



CITY OF KUNA
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MEMORANDUM

TO: Mayor Stear and Council
FROM: Chris Engels, City Clerk
RE: Clerk's office projects with updates
DATE: May 9, 2017

Mayor and Council,

The following are updates and information for April 2017 for the Clerk's office;

Committee/Meetings:

1. Kuna Arts Commission – The Commission is continuing to meet monthly.
 - The public art policy ordinance is nearly completed.
 - The Commission is developing a proposed budget for Council consideration and will be making a presentation to Council in an upcoming meeting.
 - A City Hall Black & White Art display will continue until June 30, 2017.
 - An Artist and Crafter show with performing art is rescheduled from May 19 & 20 to July 8 as a joint fund raiser for the Arts Commission and Downtown Revitalization.
 - Agendas and Minutes are on the website.
2. Mayor's Youth Council meets the second Thursday's of the month and continues to expand their members. Agendas and Minutes are on the website.
3. Kuna Economic Development Committee meets the first Thursday of the month. Bylaws are finished and being reviewed by the Committee. Agendas and Minutes are on the website.
4. Park Impact Fee Committee has not met and a new meeting needs to be scheduled. Agendas and Minutes will be on the website.

Grants:

1. **Funded** Pathway behind Indian Creek School – Developing this pathway will create a public route going safely around traffic to the school, Kuna City Hall, and businesses in downtown district; offsetting congestion and furthering connectivity in the city. COMPASS will fund up to \$19,700 for the project.
Construction continues and work is being done by the Facilities Department.
2. **Funded** Blue Cross of Idaho Foundation – Community Health Champions Learning Collaborative. This is a grant up to \$10,000. This was an invitational only grant and Kuna was the only High Five grant alumni city invited to participate. Kuna was invited because of the quality efforts we exhibited during our other BCIF High Five grants. *As a side note: Mayor Stear and City Clerk Chris Engels were declared SUPERSTARS by BCIF!!*
3. **Closed** Idaho Nursery and Landscape Association - \$300 funded for Arbor Day tree planting.
4. **Pending** Blue Cross of Idaho Foundation – Community Giving Grant – Grant funds up to \$10,000 will help purchase bicycle helmets for Kuna’s elementary and middle school children as a part of the Kuna Bicycle Helmet & Safety Campaign. The campaign is a collaborative effort with the City, Kuna Police Department, Kuna Rural Fire District, and Kuna School District.
5. **Pending** grant for Bernie Fisher Parking Lot Project Development – As discussed by Council during budget meetings, the parking lot redevelopment was of interest. There are drainage and runoff evaluations needed as well as the opportunity to look toward innovative ideas that could include electric car charging stations, covered vendor areas, landscaping islands that function as resting places, solar amenities, permeated asphalt along with other basic components.
Still pending.
6. **Pending** grant for Phase 2 of Downtown Revitalization, Ave C to Ave A along Main Street in the amount of \$500,000. This is a continuation of the active project of Ave E along Main Street to Ave C. The project application has made it to the second round of the review process.
Still pending.
7. **Draft** Grant application for KPAL – The Finish Line Programmatic Grant for up to \$5,000 will help the Kuna Police Assistance League fund their community-based youth athletic programs. Due in June. *Amended date from March.*
8. **Unsuccessful** Grant application for Idaho Power Marketing Grant.
9. **Unsuccessful** Grant for 4th Street Project Development – This is to define the project and budget needed to correct sidewalks for ADA compliance and pedestrian access as well as to align with Main street revitalization in order to pursue funding.

Downtown Revitalization

Bids are closer to being procured in compliance with Federal and grant guidelines. Construction appears to be delayed due to anticipated availability of contractors and bids that are within the budget estimates.

A fundraising option is being worked on with the city website as a possible platform for receiving donations.

2017 City Associated Events

The schedule for 2017 City associated events has been set and is listed on the City web page and social media page.

Licensing/Permits:

1. Special Event Plans, 1 issued. / Annual total - 3 *Multiple applications are pending.*
2. Mobile Vendor, 1 / Annual total - 4
3. Alcohol Catering Permits, 1 / Annual total - 1
4. Solicitors Permits, 6 / Annual total - 6
5. Dog Licenses, 19 / Annual total - 220
6. New Business Licenses, 4 / Annual total - 20
7. Renewed Business licenses, 2 / Annual total - 74
8. Alcohol Licenses, 12 / Annual total – 15
9. After Hours, 1 / Annual total - 1

Documents:

1. Continuing identification of files and documents ready for destruction and proceeding through the process with the State of Idaho under State statutes.
2. Continuing implementation plan for transference of permanent and historical documents to reference copies and preservation of the original documents in compliance with State statutes.
3. City documents have been retrieved from the History Center that had been stored there.

Archival Project

The new employee for the Clerk's office started on May 8, 2017 to work on the documents and digitalization.

The Archival Project is continuing forward. Shelves are still being evaluated for downstairs storage of documents as well as a display shelf for the reference copies of certain permanent documents. Cumulative report of reference copies as follows:

Agendas: Completed

Minutes: Completed

Resolutions:

50% completed

29 Books

Spans 1928-2016

Ordinances:

Still in process

34 Books
Spans 1916-2016