

Joe L. Stear, Mayor

Chris Engels, City Clerk

EXHIBIT A

**ANNEXATION DESCRIPTION FOR
HEIMBUCH PROPERTY**

A parcel of land located in the NE 1/4 of the NE 1/4 of Section 28, Township 2 North, Range 1 East, Boise Meridian, Ada County, Idaho being more particularly described as follows:

BEGINNING at a brass cap monument marking the NE of said Section 28;

Thence along the East boundary line of said Section 28 South 00°40'13" West, 2662.87 feet a 5/8" iron pin marking the E1/4 corner of said Section 28;

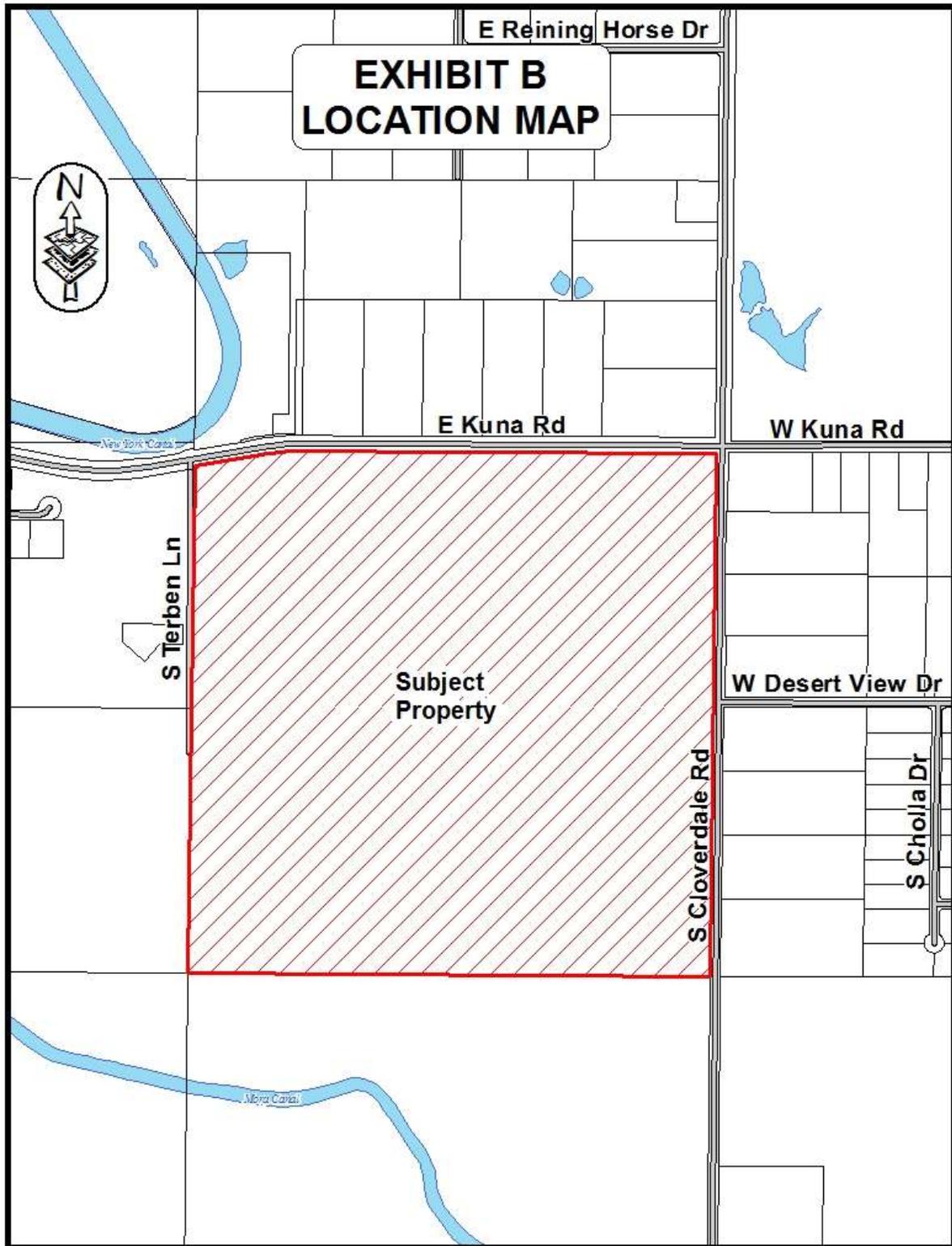
Thence along said the East-West centerline of said Section 28 North 89°38'03" West, 2641.38 feet to a 1/2" iron pin marking the C1/4 corner of said Section 28;

Thence along the North-South centerline of said Section 28 North 00°40'50" East, 1328.99 feet to a 5/8" iron pin marking the C-N1/16 corner of said Section 28;

Thence continuing along the North-South centerline of said Section 28 North 00°43'17" East, 1292.51 feet to a point on the northerly right-of-way line of W. Kuna Road;

Thence along said northerly right-of-way line North 80°04'27" East, 208.44 feet to a point on the North boundary line of said Section 28;

Thence along said North boundary line South 89°43'53" East, 2435.12 feet to the **POINT OF BEGINNING**. Containing 161.22 acres, more or less.



(Space above reserved for recording)

**ORDINANCE NO. 2016-03
CITY OF KUNA, IDAHO**

AN ORDINANCE ANNEXING CERTAIN REAL PROPERTY, TO WIT: PARCEL NUMBER S1422336000; SITUATED IN THE UNINCORPORATED AREA OF ADA COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA, TO THE CITY OF KUNA, IDAHO; ESTABLISHING THE ZONING CLASSIFICATION OF SAID REAL PROPERTY; DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Kuna, Idaho is a municipal corporation organized and operating under the laws of the State of Idaho and is authorized to annex to and incorporate within the boundaries of the City contiguous real property in the manner provided by Section 50-222, Idaho Code; and

WHEREAS, the owner of the parcel of real property situated in the unincorporated area of Ada County and as more particularly described in Section 2 of this ordinance, has requested, in writing, annexation of said real property to the City of Kuna; and

WHEREAS, the Planning and Zoning Commission of the City, pursuant to public notice as required by law, held a public hearing on July 28, 2015, as required by Section 67-6525, Idaho Code, made findings (approved by the Commission on August 11, 2015) where it was recommended to the Mayor and Council that the annexation and zoning request be approved with a zoning classification of Agricultural; and

WHEREAS, the Kuna City Council, pursuant to public notice as required by law, held a public hearing on November 4, 2015, on the proposed annexation and zoning for the real property described in Section 2 below, as required by Section 67-6525, Idaho Code, made findings (approved on December 1, 2015) where it determined that the requested annexation should be granted with a zoning classification of Agricultural; and

WHEREAS, the zoning classification of Agricultural is appropriate to meet the requirements of the Kuna City Code and should be granted.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KUNA, IDAHO, as follows:

Section 1: The Kuna City Council hereby finds and declares that the real property described below is contiguous to the City, that said property can be reasonably assumed to be used for the orderly development of the City, and that the owner of said property has requested, in writing, annexation thereof to the City.

Section 2: The real property, situated in Ada County, Idaho, is adjacent and contiguous to the City, commonly known as Parcel Number **S1422336000**, and more particularly described in “Exhibit A” – Legal Description and “Exhibit B” – Location Map, attached hereto and incorporated herein by reference, is annexed to and incorporated in the incorporated territorial limits of the City of Kuna, Idaho.

Section 3: From and after the effective date of this Ordinance, all property and persons within the boundaries and territory described above shall be subject to all ordinances, resolutions, police regulations, taxation and other powers of the City of Kuna.

Section 4: The zoning land use classifications of the land described in Section 2 above is hereby established as Agricultural, as provided by the Zoning Ordinance of the City. The Zoning Map of the City is hereby amended to include the real property described in Section 2 above in the Agricultural, zoning land use classification.

Section 5: The City Clerk is hereby directed to file, within ten (10) days of passage and approval of this Ordinance, a certified copy of this Ordinance with the offices of the Auditor, Treasurer, and Assessor of Ada County, Idaho, and with the Idaho State Tax Commission, Boise, Idaho, as required by Section 50-223, Idaho Code, and to comply with the provisions of Section 63-215, Idaho Code, with regard to the preparation and filing of a map and legal description of the real property annexed by this Ordinance.

Section 6: This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law. In lieu of publication of the entire ordinance, a summary thereof in compliance with Section 50-901A, Idaho Code, may be published.

DATED this 19th day of January 2016.

ATTEST:

CITY OF KUNA Ada County, Idaho

Joe L. Stear, Mayor

Chris Engels, City Clerk

EXHIBIT A

**ANNEXATION DESCRIPTION FOR
FALCON CREST LLC PROPERTY**

A parcel of land located in the SW 1/4 of the SW 1/4 of Section 22, Township 2 North, Range 1 East, Boise Meridian, Ada County, Idaho being more particularly described as follows:

Beginning at a brass cap monument marking the SW of said Section 22;

Thence along the West boundary line of said Section 22 North 00°42'47" East, 1325.47 feet to the S1/16 corner of said Section 22;

Thence along said the North boundary line of the SW 1/4 of the SW 1/4 of said Section 22 South 89°43'42" East, 1320.04 feet to the SW1/16 corner of said Section 22;

Thence along the East boundary line of the SW 1/4 of the SW 1/4 of said Section 22 South 00°16'21" West, 1320.01 feet to the W1/16 corner of said Section 22;

Thence along said South boundary line of said Section 22 North 89°57'42" West, 1330.24 feet to the **REAL POINT OF BEGINNING**. Containing 40.24 acres, more or less.





Memo from the Office of the City Attorney

To: City Council
From: Richard T. Roats
Re: Ordinance No. 2016-04

This Ordinance amends KCC 1-16-1, et seq. to clarify the practice and procedure for obtaining, reviewing and making an adverse decision related to an applicant or employee's criminal history, provides for a severance clause and provides for an effective date.

The change is requested as a result of researching various employment decision related to criminal background checks utilized at the time of hiring and licensing. Several of the states have implemented a policy of "don't check the box", meaning an applicant's criminal history is not relevant in the hiring decision. I do not believe that such a policy is in the city's best interest. However, in reading the cases where the use of a criminal background check used, the courts listed various factors to consider. I then compiled these factors from decisions and drafted the proposed amendment to KCC 1-16-1.

**ORDINANCE NO. 2016-04
CITY OF KUNA, IDAHO**

AN ORDINANCE AMENDING KUNA CITY CODE 1-16-1, ET SEQ. TO SET FORTH THE PRACTICE AND PROCEDURE FOR OBTAINING, REVIEWING AND MAKING AN ADVERSE DECISION RELATED TO AN APPLICANT OR EMPLOYEE'S CRIMINAL HISTORY; PROVIDING FOR A SEVERANCE CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article XII, Section 2 of the Idaho Constitution and Idaho Code §50-302 allow municipal corporations to adopt regulations which are not contrary to the general laws; and

WHEREAS, Public Law 92-544 and Idaho Code, §67-3008 et seq. set forth the procedures for access to criminal record information by state, city and local agencies which require by statute, rule, or local or county ordinance, the fingerprinting of applicants or licensees; and

WHEREAS, in order for the City of Kuna to operate effectively, persons selected for employment, certain applicants, and certain other licensees, must have the highest degree of citizen and public trust and confidence; and

WHEREAS, all City employees represent the City to its citizens; many City employees have responsibilities to regulate and maintain public health and safety; and some City Employees have the ability and authority to bind the City contractually, have access to public funds and property, and possess access to privileged and proprietary information; and

WHEREAS, certain licensees of the City of Kuna as adopted by City of Kuna Ordinance, interact with the public in situations where public safety can be placed at risk and members of the public can be taken advantage of, such that it is necessary and appropriate that their criminal record history is reviewed; and

WHEREAS, the City Council finds that in order for the City to be in compliance with State and Federal laws, and it is in the best interests of the City of Kuna to create a new chapter in the City Code that allows the City to access criminal offender information for applicants for employment with the City, or certain applicants seeking a City License as established by separate ordinance.

BE IT ORDAINED by the Mayor and Council of the City of Kuna, Idaho as follows:

Section 1. Title 1, Chapter 16 shall be amended as follows:

CHAPTER 16

CRIMINAL HISTORY BACKGROUND CHECK POLICY

1-16-1: CRIMINAL HISTORY BACKGROUND CHECKS FOR FINAL APPLICANTS FOR CITY EMPLOYMENT AND CERTAIN CITY ISSUED BUSINESS LICENSES

A. CRIMINAL HISTORY BACKGROUND CHECK POLICY:

1. The City of Kuna, Idaho will conduct criminal record background checks as part of its employee application process, licensing for certain types of businesses (as may be required in City Ordinance) and volunteer positions.

2. The criminal records background check includes searching for felony and/or misdemeanor convictions contained in state and/or national criminal databases pursuant to the Idaho Non-Criminal Justice Agency (NCJA) Access Agreement.

3. The City personnel with responsibility for reviewing reports in the decision-making process will be familiar with the educational materials made available by the Department of Criminal Justice Information Services (DCJIS).

4. Applicants or employees will be asked to complete a request form authorizing the City to conduct a criminal record search. The applicant or employee will be provided a copy of this Ordinance.

5. Where a criminal record check is part of a background check for employment, volunteer work, or licensing purposes, the following practices and procedures will generally be followed:

a. Applicants or employees will be asked to complete a request form authorizing the City to conduct a criminal record search. The applicant or employee will be provided a copy of this Ordinance.

b. The City personnel with responsibility for reviewing reports in the decision-making process will be familiar with the educational materials made available by the Department of Criminal Justice Information Services (DCJIS).

c. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy and any applicable law or regulations.

d. If a criminal record is received, the authorized individual will closely compare the record provided with the information on the Disclosure and Authorization Form and any other identifying information provided by the applicant or employee, to ensure the record relates to the applicant or employee.

e. If the City is inclined to make an adverse decision based on the results of the criminal background check, the applicant or employee will be notified immediately. The applicant or employee will be provided an opportunity to review his/her criminal record, the City's background policy, and will be advised of the part(s) of the record that make the individual unsuitable for the position or license. The City will provide the applicant or employee with an opportunity to dispute the accuracy of the criminal record.

f. Applicants or employees challenging the accuracy of a criminal record shall be provided a copy of DCJIS' Information Concerning the Process in Correcting a Criminal Record. If the criminal record provided does not exactly match the identification information provided by the applicant or employee, the City will make a determination based on a comparison of the criminal record and documents provided by the applicant or employee.

g. If the City reasonably believes the record belongs to the applicant or employee and the record is accurate, then the City will determine if -the applicant or employee is suitable for the position or license at issue. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (1) The facts or circumstances surrounding the offense or conduct;
- (2) Seriousness and specific circumstances of the offense;
- (3) The number of offenses for which the candidate was convicted;
- (4) Age of the candidate at the time of the offense;
- (5) Relevance of the crime to the position sought;
- (6) The nature of the work to be performed;
- (7) Time since the conviction;
- (8) Whether the applicant has pending charges;
- (9) Any relevant evidence of rehabilitation or lack thereof;
- (10) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
- (11) The City will notify the applicant or employee of the decision and the basis of the decision in a timely manner.

~~1-6.~~ An applicant ~~for City of Kuna employment,~~ who has been offered conditional employment ~~based upon the criminal background check,~~ or an applicant for a City of Kuna license, as may be required by City Ordinance, shall submit to the Idaho State Police, the information, and fingerprints necessary to obtain the criminal history record of the applicant from the Idaho State police and the Federal Bureau of Investigation.

~~, and~~ The City will pay the Idaho State Police for the costs associated with the submission of the fingerprints to obtain the criminal history record to the Idaho State Police.

~~2.7. Pursuant to the requirements of Idaho Code §67-3008, as amended, and Public Law 92-544, the City of Kuna is authorized to submit fingerprints to the Idaho State Police, and the Federal Bureau of Investigation.~~

~~3.8.~~ The fingerprints of the applicant shall be taken by the Idaho State Police, and such fingerprints and all information required by this section shall be on the forms prescribed by the Idaho State Police.

9. The City Attorney or his/her designee is authorized to receive criminal history information from the Idaho State Police and from the Federal Bureau of Investigation for the purpose of evaluating the fitness of applicants for city employment or a city license.

4.10. As required by state and federal law, further dissemination or other use of the criminal history information is prohibited.

~~B. Should the City reject the applicant's request for employment due partially or solely to the applicant's prior conviction of a crime, the City shall notify the applicant in writing of the following:~~

- ~~1. The grounds and reasons for the denial.~~
- ~~2. The earliest date the applicant may reapply for employment.~~

~~5.11.~~ No records obtained pursuant to this Chapter shall be disseminated to a private entity or persons not authorized to receive the records as provided for herein.

~~6.12.~~ After review by the authorized City employee(s), said records shall be stored in a secured and locked location, and for the period of time as required by Idaho Law

Section 2. This ordinance shall become effective after its adoption and publication as required by law.

Adopted this 19th day of January, 2016.

ATTEST:

CITY OF KUNA Ada County, Idaho

Joe L. Stear, Mayor

Chris Engels, City Clerk

**ORDINANCE NO. 2016-04
CITY OF KUNA, IDAHO**

AN ORDINANCE AMENDING KUNA CITY CODE 1-16-1, ET SEQ. TO SET FORTH THE PRACTICE AND PROCEDURE FOR OBTAINING, REVIEWING AND MAKING AN ADVERSE DECISION RELATED TO AN APPLICANT OR EMPLOYEE'S CRIMINAL HISTORY; PROVIDING FOR A SEVERANCE CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article XII, Section 2 of the Idaho Constitution and Idaho Code §50-302 allow municipal corporations to adopt regulations which are not contrary to the general laws; and

WHEREAS, Public Law 92-544 and Idaho Code, §67-3008 et seq. set forth the procedures for access to criminal record information by state, city and local agencies which require by statute, rule, or local or county ordinance, the fingerprinting of applicants or licensees; and

WHEREAS, in order for the City of Kuna to operate effectively, persons selected for employment, certain applicants, and certain other licensees, must have the highest degree of citizen and public trust and confidence; and

WHEREAS, all City employees represent the City to its citizens; many City employees have responsibilities to regulate and maintain public health and safety; and some City Employees have the ability and authority to bind the City contractually, have access to public funds and property, and possess access to privileged and proprietary information; and

WHEREAS, certain licensees of the City of Kuna as adopted by City of Kuna Ordinance, interact with the public in situations where public safety can be placed at risk and members of the public can be taken advantage of, such that it is necessary and appropriate that their criminal record history is reviewed; and

WHEREAS, the City Council finds that in order for the City to be in compliance with State and Federal laws, and it is in the best interests of the City of Kuna to create a new chapter in the City Code that allows the City to access criminal offender information for applicants for employment with the City, or certain applicants seeking a City License as established by separate ordinance.

BE IT ORDAINED by the Mayor and Council of the City of Kuna, Idaho as follows:

Section 1. Title 1, Chapter 16 shall be amended as follows:

CHAPTER 16

CRIMINAL HISTORY BACKGROUND CHECK POLICY

A. 1-16-1: CRIMINAL HISTORY BACKGROUND CHECKS FOR FINAL APPLICANTS FOR CITY EMPLOYMENT AND CERTAIN CITY ISSUED BUSINESS LICENSES CRIMINAL HISTORY BACKGROUND CHECK POLICY

1. The City of Kuna, Idaho will conduct criminal record background checks as part of its employee application process, licensing for certain types of businesses (as may be required in City Ordinance) and volunteer positions.
2. The criminal records background check includes searching for felony and/or misdemeanor convictions contained in state and/or national criminal databases pursuant to the Idaho Non-Criminal Justice Agency (NCJA) Access Agreement.
3. The City personnel with responsibility for reviewing reports in the decision-making process will be familiar with the educational materials made available by the Department of Criminal Justice Information Services (DCJIS).
4. Applicants or employees will be asked to complete a request form authorizing the City to conduct a criminal record search. The applicant or employee will be provided a copy of this Ordinance.
5. Where a criminal record check is part of a background check for employment, volunteer work, or licensing purposes, the following practices and procedures will generally be followed:
 - a. Applicants or employees will be asked to complete a request form authorizing the City to conduct a criminal record search. The applicant or employee will be provided a copy of this Ordinance.
 - b. The City personnel with responsibility for reviewing reports in the decision-making process will be familiar with the educational materials made available by the Department of Criminal Justice Information Services (DCJIS).
 - c. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy and any applicable law or regulations.
 - d. If a criminal record is received, the authorized individual will closely compare the record provided with the information on the Disclosure and Authorization Form and any other identifying information provided by the applicant or employee, to ensure the record relates to the applicant or employee.

e. If the City is inclined to make an adverse decision based on the results of the criminal background check, the applicant or employee will be notified immediately. The applicant or employee will be provided an opportunity to review his/her criminal record, the City's background policy, and will be advised of the part(s) of the record that make the individual unsuitable for the position or license. The City will provide the applicant or employee with an opportunity to dispute the accuracy of the criminal record.

f. Applicants or employees challenging the accuracy of a criminal record shall be provided a copy of DCJIS' Information Concerning the Process in Correcting a Criminal Record. If the criminal record provided does not exactly match the identification information provided by the applicant or employee, the City will make a determination based on a comparison of the criminal record and documents provided by the applicant or employee.

g. If the City reasonably believes the record belongs to the applicant or employee and the record is accurate, then the City will determine if the applicant or employee is suitable for the position or license at issue. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (1) The facts or circumstances surrounding the offense or conduct;
- (2) Seriousness and specific circumstances of the offense;
- (3) The number of offenses for which the candidate was convicted;
- (4) Age of the candidate at the time of the offense;
- (5) Relevance of the crime to the position sought;
- (6) The nature of the work to be performed;
- (7) Time since the conviction;
- (8) Whether the applicant has pending charges;
- (9) Any relevant evidence of rehabilitation or lack thereof;
- (10) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
- (11) The City will notify the applicant or employee of the decision and the basis of the decision in a timely manner.

6. An applicant who has been offered conditional employment or an applicant for a City of Kuna license, as may be required by City Ordinance, shall submit to the Idaho State Police, the information, and fingerprints necessary to obtain the criminal history record of the applicant from the Idaho State police and the Federal Bureau of Investigation.

7. The City will pay the Idaho State Police for the costs associated with the submission of the fingerprints to obtain the criminal history record to the Idaho State Police.

8. The fingerprints of the applicant shall be taken by the Idaho State Police, and such fingerprints and all information required by this section shall be on the forms prescribed by the Idaho State Police.

9. The City Attorney or his/her designee is authorized to receive criminal history information from the Idaho State Police and from the Federal Bureau of Investigation for the purpose of evaluating the fitness of applicants for city employment or a city license.

10. As required by state and federal law, further dissemination or other use of the criminal history information is prohibited.

11. No records obtained pursuant to this Chapter shall be disseminated to a private entity or persons not authorized to receive the records as provided for herein.

12. After review by the authorized City employee(s), said records shall be stored in a secured and locked location, and for the period of time as required by Idaho Law

Section 2. This ordinance shall become effective after its adoption and publication as required by law.

Adopted this 19th day of January, 2016.

ATTEST:

CITY OF KUNA Ada County, Idaho

Joe L. Stear, Mayor

Chris Engels, City Clerk



Memo from the Office of the City Attorney

To: City Council
From: Richard T. Roats
Re: Repeal of KCC 1-8-1

Before the Council is an ordinance to repeal Kuna City Code 1-8-1, which requires that the City submit all purchases in excess of \$5,000.00 to submission of bids. This amount is significantly less than state law (\$25,000.00) creating an undue burden and expense upon the city.

It is recommended that the Council repeal KCC 1-8-1.

**ORDINANCE NO. 2016-05
CITY OF KUNA, IDAHO**

AN ORDINANCE OF THE KUNA CITY COUNCIL, KUNA, IDAHO REPEALING KUNA CITY CODE (KCC) 1-8-1 PURCHASING PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, KCC 1-8-1 provides for the City shall submit all purchases of real and personal property in excess of five thousand dollars (\$5,000.00) be opened to the submission of bids; and

WHEREAS, KCC 1-8-1 is inconsistent with Idaho Code §67-2806 (\$25,000.00) and creates an onerous and expensive process for the City to comply with.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KUNA, ADA COUNTY, IDAHO, as follows:

Section 1: Section 1-8-1 of the Kuna City Code shall be repealed.

~~1-8-1: PURCHASING PROCEDURE:~~

~~No purchase of property, real or personal, shall be made by the City in excess of the amount of five thousand dollars (\$5,000.00) without the Mayor and Council first having caused the proposed purchase to be opened to the submission of bids.~~

~~— If the expenditure to be made in the purchase of property, real or personal, does not exceed the amount of five thousand dollars (\$5,000.00) then the matter need not be opened to the submission of bids.~~

Section 2: This ordinance shall become effective after its adoption and publication as required by law.

ADOPTED this 19th day of January, 2016.

ATTEST:

CITY OF KUNA Ada County, Idaho

Joe L. Stear, Mayor

Chris Engels, City Clerk