



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: June 15, 2017

Mayor and Council,

The following are updates and information for May 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 Americana/American Art display will begin July 1, 2017 until September 30, 2017.
 - An Artist and Crafter show with performing art is scheduled for July 8, 2017 as a joint fund raiser for the Arts Commission and Downtown Revitalization.
 - They are establishing a series of workshop schedules to provide the community the opportunity to learn.
 - 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** 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!!*
2. **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.
3. **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.
4. **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.
5. **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.*
6. **Draft** grant application through Meet Me at the Park, NRPA in collaboration with The Walt Disney Company is to improve access to outdoor play with innovative, impactful projects. The grants will range from \$10,000 to \$50,000. Based on an idea from the Kuna Mayor’s Youth Council we are looking into creating a pickleball court at the Farm Estates Park. Pickleball is a fun, easy sport that is increasing in popularity across the country. Multiple grant project
7. **Draft** grant application through AARP to improve access to outdoor play with innovative, impactful projects. Up to \$500,000 available. Based on an idea from the Kuna Mayor’s Youth Council we are looking into creating a pickleball court at the Farm Estates Park. Pickleball is a fun, easy sport that is increasing in popularity across the country. Multiple grant project

8. **Draft** grant application for PetSafe Bark for your Park – We will be applying for PetSafe Bark for Your Bark again this year. New park awards are for \$25,000. These funds will help bring landscaping and amenities such as water features.
9. **Draft** grant application for ICF – Art project for Ave E of the water tower with historical references.
10. **In Review** - Idaho Charitable Foundation, potential community art project.
11. **Closed** Pathway behind Indian Creek School –. COMPASS funded \$14,036.57 for the project.
12. **Closed** Idaho Nursery and Landscape Association - \$300 funded for Arbor Day tree planting.

Downtown Revitalization

1. Advertisement for bids has publication dates of June 7, 8 & 14 with KMN and Idaho Press Tribune and posted on the City website.

The anticipated schedule is as follows:

Task Name	Start
Advertisement	
1st Advertisement	Wed 6/7/17
2nd Advertisement	Wed 6/14/17
Pre-Bid Meeting	Wed 6/21/17
Bid Opening	Tue 6/27/17
City Council Award	Wed 7/5/17
Construction	
Preconstruction meeting	Fri 8/2/17
Notice to Proceed/Begin Construction	Thu 8/8/17

2. A fundraising option is being worked on with the City website as a possible platform for receiving donations.
3. A Facebook page was established for the Downtown Revitalization project and will be have updates and link to the City website for more details.

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.

Movies in the Park

Movie Licensing is in process and the schedule has been set. Movies will be purchased shortly. The first night is June 9, 2017.

Sno Cones with the Mayor

This is a youth event and will be held on June 29, 2017 on the City Hall patio. We anticipate a good attendance.

Volunteer BBQ

Scheduled for July 29, 2017 on the City Hall Patio. Still receiving RSVP's.

Licensing/Permits:

1. Special Event Plans, 7 issued. / Annual total - 10 *9 applications are pending.*
2. Mobile Vendor, 4 / Annual total - 8
3. Alcohol Catering Permits, 2 / Annual total - 3
4. Solicitors Permits, 1 / Annual total - 7
5. Dog Licenses, 36 / Annual total - 256
6. New Business Licenses, 6 / Annual total - 26
7. Renewed Business licenses, 0 / Annual total - 74
8. Alcohol Licenses, 2 / Annual total - 17
9. After Hours, 0 / 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 Documents

The Archival Project completed. All agendas, minutes, resolutions, and ordinances have been printed and bound in reference binders. There are 111 books in total.

Shelves are still being evaluated for downstairs storage of documents as well as a display shelf for the reference copies of certain permanent documents.

Scanning and Indexing of documents.

1,685 files have been completed. The focus has been building permits. Once they are completed, we will request to transfer them to the State Archives.