

**OFFICIALS**

Joe Stear, Mayor  
 Greg McPherson, Council President  
 Chris Bruce, Council Member  
 Matt Biggs, Council Member  
 John Laraway, Council Member

**CITY OF KUNA**  
**Kuna City Hall Council Chamber, 751 W 4th Street, Kuna, Idaho 83634**

**City Council Meeting**  
**AGENDA**  
**Tuesday, May 02, 2023**

**6:00 P.M. REGULAR CITY COUNCIL**

*For questions, please call the Kuna City Clerk's Office at (208) 387-7726.*

ALL ITEMS ON THE KUNA CITY COUNCIL AGENDA ARE CONSIDERED ACTION ITEMS UNLESS OTHERWISE INSTRUCTED BY THE CITY COUNCIL.

**1. Call to Order and Roll Call**

**2. Invocation**

**3. Pledge of Allegiance: Mayor Stear**

**4. Consent Agenda: ACTION ITEMS**

*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. Regular City Council Meeting Minutes Dated April 18, 2023**

**B. Accounts Payable Dated April 26, 2023, in the amount of \$1,703,879.62**

**C. Findings of Fact and Conclusions of Law.**

1. Case No. 22-09-AN (Annexation) 1299 N School Ave
2. Case No. 22-10-AN (Annexation) and 22-16-S (Preliminary Plat)
3. Case No. 23-04-TE (Time Extension) Caspian Subdivision No. 2

**D. Resolutions**

**1. Resolution R34-2023**

**A RESOLUTION OF THE CITY OF KUNA, IDAHO, APPROVING AND ADOPTING AN AMENDMENT TO THE CITY OF KUNA PERSONNEL POLICY MANUAL SECTIONS 11.4.3 AND 11.4.4 REGARDING COMPENSATORY TIME. SECTION 12.4 REGARDING TRANSFER OF VACATION LEAVE AND/OR COMPENSATORY TIME TO SICK LEAVE BANK FOR USE BY ANOTHER**

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 (208) 387-7726. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 387-7726 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

EMPLOYEE AND SECTION 12.8 REGARDING FMLA ELIGIBILITY REQUIREMENTS AND PROVIDING AN EFFECTIVE DATE.

2. Resolution R36-2023

A RESOLUTION OF THE CITY COUNCIL FOR KUNA, IDAHO TO APPOINT A NEW MEMBER TO THE PLANNING AND ZONING COMMISSION.

**5. External Reports:**

**6. Public Hearings:**

*Public Hearing Process: Items begin with the presentation of the project by staff for up to 15 minutes. The applicant is then allowed 10 minutes to present their project. Members of the public are allowed up to 3 minutes each, to address City Council with testimony restricted to the matter at hand. After all public testimony, the applicant is allowed 5 minutes for rebuttal.*

*City Council members may ask questions throughout the public hearing process.*

*Once the public hearing is closed, no further testimony or comments are heard.*

*City Council may move to continue the application to a future meeting or approve or deny the application.*

**7. Business Items:**

- A. Consideration to approve Case No. 22-04-LS (Lot Split) 1299 N School Avenue – Associated Pacific Movers, requests Lot Split approval for 1299 N School Avenue, Kuna, Idaho – Troy Behunin, Senior Planner **ACTION ITEM**  
<http://kunacity.id.gov/DocumentCenter/View/8602/22-04-LS-1299-N-School-CC-PACKET-PDF>
- B. Consideration to approve Case No. 23-03-TE (Time Extension) for Springhill Subdivision No. Final Plat. Jessica Reid, Associate Planner **ACTION ITEM**
- C. Consideration to approve Case No. 23-05-TE (Time Extension) for Linrock Subdivision Preliminary Plat. Jessica Reid, Associate Planner **ACTION ITEM**
- D. Discussion and Direction on Kay and Avalon intersection traffic control option. Chris Engels, City Clerk – Doug Hanson, Planning and Zoning Director **ACTION ITEM**  
[http://kunacity.id.gov/DocumentCenter/View/8603/Avalon--Kay-Traffic-Study-2023-04-27-RPT\\_REV3\\_Signed-PDF](http://kunacity.id.gov/DocumentCenter/View/8603/Avalon--Kay-Traffic-Study-2023-04-27-RPT_REV3_Signed-PDF)
- E. Red Cliff Development Default of R27-2014 (07-01-AN, 07-03-ZC, 07-04-S, 07-03-DA): The City of Kuna Planning and Zoning Director requests the Council order the forfeiture of \$64,400 which was deposited by Red Cliff Development in the City's agency fund in 2014. Additionally, the Director requests the Council authorize the removal of this \$64,400 from the agency fund to the general fund to be earmarked for future public pathway and/or open space improvements. This request is made due to failure of the developer to comply with conditions set forth in Resolution R27-2014. *Tabled from City Council Meeting on 04.18.2023.* Doug Hanson, Planning and Zoning Director **ACTION ITEM**

F. Consideration and Ratification of Kuna Police Station Contingency funds. Chris Engels, City Clerk **ACTION ITEM**

G. Request for reallocation of funds for Train 1 and 2. Paul Stevens, Public Works Director/City Engineer **ACTION ITEM**

H. Budget results as of 03.31.2023. Jared Empey, City Treasurer **DISCUSSION ITEM**

**8. Ordinances:**

A. Consideration to approve Ordinance No. 2023-01A **ACTION ITEM**

A MUNICIPAL ANNEXATION AND ZONING ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KUNA:

- MAKING CERTAIN FINDINGS AND DECLARATION OF AUTHORITY; AND
- ANNEXING CERTAIN REAL PROPERTIES, TO WIT: AVALON ORCHARD TRACTS AMENDED BLOCK 2, LOT 5 OWNED BY ALVINA UNSER WITHIN UNINCORPORATED AREA OF ADA COUNTY, IDAHO AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA, INTO THE CITY OF KUNA, IDAHO; AND
- ESTABLISHING THE ZONING CLASSIFICATIONS OF SAID REAL PROPERTIES; AND
- DIRECTING THE CITY ENGINEER AND THE CITY CLERK; AND
- PROVIDING AN EFFECTIVE DATE.

*Consideration to waive three readings  
Consideration to approve Ordinance*

**9. Executive Session:**

**10. Mayor/Council Announcements:**

**11. Adjournment:**



**OFFICIALS**  
Joe Stear, Mayor  
Greg McPherson, Council President  
Chris Bruce, Council Member  
Matt Biggs, Council Member  
John Laraway, Council Member

**CITY OF KUNA**  
**Kuna City Hall Council Chamber, 751 W 4th Street, Kuna, Idaho 83634**

**City Council Meeting**  
**MINUTES**  
**Tuesday, April 18, 2023**

**6:00 P.M. REGULAR CITY COUNCIL**

*For questions, please call the Kuna City Clerk’s Office at (208) 387-7726.*

ALL ITEMS ON THE KUNA CITY COUNCIL AGENDA ARE CONSIDERED ACTION ITEMS UNLESS OTHERWISE INSTRUCTED BY THE CITY COUNCIL.

**1. Call to Order and Roll Call**

*(Timestamp 00:00:30)*

**COUNCIL MEMBERS PRESENT:**

- Mayor Joe Stear
- Council President McPherson - Absent
- Council Member Chris Bruce
- Council Member Matt Biggs
- Council Member John Laraway

**CITY STAFF PRESENT:**

- Marc Bybee, City Attorney
- Nathan Stanley, Senior Deputy Clerk
- Jared Empey, City Treasurer
- Mike Fratusco, Kuna Police Chief
- Doug Hanson, P & Z Director
- Bobby Withrow, Parks Director
- Morgan Treasure, Economic Development Director
- Nancy Stauffer, Human Resource Director

**2. Invocation**

**3. Pledge of Allegiance: Mayor Stear**

*(Timestamp 00:00:46)*

**4. Consent Agenda: ACTION ITEMS**

*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.*

*(Timestamp 00:01:06)*

**A. Regular City Council Meeting Minutes Dated April 4, 2023**

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 (208) 387-7726. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 387-7726 at least forty-eight (48) hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting.

**B.** Accounts Payable Dated March 30, 2023, in the amount of \$742,603.49

**C.** Findings of Fact and Conclusions of Law.

1. Case No. 23-13-S (Subdivision) Paul Bunyan Plaza.
2. Case No. 22-02-OA (Ordinance Amendment) Public Utility Lots & Lot Splits
3. Case No. 23-03-CPF (Combo Plat) Ashville Acres Subdivision

**D.** Resolutions

1. Resolution R35-2023

A RESOLUTION OF THE CITY COUNCIL FOR KUNA, IDAHO APPROVING THE PRESSURIZED IRRIGATION FACILITIES CONSTRUCTION REIMBURSEMENT AGREEMENT FOR RISING SUN IRRIGATION PUMP AND POND; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND THE CITY CLERK TO ATTEST TO SAID SIGNATURE; AND AUTHORIZING THE CITY TREASURER TO PAY M3 ID RISING SUN, LLC THE AMOUNT OF EIGHT HUNDRED NINETY-THREE THOUSAND, EIGHT HUNDRED AND THIRTEEN DOLLARS AND FIFTY-THREE CENTS (\$893,813.53) PURSUANT TO THE TERMS OF SAID AGREEMENT.

**Motion To:** Approve the Consent Agenda

**Motion By:** Council Member Laraway

**Motion Seconded:** Council Member Biggs

**Further Discussion:** None

**Approved by the Following Roll Call Vote:**

**Voting Aye:** Council Members, Bruce, Laraway, Biggs

**Voting No:** None

**Absent:** McPherson

**Motion Passed:** 3-0-0

## **5. External Reports:**

*(Timestamp 00:01:45)*

- A.** J&M Sanitation presentation of contract changes, request to council to provide staff direction going forward. Chad Gordon, J&M Sanitation **ACTION ITEM**

Chad Gordon with J&M Sanitation reviewed proposed changes and stood for questions.

Council asked about enforcement and clarification on third party trash removal.

Marc Bybee, City Attorney, expressed concerns and recommendations.

**Action to be taken:** J&M Sanitation will draft changes to the franchise agreement and present the changes to City Council and staff.

## 6. Public Hearings:

*Public Hearing Process: Items begin with the presentation of the project by staff for up to 15 minutes. The applicant is then allowed 10 minutes to present their project. Members of the public are allowed up to 3 minutes each, to address City Council with testimony restricted to the matter at hand. After all public testimony, the applicant is allowed 5 minutes for rebuttal.*

*City Council members may ask questions throughout the public hearing process.*

*Once the public hearing is closed, no further testimony or comments are heard.*

City Council may move to continue the application to a future meeting or approve or deny the application.

(Timestamp 00:17:36)

- A. Consideration to approve Case Nos. 22-09-AN (Annexation) and 22-04-LS (Lot Split), 1299 N School Avenue – Associated Pacific Movers, requests Annexation and Lot Split approval for 1299 N School Avenue, Kuna, ID. – Troy Behunin, Senior Planner. **ACTION ITEM**

Troy Behunin, Senior Planner reviewed the application and stood for questions.

Scott Nicholas neighbor to the north of the applicant property testified in favor and expressed concerns about the access to the irrigation access.

Jason Becker testified in favor of the application.

Danielle Horras, testified in opposition of the application.

<http://kunacity.id.gov/DocumentCenter/View/8594/22-09-AN-1299-N-School-CC-PACKET-PDF>

*Open Public Hearing*

*Receive evidence*

*Consideration to close evidence presentation and proceed to deliberation*

**Motion To:** Close Evidence presentation and proceed to deliberation

**Motion By:** Council Member Laraway

**Motion Seconded:** Council Member Bruce

**Voting Aye:** Biggs, Bruce, Laraway,

**Voting No:** None

**Absent:** McPherson

**Motion Passed:** 3-0-0

**Motion To:** Approve Case No. 22-09-AN (Annexation)

**Motion By:** Council Member Bruce

**Motion Seconded:** Council Member Laraway

**Voting Aye:** Biggs, Bruce, Laraway,

**Voting No:** None

**Absent:** McPherson

**Motion Passed:** 3-0-0

- B.** Consideration to approve Case Nos. 22-10-AN (Annexation) and 22-16-S (Pre-Plat); AC3 Properties, LLC requests Annexation and Pre – Plat approval located at 2535 W Ardell Road, Kuna, ID. Troy Behunin, Senior Planner **ACTION ITEM**  
(Timestamp 00:43:47)

Troy Behunin, Senior Planner reviewed the application and stood for questions.

Chase Craig, testified in favor on behalf of the applicant.

<http://kunacity.id.gov/DocumentCenter/View/8595/22-10-AN-Perdido-Cove-Subdivision-CC-PACKET-41823-PDF>

*Open Public Hearing*

*Receive evidence*

*Consideration to close evidence presentation and proceed to deliberation*

**Motion To:** Close Evidence presentation and proceed to deliberation

**Motion By:** Council Member Bruce

**Motion Seconded:** Council Member Laraway

**Voting Aye:** Biggs, Bruce, Laraway

**Voting No:** None

**Absent:** McPherson

**Motion Passed:** 3-0-0

**Motion To:** Approve Case Nos. 22-10-AN (Annexation) and 22-16-S (Pre-Plat)

**Motion By:** Council Member Bruce

**Motion Seconded:** Council Member Laraway

**Voting Aye:** Biggs, Bruce, Laraway

**Voting No:** None

**Absent:** McPherson

**Motion Passed:** 3-0-0

## **7. Business Items:**

(Timestamp 01:00:09)

- A.** Case No. 23-04-TE (Time Extension) Caspian Subdivision No. Final Plat – Jessica Reid, Associate Planner. **ACTION ITEM**

Applicant requests Time Extension for the Caspian Sub-division No. 2 Final Plat, located approximately one-half mile East of the Ten Mile Road and Lake Hazel Road intersection; Section35, Township 3 North, Range 1 West.

Doug Hanson, Planning and Zoning Director reviewed the Time Extension application and stood for questioning.

**Motion To:** Approve Case No. 23-04-TE (Time Extension)

**Motion By:** Council Member Bruce  
**Motion Seconded:** Council Member Laraway  
**Voting Aye:** Biggs, Bruce, Laraway,  
**Voting No:** None  
**Absent:** McPherson  
**Motion Passed:** 3-0-0

**B.** Discussion and direction from Council on surplus sheds. Bobby Withrow, Parks/Facilities Director **ACTION ITEM**  
*(Timestamp 01:02:03)*

Bobby Withrow, Parks/Facilities Director reviewed the request and stood for questions.

Decision was made to donate to the Kuna School District, KPAL, KYSBA and Kuna Lacrosse.

**C.** Direction to staff for mitigating capacity issues for the Kuna School District as a result of current city planning and development. **ACTION ITEM**  
*(Timestamp 01:09:22)*

Mayor Stear and City Council reviewed options to help the Kuna School District with capacity issues.

City Staff, Council and Kuna School District will work together to keep discussing ways to help with capacity issues in the schools.

**D.** Red Cliff Development Default of R27-2104 (07-01-AN, 07-03-ZC, 07-04-S, 07-03-DA):  
 The City of Kuna Planning and Zoning Director requests the Council order the forfeiture of \$64,400 which was deposited by Red Cliff Development in the City's agency fund in 2014. Additionally, the Director requests the Council authorize the removal of this \$64,400 from the agency fund to the general fund to be earmarked for future public pathway and/or open space improvements. This request is made due to failure of the developer to comply with conditions set forth in Resolution R27-2014. Doug Hanson, Planning and Zoning Director **ACTION ITEM**  
*(Timestamp 01:27:22)*

Doug Hanson, Planning and Zoning Director reviewed the forfeiture order and stood for questions.

**Motion To:** Table the forfeiture order of \$64,400 to the May 2, 2023 Council Meeting  
**Motion By:** Council Member Laraway  
**Motion Seconded:** Council Member Biggs  
**Voting Aye:** Biggs, Bruce, Laraway, McPherson  
**Voting No:** None  
**Absent:** None  
**Motion Passed:** 4-0-0

E. Month of the Military Child Proclamation.  
(Timestamp 01:34:45)

F. Denim Day Proclamation.  
(Timestamp 01:37:54)

## **8. Ordinances:**

(Timestamp 01:44:46)

A. Consideration to approve Ordinance 2023-14 **ACTION ITEM**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KUNA:

- MAKING CERTAIN FINDINGS; AND
- AMENDING SUBSECTION 2, SECTION 6, CHAPTER 1, TITLE 5 OF KUNA CITY CODE BY THE ADDITION OF “PUBLIC UTILITY LOT” TO THE “LOT TYPES” DEFINITION; AND BY THE ADDITION OF “PUBLIC UTILITY LOT” AS AN EXCLUSION TO THE “SUBDIVISION” DEFINITION; AND
- AMENDING SECTION 3, CHAPTER 3, TITLE 5 OF KUNA CITY CODE AMENDING THE OFFICIAL HEIGHT AND AREA STANDARDS TABLE BY ADDING A TECHNICAL ADDITION; AND
- ADDING SECTION 5, CHAPTER 16, TITLE 5 OF KUNA CITY CODE PROVIDING FOR PUBLIC UTILITY LOT SPLITS; AND
- PROVIDING A SEVERABILITY CLAUSE; AND
- DIRECTING THE CITY CLERK; AND
- PROVIDING AN EFFECTIVE DATE.

*Consideration to waive three readings*  
*Consideration to approve Ordinance*  
*Consideration to approve Summary Publication*

**Motion To:** Waive three readings of Ordinance 2023-14

**Motion By:** Council Member Bruce

**Motion Seconded:** Council Member Laraway

**Further Discussion:** None

**Recused:** None

**Absent:** McPherson

**Motion Passed:** 3-0-0

**Motion To:** Approve Ordinance 2023-14

**Motion By:** Council Member Bruce

**Motion Seconded:** Council Member Laraway

**Approved by the Following Roll Call Vote:**

**Voting Aye:** Council Members Biggs, Laraway, and Bruce

**Voting No:** None

**Absent:** McPherson

**Motion Passed:** 3-0-0

**Motion To:** Approve Summary Publication 2023-14

**Motion By:** Council Member Bruce

**Motion Seconded:** Council Member Laraway

**Further Discussion:** None

**Recused:** None

**Absent:** McPherson

**Motion Passed:** 3-0-0

**9. Executive Session:**

*(Timestamp 01:47:02)*

- A. Executive Session under Idaho State Code 74-206(f): To communicate with legal counsel for the public agency to discuss the legal ramification of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

**Motion To:** Enter into Executive Session under Idaho State Code 74-206(f)

**Motion By:** Council Member Bruce

**Motion Seconded:** Council Member Laraway

**Approved by the Following Roll Call Vote:**

**Voting Aye:** Council Members Biggs, Laraway and Bruce

**Voting No:** None

**Absent:** McPherson

**10. Mayor/Council Announcements:**

**11. Adjournment:**

\_\_\_\_\_  
Joe L. Stear, Mayor

ATTEST:

\_\_\_\_\_  
Chris Engels, City Clerk

*Minutes prepared by Nathan Stanley, Deputy City Clerk*

*Date Approved: CCM 05.02.2023*

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
<b>ADA COUNTY HIGHWAY DISTRICT (PERMITS)</b>												
1529	ADA COUNTY HIGHWAY DISTRICT (PERMITS)	17402		<u>KUNA MIDDLE SCHOOL WATER LOOP COMPLETE, TEN MILE &amp; BOISE ST</u>	11/29/2022	29,024.01	29,024.01	<u>20-6020 CAPITAL IMPROVEMENTS</u>	0	4/23	04/21/2023	
Total 17402:						29,024.01	29,024.01					
Total ADA COUNTY HIGHWAY DISTRICT (PERMITS):						29,024.01	29,024.01					
<b>ADA COUNTY PROSECUTING ATTORNE</b>												
176	ADA COUNTY PROSECUTING ATTORNE	04242023CPA		<u>PROSECUTORIAL SERVICES FOR MAY 2023</u>	04/24/2023	4,500.00	.00	<u>01-6203 PROSECUTORIAL SERVICES</u>	0	4/23		
Total 04242023CPA:						4,500.00	.00					
Total ADA COUNTY PROSECUTING ATTORNE:						4,500.00	.00					
<b>ADA COUNTY SHERIFF'S OFFICE</b>												
6	ADA COUNTY SHERIFF'S OFFICE	114087		<u>SHERIFF-POLICE SERVICES FOR APRIL '23</u>	04/05/2023	283,562.00	.00	<u>01-6000 LAW ENFORCEMENT SERVICES</u>	0	4/23		
Total 114087:						283,562.00	.00					
Total ADA COUNTY SHERIFF'S OFFICE:						283,562.00	.00					
<b>ADECCO USA INC</b>												
2217	ADECCO USA INC	71214205		<u>EMPLOYMENT SERVICES, SECRETARY, N. STAUFFER, APRIL '23-WATER</u>	04/10/2023	329.28	329.28	<u>20-6050 CONTRACT LABOR</u>	0	4/23	04/14/2023	
2217	ADECCO USA INC	71214205		<u>EMPLOYMENT SERVICES, SECRETARY, N. STAUFFER, APRIL '23-SEWER</u>	04/10/2023	329.28	329.28	<u>21-6050 CONTRACT LABOR</u>	0	4/23	04/14/2023	

City of Kuna

Payment Approval Report - City Council Approval  
 Report dates: 4/14/2023-4/26/2023

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 Apr 26, 2023 10:31AM

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
2217	ADECCO USA INC	71214205		<u>EMPLOYMENT SERVICES, SECRETARY, N. STAUFFER, APRIL, '23-PI</u>	04/10/2023	125.44	125.44	25-6050 <u>CONTRACT LABOR</u>	0	4/23	04/14/2023	
Total 71214205:						784.00	784.00					
Total ADECCO USA INC:						784.00	784.00					
<b>ALPHA HOME PEST CONTROL, LLC</b>												
1804	ALPHA HOME PEST CONTROL, LLC	89004		<u>QUARTERLY PEST CONTROL, TREATMENT PLANT-WATER</u>	04/19/2023	46.20	.00	20-6140 MAINT. & <u>REPAIR BUILDING</u>	0	4/23		
1804	ALPHA HOME PEST CONTROL, LLC	89004		<u>QUARTERLY PEST CONTROL, TREATMENT PLANT-SEWER</u>	04/19/2023	46.20	.00	21-6140 MAINT & <u>REPAIR BUILDING</u>	0	4/23		
1804	ALPHA HOME PEST CONTROL, LLC	89004		<u>QUARTERLY PEST CONTROL, TREATMENT PLANT-PI</u>	04/19/2023	17.60	.00	25-6140 MAINT & <u>REPAIR BUILDING</u>	0	4/23		
Total 89004:						110.00	.00					
Total ALPHA HOME PEST CONTROL, LLC:						110.00	.00					
<b>ALPINE OFFICE PRODUCTS</b>												
2118	ALPINE OFFICE PRODUCTS	OE-19583-1	15336	<u>2 CASES TOILET PAPER, 3 CASES PAPER TOWELS FOR CITY HALL, CMERRITT, MAR, '23- ADMIN</u>	04/10/2023	189.53	.00	01-6025 <u>JANITORIAL</u>	0	4/23		
2118	ALPINE OFFICE PRODUCTS	OE-19583-1	15336	<u>2 CASES TOILET PAPER, 3 CASES PAPER TOWELS FOR CITY HALL, CMERRITT, MAR, '23- WATER</u>	04/10/2023	129.68	.00	20-6025 <u>JANITORIAL</u>	0	4/23		
2118	ALPINE OFFICE PRODUCTS	OE-19583-1		<u>2 CASES TOILET PAPER, 3 CASES PAPER TOWELS FOR CITY HALL, CMERRITT, MAR, '23- SEWER</u>	04/10/2023	129.68	.00	21-6025 <u>JANITORIAL</u>	0	4/23		
2118	ALPINE OFFICE PRODUCTS	OE-19583-1		<u>2 CASES TOILET PAPER, 3 CASES PAPER TOWELS FOR CITY HALL, CMERRITT, MAR, '23- P.]</u>	04/10/2023	49.88	.00	25-6025 <u>JANITORIAL</u>	0	4/23		

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 OE-19583-1:						498.77	.00					
Total ALPINE OFFICE PRODUCTS:						498.77	.00					
<b>APPLIED CONTROL EQUIPMENT LLLP</b>												
2212	APPLIED CONTROL EQUIPMENT LLLP	CD99116431	15420	MILTON ROY REPAIR KIT FOR CHEMICAL PUMPS, M.NADEAU, MAR.'23	04/14/2023	1,740.00	.00	21-6150 M & R - SYSTEM	0	4/23		
Total CD99116431:						1,740.00	.00					
Total APPLIED CONTROL EQUIPMENT LLLP:						1,740.00	.00					
<b>B &amp; A ENGINEERS, INC.</b>												
347	B & A ENGINEERS, INC.	6075		DANSKIN PRESSURE IRRIGATION BOOSTER STATION	06/10/2021	250.00	250.00	25-6020 CAPITAL IMPROVEMENTS	1298	4/23	04/21/2023	
Total 6075:						250.00	250.00					
347	B & A ENGINEERS, INC.	6144		DANSKIN PRESSURE IRRIGATION BOOSTER STATION	07/09/2021	180.00	180.00	25-6020 CAPITAL IMPROVEMENTS	1298	4/23	04/21/2023	
Total 6144:						180.00	180.00					
347	B & A ENGINEERS, INC.	6218		DANSKIN PRESSURE IRRIGATION BOOSTER STATION	08/12/2021	275.00	275.00	25-6020 CAPITAL IMPROVEMENTS	1298	4/23	04/21/2023	
Total 6218:						275.00	275.00					
347	B & A ENGINEERS, INC.	6263		DANSKIN PRESSURE IRRIGATION BOOSTER STATION	09/14/2021	530.00	530.00	25-6020 CAPITAL IMPROVEMENTS	1298	4/23	04/21/2023	
Total 6263:						530.00	530.00					

City of Kuna

Payment Approval Report - City Council Approval  
Report dates: 4/14/2023-4/26/2023

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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
347	B & A ENGINEERS, INC.	6351		<u>DANSKIN PRESSURE IRRIGATION BOOSTER STATION</u>	10/13/2021	130.00	130.00	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1298	4/23	04/21/2023	
Total 6351:						130.00	130.00					
347	B & A ENGINEERS, INC.	6495		<u>DANSKIN PRESSURE IRRIGATION BOOSTER STATION</u>	12/10/2021	230.00	230.00	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1298	4/23	04/21/2023	
Total 6495:						230.00	230.00					
347	B & A ENGINEERS, INC.	6666		<u>DANSKIN PRESSURE IRRIGATION BOOSTER STATION</u>	02/17/2022	425.00	425.00	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1298	4/23	04/21/2023	
Total 6666:						425.00	425.00					
347	B & A ENGINEERS, INC.	6869		<u>DANSKIN PRESSURE IRRIGATION BOOSTER STATION</u>	05/12/2022	52.50	52.50	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1298	4/23	04/21/2023	
Total 6869:						52.50	52.50					
347	B & A ENGINEERS, INC.	7355		<u>DANSKIN PRESSURE IRRIGATION BOOSTER STATION</u>	12/05/2022	1,689.63	1,689.63	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1298	4/23	04/21/2023	
Total 7355:						1,689.63	1,689.63					
347	B & A ENGINEERS, INC.	7438		<u>DANSKIN PRESSURE IRRIGATION BOOSTER STATION</u>	01/12/2023	676.25	676.25	<u>25-6020 CAPITAL IMPROVEMENTS</u>	1298	4/23	04/21/2023	
Total 7438:						676.25	676.25					
347	B & A ENGINEERS, INC.	7612		<u>DANSKIN PRESSURE IRRIGATION BOOSTER STATION</u>	03/22/2023	1,102.50	1,102.50	<u>20-6020 CAPITAL IMPROVEMENTS</u>	1298	4/23	04/21/2023	

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Total 7612:						1,102.50	1,102.50					
Total B & A ENGINEERS, INC.:						5,540.88	5,540.88					
<b>BIG SKY RENTALS LLC</b>												
1846	BIG SKY RENTALS LLC	11809	15284	TRACTOR RENTAL FOR BALLFIELDS, B. VILLANUEVA, MAR '23	03/02/2023	705.00	705.00	01-6212 RENT-EQUIPMENT	1004	4/23	04/21/2023	
Total 11809:						705.00	705.00					
1846	BIG SKY RENTALS LLC	11818	15319	RENTING A COMPACT ROLLER FOR BASEBALL FIELDS, J. PEREZ MARCH '23	03/10/2023	235.00	.00	01-6212 RENT-EQUIPMENT	1004	4/23		
Total 11818:						235.00	.00					
Total BIG SKY RENTALS LLC:						940.00	705.00					
<b>CENTURYLINK</b>												
62	CENTURYLINK	208922113658		DEDICATED LANDLINE TO SCADA, 03/25-04/24/2023-WATER	03/25/2023	25.32	25.32	20-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
62	CENTURYLINK	208922113658		DEDICATED LANDLINE TO SCADA, 03/25-04/24/2023-SEWER	03/25/2023	25.32	25.32	21-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
62	CENTURYLINK	208922113658		DEDICATED LANDLINE TO SCADA, 03/25-04/24/2023-PI	03/25/2023	9.66	9.66	25-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
Total 2089221136586B05252023:						60.30	60.30					
62	CENTURYLINK	208922917954		DEDICATED LANDLINE TO SCADA, 04/07-05/06/2023-WATER	04/07/2023	27.11	27.11	20-6255 TELEPHONE EXPENSE	0	4/23	04/21/2023	
62	CENTURYLINK	208922917954		DEDICATED LANDLINE TO SCADA, 04/07-05/06/2023-SEWER	04/07/2023	27.11	27.11	21-6255 TELEPHONE EXPENSE	0	4/23	04/21/2023	

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62	CENTURYLINK	208922917954		<u>DEDICATED LANDLINE TO SCADA, 04/07-05/06/2023-PI</u>	04/07/2023	10.34	10.34	25-6255 TELEPHONE EXPENSE	0	4/23	04/21/2023	
Total 2089229179548B04072023:						64.56	64.56					
62	CENTURYLINK	208922932280		<u>INTERNET SERVICES AT THE PARK, 03/25-04/24/2023</u>	03/25/2023	100.58	100.58	01-6255 TELEPHONE	1004	4/23	04/14/2023	
Total 2089229322801B05252023:						100.58	100.58					
Total CENTURYLINK:						225.44	225.44					
<b>CITY OF BOISE</b>												
571	CITY OF BOISE	504		<u>APRIL-JUNE 2023 CONTRIBUTION FOR ALLUMBAUGH HOUSE</u>	04/12/2023	3,316.33	3,316.33	01-6070 DONATIONS EXPENSE	0	4/23	04/14/2023	
Total 504:						3,316.33	3,316.33					
Total CITY OF BOISE:						3,316.33	3,316.33					
<b>COMMERCIAL TIRE INC</b>												
2204	COMMERCIAL TIRE INC	12798	15567	<u>SNOW TIRES REMOVED FROM THE TACOMA TRUCK #50, J. DURHAM, APRIL, '23</u>	04/21/2023	45.00	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	1004	4/23		
Total 12798:						45.00	.00					
2204	COMMERCIAL TIRE INC	12802	15568	<u>TIRES FOR PARKS CEMENT MIXER, J. DURHAM, APRIL, '23</u>	04/21/2023	144.38	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	4/23		
Total 12802:						144.38	.00					
2204	COMMERCIAL TIRE INC	12864	15561	<u>NEW TIRES FOR UTILITY LOCATE VEHICLE, T.RIVERA, APR.'23-WATER</u>	04/25/2023	289.24	.00	20-6305 VEHICLE MAINTENANCE & REPAIRS	0	4/23		

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2204	COMMERCIAL TIRE INC	12864	15561	<u>NEW TIRES FOR UTILITY LOCATE VEHICLE. T.RIVERA, APR.'23-SEWER</u>	04/25/2023	289.24	.00	<u>21-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	0	4/23		
2204	COMMERCIAL TIRE INC	12864	15561	<u>NEW TIRES FOR UTILITY LOCATE VEHICLE. T.RIVERA, APR.'23-PI</u>	04/25/2023	110.20	.00	<u>25-6305 VEHICLE MAINTENANCE &amp; REPAIR</u>	0	4/23		
Total 12864:						688.68	.00					
Total COMMERCIAL TIRE INC:						878.06	.00					
<b>COMPRESSOR - PUMP &amp; SERVICE IN</b>												
909	COMPRESSOR - PUMP & SERVICE IN	0199237-IN	15553	<u>MAINTENANCE ON AIR COMPRESSOR AT PLANT. T. FELMING, APRIL. '23</u>	04/07/2023	3,631.26	.00	<u>21-6150 M &amp; R - SYSTEM</u>	0	4/23		
Total 0199237-IN:						3,631.26	.00					
Total COMPRESSOR - PUMP & SERVICE IN:						3,631.26	.00					
<b>CONRAD &amp; BISCHOFF INC</b>												
2020	CONRAD & BISCHOFF INC	IN-414672-23	15491	<u>1498 GALLONS OF UNLEADED GAS, M. NADEAU, APRIL. '23</u>	04/12/2023	5,709.03	.00	<u>21-6300 FUEL</u>	0	4/23		
Total IN-414672-23:						5,709.03	.00					
Total CONRAD & BISCHOFF INC:						5,709.03	.00					
<b>CORE &amp; MAIN LP</b>												
63	CORE & MAIN LP	S414073	15441	<u>2 EA METER PIT RISERS, 2 EA METER BOX RINGS, 1 EA METER HOLE FOR TRAFFIC AND 2 EA NICORD LIDS. J. OSBORN, MARCH '23</u>	04/03/2023	716.53	.00	<u>20-6150 M &amp; R - SYSTEM</u>	0	4/23		
Total S414073:						716.53	.00					
Total CORE & MAIN LP:						716.53	.00					

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<b>CUSTOM ELECTRIC, INC.</b>												
147	CUSTOM ELECTRIC, INC.	9087	15537	<u>WORK DONE ON IRRIGATION PUMP STATION, D. CROSSLEY, APR. '23</u>	04/17/2023	367.50	.00	<u>25-6150 MAINT. &amp; REPAIRS - SYSTEM (PI)</u>	0	4/23		
Total 9087:						367.50	.00					
Total CUSTOM ELECTRIC, INC.:						367.50	.00					
<b>D &amp; B SUPPLY</b>												
75	D & B SUPPLY	84369	15532	<u>WORK BOOTS FOR S.CAHILL, APR.'23</u>	04/17/2023	179.99	.00	<u>01-6230 SAFETY TRAINING &amp; EQUIPMENT</u>	1004	4/23		
75	D & B SUPPLY	84369	15532	<u>PULL ROPE FOR PARKS DOCK, S.CAHILL, APR.'23</u>	04/17/2023	54.49	.00	<u>01-6150 MAINTENANCE &amp; REPAIRS - SYSTEM</u>	1004	4/23		
Total 84369:						234.48	.00					
75	D & B SUPPLY	84388	15534	<u>2 EA LATEX GLOVES, J. PEREZ, APR. '23</u>	04/17/2023	39.98	.00	<u>01-6150 MAINTENANCE &amp; REPAIRS - SYSTEM</u>	1004	4/23		
Total 84388:						39.98	.00					
75	D & B SUPPLY	84438	15536	<u>80 LBS BAGS OF CONCRETE FOR DOCKS AT SEGO PRAIRIE., B. VILLANUEVA, APR. '23</u>	04/17/2023	421.80	.00	<u>40-6020 CAPITAL IMPROVEMENTS</u>	1126	4/23		
Total 84438:						421.80	.00					
75	D & B SUPPLY	84510	15540	<u>BOOTS AND SWEATSHIRT, B BAUER, B. VILLANUEVA, APR. '23</u>	04/18/2023	229.98	.00	<u>01-6285 UNIFORMS</u>	1004	4/23		
Total 84510:						229.98	.00					

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75	D & B SUPPLY	93088	15538	<u>MARKING TAPE AND ORANGE SPRAY PAINT FOR ZAMZOWS PARK, J. PEREZ, APR. '23</u>	04/18/2023	20.97	.00	01-6150 MAINTENANCE & REPAIRS - SYSTEM	1004	4/23		
Total 93088:						20.97	.00					
75	D & B SUPPLY	93249	15549	<u>2 EA SCOOP SHOVELS, B. REED, APR. '23</u>	04/19/2023	85.98	.00	01-6175 SMALL TOOLS	1004	4/23		
75	D & B SUPPLY	93249	15549	<u>2 CYCLE OIL FOR SMALL EQUIPMENT, B. REED, APR. '23</u>	04/19/2023	53.88	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	4/23		
Total 93249:						139.86	.00					
75	D & B SUPPLY	93389	15570	<u>7 EA ELECTRICAL COVERS, B. REED, APRIL. '23</u>	04/21/2023	6.23	.00	01-6140 MAINT. & REPAIR BUILDING	1004	4/23		
75	D & B SUPPLY	93389	15570	<u>BED DEFINING BLADE, B. REED, APRIL. '23</u>	04/21/2023	34.99	.00	01-6175 SMALL TOOLS	1004	4/23		
Total 93389:						41.22	.00					
75	D & B SUPPLY	93908	15580	<u>5 EYE BOLTS FOR PONDS, G. HUTSON, APR. '23</u>	04/24/2023	11.16	.00	40-6020 CAPITAL IMPROVEMENTS	1126	4/23		
Total 93908:						11.16	.00					
75	D & B SUPPLY	94042	15590	<u>GARDEN RAKE, B. VILLANUEVA, APR '23</u>	04/25/2023	39.99	.00	01-6175 SMALL TOOLS	1004	4/23		
Total 94042:						39.99	.00					
Total D & B SUPPLY:						1,179.44	.00					
<b>DELL MARKETING L.P.</b>												
1466	DELL MARKETING L.P.	10666754574		<u>PRINTER FOR PARKS DEPARTMENT, M. BORZICK, APRIL. '23</u>	04/20/2023	1,090.53	.00	01-6141 IT SMALL EQUIPMENT	0	4/23		

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Total 10666754574:						1,090.53	.00					
Total DELL MARKETING L.P.:						1,090.53	.00					
<b>DENNIS DILLON RV LLC</b>												
844	DENNIS DILLON RV LLC	5074985	15574	<u>PARTS FOR THE POLARIS RANGER, J.DURHAM, APR.'23</u>	04/21/2023	405.09	.00	<u>01-6142 MAINT. &amp; REPAIR - EQUIPMENT</u>	1004	4/23		
844	DENNIS DILLON RV LLC	5074985	15574	<u>SHOCK WRENCH FOR POLARIS RANGER, J.DURHAM, APR.'23</u>	04/21/2023	15.95	.00	<u>01-6175 SMALL TOOLS</u>	1004	4/23		
Total 5074985:						421.04	.00					
844	DENNIS DILLON RV LLC	8505941	15488	<u>REPAIR WORK DONE ON SEWER FARM SIDE BY SIDE, J. DURHAM, APRIL. '22</u>	04/07/2023	7,353.75	7,353.75	<u>21-6166 PP&amp;E PURCHASES - OPERATIONS</u>	0	4/23	04/21/2023	
Total 8505941:						7,353.75	7,353.75					
Total DENNIS DILLON RV LLC:						7,774.79	7,353.75					
<b>DYNA PARTS LLC</b>												
2115	DYNA PARTS LLC	276117	15499	<u>OIL FOR WATER PUMP TO TRANSFER WATER TO LAGOONS, J. BOSTON, APR. '23</u>	04/11/2023	18.79	.00	<u>21-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		
Total 276117:						18.79	.00					
2115	DYNA PARTS LLC	276165		<u>JACKS FOR PARKS TRAILER, APR '23</u>	04/12/2023	237.98	.00	<u>01-6142 MAINT. &amp; REPAIR - EQUIPMENT</u>	1004	4/23		
Total 276165:						237.98	.00					
2115	DYNA PARTS LLC	276237	15512	<u>RELAY FOR WATER PUMP FOR SEWER PUMP TRAILER, J. DURHAM, APR. '23</u>	04/13/2023	7.95	.00	<u>21-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		



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				<u>J.DURHAM, APR.'23- P.I</u>	04/14/2023	7.42	.00	<u>25-6175 SMALL TOOLS</u>	0	4/23		
Total 276299:						85.87	.00					
2115	DYNA PARTS LLC	276404	15531	<u>OIL AND AIR FRESHENERS FOR FLEET, J.DURHAM, APR.'23 - ADMIN</u>	04/17/2023	25.27	.00	<u>01-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	0	4/23		
2115	DYNA PARTS LLC	276404	15531	<u>OIL AND AIR FRESHENERS FOR FLEET, J.DURHAM, APR.'23 - WATER</u>	04/17/2023	10.10	.00	<u>20-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	0	4/23		
2115	DYNA PARTS LLC	276404	15531	<u>OIL AND AIR FRESHENERS FOR FLEET, J.DURHAM, APR.'23 - SEWER</u>	04/17/2023	10.10	.00	<u>21-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	0	4/23		
2115	DYNA PARTS LLC	276404	15531	<u>OIL AND AIR FRESHENERS FOR FLEET, J.DURHAM, APR.'23 - P.I</u>	04/17/2023	5.05	.00	<u>25-6305 VEHICLE MAINTENANCE &amp; REPAIR</u>	0	4/23		
Total 276404:						50.52	.00					
2115	DYNA PARTS LLC	276508	15544	<u>TRUCK DRAIN FOR FLEET SHOP, APR '23- ADMIN</u>	04/18/2023	257.49	.00	<u>01-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276508	15544	<u>TRUCK DRAIN FOR FLEET SHOP, APR '23- WATER</u>	04/18/2023	103.00	.00	<u>20-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276508	15544	<u>TRUCK DRAIN FOR FLEET SHOP, APR '23- SEWER</u>	04/18/2023	103.00	.00	<u>21-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276508	15544	<u>TRUCK DRAIN FOR FLEET SHOP, APR '23- P.I</u>	04/18/2023	51.50	.00	<u>25-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276508	15544	<u>3 BUCKETS OF HYDRAULIC FLUID FOR BIG RED DUMP TRUCK # 41 REPAIR, APR. '23</u>	04/18/2023	136.98	.00	<u>01-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	1004	4/23		
Total 276508:						651.97	.00					
2115	DYNA PARTS LLC	276513	15545	<u>CRESCENT WRENCH FOR FLEET SHOP, J. DURHAM, APR. '23- ADMIN</u>	04/18/2023	30.14	.00	<u>01-6175 SMALL TOOLS</u>	0	4/23		

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2115	DYNA PARTS LLC	276513	15545	<u>CRESCENT WRENCH FOR FLEET SHOP. J. DURHAM. APR. '23- WATER</u>	04/18/2023	12.06	.00	<u>20-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276513	15545	<u>CRESCENT WRENCH FOR FLEET SHOP. J. DURHAM. APR. '23- SEWER</u>	04/18/2023	12.06	.00	<u>21-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276513	15545	<u>CRESCENT WRENCH FOR FLEET SHOP. J. DURHAM. APR. '23- P.]</u>	04/18/2023	6.03	.00	<u>25-6175 SMALL TOOLS</u>	0	4/23		
Total 276513:						60.29	.00					
2115	DYNA PARTS LLC	276574	15550	<u>FLOOR DRY FOR FLEET SHOP FLOOR SPILLS, J. DURHAM, APRIL. '23- ADMIN</u>	04/19/2023	34.47	.00	<u>01-6150 MAINTENANCE &amp; REPAIRS - SYSTEM</u>	0	4/23		
2115	DYNA PARTS LLC	276574	15550	<u>FLOOR DRY FOR FLEET SHOP FLOOR SPILLS, J. DURHAM, APRIL. '23- WATER</u>	04/19/2023	13.79	.00	<u>20-6150 M &amp; R - SYSTEM</u>	0	4/23		
2115	DYNA PARTS LLC	276574	15550	<u>FLOOR DRY FOR FLEET SHOP FLOOR SPILLS, J. DURHAM, APRIL. '23- SEWER</u>	04/19/2023	13.79	.00	<u>21-6150 M &amp; R - SYSTEM</u>	0	4/23		
2115	DYNA PARTS LLC	276574	15550	<u>FLOOR DRY FOR FLEET SHOP FLOOR SPILLS, J. DURHAM, APRIL. '23- P.]</u>	04/19/2023	6.89	.00	<u>25-6150 MAINT. &amp; REPAIRS - SYSTEM (PI)</u>	0	4/23		
Total 276574:						68.94	.00					
2115	DYNA PARTS LLC	276634	15559	<u>TOOLS FOR THE FARM AND WATER WHEEL LINES, R. HENZE, APR. '23</u>	04/20/2023	141.14	.00	<u>21-6090 FARM EXPENDITURES</u>	0	4/23		
Total 276634:						141.14	.00					
2115	DYNA PARTS LLC	276645	15562	<u>NUTS FOR THE FARM, APR. '23</u>	04/20/2023	4.95	.00	<u>21-6090 FARM EXPENDITURES</u>	0	4/23		



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				<u>APR '23- WATER</u>	04/24/2023	4.03	.00	<u>20-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	0	4/23		
2115	DYNA PARTS LLC	276802		<u>WHEEL BEARINGS AND AIR HOSE COUPLER FOR FLEET, APR '23- SEWER</u>	04/24/2023	4.03	.00	<u>21-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	0	4/23		
2115	DYNA PARTS LLC	276802		<u>WHEEL BEARINGS AND AIR HOSE COUPLER FOR FLEET, APR '23- P.I</u>	04/24/2023	2.02	.00	<u>25-6305 VEHICLE MAINTENANCE &amp; REPAIR</u>	0	4/23		
Total 276802:						20.16	.00					
2115	DYNA PARTS LLC	276879	15588	<u>FLEET SHOP AIR HOSE. J. DURHAM, APR '23- ADMIN</u>	04/25/2023	32.66	.00	<u>01-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276879	15588	<u>FLEET SHOP AIR HOSE. J. DURHAM, APR '23- WATER</u>	04/25/2023	13.07	.00	<u>20-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276879	15588	<u>FLEET SHOP AIR HOSE. J. DURHAM, APR '23- SEWER</u>	04/25/2023	13.07	.00	<u>21-6175 SMALL TOOLS</u>	0	4/23		
2115	DYNA PARTS LLC	276879	15588	<u>FLEET SHOP AIR HOSE. J. DURHAM, APR '23- P.I</u>	04/25/2023	6.53	.00	<u>25-6175 SMALL TOOLS</u>	0	4/23		
Total 276879:						65.33	.00					
2115	DYNA PARTS LLC	572859	15502	<u>WATER PUMP, BELT AND COOLANT FOR WATER TRUCK #25. J. DURHAM, APRIL. '23- WATER</u>	04/12/2023	198.58	.00	<u>20-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	0	4/23		
2115	DYNA PARTS LLC	572859	15502	<u>WATER PUMP, BELT AND COOLANT FOR WATER TRUCK #25. J. DURHAM, APRIL. '23- P.I</u>	04/12/2023	49.64	.00	<u>25-6305 VEHICLE MAINTENANCE &amp; REPAIR</u>	0	4/23		
Total 572859:						248.22	.00					
Total DYNA PARTS LLC:						1,794.09	.00					

ED STAUB & SONS PETROLEUM, INC

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1731	ED STAUB & SONS PETROLEUM, INC	9084326		<u>100.10 PROPANE DELIVERED TO 475 SHORTLINE RD-FLEET</u>	04/17/2023	98.60	98.60	01-6150 MAINTENANCE & REPAIRS - SYSTEM	0	4/23	04/21/2023	
1731	ED STAUB & SONS PETROLEUM, INC	9084326		<u>100.10 PROPANE DELIVERED TO 475 SHORTLINE RD-WATER</u>	04/17/2023	39.44	39.44	20-6150 M & R - SYSTEM	0	4/23	04/21/2023	
1731	ED STAUB & SONS PETROLEUM, INC	9084326		<u>100.10 PROPANE DELIVERED TO 475 SHORTLINE RD-SEWER</u>	04/17/2023	39.44	39.44	21-6150 M & R - SYSTEM	0	4/23	04/21/2023	
1731	ED STAUB & SONS PETROLEUM, INC	9084326		<u>100.10 PROPANE DELIVERED TO 475 SHORTLINE RD-PI</u>	04/17/2023	19.72	19.72	25-6150 MAINT. & REPAIRS - SYSTEM (PI)	0	4/23	04/21/2023	
Total 9084326:						197.20	197.20					
Total ED STAUB & SONS PETROLEUM, INC:						197.20	197.20					
<b>ELAM &amp; BURKE</b>												
796	ELAM & BURKE	201563		<u>LEGAL SERVICES, GENERAL REPRESENTATION, 03/01-03/31/2023-KUNA URBAN RENEWAL</u>	03/31/2023	150.00	.00	52-6202 PROFESSIONAL SERVICES	0	4/23		
Total 201563:						150.00	.00					
Total ELAM & BURKE:						150.00	.00					
<b>EVER-FRESH CARPET CLEANING</b>												
1730	EVER-FRESH CARPET CLEANING	2319		<u>CARPET CLEANING FOR CITY HALL, MAR. '23-ADMIN</u>	03/11/2023	84.00	.00	01-6025 JANITORIAL	0	4/23		
1730	EVER-FRESH CARPET CLEANING	2319		<u>CARPET CLEANING FOR CITY HALL, MAR. '23-WATER</u>	03/11/2023	78.00	.00	20-6025 JANITORIAL	0	4/23		
1730	EVER-FRESH CARPET CLEANING	2319		<u>CARPET CLEANING FOR CITY HALL, MAR. '23-SEWER</u>	03/11/2023	78.00	.00	21-6025 JANITORIAL	0	4/23		
1730	EVER-FRESH CARPET CLEANING	2319		<u>CARPET CLEANING FOR CITY HALL, MAR. '23-PI</u>	03/11/2023	30.00	.00	25-6025 JANITORIAL	0	4/23		
1730	EVER-FRESH CARPET CLEANING	2319		<u>CARPET CLEANING FOR CITY HALL, MAR. '23-P&amp;Z</u>	03/11/2023	30.00	.00	01-6025 JANITORIAL	1003	4/23		

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Total 2319:						300.00	.00					
1730	EVER-FRESH CARPET CLEANING	2320		<u>CARPET CLEANING FOR WWTP, MAR. '23-WATER</u>	03/11/2023	83.16	.00	20-6025 JANITORIAL	0	4/23		
1730	EVER-FRESH CARPET CLEANING	2320		<u>CARPET CLEANING FOR WWTP, MAR. '23-SEWER</u>	03/11/2023	83.16	.00	21-6025 JANITORIAL	0	4/23		
1730	EVER-FRESH CARPET CLEANING	2320		<u>CARPET CLEANING FOR WWTP, MAR. '23-PI</u>	03/11/2023	31.68	.00	25-6025 JANITORIAL	0	4/23		
Total 2320:						198.00	.00					
Total EVER-FRESH CARPET CLEANING:						498.00	.00					
<b>FLUID CONNECTOR PRODUCTS, INC.</b>												
1083	FLUID CONNECTOR PRODUCTS, INC.	8693087	15548	<u>3 HYDRAULIC HOSES BUILT FOR BIG RED, J. DURHAM, APR. '23</u>	04/19/2023	1,232.80	.00	20-6305 VEHICLE MAINTENANCE & REPAIRS	0	4/23		
Total 8693087:						1,232.80	.00					
Total FLUID CONNECTOR PRODUCTS, INC.:						1,232.80	.00					
<b>FREUND PROPERTIES LLC</b>												
2014	FREUND PROPERTIES LLC	6441		<u>YOU TUBE STREAMING FOR COUNCIL CHAMBERS, MAR. '23'</u>	04/07/2023	630.00	630.00	01-6142 MAINT. & REPAIR - EQUIPMENT	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>SHAREPOINT MIGRATION-ADMIN, MAR. '23</u>	04/07/2023	225.00	225.00	01-6142 MAINT. & REPAIR - EQUIPMENT	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>SHAREPOINT MIGRATION-WATER, MAR. '23</u>	04/07/2023	297.00	297.00	20-6142 MAINT. & REPAIRS - EQUIPMENT	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>SHAREPOINT MIGRATION-SEWER, MAR. '23</u>	04/07/2023	297.00	297.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	4/23	04/21/2023	

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2014	FREUND PROPERTIES LLC	6441		<u>SHAREPOINT MIGRATION-PI, MAR. '23</u>	04/07/2023	81.00	81.00	<u>25-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>FUEL MASTER-SEWER, MAR. '23</u>	04/07/2023	159.60	159.60	<u>21-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>SENSUS SOFTWARE TROUBLESHOOTING-WATER, MAR. '23</u>	04/07/2023	270.00	270.00	<u>20-6142 MAINT. &amp; REPAIRS- EQUIPMENT</u>	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>CLERKS TRANSCRIPTION, MAR. '23</u>	04/07/2023	60.00	60.00	<u>01-6142 MAINT. &amp; REPAIR - EQUIPMENT</u>	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>UB CARD READERS &amp; PRINTER SETUP, MAR. '23-ADMIN</u>	04/07/2023	82.50	82.50	<u>01-6142 MAINT. &amp; REPAIR - EQUIPMENT</u>	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>UB CARD READERS &amp; PRINTER SETUP, MAR. '23-WATER</u>	04/07/2023	108.90	108.90	<u>20-6142 MAINT. &amp; REPAIRS- EQUIPMENT</u>	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>UB CARD READERS &amp; PRINTER SETUP, MAR. '23-SEWER</u>	04/07/2023	108.90	108.90	<u>21-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23	04/21/2023	
2014	FREUND PROPERTIES LLC	6441		<u>UB CARD READERS &amp; PRINTER SETUP, MAR. '23-PI</u>	04/07/2023	29.70	29.70	<u>25-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23	04/21/2023	
Total 6441:						2,349.60	2,349.60					
Total FREUND PROPERTIES LLC:						2,349.60	2,349.60					
<b>GRANITE EXCAVATION INC</b>												
1907	GRANITE EXCAVATION INC	23014-01	15261	<u>ARDELL WATER LINE, B.BARROSO, APR. '23</u>	04/12/2023	67,971.56	.00	<u>20-6020 CAPITAL IMPROVEMENTS</u>	1334	4/23		
Total 23014-01:						67,971.56	.00					
Total GRANITE EXCAVATION INC:						67,971.56	.00					

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<b>HD SUPPLY INC</b>												
265	HD SUPPLY INC	309138	15400	<u>LAB TESTING EQUIPMENT FOR SEWER DEPARTMENT, M.WEBB. MAR. '23</u>	03/23/2023	722.66	722.66	<u>21-6152 M &amp; R - LABORATORY COSTS</u>	0	4/23	04/21/2023	
Total 309138:						722.66	722.66					
265	HD SUPPLY INC	313429	15400	<u>ONE EACH BOTTLE SODIUM SULFATE 500 GRAM FOR SEWER DEPARTMENT, M.WEBB. MAR. '23</u>	03/28/2023	36.25	36.25	<u>21-6152 M &amp; R - LABORATORY COSTS</u>	0	4/23	04/21/2023	
Total 313429:						36.25	36.25					
265	HD SUPPLY INC	323561	15470	<u>2 CHOLORINE TESTING KITS AND SAMPLE SETS FOR WATER DEPT., D. CROSSLEY APR'23</u>	04/06/2023	1,338.39	.00	<u>20-6151 M &amp; R - PROCESS CHEMICALS</u>	0	4/23		
Total 323561:						1,338.39	.00					
Total HD SUPPLY INC:						2,097.30	758.91					
<b>HDR ENGINEERING INC</b>												
1646	HDR ENGINEERING INC	1200516840		<u>PROFESSIONAL SERVICES FROM 02/26-04/01/2023-WATER SYSTEM MASTER PLAN</u>	04/18/2023	17,941.22	.00	<u>20-6045 CONTINGENCY</u>	1314	4/23		
Total 1200516840:						17,941.22	.00					
Total HDR ENGINEERING INC:						17,941.22	.00					
<b>HOLLADAY ENGINEERING CO</b>												
1990	HOLLADAY ENGINEERING CO	48656		<u>PROFESSIONAL SERVICES THROUGH 03/31/2023-WELL#6 CONSTRUCTION PHASE, KU22-0413</u>	04/10/2023	3,593.75	.00	<u>20-6020 CAPITAL IMPROVEMENTS</u>	1277	4/23		
Total 48656:						3,593.75	.00					

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Total HOLLADAY ENGINEERING CO:						3,593.75	.00					
<b>IDAHO ECONOMIC DEVELOPMENT ASSOC INC</b>												
1910	IDAHO ECONOMIC DEVELOPMENT ASSOC INC	1594		<u>CONFERENCE REGISTRATION, M. TREASURE, APRIL, '23</u>	04/18/2023	275.00	.00	<u>01-6265 TRAINING &amp; SCHOOLING</u>	4000	4/23		
Total 1594:						275.00	.00					
Total IDAHO ECONOMIC DEVELOPMENT ASSOC INC:						275.00	.00					
<b>IDAHO POWER CO</b>												
38	IDAHO POWER CO	04142023IP		<u>ELECTRIC SERVICE 02/07-03/20/2023-STREETS</u>	04/14/2023	4,875.49	4,875.49	<u>01-6290 UTILITIES</u>	1002	4/23	04/14/2023	
Total 04142023IP:						4,875.49	4,875.49					
38	IDAHO POWER CO	04252023IP		<u>ELECTRIC SERVICE 03/01-04/14/2023-ADMIN</u>	04/25/2023	549.89	549.89	<u>01-6290 UTILITIES</u>	0	4/23	04/25/2023	
38	IDAHO POWER CO	04252023IP		<u>ELECTRIC SERVICE 03/01-04/14/2023-SENIOR CENTER</u>	04/25/2023	279.98	279.98	<u>01-6290 UTILITIES</u>	1001	4/23	04/25/2023	
38	IDAHO POWER CO	04252023IP		<u>ELECTRIC SERVICE 03/01-04/14/2023-STREETS</u>	04/25/2023	2,104.02	2,104.02	<u>01-6290 UTILITIES</u>	1002	4/23	04/25/2023	
38	IDAHO POWER CO	04252023IP		<u>ELECTRIC SERVICE 03/01-04/14/2023-PARKS</u>	04/25/2023	1,568.35	1,568.35	<u>01-6290 UTILITIES</u>	1004	4/23	04/25/2023	
38	IDAHO POWER CO	04252023IP		<u>ELECTRIC SERVICE 03/01-04/14/2023-WATER</u>	04/25/2023	10,541.18	10,541.18	<u>20-6290 UTILITIES EXPENSE</u>	0	4/23	04/25/2023	
38	IDAHO POWER CO	04252023IP		<u>ELECTRIC SERVICE 03/01-04/14/2023-SEWER</u>	04/25/2023	16,883.89	16,883.89	<u>21-6290 UTILITIES EXPENSE</u>	0	4/23	04/25/2023	
38	IDAHO POWER CO	04252023IP		<u>ELECTRIC SERVICE 03/01-04/14/2023-LAGOONS</u>	04/25/2023	1,675.93	1,675.93	<u>21-6090 FARM EXPENDITURES</u>	0	4/23	04/25/2023	
38	IDAHO POWER CO	04252023IP		<u>ELECTRIC SERVICE 03/01-04/14/2023-PI</u>	04/25/2023	98.85	98.85	<u>25-6290 UTILITIES EXPENSE</u>	0	4/23	04/25/2023	
Total 04252023IP:						33,702.09	33,702.09					

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Total IDAHO POWER CO:						38,577.58	38,577.58					
<b>IDAHO PRESS TRIBUNE, LLC</b>												
1802	IDAHO PRESS TRIBUNE, LLC	33422	15522	<u>AD# 360870, LEGAL PUBLIC NOTICE, CASE NOS. 22-15-ZC &amp; 22-05-CPF, VASILLIY SUBDIVISION &amp; COMBO PLAT, T. BEHUNIN, APR. '23</u>	04/19/2023	39.60	.00	01-6125 LEGAL PUBLICATIONS	1003	4/23		
Total 33422:						39.60	.00					
1802	IDAHO PRESS TRIBUNE, LLC	33423	15522	<u>AD# 360882, LEGAL PUBLIC NOTICE, CASE NOS. 21-14-AN &amp; 21-10-S, HAZELCREST ESTATES, T. BEHUNIN, APRIL, '23</u>	04/19/2023	39.60	.00	01-6125 LEGAL PUBLICATIONS	1003	4/23		
Total 33423:						39.60	.00					
Total IDAHO PRESS TRIBUNE, LLC:						79.20	.00					
<b>INTERMOUNTAIN GAS CO</b>												
37	INTERMOUNTAIN GAS CO	482135196032		<u>NATURAL GAS CONSUMPTION AT SENIOR CENTER, 02/28-03/27/2023</u>	03/28/2023	547.62	547.62	01-6290 UTILITIES	1001	4/23	04/14/2023	
Total 48213519603282023:						547.62	547.62					
37	INTERMOUNTAIN GAS CO	482195000040		<u>NATURAL GAS CONSUMPTION AT CITY HALL, 03/07-04/03/2023-WATER</u>	04/04/2023	1,209.86	1,209.86	20-6290 UTILITIES EXPENSE	0	4/23	04/14/2023	
37	INTERMOUNTAIN GAS CO	482195000040		<u>NATURAL GAS CONSUMPTION AT CITY HALL, 03/07-04/03/2023-SEWER</u>	04/04/2023	1,209.86	1,209.86	21-6290 UTILITIES EXPENSE	0	4/23	04/14/2023	
37	INTERMOUNTAIN GAS CO	482195000040		<u>NATURAL GAS CONSUMPTION AT CITY HALL, 03/07-04/03/2023-PI</u>	04/04/2023	460.90	460.90	25-6290 UTILITIES EXPENSE	0	4/23	04/14/2023	
Total 48219500004042023:						2,880.62	2,880.62					

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37	INTERMOUNTAIN GAS CO	482327707032		<u>NATURAL GAS CONSUMPTION AT PARKS DEPT. 02/28-03/27/2023</u>	03/28/2023	72.86	72.86	<u>01-6290 UTILITIES</u>	1004	4/23	04/14/2023	
Total 48232770703282023:						72.86	72.86					
37	INTERMOUNTAIN GAS CO	482634665032		<u>NATURAL GAS CONSUMPTION AT CITY HALL, 02/28-03/27/2023-ADMIN</u>	03/28/2023	175.19	175.19	<u>01-6290 UTILITIES</u>	0	4/23	04/14/2023	
37	INTERMOUNTAIN GAS CO	482634665032		<u>NATURAL GAS CONSUMPTION AT CITY HALL, 02/28-03/27/2023-WATER</u>	03/28/2023	119.86	119.86	<u>20-6290 UTILITIES EXPENSE</u>	0	4/23	04/14/2023	
37	INTERMOUNTAIN GAS CO	482634665032		<u>NATURAL GAS CONSUMPTION AT CITY HALL, 02/28-03/27/2023-SEWER</u>	03/28/2023	119.86	119.86	<u>21-6290 UTILITIES EXPENSE</u>	0	4/23	04/14/2023	
37	INTERMOUNTAIN GAS CO	482634665032		<u>NATURAL GAS CONSUMPTION AT CITY HALL, 02/28-03/27/2023-PI</u>	03/28/2023	46.12	46.12	<u>25-6290 UTILITIES EXPENSE</u>	0	4/23	04/14/2023	
Total 48263466503282023:						461.03	461.03					
Total INTERMOUNTAIN GAS CO:						3,962.13	3,962.13					
<b>J &amp; M SANITATION, INC.</b>												
230	J & M SANITATION, INC.	04072023-041		<u>SANITATION RECEIPT TRANSFER, 04/07-04/13/2023</u>	04/14/2023	104,279.34	104,279.34	<u>26-7000 SOLID WASTE SERVICE FEES</u>	0	4/23	04/14/2023	
230	J & M SANITATION, INC.	04072023-041		<u>SANITATION RECEIPT TRANSFER LESS FRANCHISE FEES, 04/07-04/13/2023</u>	04/14/2023	-10,302.79	-10,302.79	<u>01-4170 FRANCHISE FEES</u>	0	4/23	04/14/2023	
Total 04072023-04132023:						93,976.55	93,976.55					
230	J & M SANITATION, INC.	04142023-042		<u>SANITATION RECEIPT TRANSFER, 04/14-04/20/2023</u>	04/21/2023	110,675.65	110,675.65	<u>26-7000 SOLID WASTE SERVICE FEES</u>	0	4/23	04/21/2023	
230	J & M SANITATION, INC.	04142023-042		<u>SANITATION RECEIPT TRANSFER LESS FRANCHISE FEES, 04/14-04/20/2023</u>	04/21/2023	-10,934.75	-10,934.75	<u>01-4170 FRANCHISE FEES</u>	0	4/23	04/21/2023	

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Total 04142023-04202023:						99,740.90	99,740.90					
Total J & M SANITATION, INC.:						193,717.45	193,717.45					
<b>JACK HENRY &amp; ASSOCIATES, INC.</b>												
1328	JACK HENRY & ASSOCIATES, INC.	4270403		<u>ACH MONTHLY PROCESSING FEE-ADMIN</u>	04/01/2023	40.39	40.39	01-6052 <u>CONTRACT SERVICES</u>	0	4/23	04/21/2023	
1328	JACK HENRY & ASSOCIATES, INC.	4270403		<u>ACH MONTHLY PROCESSING FEE-WATER</u>	04/01/2023	27.63	27.63	20-6052 <u>CONTRACT SERVICES</u>	0	4/23	04/21/2023	
1328	JACK HENRY & ASSOCIATES, INC.	4270403		<u>ACH MONTHLY PROCESSING FEE-SEWER</u>	04/01/2023	27.63	27.63	21-6052 <u>CONTRACT SERVICES</u>	0	4/23	04/21/2023	
1328	JACK HENRY & ASSOCIATES, INC.	4270403		<u>ACH MONTHLY PROCESSING FEE-PI</u>	04/01/2023	10.64	10.64	25-6052 <u>CONTRACT SERVICES</u>	0	4/23	04/21/2023	
Total 4270403:						106.29	106.29					
Total JACK HENRY & ASSOCIATES, INC.:						106.29	106.29					
<b>J-U-B ENGINEERS, INC.</b>												
1236	J-U-B ENGINEERS, INC.	0161815		<u>PROFESSIONAL SERVICES FROM 01/29-03/31/2023 . RAILROAD OVERPASS PEL PLANNING STUDY</u>	04/19/2023	18,869.38	.00	40-6020 <u>CAPITAL IMPROVEMENTS</u>	1273	4/23		
Total 0161815:						18,869.38	.00					
Total J-U-B ENGINEERS, INC.:						18,869.38	.00					
<b>KELLER ASSOCIATES, INC.</b>												
429	KELLER ASSOCIATES, INC.	0230734		<u>PROFESSIONAL SERVICES FROM 02/26-03/31/2023. KUNA-SWAN FALLS RRFB CROSSING</u>	03/31/2023	4,000.00	4,000.00	40-6020 <u>CAPITAL IMPROVEMENTS</u>	1126	4/23	04/14/2023	

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Total 0230734:						4,000.00	4,000.00					
429	KELLER ASSOCIATES, INC.	0230822		<u>PROFESSIONAL SERVICES FROM 02/26-03/31/2023 WASTEWATER SYSTEM MASTER PLAN UPDATE</u>	03/31/2023	22,135.00	.00	21-6045 CONTINGENCY	1311	4/23		
Total 0230822:						22,135.00	.00					
429	KELLER ASSOCIATES, INC.	0230948		<u>PROFESSIONAL SERVICES FROM 02/26-03/31/2023, AVALON &amp; KAY SIGNAL WARRANT STUDY</u>	03/31/2023	760.75	.00	40-6020 CAPITAL IMPROVEMENTS	1126	4/23		
Total 0230948:						760.75	.00					
Total KELLER ASSOCIATES, INC.:						26,895.75	4,000.00					
<b>KM ENGINEERING LLP</b>												
2174	KM ENGINEERING LLP	23-034-02		<u>MASON CREEK GRAVITY SEWER TRUNK, PHASE NO. 2, PROJECT: 23-034, INVOICE CUTOFF DATE: 04/15/2023</u>	04/25/2023	9,992.50	.00	21-6020 CAPITAL IMPROVEMENTS	1299	4/23		
Total 23-034-02:						9,992.50	.00					
Total KM ENGINEERING LLP:						9,992.50	.00					
<b>KNIFE RIVER CORPORATION - MOUNTAIN WEST</b>												
1524	KNIFE RIVER CORPORATION - MOUNTAIN WEST	226055-01B		<u>POND 3 RELINING, #30226055, APRIL, '23</u>	04/24/2023	490,547.89	.00	03-6369 CARES ACT/ARPA EXPENDITURE	0	4/23		
Total 226055-01B:						490,547.89	.00					
Total KNIFE RIVER CORPORATION - MOUNTAIN WEST:						490,547.89	.00					

**KUNA LUMBER**

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499	KUNA LUMBER	A135016	15565	<u>SUPPLIES FOR REMODEL FOR M. BORZICK NEW OFFICE, J.ADAMS, APRIL. '23-ADMIN</u>	04/21/2023	294.59	.00	<u>01-6140 MAINT. &amp; REPAIR BUILDING</u>	0	4/23		
499	KUNA LUMBER	A135016	15565	<u>SUPPLIES FOR REMODEL FOR M. BORZICK NEW OFFICE, J.ADAMS, APRIL. '23-WATER</u>	04/21/2023	201.56	.00	<u>20-6140 MAINT. &amp; REPAIR BUILDING</u>	0	4/23		
499	KUNA LUMBER	A135016	15565	<u>SUPPLIES FOR REMODEL FOR M. BORZICK NEW OFFICE, J.ADAMS, APRIL. '23-SEWER</u>	04/21/2023	201.56	.00	<u>21-6140 MAINT &amp; REPAIR BUILDING</u>	0	4/23		
499	KUNA LUMBER	A135016	15565	<u>SUPPLIES FOR M. BORZICK NEW OFFICE, J.ADAMS, APRIL. '23-PI</u>	04/21/2023	77.54	.00	<u>25-6140 MAINT &amp; REPAIR BUILDING</u>	0	4/23		
Total A135016:						775.25	.00					
499	KUNA LUMBER	A135064	15507	<u>PRESSURE GAUGE, BALL VALVE, BRASS HEX NIPPLE, BRASS TEE, J. BOSTON, APR. '23</u>	04/12/2023	65.27	.00	<u>21-6150 M &amp; R - SYSTEM</u>	0	4/23		
Total A135064:						65.27	.00					
499	KUNA LUMBER	A135121	15519	<u>SAFETY CHAINS FOR PARKS TRAILERS, J. DURHAM, APR. '23</u>	04/14/2023	21.58	.00	<u>01-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	1004	4/23		
Total A135121:						21.58	.00					
499	KUNA LUMBER	A135124	15520	<u>MARKING PAINT FOR ZAMZOWS PARK, R. WARWICK, APR'23</u>	04/14/2023	15.82	.00	<u>01-6150 MAINTENANCE &amp; REPAIRS - SYSTEM</u>	1004	4/23		
Total A135124:						15.82	.00					
499	KUNA LUMBER	A135240	15552	<u>TG/GRV PLIERS, J. OSBORN, APRIL. '23-WATER</u>	04/19/2023	15.47	.00	<u>20-6175 SMALL TOOLS</u>	0	4/23		
499	KUNA LUMBER	A135240	15552	<u>TG/GRV PLIERS, J. OSBORN, APRIL. '23-PI</u>	04/19/2023	3.87	.00	<u>25-6175 SMALL TOOLS</u>	0	4/23		

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Total A135240:						19.34	.00					
499	KUNA LUMBER	A135293	15573	<u>CABLE AND TABLE CLAMPS FOR DOCKS, G.HUTSON, APR.'23</u>	04/21/2023	149.82	.00	<u>40-6020 CAPITAL IMPROVEMENTS</u>	1126	4/23		
Total A135293:						149.82	.00					
499	KUNA LUMBER	B170455	15490	<u>2 CANS OF WASP SPRAY, S. HOWELL, APR '23-FLEET</u>	04/11/2023	6.98	.00	<u>01-6140 MAINT. &amp; REPAIR BUILDING</u>	0	4/23		
499	KUNA LUMBER	B170455	15490	<u>2 CANS OF WASP SPRAY, S. HOWELL, APR '23-WATER</u>	04/11/2023	2.80	.00	<u>20-6140 MAINT. &amp; REPAIR BUILDING</u>	0	4/23		
499	KUNA LUMBER	B170455	15490	<u>2 CANS OF WASP SPRAY, S. HOWELL, APR '23-SEWER</u>	04/11/2023	2.80	.00	<u>21-6140 MAINT &amp; REPAIR BUILDING</u>	0	4/23		
499	KUNA LUMBER	B170455	15490	<u>2 CANS OF WASP SPRAY, S. HOWELL, APR '23-PI</u>	04/11/2023	1.40	.00	<u>25-6140 MAINT &amp; REPAIR BUILDING</u>	0	4/23		
Total B170455:						13.98	.00					
499	KUNA LUMBER	B170497	15501	<u>BRASS FITTINGS FOR TEST VALVE, J. BOSTON, APR. '23</u>	04/12/2023	24.81	.00	<u>21-6150 M &amp; R - SYSTEM</u>	0	4/23		
Total B170497:						24.81	.00					
499	KUNA LUMBER	B170537	15514	<u>NUT DRIVER, IMPACT DRILL EXTENSION &amp; SCREWS, J. OSBORN, APRIL, '23-WATER</u>	04/13/2023	46.57	.00	<u>20-6175 SMALL TOOLS</u>	0	4/23		
499	KUNA LUMBER	B170537	15514	<u>NUT DRIVER, IMPACT DRILL EXTENSION &amp; SCREWS, J. OSBORN, APRIL, '23-PI</u>	04/13/2023	11.65	.00	<u>25-6175 SMALL TOOLS</u>	0	4/23		
Total B170537:						58.22	.00					
499	KUNA LUMBER	B170639	15541	<u>RESET COMBINATION LOCK, T.FLEMING, APR.'23</u>	04/18/2023	15.74	.00	<u>21-6150 M &amp; R - SYSTEM</u>	0	4/23		

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Total B170639:						15.74	.00					
499	KUNA LUMBER	B170711	15560	<u>TOOL BAG, DROP CLOTH AND RUBBER MALLET, R. HENZE, APR. '23</u>	04/20/2023	48.58	.00	21-6175 <u>SMALL TOOLS</u>	0	4/23		
Total B170711:						48.58	.00					
Total KUNA LUMBER:						1,208.41	.00					
<b>KUNA MACHINE LLC</b>												
1775	KUNA MACHINE LLC	1702	15487	<u>LABOR TO MAKE DOCK RAMPS AND STRAIGHTEN OLD ONE, METAL AND SUPPLIES, D. ABBOTT, APRIL. '22</u>	04/10/2023	475.80	.00	40-6020 <u>CAPITAL IMPROVEMENTS</u>	1126	4/23		
Total 1702:						475.80	.00					
Total KUNA MACHINE LLC:						475.80	.00					
<b>L AND C STORAGE CONTAINERS</b>												
2169	L AND C STORAGE CONTAINERS	0000639		<u>STORAGE FOR MAINTENANCE SUPPLIES FOR PARKS, J. ADAMS, APRIL. '23</u>	04/12/2023	4,850.00	4,850.00	01-6150 <u>MAINTENANCE &amp; REPAIRS - SYSTEM</u>	1004	4/23	04/14/2023	
Total 0000639:						4,850.00	4,850.00					
Total L AND C STORAGE CONTAINERS:						4,850.00	4,850.00					
<b>LAYNE OF IDAHO, INC.</b>												
1322	LAYNE OF IDAHO, INC.	18867		<u>PROCESS WELL EXTENSION, EXTEND PUMP AND STARTUP TWO SUBMERSIBLE PUMPS, T. FLEMING, APRIL. '23</u>	04/21/2023	3,855.32	.00	21-6150 <u>M &amp; R - SYSTEM</u>	0	4/23		
Total 18867:						3,855.32	.00					
Total LAYNE OF IDAHO, INC.:						3,855.32	.00					

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<b>LOCAHAN LLC</b>												
1619	LOCAHAN LLC	AR1167336		<u>CONTRACT LEASE CHARGE, MODEL#IMC4500LT, SERIAL# 3122R790389</u>	04/19/2023	433.94	.00	<u>01-6212 RENT- EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167336		<u>CONTRACT OVERAGE CHARGE, MODEL#IMC4500LT, SERIAL# 3122R790389, 03/01- 03/31/2023-WATER</u>	04/19/2023	61.28	.00	<u>20-6142 MAINT. &amp; REPAIRS- EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167336		<u>CONTRACT OVERAGE CHARGE, MODEL#IMC4500LT, SERIAL# 3122R790389, 03/01- 03/31/2023-SEWER</u>	04/19/2023	61.28	.00	<u>21-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167336		<u>CONTRACT OVERAGE CHARGE, MODEL#IMC4500LT, SERIAL# 3122R790389, 03/01- 03/31/2023-PI</u>	04/19/2023	23.57	.00	<u>25-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167336		<u>CONTRACT OVERAGE CHARGE, MODEL#IMC4500LT, SERIAL# 3122R790389, 03/01- 03/31/2023-P&amp;Z</u>	04/19/2023	23.59	.00	<u>01-6142 MAINT. &amp; REPAIR - EQUIPMENT</u>	1003	4/23		
1619	LOCAHAN LLC	AR1167336		<u>CONTRACT OVERAGE CHARGE, MODEL#IMC4500LT, SERIAL# 3122R790389, 03/01- 03/31/2023-ADMIN</u>	04/19/2023	65.99	.00	<u>01-6142 MAINT. &amp; REPAIR - EQUIPMENT</u>	0	4/23		
Total AR1167336:						669.65	.00					
1619	LOCAHAN LLC	AR1167337		<u>CONTRACT LEASE CHARGE, MODEL# MPC307SPF, SERIAL# C509P90038</u>	04/19/2023	47.49	.00	<u>01-6212 RENT- EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167337		<u>CONTRACT BASE RATE CHARGE, MODEL# MPC307SPE, SERIAL# C509P90038, 03-01-03/31/2023- ADMIN</u>	04/19/2023	39.31	.00	<u>01-6142 MAINT. &amp; REPAIR - EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167337		<u>CONTRACT BASE RATE CHARGE, MODEL# MPC307SPF, SERIAL# C509P90038, 03-01-03/31/2023- WATER</u>	04/19/2023	26.89	.00	<u>20-6142 MAINT. &amp; REPAIRS- EQUIPMENT</u>	0	4/23		

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1619	LOCAHAN LLC	AR1167337		<u>CONTRACT BASE RATE CHARGE, MODEL# MPC307SPF, SERIAL# C509P90038, 03-01-03/31/2023-SEWER</u>	04/19/2023	26.89	.00	<u>21-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167337		<u>CONTRACT BASE RATE CHARGE, MODEL# MPC307SPF, SERIAL# C509P90038, 03-01-03/31/2023-PI</u>	04/19/2023	10.37	.00	<u>25-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		
Total AR1167337:						150.95	.00					
1619	LOCAHAN LLC	AR1167338		<u>CONTRACT LEASE CHARGE, MODEL #MX2651, SERIAL# 03012172</u>	04/19/2023	95.55	.00	<u>20-6212 RENT - EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167338		<u>CONTRACT OVERAGE CHARGE, MODEL #MX2651, SERIAL# 03012172-03/01-03/31/2023-WATER</u>	04/19/2023	73.30	.00	<u>20-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167338		<u>CONTRACT OVERAGE CHARGE, MODEL #MX2651, SERIAL# 03012172-03/01-03/31/2023 -SEWER</u>	04/19/2023	73.30	.00	<u>21-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		
1619	LOCAHAN LLC	AR1167338		<u>CONTRACT OVERAGE CHARGE, MODEL #MX2651, SERIAL# 03012172-03/01-03/31/2023 -PI</u>	04/19/2023	27.94	.00	<u>25-6142 MAINT. &amp; REPAIRS - EQUIPMENT</u>	0	4/23		
Total AR1167338:						270.09	.00					
Total LOCAHAN LLC:						1,090.69	.00					
<b>MISCELLANEOUS #2</b>												
1849	MISCELLANEOUS #2	04142023FC1		<u>CASH BOND RELEASE FOR FALCON CREST #4 SUBDIVISION FENCING, R87-2022, APRIL '23</u>	04/14/2023	49,612.50	49,612.50	<u>30-2080 DEVELOPER DEPOSITS</u>	0	4/23	04/14/2023	

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Total 04142023FC1:						49,612.50	49,612.50					
1849	MISCELLANEOUS #2	04142023FC2		<u>CASH BOND RELEASE FOR FALCON CREST #5 STREETLIGHTS, R02-2023, APRIL, '23</u>	04/14/2023	42,225.75	42,225.75	<u>30-2080 DEVELOPER DEPOSITS</u>	0	4/23	04/14/2023	
Total 04142023FC2:						42,225.75	42,225.75					
1849	MISCELLANEOUS #2	04142023FC3		<u>CASH BOND RELEASE FOR FALCON CREST #4 STREETLIGHTS, R87-2022, APRIL, '23</u>	04/14/2023	57,879.50	57,879.50	<u>30-2080 DEVELOPER DEPOSITS</u>	0	4/23	04/14/2023	
Total 04142023FC3:						57,879.50	57,879.50					
1849	MISCELLANEOUS #2	04142023RS		<u>CASH BOND RELEASE FOR RISING SUN #2 FRONTAGE STREETLIGHTS, R11-2023, APRIL, '23</u>	04/14/2023	69,814.50	69,814.50	<u>30-2080 DEVELOPER DEPOSITS</u>	0	4/23	04/14/2023	
Total 04142023RS:						69,814.50	69,814.50					
1849	MISCELLANEOUS #2	04212023RS		<u>CASH BOND RELEASE FOR RISING SUN ESTATES NO.1, FENCING, R43-2022</u>	04/21/2023	67,095.00	67,095.00	<u>30-2080 DEVELOPER DEPOSITS</u>	0	4/23	04/21/2023	
Total 04212023RS:						67,095.00	67,095.00					
1849	MISCELLANEOUS #2	04252023GH		<u>SAFETY GLASSES FOR S. CAHILL, APRIL, '23</u>	04/25/2023	164.90	164.90	<u>01-6230 SAFETY TRAINING &amp; EQUIPMENT</u>	1004	4/23	04/25/2023	
Total 04252023GH:						164.90	164.90					
Total MISCELLANEOUS #2:						286,792.15	286,792.15					

NICOLE OWENS

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2185	NICOLE OWENS	6942	15455	<u>BANNERS FOR HOMETOWN FAIR, C. SMITH, APR.'23</u>	04/04/2023	320.00	320.00	<u>01-6135 PUBLIC ENTERTAINMENT</u>	0	4/23	04/14/2023	
Total 6942:						320.00	320.00					
Total NICOLE OWENS:						320.00	320.00					
<b>PACIFIC STEEL</b>												
584	PACIFIC STEEL	8335123	15509	<u>ZAMZOWS PARK SOFTBALL POLES, S. HOWELL, APR. '23</u>	04/17/2023	8,659.13	.00	<u>50-6045 CONTINGENCY</u>	1335	4/23		
Total 8335123:						8,659.13	.00					
Total PACIFIC STEEL:						8,659.13	.00					
<b>PRUSIK CONSTRUCTION LLC</b>												
2214	PRUSIK CONSTRUCTION LLC	1494		<u>PAYMENT FOR POLICE STATION CLAIMANT'S JOB #23-001, SECOND INSTALLMENT, APR '23</u>	04/25/2023	106,068.90	.00	<u>01-6045 CONTINGENCY</u>	1318	4/23		
Total 1494:						106,068.90	.00					
Total PRUSIK CONSTRUCTION LLC:						106,068.90	.00					
<b>RAYMOND TAFF</b>												
2167	RAYMOND TAFF	63	15513	<u>INTERIOR AND EXTERIOR WINDOW CLEANING AT SENIOR CENTER, S. HOWELL, APRIL '23</u>	04/13/2023	500.00	500.00	<u>01-6025 JANITORIAL</u>	1001	4/23	04/21/2023	
Total 63:						500.00	500.00					
Total RAYMOND TAFF:						500.00	500.00					
<b>REDEVELOPMENT ASSOCIATION OF IDAHO INC</b>												
2218	REDEVELOPMENT ASSOCIATION OF IDAHO INC	03062023RA		<u>REDEVELOPMENT AGENCY MEMBERSHIP, M. TREASURE, APRIL. '23</u>	03/06/2023	320.00	.00	<u>52-6287 GENERAL AND ADMIN</u>	0	4/23		

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Total 03062023RA:						320.00	.00					
Total REDEVELOPMENT ASSOCIATION OF IDAHO INC:						320.00	.00					
<b>RICOH USA, INC. (MAINTENANCE)</b>												
1422	RICOH USA, INC. (MAINTENANCE)	5067077205		COPIER CHARGES, MODEL # IMC2000, SERIAL #C86262110, PARKS OFFICE, 03/01-03/31/23	04/01/2023	24.04	24.04	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	4/23	04/14/2023	
Total 5067077205:						24.04	24.04					
Total RICOH USA, INC. (MAINTENANCE):						24.04	24.04					
<b>RONI PLADSEN</b>												
2215	RONI PLADSEN	0000118		MIMOSA'S WITH MOM'S EVENT 5/14/23,	01/05/2023	2,447.22	2,447.22	01-6135 PUBLIC ENTERTAINMENT	1004	4/23	04/14/2023	
Total 0000118:						2,447.22	2,447.22					
Total RONI PLADSEN:						2,447.22	2,447.22					
<b>ST. LUKE'S HEALTH SYSTEM</b>												
1441	ST. LUKE'S HEALTH SYSTEM	2626660		EMPLOYEE VACCINATION & IMMUNIZATIONS, ACCT #470488035, FOR R. HENZE-SEWER	04/10/2023	241.74	.00	21-5950 TEAM BUILDING, ONBOARDING	0	4/23		
Total 2626660:						241.74	.00					
Total ST. LUKE'S HEALTH SYSTEM:						241.74	.00					
<b>TECHNOLOGY SOLUTIONS LLC</b>												
1823	TECHNOLOGY SOLUTIONS LLC	4626		PARKS & REC OASIS ANNUAL CLOUD SUBSCRIPTION, 04/01/23-03/31/24- PARKS	04/01/2023	300.00	300.00	01-6140 MAINT. & REPAIR BUILDING	1004	4/23	04/14/2023	
Total 4626:						300.00	300.00					

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Total TECHNOLOGY SOLUTIONS LLC:						300.00	300.00					
<b>TREASURE VALLEY COFFEE</b>												
992	TREASURE VALLEY COFFEE	2160:09016849		<u>7 EACH 5 GALLON WATER BOTTLES PARKS MAINTENANCE SHOP. MARCH '23</u>	03/15/2023	46.90	.00	<u>01-6165 OFFICE SUPPLIES</u>	1004	4/23		
Total 2160:09016849:						46.90	.00					
992	TREASURE VALLEY COFFEE	2160:09057111		<u>CREDIT/RETURN ON INVOICE 2160:09016849. KUNA MAINTENCE SHOP. APR. '23</u>	04/20/2023	-46.90	.00	<u>01-6165 OFFICE SUPPLIES</u>	1004	4/23		
Total 2160:09057111:						-46.90	.00					
992	TREASURE VALLEY COFFEE	2160:09057141	15563	<u>8 EACH 5 GALLON WATER BOTTLES AND COOLER RENTAL FOR TREATMENT PLANT. M. WEBB. APR.'23- WATER</u>	04/21/2023	18.31	.00	<u>20-6165 OFFICE SUPPLIES</u>	0	4/23		
992	TREASURE VALLEY COFFEE	2160:09057141	15563	<u>8 EACH 5 GALLON WATER BOTTLES AND COOLER RENTAL FOR TREATMENT PLANT. M. WEBB. APR.'23- SEWER</u>	04/21/2023	18.31	.00	<u>21-6165 OFFICE SUPPLIES</u>	0	4/23		
992	TREASURE VALLEY COFFEE	2160:09057141	15563	<u>8 EACH 5 GALLON WATER BOTTLES AND COOLER RENTAL FOR TREATMENT PLANT. M. WEBB. APR.'23- P.I</u>	04/21/2023	6.98	.00	<u>25-6165 OFFICE SUPPLIES</u>	0	4/23		
Total 2160:09057141:						43.60	.00					
992	TREASURE VALLEY COFFEE	2160:09107785	15569	<u>5 EA 5-GALLON WATER BOTTLES AND WATER COOLER RENTAL, CITY HALL. APR.'23- ADMIN</u>	04/21/2023	22.61	.00	<u>01-6165 OFFICE SUPPLIES</u>	0	4/23		
992	TREASURE VALLEY COFFEE	2160:09107785	15569	<u>5 EA 5-GALLON WATER BOTTLES AND WATER COOLER RENTAL, CITY HALL. APR.'23- WATER</u>	04/21/2023	15.47	.00	<u>20-6165 OFFICE SUPPLIES</u>	0	4/23		

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992	TREASURE VALLEY COFFEE	2160:09107785	15569	<u>5 EA 5-GALLON WATER BOTTLES AND WATER COOLER RENTAL, CITY HALL, APR.'23-SEWER</u>	04/21/2023	15.47	.00	<u>21-6165 OFFICE SUPPLIES</u>	0	4/23		
992	TREASURE VALLEY COFFEE	2160:09107785	15569	<u>5 EA 5-GALLON WATER BOTTLES AND WATER COOLER RENTAL, CITY HALL, APR.'23-PI</u>	04/21/2023	5.95	.00	<u>25-6165 OFFICE SUPPLIES</u>	0	4/23		
Total 2160:09107785:						59.50	.00					
992	TREASURE VALLEY COFFEE	2160:09107789	15569	<u>ONE EACH 5 GALLON WATER BOTTLE AND WATER COOLER RENTAL, AT PARKS OFFICE, APR.'23</u>	04/21/2023	19.70	.00	<u>01-6165 OFFICE SUPPLIES</u>	1004	4/23		
Total 2160:09107789:						19.70	.00					
992	TREASURE VALLEY COFFEE	2160:09164409	15569	<u>4 EACH 5 GALLON WATER BOTTLES AND COOLER RENTAL AT MAINTENANCE SHOP, APR.'23</u>	04/21/2023	37.80	.00	<u>01-6165 OFFICE SUPPLIES</u>	1004	4/23		
Total 2160:09164409:						37.80	.00					
Total TREASURE VALLEY COFFEE:						160.60	.00					
<b>ULINE INC</b>												
2065	ULINE INC	162444786	15525	<u>CHEMICAL STORAGE AND SPRAY GEAR FOR THE FARM, M. WEBB, APR. '23</u>	04/14/2023	3,829.52	.00	<u>21-6090 FARM EXPENDITURES</u>	0	4/23		
Total 162444786:						3,829.52	.00					
Total ULINE INC:						3,829.52	.00					
<b>UNITED OIL</b>												
316	UNITED OIL	532089	15466	<u>BULK OIL FOR FLEET SHOP, J. DURHAM, APR. '23- ADMIN</u>	04/10/2023	1,181.13	.00	<u>01-6305 VEHICLE MAINTENANCE &amp; REPAIRS</u>	0	4/23		

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316	UNITED OIL	532089	15466	<u>BULK OIL FOR FLEET SHOP, J. DURHAM, APR. '23- WATER</u>	04/10/2023	472.45	.00	20-6305 VEHICLE MAINTENANCE & REPAIRS	0	4/23		
316	UNITED OIL	532089	15466	<u>BULK OIL FOR FLEET SHOP, J. DURHAM, APR. '23-SEWER</u>	04/10/2023	472.45	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	4/23		
316	UNITED OIL	532089	15466	<u>BULK OIL FOR FLEET SHOP, J. DURHAM, APR. '23- P.I</u>	04/10/2023	236.22	.00	25-6305 VEHICLE MAINTENANCE & REPAIR	0	4/23		
Total 532089:						2,362.25	.00					
316	UNITED OIL	532090	15466	<u>BULK OIL FOR FLEET SHOP, J. DURHAM, APR. '23- ADMIN</u>	04/10/2023	769.17	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	0	4/23		
316	UNITED OIL	532090	15466	<u>BULK OIL FOR FLEET SHOP, J. DURHAM, APR. '23- WATER</u>	04/10/2023	307.67	.00	20-6305 VEHICLE MAINTENANCE & REPAIRS	0	4/23		
316	UNITED OIL	532090	15466	<u>BULK OIL FOR FLEET SHOP, J. DURHAM, APR. '23- SEWER</u>	04/10/2023	307.67	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	4/23		
316	UNITED OIL	532090	15466	<u>BULK OIL FOR FLEET SHOP, J. DURHAM, APR. '23- P.I</u>	04/10/2023	153.84	.00	25-6305 VEHICLE MAINTENANCE & REPAIR	0	4/23		
Total 532090:						1,538.35	.00					
Total UNITED OIL:						3,900.60	.00					
<b>UNITED SITE SERVICES OF NEVADA INC</b>												
2124	UNITED SITE SERVICES OF NEVADA INC	114-13565571		<u>ADA WHEELCHAIR AND STANDARD PORTABLE RESTROOM RENTAL, WEEKLY SERVICE, 04/04-05/01/23- ECON VILLAGE</u>	04/06/2023	272.00	272.00	01-6135 PUBLIC ENTERTAINMENT	0	4/23	04/14/2023	
Total 114-13565571:						272.00	272.00					



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				<u>2/27-03/26/23- SADIE CREEK</u>	04/07/2023	165.50	165.50	<u>01-6212 RENT-EQUIPMENT</u>	1004	4/23	04/14/2023	
Total INV-01587139:						331.00	331.00					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01587169		<u>STANDARD PORTABLE RESTROOM RENTAL, 01/30-02/26/23- CITY FARM</u>	04/07/2023	100.00	100.00	<u>21-6090 FARM EXPENDITURES</u>	0	4/23	04/14/2023	
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01587169		<u>STANDARD PORTABLE RESTROOM RENTAL, 02/27-03/26/23, CITY FARM</u>	04/07/2023	100.00	100.00	<u>21-6090 FARM EXPENDITURES</u>	0	4/23	04/14/2023	
Total INV-01587169:						200.00	200.00					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01587175		<u>ADA PORTABLE RESTROOM RENTAL, 01/30-02/26/23- SEGO PRAIRIE POND/ NICHOLSON PARK</u>	04/07/2023	211.50	211.50	<u>01-6212 RENT-EQUIPMENT</u>	1004	4/23	04/14/2023	
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01587175		<u>ADA PORTABLE RESTROOM RENTAL, 02/27-03/26/23- SEGO PRAIRIE POND/ NICHOLSON PARK</u>	04/07/2023	211.50	211.50	<u>01-6212 RENT-EQUIPMENT</u>	1004	4/23	04/14/2023	
Total INV-01587175:						423.00	423.00					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01588335		<u>STANDARD PORTABLE RESTROOM RENTAL, BI-WEEKLY SERVICE, 04/06-05/03/23, WATER BOOSTER STATION/ EAST KUNA RD, WATER</u>	04/10/2023	95.00	95.00	<u>20-6212 RENT - EQUIPMENT</u>	0	4/23	04/14/2023	
Total INV-01588335:						95.00	95.00					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01588336		<u>ADA WHEELCHAIR ACCESSIBLE PORTABLE RESTROOM RENTAL, WEEKLY SERVICE, 02/03-03/02/23- BUTLER PARK</u>	04/10/2023	212.75	212.75	<u>01-6212 RENT-EQUIPMENT</u>	1004	4/23	04/14/2023	

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2124	UNITED SITE SERVICES OF NEVADA INC	INV-01588336		ADA WHEELCHAIR ACCESSIBLE PORTABLE RESTROOM RENTAL, WEEKLY SERVICE 03/03-03/30/23- BUTLER PARK	04/10/2023	212.75	212.75	01-6212 RENT-EQUIPMENT	1004	4/23	04/14/2023	
Total INV-01588336:						212.75	212.75					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01593835		ADA WHEELCHAIR ACCESSIBLE PORTABLE RESTROOM RENTAL, WEEKLY SERVICE, 03/31-04/27/23- BUTLER PARK	04/11/2023	212.75	212.75	01-6212 RENT-EQUIPMENT	1004	4/23	04/14/2023	
Total INV-01593835:						212.75	212.75					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01629211		ADA PORTABLE RESTROOM RENTAL, 03/27-04/23/23- ARBOR RIDGE PARK	04/24/2023	207.00	.00	01-6212 RENT-EQUIPMENT	1004	4/23		
Total INV-01629211:						207.00	.00					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01629910		STANDARD PORTABLE RESTROOM RENTAL, 03/27-04/23/23- CITY FARM	04/24/2023	100.00	.00	21-6090 FARM EXPENDITURES	0	4/23		
Total INV-01629910:						100.00	.00					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01629911		ADA PORTABLE RESTROOM RENTAL, 03/27-04/23/23- SEGO PRAIRIE POND/NICHOLSON PARK	04/24/2023	211.50	.00	01-6212 RENT-EQUIPMENT	1004	4/23		
Total INV-01629911:						211.50	.00					
2124	UNITED SITE SERVICES OF NEVADA INC	INV-01631285		ADA PORTABLE RESTROOM RENTAL WEEKLY SERVICE, 03/27-04/23/23- THE FARM PARK	04/24/2023	207.00	.00	01-6212 RENT-EQUIPMENT	1004	4/23		

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Total INV-01631285:						207.00	.00					
Total UNITED SITE SERVICES OF NEVADA INC:						3,936.25	3,210.75					
<b>UTILITY REFUND - #15</b>												
2166	UTILITY REFUND - #15	100590.01		<u>LIMBAUGH FAMILY TRUST, 761 W SUNWOOD CT. UTILITY REFUND</u>	04/19/2023	27.31	.00	20-4500 METERED WATER SALES	0	4/23		
2166	UTILITY REFUND - #15	100590.01		<u>LIMBAUGH FAMILY TRUST, 761 W SUNWOOD CT. UTILITY REFUND</u>	04/19/2023	30.73	.00	21-4600 SEWER USER FEES	0	4/23		
2166	UTILITY REFUND - #15	100590.01		<u>LIMBAUGH FAMILY TRUST, 761 W SUNWOOD CT. UTILITY REFUND</u>	04/19/2023	21.80	.00	26-4975 SOLID WASTE USER FEES	0	4/23		
Total 100590.01:						79.84	.00					
2166	UTILITY REFUND - #15	171103.00		<u>CBH, 2137 W TROUT LILY ST. UTILITY REFUND</u>	03/29/2023	84.14	.00	20-4500 METERED WATER SALES	0	4/23		
2166	UTILITY REFUND - #15	171103.00		<u>CBH, 2137 W TROUT LILY ST. UTILITY REFUND</u>	03/29/2023	60.05	.00	21-4600 SEWER USER FEES	0	4/23		
Total 171103.00:						144.19	.00					
2166	UTILITY REFUND - #15	171109.00		<u>CBH, 2041 W TROUT LILY ST. UTILITY REFUND</u>	04/11/2023	111.47	.00	20-4500 METERED WATER SALES	0	4/23		
2166	UTILITY REFUND - #15	171109.00		<u>CBH, 2041 W TROUT LILY ST. UTILITY REFUND</u>	04/11/2023	38.82	.00	21-4600 SEWER USER FEES	0	4/23		
Total 171109.00:						150.29	.00					
2166	UTILITY REFUND - #15	171111.00		<u>CBH, 38 N CRANESBILL AVE. UTILITY REFUND</u>	04/11/2023	113.58	.00	20-4500 METERED WATER SALES	0	4/23		
2166	UTILITY REFUND - #15	171111.00		<u>CBH, 38 N CRANESBILL AVE. UTILITY REFUND</u>	04/11/2023	40.28	.00	21-4600 SEWER USER FEES	0	4/23		

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Total 171111.00:						153.86	.00					
2166	UTILITY REFUND - #15	171112.00		<u>CBH, 46 N CRANESBILL AVE, UTILITY REFUND</u>	04/04/2023	99.36	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171112.00		<u>CBH, 46 N CRANESBILL AVE, UTILITY REFUND</u>	04/04/2023	28.84	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 171112.00:						128.20	.00					
2166	UTILITY REFUND - #15	171114.00		<u>CBH, 78 N CRANESBILL AVE, UTILITY REFUND</u>	04/04/2023	110.53	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171114.00		<u>CBH, 78 N CRANESBILL AVE, UTILITY REFUND</u>	04/04/2023	40.04	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 171114.00:						150.57	.00					
2166	UTILITY REFUND - #15	171116.00		<u>CBH, 110 N CRANESBILL AVE, UTILITY REFUND</u>	03/29/2023	29.86	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171116.00		<u>CBH, 110 N CRANESBILL AVE, UTILITY REFUND</u>	03/29/2023	-4.84	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 171116.00:						25.02	.00					
2166	UTILITY REFUND - #15	171118.00		<u>CBH, 142 N CRANESBILL AVE, UTILITY REFUND</u>	03/29/2023	57.27	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171118.00		<u>CBH, 142 N CRANESBILL AVE, UTILITY REFUND</u>	03/29/2023	24.52	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 171118.00:						81.79	.00					
2166	UTILITY REFUND - #15	171121.00		<u>CBH, 190 N CRANESBILL AVE, UTILITY REFUND</u>	04/11/2023	109.79	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171121.00		<u>CBH, 190 N CRANESBILL AVE, UTILITY REFUND</u>	04/11/2023	40.57	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		

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Total 171121.00:						150.36	.00					
2166	UTILITY REFUND - #15	171135.00		<u>CBH, 100 N MEADOWSWEET AVE, UTILITY REFUND</u>	04/05/2023	107.99	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171135.00		<u>CBH, 100 N MEADOWSWEET AVE, UTILITY REFUND</u>	04/05/2023	40.76	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 171135.00:						148.75	.00					
2166	UTILITY REFUND - #15	171136.00		<u>CBH, 116 N MEADOWSWEET AVE, UTILITY REFUND</u>	03/29/2023	55.86	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171136.00		<u>CBH, 116 N MEADOWSWEET AVE, UTILITY REFUND</u>	03/29/2023	25.93	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 171136.00:						81.79	.00					
2166	UTILITY REFUND - #15	171142.00		<u>CBH, 212 N MEADOWSWEET AVE, UTILITY REFUND</u>	04/11/2023	78.34	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171142.00		<u>CBH, 212 N MEADOWSWEET AVE, UTILITY REFUND</u>	04/11/2023	4.75	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 171142.00:						83.09	.00					
2166	UTILITY REFUND - #15	171144.00		<u>CBH, 197 N MEADOWSWEET AVE, UTILITY REFUND</u>	03/29/2023	56.34	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171144.00		<u>CBH, 197 N MEADOWSWEET AVE, UTILITY REFUND</u>	03/29/2023	25.45	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 171144.00:						81.79	.00					
2166	UTILITY REFUND - #15	171145.00		<u>CBH, 181 N MEADOWSWEET AVE, UTILITY REFUND</u>	04/06/2023	76.72	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	171145.00		<u>CBH, 181 N MEADOWSWEET AVE, UTILITY REFUND</u>	04/06/2023	4.76	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		



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				<u>REFUND</u>	03/29/2023	43.13	.00	<u>20-4500_METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	221930.00		<u>HUBBLE HOMES, 881 E DUNROBIN ST, UTILITY REFUND</u>	03/29/2023	15.56	.00	<u>21-4600_SEWER USER FEES</u>	0	4/23		
	Total 221930.00:					58.69	.00					
2166	UTILITY REFUND - #15	221934.00		<u>HUBBLE HOMES, 1284 S WISTON AVE, UTILITY REFUND</u>	03/29/2023	81.93	.00	<u>20-4500_METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	221934.00		<u>HUBBLE HOMES, 1284 S WISTON AVE, UTILITY REFUND</u>	03/29/2023	55.56	.00	<u>21-4600_SEWER USER FEES</u>	0	4/23		
	Total 221934.00:					137.49	.00					
2166	UTILITY REFUND - #15	242096.00		<u>TRESIDIO HOMES, 203 S FUSION AVE, UTILITY REFUND</u>	03/29/2023	61.84	.00	<u>20-4500_METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	242096.00		<u>TRESIDIO HOMES, 203 S FUSION AVE, UTILITY REFUND</u>	03/29/2023	19.95	.00	<u>21-4600_SEWER USER FEES</u>	0	4/23		
	Total 242096.00:					81.79	.00					
2166	UTILITY REFUND - #15	261519.00		<u>CBH, 2984 W DARK SKY ST, UTILITY REFUND</u>	03/29/2023	84.78	.00	<u>20-4500_METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	261519.00		<u>CBH, 2984 W DARK SKY ST, UTILITY REFUND</u>	03/29/2023	59.43	.00	<u>21-4600_SEWER USER FEES</u>	0	4/23		
	Total 261519.00:					144.21	.00					
2166	UTILITY REFUND - #15	261524.00		<u>CBH, 2904 W DARK SKY ST, UTILITY REFUND</u>	04/05/2023	108.99	.00	<u>20-4500_METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	261524.00		<u>CBH, 2904 W DARK SKY ST, UTILITY REFUND</u>	04/05/2023	41.58	.00	<u>21-4600_SEWER USER FEES</u>	0	4/23		

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Total 261524.00:						150.57	.00					
2166	UTILITY REFUND - #15	261535.00		<u>CBH, 2995 W DARK SKY ST, UTILITY REFUND</u>	04/11/2023	78.94	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	261535.00		<u>CBH, 2995 W DARK SKY ST, UTILITY REFUND</u>	04/11/2023	6.04	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 261535.00:						84.98	.00					
2166	UTILITY REFUND - #15	277701.00		<u>CBH, 615 W TANZANITE DR, UTILITY REFUND</u>	03/29/2023	52.24	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	277701.00		<u>CBH, 615 W TANZANITE DR, UTILITY REFUND</u>	03/29/2023	18.31	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 277701.00:						70.55	.00					
2166	UTILITY REFUND - #15	277708.00		<u>CBH, 505 W TANZANITE CT, UTILITY REFUND</u>	04/07/2023	114.60	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	277708.00		<u>CBH, 505 W TANZANITE CT, UTILITY REFUND</u>	04/07/2023	39.82	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 277708.00:						154.42	.00					
2166	UTILITY REFUND - #15	277709.00		<u>CBH, 512 W TANZANITE CT, UTILITY REFUND</u>	04/05/2023	111.75	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	277709.00		<u>CBH, 512 W TANZANITE CT, UTILITY REFUND</u>	04/05/2023	39.58	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 277709.00:						151.33	.00					
2166	UTILITY REFUND - #15	277744.00		<u>CBH, 633 W TANZANITE DR, UTILITY REFUND</u>	04/04/2023	94.95	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	277744.00		<u>CBH, 633 W TANZANITE DR, UTILITY REFUND</u>	04/04/2023	23.42	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		



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				<u>REFUND</u>	04/14/2023	43.29	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
2166	UTILITY REFUND - #15	302138.02		<u>WILLIAM CHARLES MERRITT, 1030 E ANDES DR, UTILITY REFUND</u>	04/14/2023	34.13	.00	<u>26-4975 SOLID WASTE USER FEES</u>	0	4/23		
	Total 302138.02:					111.95	.00					
2166	UTILITY REFUND - #15	302581.00		<u>EAGLEWOOD HOMES, 855 E VIEDMA ST, UTILITY REFUND</u>	04/06/2023	4.82	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	302581.00		<u>EAGLEWOOD HOMES, 855 E VIEDMA ST, UTILITY REFUND</u>	04/06/2023	4.21	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
	Total 302581.00:					9.03	.00					
2166	UTILITY REFUND - #15	302582.00		<u>SCHROEDER ENTERPRISES, 829 E VIEDMA ST, UTILITY REFUND</u>	03/29/2023	77.28	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	302582.00		<u>SCHROEDER ENTERPRISES, 829 E VIEDMA ST, UTILITY REFUND</u>	03/29/2023	-28.42	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
	Total 302582.00:					48.86	.00					
2166	UTILITY REFUND - #15	302605.00		<u>STYLISH HOMES, 8946 S FUEGO AVE, UTILITY REFUND</u>	03/29/2023	45.00	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	302605.00		<u>STYLISH HOMES, 8946 S FUEGO AVE, UTILITY REFUND</u>	03/29/2023	39.63	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
	Total 302605.00:					84.63	.00					
2166	UTILITY REFUND - #15	302607.00		<u>STACY CONSTRUCTION, 8990 S FUEGO AVE, UTILITY REFUND</u>	04/04/2023	39.44	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		

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Total 302607.00:						39.44	.00					
2166	UTILITY REFUND - #15	310336.02		<u>CARA L CARPENTER, 9274 S ORENBURG AVE, UTILITY REFUND</u>	04/25/2023	1,800.00	1,800.00	<u>20-4500 METERED WATER SALES</u>	0	4/23	04/25/2023	
Total 310336.02:						1,800.00	1,800.00					
2166	UTILITY REFUND - #15	320001.02		<u>HAYDEN HOMES INCOME PROPERTY LLC, 1832 E MARIETTA ST, UTILITY REFUND</u>	04/04/2023	122.81	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	320001.02		<u>HAYDEN HOMES INCOME PROPERTY LLC, 1832 E MARIETTA ST, UTILITY REFUND</u>	04/04/2023	36.95	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
2166	UTILITY REFUND - #15	320001.02		<u>HAYDEN HOMES INCOME PROPERTY LLC, 1832 E MARIETTA ST, UTILITY REFUND</u>	04/04/2023	24.36	.00	<u>26-4975 SOLID WASTE USER FEES</u>	0	4/23		
Total 320001.02:						184.12	.00					
2166	UTILITY REFUND - #15	340101.00		<u>CBH, 6479 S BIRCH CREEK AVE, UTILITY REFUND</u>	04/07/2023	109.64	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	340101.00		<u>CBH, 6479 S BIRCH CREEK AVE, UTILITY REFUND</u>	04/07/2023	28.61	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 340101.00:						138.25	.00					
2166	UTILITY REFUND - #15	340103.00		<u>CBH, 1512 W CUB RIVER DR, UTILITY REFUND</u>	04/10/2023	82.42	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	340103.00		<u>CBH, 1512 W CUB RIVER DR, UTILITY REFUND</u>	04/10/2023	9.58	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 340103.00:						92.00	.00					
2166	UTILITY REFUND - #15	341074.00		<u>CBH, 3477 W EARLY LIGHT DR, UTILITY REFUND</u>	04/06/2023	111.19	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		

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2166	UTILITY REFUND - #15	341074.00		<u>CBH, 3477 W EARLY LIGHT DR, UTILITY REFUND</u>	04/06/2023	34.34	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 341074.00:						145.53	.00					
2166	UTILITY REFUND - #15	360023.00		<u>SHALC GC INC, 11897 W BRAVERY LN, UTILITY REFUND</u>	04/04/2023	78.17	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	360023.00		<u>SHALC GC INC, 11897 W BRAVERY LN, UTILITY REFUND</u>	04/04/2023	44.40	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 360023.00:						122.57	.00					
2166	UTILITY REFUND - #15	360044.00		<u>SHALC GC INC, 12070 S CONNECTION LN, UTILITY REFUND</u>	04/04/2023	57.93	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	360044.00		<u>SHALC GC INC, 12070 S CONNECTION LN, UTILITY REFUND</u>	04/04/2023	2.41	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 360044.00:						60.34	.00					
2166	UTILITY REFUND - #15	360063.00		<u>SHALC GC INC, 11957 W CHEER LN, UTILITY REFUND</u>	04/04/2023	57.93	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	360063.00		<u>SHALC GC INC, 11957 W CHEER LN, UTILITY REFUND</u>	04/04/2023	2.41	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 360063.00:						60.34	.00					
2166	UTILITY REFUND - #15	360066.00		<u>SHEA HOMES, 12005 W CHEER LN, UTILITY REFUND</u>	04/05/2023	78.17	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	360066.00		<u>SHEA HOMES, 12005 W CHEER LN, UTILITY REFUND</u>	04/05/2023	44.40	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 360066.00:						122.57	.00					

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2166	UTILITY REFUND - #15	360067.00		<u>SHEA HOMES, 12021 W CHEER LANE, UTILITY REFUND</u>	04/05/2023	57.98	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	360067.00		<u>SHEA HOMES, 12021 W CHEER LANE, UTILITY REFUND</u>	04/05/2023	2.53	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 360067.00:						60.51	.00					
2166	UTILITY REFUND - #15	360082.00		<u>SHEA HOMES, 11900 W CHEER LN, UTILITY REFUND</u>	04/05/2023	59.71	.00	<u>20-4500 METERED WATER SALES</u>	0	4/23		
2166	UTILITY REFUND - #15	360082.00		<u>SHEA HOMES, 11900 W CHEER LN, UTILITY REFUND</u>	04/05/2023	6.09	.00	<u>21-4600 SEWER USER FEES</u>	0	4/23		
Total 360082.00:						65.80	.00					
Total UTILITY REFUND - #15:						6,833.10	1,800.00					
<b>VALLI INFORMATION SYSTEMS, INC</b>												
857	VALLI INFORMATION SYSTEMS, INC	87466		<u>STATEMENT PRINTING AND POSTAGE MARCH '23- ADMIN</u>	03/31/2023	3,258.03	3,258.03	<u>01-6190 POSTAGE &amp; BILLING</u>	0	4/23	04/14/2023	
857	VALLI INFORMATION SYSTEMS, INC	87466		<u>STATEMENT PRINTING AND POSTAGE MARCH '23- WATER</u>	03/31/2023	2,229.18	2,229.18	<u>20-6190 POSTAGE &amp; BILLING</u>	0	4/23	04/14/2023	
857	VALLI INFORMATION SYSTEMS, INC	87466		<u>STATEMENT PRINTING AND POSTAGE MARCH '23- SEWER</u>	03/31/2023	2,229.18	2,229.18	<u>21-6190 POSTAGE &amp; BILLING</u>	0	4/23	04/14/2023	
857	VALLI INFORMATION SYSTEMS, INC	87466		<u>STATEMENT PRINTING AND POSTAGE MARCH '23- P.I</u>	03/31/2023	857.38	857.38	<u>25-6190 POSTAGE &amp; BILLING</u>	0	4/23	04/14/2023	
Total 87466:						8,573.77	8,573.77					
857	VALLI INFORMATION SYSTEMS, INC	87467		<u>NEW CREDIT CARD SCANNERS FOR UTILITY BILLING AND LOCK BOX TRANSACTIONS, MARCH '23- ADMIN</u>	03/31/2023	652.31	652.31	<u>01-6505 BANK FEES</u>	0	4/23	04/14/2023	
857	VALLI INFORMATION SYSTEMS, INC	87467		<u>NEW CREDIT CARD SCANNERS FOR UTILITY BILLING AND LOCK BOX TRANSACTIONS, MARCH '23- WATER</u>	03/31/2023	446.32	446.32	<u>20-6505 BANK FEES</u>	0	4/23	04/14/2023	

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857	VALLI INFORMATION SYSTEMS, INC	87467		<u>NEW CREDIT CARD SCANNERS FOR UTILITY BILLING AND LOCK BOX TRANSACTIONS, MARCH '23- SEWER</u>	03/31/2023	446.32	446.32	<u>21-6505 BANK FEES</u>	0	4/23	04/14/2023	
857	VALLI INFORMATION SYSTEMS, INC	87467		<u>NEW CREDIT CARD SCANNERS FOR UTILITY BILLING AND LOCK BOX TRANSACTIONS, MARCH '23- P.I</u>	03/31/2023	171.65	171.65	<u>25-6505 BANK FEES</u>	0	4/23	04/14/2023	
Total 87467:						1,716.60	1,716.60					
Total VALLI INFORMATION SYSTEMS, INC:						10,290.37	10,290.37					
<b>VERIZON WIRELESS</b>												
1575	VERIZON WIRELESS	9931260459		<u>MODEM SERVICES, 03/01-03/28/23- PARKS</u>	03/28/2023	167.39	167.39	<u>01-6255 TELEPHONE</u>	1004	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931260459		<u>MODEM SERVICES, 03/01-03/28/23-WATER</u>	03/28/2023	429.34	429.34	<u>20-6255 TELEPHONE EXPENSE</u>	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931260459		<u>MODEM SERVICES, 03/01-03/28/23- SEWER</u>	03/28/2023	563.25	563.25	<u>21-6255 TELEPHONE EXPENSE</u>	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931260459		<u>MODEM SERVICES, 03/01-03/28/23- P.I</u>	03/28/2023	220.95	220.95	<u>25-6255 TELEPHONE EXPENSE</u>	0	4/23	04/14/2023	
Total 9931260459:						1,380.93	1,380.93					
1575	VERIZON WIRELESS	9931437433		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- ADMIN</u>	04/01/2023	20.73	20.73	<u>01-6255 TELEPHONE</u>	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437433		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- P&amp;Z</u>	04/01/2023	66.34	66.34	<u>01-6255 TELEPHONE</u>	1003	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437433		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- PARKS</u>	04/01/2023	25.70	25.70	<u>01-6255 TELEPHONE</u>	1004	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437433		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- BUILDING INSPECTION</u>	04/01/2023	51.41	51.41	<u>01-6255 TELEPHONE</u>	1005	4/23	04/14/2023	

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1575	VERIZON WIRELESS	9931437433		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- WATER</u>	04/01/2023	83.25	83.25	20-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437433		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- SEWER</u>	04/01/2023	109.78	109.78	21-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437433		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- ECON DEVELOPMENT</u>	04/01/2023	16.58	16.58	01-6255 TELEPHONE	4000	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437433		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- P.I</u>	04/01/2023	24.22	24.22	25-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
Total 9931437433:						398.01	398.01					
1575	VERIZON WIRELESS	9931437434		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- ADMIN</u>	04/01/2023	55.94	55.94	01-6255 TELEPHONE	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437434		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- P&amp;Z</u>	04/01/2023	9.64	9.64	01-6255 TELEPHONE	1003	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437434		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- PARKS</u>	04/01/2023	331.78	331.78	01-6255 TELEPHONE	1004	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437434		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- WATER</u>	04/01/2023	263.27	263.27	20-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437434		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- SEWER</u>	04/01/2023	309.56	309.56	21-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437434		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- P.I</u>	04/01/2023	71.45	71.45	25-6255 TELEPHONE EXPENSE	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437434		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- ECON DEVELOPMENT</u>	04/01/2023	38.59	38.59	01-6255 TELEPHONE	4000	4/23	04/14/2023	
Total 9931437434:						1,080.23	1,080.23					

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1575	VERIZON WIRELESS	9931437435		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- ADMIN</u>	04/04/2023	88.74	88.74	<u>01-6255 TELEPHONE</u>	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437435		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- P&amp;Z</u>	04/04/2023	34.88	34.88	<u>01-6255 TELEPHONE</u>	1003	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437435		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- PARKS</u>	04/04/2023	294.51	294.51	<u>01-6255 TELEPHONE</u>	1004	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437435		<u>CELL PHONE SERVICE FOR 03/02-04/01/23-BUILDING INSPECTION</u>	04/04/2023	38.75	38.75	<u>01-6255 TELEPHONE</u>	1005	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437435		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- WATER</u>	04/04/2023	224.10	224.10	<u>20-6255 TELEPHONE EXPENSE</u>	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437435		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- SEWER</u>	04/04/2023	340.35	340.35	<u>21-6255 TELEPHONE EXPENSE</u>	0	4/23	04/14/2023	
1575	VERIZON WIRELESS	9931437435		<u>CELL PHONE SERVICE FOR 03/02-04/01/23- P.I</u>	04/04/2023	63.69	63.69	<u>25-6255 TELEPHONE EXPENSE</u>	0	4/23	04/14/2023	
Total 9931437435:						1,085.02	1,085.02					
Total VERIZON WIRELESS:						3,944.19	3,944.19					
<b>WESTERN STATES EQUIPMENT CO.</b>												
98	WESTERN STATES EQUIPMENT CO.	IN002346740		<u>REPAIRS TO NEW YORK BOOSTER, MARCH '23</u>	03/30/2023	1,253.73	1,253.73	<u>20-6150 M &amp; R - SYSTEM</u>	0	4/23	04/21/2023	
Total IN002346740:						1,253.73	1,253.73					
98	WESTERN STATES EQUIPMENT CO.	IN002346747		<u>REPAIRS ON NEW YORK LIFT CAT. MARCH '23</u>	03/30/2023	907.71	907.71	<u>21-6150 M &amp; R - SYSTEM</u>	0	4/23	04/21/2023	
Total IN002346747:						907.71	907.71					
98	WESTERN STATES EQUIPMENT CO.	IN002348555		<u>REPAIRS TO CEDAR WELL, MARCH '23</u>	03/31/2023	429.22	429.22	<u>20-6150 M &amp; R - SYSTEM</u>	0	4/23	04/21/2023	

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 IN002348555:						429.22	429.22					
98	WESTERN STATES EQUIPMENT CO.	IN002348562		<u>REPAIRS TO TEN MILE LIFT STATION, MARCH '23</u>	03/31/2023	426.42	426.42	21-6150 M & R - SYSTEM	0	4/23	04/21/2023	
Total IN002348562:						426.42	426.42					
98	WESTERN STATES EQUIPMENT CO.	IN002348572		<u>REPAIRS TO CRIMSON POINT LIFT STATION, MARCH '23</u>	03/31/2023	429.33	429.33	21-6150 M & R - SYSTEM	0	4/23	04/21/2023	
Total IN002348572:						429.33	429.33					
98	WESTERN STATES EQUIPMENT CO.	IN002348581		<u>REPAIRS TO BUTLER WELL, MARCH '23</u>	03/31/2023	683.15	683.15	20-6150 M & R - SYSTEM	0	4/23	04/21/2023	
Total IN002348581:						683.15	683.15					
98	WESTERN STATES EQUIPMENT CO.	IN002348587		<u>REPAIRS TO DISCOVERY LIFT STATION, MARCH '23</u>	03/31/2023	387.20	387.20	21-6150 M & R - SYSTEM	0	4/23	04/21/2023	
Total IN002348587:						387.20	387.20					
98	WESTERN STATES EQUIPMENT CO.	IN002348596		<u>REPAIRS TO WELL #6, MARCH '23</u>	03/31/2023	391.86	391.86	20-6150 M & R - SYSTEM	0	4/23	04/21/2023	
Total IN002348596:						391.86	391.86					
98	WESTERN STATES EQUIPMENT CO.	IN002348603		<u>REPAIRS TO PATAGONIA LIFT STATION, MARCH '23</u>	03/31/2023	390.81	390.81	21-6150 M & R - SYSTEM	0	4/23	04/21/2023	
Total IN002348603:						390.81	390.81					
98	WESTERN STATES EQUIPMENT CO.	IN002348609		<u>REPAIRS TO ORCHARD LIFT STATION, MARCH '23</u>	03/31/2023	1,331.68	1,331.68	21-6150 M & R - SYSTEM	0	4/23	04/21/2023	

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 IN002348609:						1,331.68	1,331.68					
98	WESTERN STATES EQUIPMENT CO.	IN002348639		<u>REPAIRS TO DANSKIN WELL, MARCH '23</u>	03/31/2023	390.76	390.76	20-6150 M & R - SYSTEM	0	4/23	04/21/2023	
Total IN002348639:						390.76	390.76					
98	WESTERN STATES EQUIPMENT CO.	IN002348646		<u>REPAIRS TO DANSKIN LIFT STATION, MARCH '23</u>	03/31/2023	390.76	390.76	21-6150 M & R - SYSTEM	0	4/23	04/21/2023	
Total IN002348646:						390.76	390.76					
Total WESTERN STATES EQUIPMENT CO.:						7,412.63	7,412.63					
<b>WEX FLEET UNIVERSAL</b>												
2160	WEX FLEET UNIVERSAL	88199365		<u>FUEL, MARCH '23- ADMIN</u>	03/31/2023	67.03	67.03	01-6300 FUEL	0	4/23	04/14/2023	
2160	WEX FLEET UNIVERSAL	88199365		<u>FUEL, MARCH '23- P&amp;Z</u>	03/31/2023	4.69	4.69	01-6300 FUEL	1003	4/23	04/14/2023	
2160	WEX FLEET UNIVERSAL	88199365		<u>FUEL, MARCH '23- PARKS</u>	03/31/2023	580.19	580.19	01-6300 FUEL	1004	4/23	04/14/2023	
2160	WEX FLEET UNIVERSAL	88199365		<u>FUEL, MARCH '23- BUILDING INSPECTION</u>	03/31/2023	263.86	263.86	01-6300 FUEL	1005	4/23	04/14/2023	
2160	WEX FLEET UNIVERSAL	88199365		<u>FUEL, MARCH '23- WATER</u>	03/31/2023	549.10	549.10	20-6300 FUEL	0	4/23	04/14/2023	
2160	WEX FLEET UNIVERSAL	88199365		<u>FUEL, MARCH '23- SEWER</u>	03/31/2023	683.28	683.28	21-6300 FUEL	0	4/23	04/14/2023	
2160	WEX FLEET UNIVERSAL	88199365		<u>FUEL, MARCH '23- P.I</u>	03/31/2023	144.30	144.30	25-6300 FUEL	0	4/23	04/14/2023	
Total 88199365:						2,292.45	2,292.45					
Total WEX FLEET UNIVERSAL:						2,292.45	2,292.45					
<b>WHITE, PETERSON, GIGRAY, &amp; NICHOLS P.A.</b>												
1958	WHITE, PETERSON, GIGRAY, & NICHOLS P.A.	03312023WPG		<u>LEGAL SERVICES FOR MAR. '23 -ADMIN</u>	03/31/2023	6,914.00	.00	01-6202 PROFESSIONAL SERVICES	0	4/23		

City of Kuna

Payment Approval Report - City Council Approval  
 Report dates: 4/14/2023-4/26/2023

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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
1958	WHITE, PETERSON, GIGRAY, & NICHOLS P.A.	03312023WPG		<u>LEGAL SERVICES FOR MAR. '23</u> <u>-P&amp;Z</u>	03/31/2023	3,209.25	.00	01-6202 <u>PROFESSIONAL</u> <u>SERVICES</u>	1003	4/23		
1958	WHITE, PETERSON, GIGRAY, & NICHOLS P.A.	03312023WPG		<u>LEGAL SERVICES FOR MAR. '23</u> <u>-WATER</u>	03/31/2023	450.00	.00	20-6202 <u>PROFESSIONAL</u> <u>SERVICES</u>	0	4/23		
1958	WHITE, PETERSON, GIGRAY, & NICHOLS P.A.	03312023WPG		<u>LEGAL SERVICES FOR MAR. '23</u> <u>-SEWER</u>	03/31/2023	630.00	.00	21-6202 <u>PROFESSIONAL</u> <u>SERVICES</u>	0	4/23		
1958	WHITE, PETERSON, GIGRAY, & NICHOLS P.A.	03312023WPG		<u>LEGAL SERVICES FOR MAR. '23</u> <u>-ADMIN</u>	03/31/2023	324.00	.00	01-6202 <u>PROFESSIONAL</u> <u>SERVICES</u>	0	4/23		
1958	WHITE, PETERSON, GIGRAY, & NICHOLS P.A.	03312023WPG		<u>LEGAL SERVICES FOR MAR. '23</u> <u>-ECONOMIC DEVELOPMENT</u>	03/31/2023	162.00	.00	01-6202 <u>PROFESSIONAL</u> <u>SERVICES</u>	4000	4/23		
Total 03312023WPGN:						11,689.25	.00					
Total WHITE, PETERSON, GIGRAY, & NICHOLS P.A.:						11,689.25	.00					
Grand Totals:						1,703,879.62	614,802.37					

City of Kuna

Payment Approval Report - City Council Approval  
Report dates: 4/14/2023-4/26/2023

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Apr 26, 2023 10:31AM

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Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
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Dated: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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**BEFORE THE CITY COUNCIL OF THE CITY OF KUNA**

IN THE MATTER OF THE APPLICATIONS OF ) **Case Nos. 22-09-AN (Annexation),**  
 )  
 )  
**ASSOCIATED PACIFIC MOVERS** ) **FINDINGS OF FACT, CONCLUSIONS**  
 ) **OF LAW AND ORDER OF APPROVAL**  
*1299 N School Avenue.* ) **FOR ANNEXATION APPLICATION.**

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THESE MATTERS came before the Council for public hearing on April 18, 2023, for the receipt and consideration by the Council of these Findings of Fact, Conclusions of Law, and Order of Decision for the above referenced application. The Council does now hereby make and set forth the Record of Proceedings, and these Findings of Fact, Conclusions of Law, and Order of Decision.

**I  
EXHIBIT LIST**

The exhibits of the above-referenced matter consist of the following, to-wit:

**1.1 Exhibits:**

<i><b>DESCRIPTION OF EVIDENCE</b></i>		Withdrawn	Refused	Admitted
<b>1.1</b>	Staff Memo			X
<b>2.1</b>	P&Z Application Coversheet			X
<b>2.2</b>	Annex Application			X
<b>2.3</b>	Lot Split Application (Excluded for Commission)			X
<b>2.4</b>	Narrative			X
<b>2.5</b>	Legal Description - Overall			X
<b>2.6</b>	Legal Description lot 1			X
<b>2.7</b>	Legal Description lot 2			X
<b>2.8</b>	Vicinity Map Staff			X
<b>2.9</b>	Warranty Deed			X
<b>2.10</b>	Affidavit of Legal Interest			X
<b>2.11</b>	Neighborhood Meeting Certification & Minutes			X
<b>2.12</b>	Commitment to Property Posting			X
<b>2.13</b>	Record of Survey Proposed Lot Split			X
<b>2.14</b>	Recorded Access Easement – circa 9.26.1985			X
<b>2.15</b>	Original-Parcel Documentation			X
<b>2.16</b>	Agency Transmittal- Comments Request			X
<b>2.17</b>	City Engineer			X

2.18	ACHD – Ada County Highway Dist.			X
2.19	Ada County Development Services			X
2.21	BKID – Boise Kuna Irrig, Dist.			X
2.22	BPBC – Boise Project Board of Control			X
2.23	CDHD – Central Dist. Health Dept.			X
2.24	KRFD – Kuna Rural Fire Dist.			X
2.25	KMN Tear Sheet			X
2.26	Legal Notice Mailer			X
2.27	Proof of Property Posting			X
2.28	Web Site Notice			X
2.29	Jason Becker Letter			X
2.30	Commission FCO’s			X
2.31	Commission Meeting Minutes			X
2.32	Kuna Melba News Proof of Publish			X
2.33	Proof of Property Posting			X
2.34	Legal Mailer Notice at 300 Ft.			X

**1.2 Hearings:** The Council heard this on April 18, 2023. The FCO’s have been requested to go before the Council on May 2, 2023.

**1.3 Witness Testimony:** Those who testified at the Councils’ April 18, 2023, hearing are as follows, to-wit:

- A. City Staff:**  
Troy Behunin, Senior Planner
- B. Appearing for the Applicant:**  
Jason Rutherford, 4606 Quail Ln. Ontario, OR 97914 – Did Not Testify
- C. Appearing in Favor:**  
None
- D. Appearing Neutral:**  
None
- E. Appearing in Opposition:**  
None

**II  
DECISION**

WHEREUPON THE COUNCIL being duly informed upon the premises and having reviewed the record, evidence, and testimony received and being fully advised in the premises, DO HEREBY MAKE THE FOLLOWING FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER, to-wit:

### III FINDINGS OF FACT

**3.1 Findings Regarding Notice**

- A. Notice was published for the April, 18, 2023, hearing on the Annexation in the Kuna Melba News, the official City of Kuna newspaper, which has general circulation within the boundaries of the city, Ada and Canyon County, on March 22, 2023.
- B. Notice for the April 18, 2023, hearing containing the legal description of the property proposed to be re-platted, was mailed to all known and affected property owners within 300-ft of the property boundaries on March 30, 2023.
- C. Notice for the April 18, 2023, hearing was posted on a sign in accordance with [Kuna City Code \(KCC\) 5-1A-8](#) on March 20, 2023. A Proof of Property Posting was provided to staff on March 20, 2023.

**3.2 Findings Regarding the Annexation**

- A. The subject site is located within unincorporated Ada County and has historically been used as a residence.
- B. The lot proposed to be Annexed totals approximately 1.66 acres. The lot is as follows:

Parcel No.	Owner	Size	Zone
S1315314800	AC3 Properties, LLC	1.66 acres	RR (Rural Residential)

- C. The existing land uses and zoning districts for lands surrounding the subject site are as follows:

<b>North</b>	A RUT	Agriculture – Kuna City Rural Urban Transition – Ada County
<b>South</b>	R-6	Medium Density Residential – Kuna City
<b>East</b>	RUT	Rural Urban Transition – Ada County
<b>West</b>	R-6	Medium Density Residential – Kuna City

- D. The Applicant has submitted a complete application, and following staff review for technical compliance, the application appears to be in general compliance [KCC Title 5 & 6](#).
- E. The Applicant held a Neighborhood Meeting on October 12, 2022. Six (6) residents attended the meeting. Neighborhood Notices were mailed out to residents within 300-feet of the proposed project site on March 30, 2023, and a legal notice was published in the Kuna Melba Newspaper on March 22, 2023. The site was posted with a sign on March 20, 2023.
- F. The Applicant has submitted a complete application, and following staffs review annexation eligibility, the application appears to comply with KCC Title 5.
- G. The Comp Plan has listed numerous goals for Kuna to have residential diversity for all income levels.
- H. According to Exhibit 2.17, This project is located within the Danskin lift station basin which currently does not have capacity. The applicant shall purchase a prepaid sewer EDU from a willing seller for connection to City services. A sewer inspection paid by the applicant shall be performed (by the City) to determine if the property is connected to City services. Public Works can support approval of this application, contingent that a prepaid EDU is purchased. According to Exhibit 2.18 in the ACHD

report it states, the applicant's proposal to use the existing private road/drive aisle located 363-feet north of Gold Street meets ACHD District policy.

- I. Through development of the project and beyond, connection fees, impact fees (Fire, Police, Park and Ada County Highway District), and property taxes will be collected, therefore satisfying the financial capability to provide supporting services.
- J. Connection to City services as necessary are required as a part of this project.
- K. There will not be any common lot landscaping with this project.
- L. Pursuant to [Idaho Code 67-8003](#), the Owner of private property that is subject of such action may submit a written request for a regulatory taking analysis with the City Clerk, not more than twenty-eight (28) days after the final decision concerning the matter at issue. The City shall prepare a written taking analysis concerning the action if requested.

#### IV STAFF TESTIMONY

The Senior Planner, in a Staff Memo to the Council dated April 18, 2023, confirmed that a review of the Case File and records on file at the City of Kuna has been completed with the following conclusions:

##### 4.1 Site Layout and Dimensional Standards

- A. The Applicant proposes expansion of an existing a private driveway for the project, Staff recommends the Applicant be conditioned to work with the City Engineer for proper easement widths for the project as a whole. Private driveways shall be designed in accordance with [KCC 6-4-2-B.8](#).
- B. The applicant proposes to split this parcel into two (2) separate pieces as this parcel appears to meet the criteria for a qualifying parcel as described in [KCC 5-16-3](#).
- C. All dimensional standards are in compliance with [KCC 5-3-3](#).

##### 4.2 Parking

- A. The Applicant shall provide at least two (2) off street parking spots for each single-family residential unit in accordance with [KCC 5-9-3](#).

##### 4.3 Open Space

- A. This project is exempt from providing usable open space according to [KCC 5-17-12-D](#).
- B. If this project is approved, at the time of civil plan development, landscaping cannot be placed within ten (10) feet of any meter pits, pressurized irrigation valves, or ACHD underground facilities in accordance with [KCC 6-4-2-B.11](#).

##### 4.4 Fencing

All fencing shall comply with [KCC 5-5-5](#).

**4.5 Public Works**

- A. According to *Exhibit 2.17* (Public Works Dept.), this project is located within the Danskin lift station basin which currently does not have capacity. The applicant shall purchase a prepaid sewer EDU from a willing seller for connection to City services. Prior to applying for building permits, the applicant shall provide Public Works with a civil utility plan for the proposed lot split. A sewer inspection paid by the applicant shall be performed (by the City) to determine if the property is connected to City services. Public Works can support approval of this application, contingent that a prepaid EDU is purchased.
- B. The Applicant shall be required to work with staff to install streetlights a maximum spacing of 250-feet.; the final location of streetlights will be approved at the time of construction document review. Staff notes that these streetlights must be designed and installed according to “Dark Sky” standards and are required to be LED lights. All street light installation shall comply with [KCC 6-4-2](#).

**4.6 Comprehensive Plan**

- A. Goal Area 3: Kuna’s land uses will support a desirable, distinctive and well-designed community.
  - Goal 3.D.: Encourage development of housing options and strong neighborhoods.
    - Objective 3.D.1.: Encourage development of housing options for all citizens.
      - Policy 3.D.1.a: Encourage preservation and development of housing that meets demand for household sizes, lifestyles and settings.
    - Objective 3.D.2.: Create strong neighborhoods through preservation, new development, connectivity and programming.
      - Policy 3.D.2.d: Work to ensure all neighborhoods in Kuna benefit from good connectivity through sidewalk, pathway and trail, on-street and transit infrastructure.
  - Goal 3.G.: Respect and protect private property rights.
    - Objective 3.G.1.: Ensure land use policies, restrictions, and fees do not violate private property rights.
      - Policy 3.G.1.b: Encourage preservation and development of housing that meets demand for household sizes, lifestyles and settings.
      - Policy 3.G.1.c: Ensure land use actions, decisions and regulations do not prevent a private property Owner from taking advantage of a fundamental property right. Ensure city actions do not impose a substantial and significant limitation on the use of the property.

*Analysis: The development of larger additional Residential lots in the city follows the City Goals for diverse and adequate Residential options for residents.*

**V  
CONDITIONS**

Based upon the record contained in Case No. 22-09-AN, including the Comprehensive Plan, Kuna City Code, Staff’s Memorandums, including the exhibits, and the testimony during the Public Hearing and the Council hereby approves the Annexation subject to the following Conditions of Approval:

**5.1 Staff Recommended Conditions**

- A. None

## 5.2 Transportation

- A. Buffers, curb, gutter and sidewalk (attached and detached) shall be installed in accordance with [KCC 5-17-14](#) and [6-4-2](#).
- B. Developer/Owner/Applicant shall work with Ada County Highway District and the City of Kuna to complete all required traffic improvements to the surrounding roadways and intersections as detailed in the Ada County Highway District staff report.

## 5.3 Site Layout, Dimensional Standards and Parking

- A. Applicant shall ensure the proper easement widths on all lots in accordance with [KCC 6-3-8](#).
- B. It is the responsibility of the Developer/Owner to ensure any anticipated buildings fit any given buildable lot in accordance with [KCC 5-3-3](#).

## 5.4 Landscape, Open Space and Fencing

- A. Fencing within and around the site shall comply with [KCC 5-5-5](#) (unless specifically approved otherwise and permitted).
- B. 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 in public Rights-of-Way shall be with approval from ACHD.
- C. Landscaping shall not be placed within ten (10) feet of any meter pits, pressurized irrigation valves and/or ACHD underground facilities and must honor all vision triangles.

## 5.5 Public Works

- A. 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, see [KCC 6-4-2](#).
- B. Compliance with [I.C. §31-3805](#) is required. Delivery of water shall not be impeded by any construction on site. Compliance with the requirements of the Boise Project Board of Control is required.
- C. Connection to City Services (Sewer, Water, Pressurized Irrigation) as necessary is required. The Applicant shall conform to all corresponding City of Kuna Master Plans.

## 5.6 General

- A. The Developer/Owner/Applicant shall obtain written approval on letterhead or may be written/stamped on the approved plans of the 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:
  1. The City Engineer shall approve all sewer connections.
  2. The City Engineer shall approve all civil plans. No construction, grading, filling, clearing or excavation of any kind shall be initiated until the applicant has received approval of the drainage plan.
  3. Central District Health Department recommends the plan be designed and constructed in

conformance with standards contained in, “Catalog for Best Management Practices for Idaho Cities and Counties”.

4. The Kuna Rural Fire District shall approve fire flow requirements and/or building plans. Installation of fire protection facilities as required by Kuna Rural Fire District are required.
  5. The Kuna Municipal Irrigation System and Boise Project Board of Control shall approve any modifications to the existing irrigation system.
  6. Approval from Ada County Highway District (ACHD) shall be obtained, and Impact Fees must be paid prior to issuance of any building permit(s).
  7. All public Rights-Of-Way shall be dedicated and constructed to Standards of the City and Ada County Highway District. No public street construction may commence without the approval and permit from Ada County Highway District.
- B.** The Developer/Owner/Applicant, and any future assigns having an interest in the subject property, shall fully comply with all conditions of development as approved by the City Council, or seek amending them through Public Hearing processes.
- C.** Developer/Owner/Applicant/Contractors are hereby notified of Kuna’s working hours. Construction of any kind shall only be conducted within the hours specified in [KCC 10-6-3](#). Noises and other public nuisances/distractions outside of this time frame are subject to lawful penalties.
- D.** Developer/Owner/Applicant is hereby notified of Kuna’s weed control policies and requirements [KCC 8-1-3](#). Weeds, grasses, vines or other growth which endanger property or are over twelve (12) inches in height shall be continuously cut down, weeded out, sprayed, burned, removed or destroyed throughout all seasons.
- E.** Developer/Owner/Applicant shall follow staff, City Engineer and other agency recommended requirements, as applicable.
- F.** Developer/Owner/Applicant shall comply with all local, state and federal laws.

## VI TESTIMONY RECEIVED

- 6.1** Scott Nicholas, 900 W Luana Lane, Kuna, ID 83634 – Testified the applicant has an access easement across his property for their use. He testified he is concerned about the irrigation headgate and getting their water. He requested that with the additional traffic the applicant enter into a maintenance agreement for the Private Lane.
- 6.2** Jason Becker, 1301 N School Avenue, Kuna, ID 83634, Stated a letter he submitted should be in the Councils’ packet. He testified that traffic will become an issue and inquired why the applicant couldn’t use the access (Pouch St.) to their west instead. He testified he wants access to the headgate for Irrigation. He testified about a power pole at the beginning of Luana Lane and that it creates a vision issue with cars. He requested a pedestrian easement for users for specific events and that he sees the pedestrian issues.
- 6.3** Danielle Horras, Kuna School District, 711 E Porter Street, Kuna, ID, 83634, Testified she was present to tell the Council the recent bond did not pass. She testified she hit the panic button six months ago, and now they (KSD) are in a crisis. She testified there are 2,700 real students coming and they cannot serve this project.

**VII  
CONCLUSIONS OF LAW  
RE: POWERS AND DUTIES OF THE CITY COUNCIL**

- 7.1 City of Kuna is a duly formed Municipal Corporation organized and existing by virtue of the laws of the State of Idaho and is organized, existing and functioning pursuant to [Idaho Code §50-1](#).
- 7.2 The power of the City of Kuna lies in the City Council to hear this matter as provided in [Idaho Code §50-222](#), and [Kuna City Code 1-14-3](#).

**VIII  
CONCLUSIONS OF LAW  
RE: APPLICATION FOR ANNEXATION**

- 8.1 The City of Kuna has authority to annex lands into its boundaries pursuant to [I.C. §50-222](#).
- 8.2 [I.C. §50-222\(1\)](#) provides that:

[C]ities of the state should be able to annex lands which are reasonably necessary to assure the orderly development of Idaho’s cities in order to allow efficient and economically viable provision of tax-supported and fee-supported municipal services, to enable the orderly development of private lands which benefit from the cost-effective availability of municipal services in urbanizing areas and to equitably allocated the costs of public services in management of development on the urban fringe.  
(emphasis added).

- 8.3 The proposed Annexation is a Category A Annexation as described in [I.C. §50-222\(3\)\(a\)](#), because the private landowners of the parcels at issue have consented to the proposed Annexation.
- 8.4 The Annexation, proposed by the application Case No. 22-09-AN, would constitute an orderly development and would not contribute to urban sprawl of the city.

**IX  
ORDER OF DECISION ON APPLICATION  
FOR ANNEXATION**

The Kuna City Council, having reviewed the above-entitled record, having listened to the arguments and presentations at the hearing, and being fully informed in the premises and further based upon the Findings of Fact and Conclusions of Law hereinabove set forth, DO HEREBY ORDER AND THIS DOES ORDER:

- 9.1 That the Annexation Application (Case No. 22-09-AN) is hereby *Approved*.

**BY ACTION OF THE CITY COUNCIL** of the City of Kuna at its regular meeting held on the 2<sup>nd</sup> of May 2023.

\_\_\_\_\_  
Mayor, Joe Stear

**BEFORE THE CITY COUNCIL OF THE CITY OF KUNA**

IN THE MATTER OF THE APPLICATIONS OF ) **Case Nos. 22-10-AN (Annexation),**  
 ) **22-16-S (Preliminary Plat).**  
 )  
**AC3 PROPERTIES, LLC** ) **FINDINGS OF FACT, CONCLUSIONS**  
 ) **OF LAW AND ORDER OF APPROVAL**  
 ) **FOR ANNEXATION AND**  
 2535 W Ardell Road. ) **PRELIMINARY PLAT**  
 ) **APPLICATIONS.**

THESE MATTERS came before the Council for public hearing on April 18, 2023, for the receipt and consideration by the Council of these Findings of Fact, Conclusions of Law, and Order of Decision for the above referenced application. The Council does now hereby make and set forth the Record of Proceedings, and these Findings of Fact, Conclusions of Law, and Order of Decision.

**I  
EXHIBIT LIST**

The exhibits of the above-referenced matter consist of the following, to-wit:

**1.1 Exhibits:**

<i>DESCRIPTION OF EVIDENCE</i>		Withdrawn	Refused	Admitted
<b>1.1</b>	Staff Memo			X
<b>2.1</b>	P&Z Application Coversheet			X
<b>2.2</b>	Annex Application			X
<b>2.3</b>	Pre-Plat Application			X
<b>2.4</b>	Narrative			X
<b>2.5</b>	Affidavit of Legal Interest			X
<b>2.6</b>	Vicinity Map			X
<b>2.7</b>	Warranty Deed			X
<b>2.8</b>	Legal Description			X
<b>2.9</b>	Preliminary Plat			X
<b>2.10</b>	Prelim. Landscape Plan			X
<b>2.11</b>	Prelim. Engineering and Natural Features Map			X
<b>2.12</b>	Landscape Plan COLORED Illustrative			X
<b>2.13</b>	Neighborhood Meeting Certification			X
<b>2.14</b>	Subdivision Name Reservation			X
<b>2.15</b>	Commitment to Property Posting			X
<b>2.16</b>	CC&R's Maintenance Language			X

2.17	Agency Comments Request			X
2.18	City Engineer			X
2.19	Ada County Highway District (ACHD)			X
2.21	Ada County Development Services			X
2.22	Boise Kuna Irrig. Dist. (BKID)			X
2.23	Central District Health Dept. (CDHD)			X
2.24	Kuna Rural Fire Dist. (KRFD)			X
2.25	KMN Proof of Publish & Tear Sheet			X
2.26	Legal Notice Mailer			X
2.27	Proof of Property Posting			X
2.28	Web Site Notice			X
2.29	DEQ			X
2.30	Commission FCO's			X
2.31	Commission Meeting Minutes			X
2.32	Kuna Melba News			X
2.33	Proof of Site Posting			X
2.34	300 Ft. Legal Mailer			X
2.35	Website Notice			

**1.2 Hearings:** The Council heard this on April 18, 2023. The FCO's have been requested to go before the Council on May 2, 2023.

**1.3 Witness Testimony:** Those who testified at the Councils' April 18, 2023, hearing are as follows, to-wit:

- A. City Staff:  
Troy Behunin, Senior Planner
- B. Appearing for the Applicant:  
Chase Craig, Boise Basin Development, LLC, 1065 S Allante Pl., Boise, ID 83709 - Testified
- C. Appearing in Favor:  
None
- D. Appearing Neutral:  
None
- E. Appearing in Opposition:  
None

## II DECISION

WHEREUPON THE COUNCIL being duly informed upon the premises and having reviewed the record, evidence, and testimony received and being fully advised in the premises, DO HEREBY MAKE THE FOLLOWING FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER, to-wit:

### III FINDINGS OF FACT

**3.1 Findings Regarding Notice**

- A. Notice was published for the April 18, 2023, hearing on the Annexation and Preliminary Plat in the Kuna Melba News, the official City of Kuna newspaper, which has general circulation within the boundaries of the city, Ada and Canyon County, on March 22, 2023.
- B. Notice for the April 18, 2023, hearing containing the legal description of the property proposed to be re-platted, was mailed to all known and affected property owners within 300-ft of the property boundaries on March 30, 2023.
- C. Notice for the April 18, 2023, hearing was posted on a sign in accordance with [Kuna City Code \(KCC\) 5-1A-8](#) on March 20, 2023. Proof of Property Posting was provided by staff on March 17, 2023.

**3.2 Findings Regarding the Annexation and Preliminary Plat**

- A. The subject site is located within unincorporated Ada County and has historically been used as a residence and small agricultural uses.
- B. The lot proposed to be Annexed and Preliminary platted totals approximately 4.75 acres. The lot is as follows:

Parcel No.	Owner	Size	Zone
S1315314800	AC3 Properties, LLC	4.75 acres	RR (Rural Residential)

- C. The existing land uses and zoning districts for lands surrounding the subject site are as follows:

<b>North</b>	R-6	Medium Density Residential – City of Kuna
<b>South</b>	R-3	Low Density Residential – City of Kuna
<b>East</b>	R-6	Medium Density Residential – City of Kuna
<b>West</b>	R-3	Low Density Residential – City of Kuna

- D. The Applicant has submitted a complete application, and following staff review for technical compliance, the application appears to be in general compliance [KCC Title 5 & 6](#).
- E. The Applicant held a Neighborhood Meeting on May 17, 2022. Ten residents attended the meeting. Neighborhood Notices were mailed out to residents within 300-feet of the proposed project site on March 30, 2023, and a legal notice was published in the Kuna Melba Newspaper on March 22, 2023. The site was posted with two (2) signs on March 20, 2023.
- F. The Applicant has submitted a complete application, and following staff review for technical compliance, the application appears to be in general compliance with the design requirements, public improvement requirements, objectives and considerations listed in Kuna City Code Title 5 and Title 6, if the sewer infrastructure improvements recommended by the Public Works Department are completed.
- G. The Comp Plan has listed numerous goals for providing a variety of housing densities and types to accommodate various lifestyles, ages and economic groups in Kuna, as well as the installation of pathways and open space. The proposed zoning district is R-6; The Comp Plan Map designates the property as Medium Density Residential.

- H. According to Exhibit 2.18, Public Works staff conditionally supports the Perdido Cove Subdivision development with requirements of that support listed in the Engineers Memo.
- I. Throughout the development of the project and beyond, connection fees, impact fees (Fire, Police, Parks and Ada County Highway District), and property taxes will be collected, therefore satisfying the financial capability to provide supporting services.
- J. Connection to City services, as well as other public improvements such as streetlights, fire hydrants, sidewalks, etc. are required to be implemented as a part of this project. No major wildlife habitats will be impacted by the proposed development.
- K. A six (6) foot vinyl fence is proposed around the perimeter of the subdivision where permitted. A Common lot(s) will be required along the northern and eastern property lines that fronts future segments of two Mid-Mile Collectors known as Ardell Road and Shayla Avenue and shall preserve adequate space for a 20-to-30-foot landscape buffer.
- L. Pursuant to [Idaho Code 67-8003](#), the owner of private property that is subject of such action may submit a written request for a regulatory taking analysis with the City Clerk. Not more than twenty-eight (28) days after the final decision concerning the matter at issue, the City shall prepare a written taking analysis concerning the action if requested.

#### IV STAFF TESTIMONY

The Senior Planner, in a Staff Memo to the Council dated April 18, 2023, confirmed that a review of the Case File and records on file at the City of Kuna has been completed with the following conclusions:

##### 4.1 Site Layout and Dimensional Standards

- A. The Applicant proposes a private driveway for a cluster of two (2) lots within the project, Staff recommends the Applicant be conditioned to work with the City Engineer for proper easement widths for the project as a whole, and in particular the clustered homes near the private driveway. Private driveways shall be designed in accordance with KCC 6-4-2-B.8.
- B. All dimensional standards appear to be in compliance with [KCC 5-3-3](#).

##### 4.2 Parking

- A. The Applicant shall provide at least two (2) off street parking spots for each single-family residential unit in accordance with [KCC 5-9-3](#).
- B. The Applicant shall post “No Parking” Signs on Block 1, Lot 13.

##### 4.3 Open Space

- A. The Applicant proposes 0.48 acres, or 10.10% of the total project as qualified open space; this area does not include required landscape buffers. [KCC 5-17-12-D](#) requires a minimum of 7.00% of the developments gross land area shall be used for open space purposes and mutually exclusive of required residential buffers. Staff views the proposal to be compliant with KCC.

- B. Staff recommends a pedestrian walkway be added to proposed Block 1 for lot 13 for access to Shayla Ave. and Block 1, Lot 15, for pedestrian and bike connectivity and access. Staff highlights if this project is approved, it is the responsibility of the Developer to ensure any anticipated residential or commercial buildings fit any given buildable lot.
- C. If this project is approved, at the time of civil plan development, landscaping cannot be placed within ten (10) feet of any meter pits, pressurized irrigation valves, or ACHD underground facilities in accordance with KCC 6-4-2-B.11. In the event that locations of landscaping elements are within the locations listed above, those trees must be moved to an alternate location, and an updated landscape plan must be provided to staff prior to scheduling a landscape inspection. Any elements that must be moved to another spot, may not simply be removed.
- D. All proposed landscaping, buffers and common space shall comply with [KCC 5-17](#).
- E. The Developer, Owner and/or Applicant is hereby notified that this project is subject to Design Review inspection fees. Required inspections (post construction), are to verify landscaping compliance prior to requesting signature on the Final Plat.

#### 4.4 Fencing

Perimeter fencing shall be 6 foot vinyl or other approved fencing as stated in [KCC 6-4-2-B-4](#).

The Applicant shall install “see-through” fencing along all residential buildable lot property lines abutting pathways, greenbelts and common areas. All fencing shall comply with [KCC 5-5-5](#).

#### 4.5 Public Works

According to Exhibit 2.18, Public Works staff supports the Perdido Cove Subdivision development with requirements of that support listed in the Engineers Memo.

The Applicant shall be required to work with staff to install streetlights a maximum spacing of 250-feet.; the final location of streetlights will be approved at the time of construction document review. Staff notes that these streetlights must be designed and installed according to “Dark Sky” standards and are required to be LED lights. All streetlights installation shall comply with [KCC 6-4-2](#).

#### 4.6 Comprehensive Plan

- A. Goal Area 2: Kuna will be a healthy, safe community.
  - Goal 2.A.: Maintain and expand parks and public gathering spaces.
    - Objective 2.A.2.: Maintain and expand the pathway and trail network with a focus on building connectivity to key activity and population centers that serve all areas of Kuna.
      - Policy 2.A.2.a: Ensure the trails and pathways system promotes bike and pedestrian connectivity to key activity centers such as schools, parks, retail centers and downtown.
      - Policy 2.A.2.d: Work with private developers and land Owners to direct expansion of the trails and pathways system throughout Kuna.
  - Goal 2.B.: Maintain and expand parks and public gathering spaces.
    - Objective 2.B.1.: Maintain and expand the parks system.

- Policy 2.B.1.b: Continue to require neighborhood park development through the subdivision development process.

**B.** Goal Area 3: Kuna’s land uses will support a desirable, distinctive and well-designed community.

- Goal 3.D.: Encourage development of housing options and strong neighborhoods.
  - Objective 3.D.1.: Encourage development of housing options for all citizens.
    - Policy 3.D.1.a: Encourage preservation and development of housing that meets demand for household sizes, lifestyles and settings.
  - Objective 3.D.2.: Create strong neighborhoods through preservation, new development, connectivity and programming.
    - Policy 3.D.2.d: Work to ensure all neighborhoods in Kuna benefit from good connectivity through sidewalk, pathway and trail, on-street and transit infrastructure.
- Goal 3.G.: Respect and protect private property rights.
  - Objective 3.G.1.: Ensure land use policies, restrictions, and fees do not violate private property rights.
    - Policy 3.G.1.b: Encourage preservation and development of housing that meets demand for household sizes, lifestyles and settings.
    - Policy 3.G.1.c: Ensure land use actions, decisions and regulations do not prevent a private property Owner from taking advantage of a fundamental property right. Ensure city actions do not impose a substantial and significant limitation on the use of the property.

**C.** Goal Area 4: Kuna will be a connected community through strong transportation and infrastructure systems.

- Goal 4.B.: Increase sidewalk coverage and connectivity and invest in pedestrian facilities to increase walkability.
  - Objective 4.B.2.: Maintain/expand sidewalks/pedestrian facilities within the community.
    - Policy 4.B.2.b: Install detached sidewalks and/or protected pedestrian routes/facilities along high trafficked roads as development occurs.
    - Policy 4.B.2.c: Promote the installation of off-system pedestrian pathways to create neighborhood connections and reduce the length of non-motorized transportation routes.
    - Policy 4.B.2.g: Coordinate with developers to connect and/or enhance pedestrian facilities, including on and off-system pathways, footbridges (across canals, etc.), road bridges, sidewalks, pedestrian crossings and wayfinding signage.
- Goal 4.C.: Increase pathway, trail and on-street bicycle facilities.
  - Objective 4.C.1.: Maintain/enhance existing pathways/trails/on-street bicycle facilities.
    - Policy 4.C.1.a: Expand the bicycle network as identified in the Kuna Pathways Master Plan and ACHD Roadways to Bikeways Plans through land use developments and capital improvement projects.
    - Policy 4.C.1.e: Coordinate with developers to connect to and/or enhance bicycle facility connections, including pathways, non-motorized canal crossings, road bridges and wayfinding signage.
  - Objective 4.C.2.: Ensure expansion of pathways, trails and on-street bicycle routes.

- Policy 4.C.2.b: Promote the installation of off-system bicycle pathways to create neighborhood connections and reduce non-motorized transportation route lengths.
- Goal 4.D.: Promote a connected street network that incorporates mid-mile collectors and crossing for improved neighborhood connectivity.
  - Objective 4.D.2.: Ensure the continued expansion/development of a classified roads system throughout the community.
    - Policy 4.D.2.a: Extend and expand Mid-Mile Roads as growth occurs.
    - Policy 4.D.2.b: Preserve adequate ROW along all classified roads or other approved alternative locations to align roads.

*Analysis: Existing sidewalks within the existing and adjacent subdivisions provide pedestrian/cyclist connectivity. Established roadways connect proposed Ashville Acres Subdivision, to neighboring subdivisions and to Meridian Road, which is a Principal Arterial. Adequate ROW's have already been established with approvals and construction of Ashton Estates Subdivision No. 2.*

#### 4.7 Conclusion

Upon review, staff finds the request for Annexation and Preliminary Plat to be in compliance with [KCC Title 5](#) and [Title 6; \(I.C.\) § 67-65](#) and [\(I.C.\) § 50-222](#); and the Kuna Comprehensive Plan, if the sewer infrastructure improvements recommended by the Public Works department are completed. The Applicant will be required to work with Kuna's staff, ACHD, the Kuna Rural Fire District (KRFD) and any other applicable agencies to ensure conformance to each agency's requirements.

## V CONDITIONS

Based upon the record contained in Case No. 22-10-AN and 22-16-S, including the Comprehensive Plan, Kuna City Code, Staff's Memorandums, including the exhibits, and the testimony during the Public Hearing and the Council hereby approves the Annexation and Preliminary Plat subject to the following Conditions of Approval:

#### 5.1 Staff Recommended Conditions

- A. Applicant shall dedicate Rights-Of-Way (ROW) totaling 35-feet from centerline of Ardell Road and Shayla Avenue for a total minimum of 70' ROW.
- B. Applicant shall add a pedestrian walkway to Block 1, lot 13 for access to Shayla and Block 1, Lot 15, for connectivity and access.

#### 5.2 Transportation

- A. Buffers, curb, gutter and sidewalk (attached and detached) shall be installed in accordance with [KCC 5-17-14](#) and [6-4-2](#).
- B. Developer/Owner/Applicant shall work with Ada County Highway District and the City of Kuna to complete all required traffic improvements to the surrounding roadways and intersections as detailed in the Ada County Highway District staff report.

- C. Developer/Owner/Applicant shall install a sign at the terminus of every proposed stub street stating “these roads will continue in the future”. Developer/Owner/Applicant shall obtain proper language from Ada County Highway District.

### 5.3 Site Layout, Dimensional Standards and Parking

- A. Developer/Owner/Applicant shall measure all front building setbacks from back of sidewalk on all internal local roads.
- B. Applicant shall ensure the proper easement widths on all lots in accordance with [KCC 6-3-8](#).
- C. It is the responsibility of the Developer to ensure any anticipated buildings fit any given buildable lot in accordance with [KCC 5-3-3](#).

### 5.4 Landscape, Open Space and Fencing

- A. Fencing within and around the site shall comply with [KCC 5-5-5](#) (unless specifically approved otherwise and permitted).
- B. 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 in public Rights-of-Way shall be with approval from ACHD.
- C. Landscaping shall not be placed within ten (10) feet of any meter pits, pressurized irrigation valves and/or ACHD underground facilities and must honor all vision triangles.
- D. The Preliminary Plat (dated 8.26.21) and Final Plat (dated 8.5.21) will be considered binding site plans as amended and/or approved.
- E. All signage within/for the project shall comply with Kuna City Code, and shall be approved through the applicable sign approval process listed in [KCC 5-10](#).
- F. If any revisions are made, the Applicant shall provide the Planning and Zoning Staff with a revised copy of the Preliminary Plat. Any revisions of the plat are subject to Administrative Determination to rule if the revision is substantial.
- G. Develop/Owner/Applicant is hereby notified that this project is subject to Design Review inspection fees. Required inspections (post construction), are to verify landscaping compliance prior to requesting signature on the final plat.

### 5.5 Public Works

- A. 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, see [KCC 6-4-2](#).
- B. Compliance with [I.C. §31-3805](#) is required. Delivery of water shall not be impeded by any construction on site. Compliance with the requirements of the Boise Project Board of Control is required.
- C. When required, submit a petition to the City (as necessary, confirmed with the City Engineer)

consenting to the pooling of irrigation surface water rights for delivery purposes and request to annex the irrigation surface water rights appurtenant to the property over to the Kuna Municipal Pressure Irrigation System of the City (KMIS).

- D. Connection to City Services (Sewer, Water, Pressurized Irrigation) is required. The Applicant shall conform to all corresponding City of Kuna Master Plans.
- E. The Developer/Owner/Applicant shall be required to participate, as determined by the City Engineer, in the development of additional Lift Station capacity, and or Water Booster Station.
- F. The Developer/Owner/Applicant shall not apply for Final Plat approval until the City's Public Works Director issues a Will-Serve Letter stating the City's appurtenance has capacity to service the proposed development with domestic water, and accept the wastewater discharged from the proposed development.
- G. In the event a Will-Serve Letter is not issued within the time the Applicant is required to record a Final Plat, the Applicant shall have good cause and be eligible to receive, pursuant to [KCC 6-2-3-J](#), a Time Extension to file a Final Plat up to and until a Will-Serve Letter has been issued.
- H. Developer/Owner/Applicant shall work with staff in order to provide final locations of streetlights as required by Kuna City Code. Streetlights for the site shall be LED lighting and must comply with Kuna City Code and established Dark Sky practices.
- I. Equivalent Dwelling Units (EDU's) will be issued on a Phase-by-Phase basis (per Final Plat).

## 5.6 General

- A. The Developer/Owner/Applicant shall obtain written approval on letterhead or may be written/stamped on the approved plans of the 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:
  1. The City Engineer shall approve all sewer connections.
  2. The City Engineer shall approve all civil plans. No construction, grading, filling, clearing or excavation of any kind shall be initiated until the applicant has received approval of the drainage plan.
  3. Central District Health Department recommends the plan be designed and constructed in conformance with standards contained in, "Catalog for Best Management Practices for Idaho Cities and Counties".
  4. The Kuna Rural Fire District shall approve fire flow requirements. Installation of fire protection facilities as required by Kuna Rural Fire District are required.
  5. The Kuna Municipal Irrigation System and Boise Project Board of Control shall approve any modifications to the existing irrigation system.
  6. Approval from Ada County Highway District (ACHD) shall be obtained, and Impact Fees must be paid prior to issuance of any building permit(s).
  7. All public Rights-Of-Way shall be dedicated and constructed to standards of the City and Ada County Highway District. No public street construction may commence without the

approval and permit from Ada County Highway District.

- B. The Developer/Owner/Applicant, and any future assigns having an interest in the subject property, shall fully comply with all conditions of development as approved by the City Council, or seek amending them through Public Hearing processes.
- C. Developer/Owner/Applicant/Contractors are hereby notified of Kuna’s working hours. Construction of any kind shall only be conducted within the hours specified in [KCC 10-6-3](#). Noises and other public nuisances/distractions outside of this time frame are subject to lawful penalties.
- D. Developer/Owner/Applicant is hereby notified of Kuna’s weed control policies and requirements [KCC 8-1-3](#). Weeds, grasses, vines or other growth which endanger property or are over twelve (12) inches in height shall be continuously cut down, weeded out, sprayed, burned, removed or destroyed throughout all seasons.
- E. Developer/Owner/Applicant shall follow staff, City Engineer and other agency recommended requirements, as applicable.
- F. Developer/Owner/Applicant shall comply with all local, state and federal laws.

**VI  
TESTIMONY RECEIVED**

- 6.1 Chase Craig, Boise Basin Development, LLC, 1065 S Allante Pl., Boise, ID 83709 – Testified this will be a great infill project. Chase gave a detailed explanation of the design of the neighborhood, and open space s it related to neighbor comments in mind. He testified they placed open space against homes and that meant fewer homes back-to-back. Chase and his team believe this will attract mostly empty nesters. He testified they agree with the conditions. However, would like to request 5 foot sidewalk on Ardell Road and Shayla Avenue.

**VII  
CONCLUSIONS OF LAW  
RE: POWERS AND DUTIES OF THE CITY COUNCIL**

- 7.1 City of Kuna is a duly formed Municipal Corporation organized and existing by virtue of the laws of the State of Idaho and is organized, existing and functioning pursuant to [Idaho Code §50-1](#).
- 7.2 The power of the City of Kuna lies in the City Council to hear this matter as provided in [Idaho Code §50-222](#), and [Kuna City Code 1-14-3](#).

**VIII  
CONCLUSIONS OF LAW  
RE: APPLICATION FOR ANNEXATION**

- 8.1 The City of Kuna has authority to annex lands into its boundaries pursuant to [I.C. §50-222](#).
- 8.2 [I.C. §50-222\(1\)](#) provides that:

[C]ities of the state should be able to annex lands which are reasonably necessary to assure the orderly development of Idaho’s cities in order to allow efficient and economically viable provision of tax-supported and fee-supported municipal

services, to enable the orderly development of private lands which benefit from the cost-effective availability of municipal services in urbanizing areas and to equitably allocated the costs of public services in management of development on the urban fringe.

(emphasis added).

- 8.3** The proposed Annexation is a Category A Annexation as described in [I.C. §50-222\(3\)\(a\)](#), because the private landowner of the parcel at issue has consented to the proposed Annexation.
- 8.4** The Annexation, proposed by the application for Case No. 22-16-AN, would constitute an orderly development and would not contribute to urban sprawl of the City of Kuna.

**IX**  
**CONCLUSIONS OF LAW**  
**RE: APPLICATION FOR PRELIMINARY PLAT**

- 9.1** The City of Kuna has authority to approve Preliminary Plats within its boundaries pursuant to [I.C. §50-13 & 67-65](#).
- 9.2** In Kuna City Code, Title 1, Chapter 14, Section 3, states that Preliminary Plats are designated as Public Hearings, with the Planning and Zoning Commission as a recommending body and the City Council as the decision-making body.
- 9.3** Subdivision regulations as defined in Kuna City Code Title 6 are authorized by [I.C. § 50-13 & 67-65 and Article 12, section 2](#).

**X**  
**ORDER OF DECISION ON APPLICATION FOR**  
**ANNEXATION AND PRELIMINARY PLAT**

The Council, having reviewed the above-entitled record, having listened to the arguments and presentations at the hearing, and being fully informed in the premises and further based upon the Findings of Fact and Conclusions of Law hereinabove set forth, DO HEREBY ORDER AND THIS DOES ORDER:

- 10.1** That the Annexation Application (Case No. 22-10-AN) is hereby *Approved*.
- 10.2** That the Preliminary Plat Application (Case No. 22-16-S) is hereby *Approved*.

**BY ACTION OF THE COUNCIL** of the City of Kuna at its regular meeting held on the 2<sup>nd</sup> of May 2023.

---

Mayor, Joe Stear

**BEFORE THE CITY COUNCIL OF THE CITY OF KUNA**

IN THE MATTER OF THE APPLICATION OF ) **Case No. 23-04-TE**  
 )  
**DB DEVELOPMENT, LLC** ) **FINDINGS OF FACT, CONCLUSIONS OF**  
 ) **LAW, AND ORDER OF DECISION FOR**  
*For Caspian Subdivision No. 2 Final Plat Time* ) **FINAL PLAT TIME EXTENSION**  
*Extension.* ) **APPLICATION.**

---

THESE MATTERS came before the Council for public meeting on April 18, 2023, for receipt and consideration of these Findings of Fact, Conclusions of Law, and Order of Decision for the above referenced application. The Council does now hereby make and sets forth the Record of Proceedings, and these Findings of Fact, Conclusions of Law, and Order of Decision.

**I  
EXHIBIT LIST**

The exhibits of the above-referenced matter consist of the following, to-wit:

**1.1 Exhibits:**

<i>DESCRIPTION OF EVIDENCE</i>		Withdrawn	Refused	Admitted
<b>1.1</b>	Staff Memo			X
<b>2.2</b>	Final Plat Time Extension Application			X
<b>2.3</b>	Narrative			X
<b>2.4</b>	Caspian No. 1 Recordation Date			X

**1.2 Public Meeting:** The public meeting was held April 18, 2023. The FCO’s have been requested to go before Council May 2, 2023.

**1.3 Witness Testimony:** Those who testified at the Council’s April 18, 2023, meeting are as follows, to-wit:

**A.** City Staff: Jessica Reid, Associate Planner

**II  
DECISION**

WHEREUPON THE COUNCIL being duly informed upon the premises and having reviewed the record, evidence, and testimony received, and being fully advised in the premises, DO HEREBY MAKE THE FOLLOWING FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER, to-wit:

**III  
FINDINGS OF FACT**

**3.1 Findings Regarding Notice**

**A.** A Time Extension is designated in Kuna City Code [\(KCC\) 1-14-3](#), as a public meeting item with Council as the decision-making body. As a public meeting, this application did not require public

notice as set forth in [Idaho Code § 67-65](#). The guidelines for the decision-making by the Council have been adhered to.

### **3.2 Findings Regarding Time Extension**

- A.** The Caspian Subdivision (Case Nos. 17-01-S, 17-01-ZC) was approved by Council June 6, 2017, with the Findings of Fact and Conclusions of Law signed March 6, 2018.
- B.** A Preliminary Plat Time Extension for Caspian Subdivision (19-01-TE) was approved by Council April 16, 2019.
- C.** The Caspian Subdivision No. 1 Final Plat was approved by Council May 18, 2021, and was recorded June 10, 2022.
- D.** The Applicant has submitted a complete application and following staff review for technical compliance, the application appears to be in substantial compliance with [KCC 6-2](#).
- E.** Due to unforeseen circumstances in material shortages, agency processing times and the overall market, Caspian Subdivision No. 2 meets the requirements to receive Final Plat Time Extension. Should this request be approved, the FCOs will go before the Council on May 2, 2023, thus providing a new expiration date of May 2, 2024.

## **IV STAFF TESTIMONY**

- 4.1** Per Kuna City Code [\(KCC\) 6-2-3\(J.2\)](#), when a Preliminary Plat is approved with Phases, the first Final Plat shall be submitted within two (2) years, with each successive Phase's Final Plat being recorded within one (1) year of the previous.
- 4.2** Per [KCC 6-2-4\(F.1\)](#), the Council is under no obligation to approve a Final Plat Time Extension, as well as reserving the right to add additional Conditions of Approval to the Final Plat as part of a Time Extension.
- 4.3** As the Caspian Subdivision No. 1 Final Plat was recorded June 10, 2022, the Caspian No. 2 Final Plat would be required to be recorded by June 10, 2023.
- 4.4** Due to nationwide shortages of construction materials, unexpected delays in construction progression and agency processing times, Applicant will be unable to record the Caspian Subdivision No. 2 Final Plat prior to the one-year allotted time limit and requests a Time Extension.
- 4.5** Upon review, staff has determined the Final Plat Time Extension request for Caspian Subdivision No. 2 is in compliance with [KCC 6-2-3](#) and [Idaho Code §-67-65](#), and would recommend the Council approve Case No. 23-04-TE.

## **V CONDITIONS**

### **5.1 General:**

- A.** Developer/Owner/Applicant shall adhere to the Conditions listed in the Caspian Subdivision (Case Nos. 17-01-S, 17-01-ZC) Findings of Fact and Conclusions of Law approved by Council March 6, 2018, as well as any additional Conditions listed in the Caspian Subdivision Preliminary Plat Time Extension (Case No. 19-01-TE) approved by Council April 16, 2019.
- B.** The Caspian Subdivision No. 2 Final Plat shall expire May 2, 2024.

- C. If necessary, the Developer/Owner/Applicant shall submit a Final Plat Time Extension to staff no later than March 3, 2024.
- D. Developer/Owner/Applicant, and any future assigns having an interest in the subject property, shall fully comply with all Conditions of development as approved by Council, or seek amending them through the public hearing process.

**VI  
CONCLUSIONS OF LAW  
RE: POWERS AND DUTIES OF THE COUNCIL**

- 6.1 The City of Kuna is a duly formed Municipal Corporation organized and existing by virtue of the laws of the State of Idaho and is organized, existing and functioning pursuant to [Idaho Code §50-13](#).
- 6.2 The power of the City of Kuna lies in the Council to hear this matter as provided in [Kuna City Code 1-14-3](#).

**VII  
CONCLUSIONS OF LAW  
RE: APPLICATION FOR TIME EXTENSION**

- 7.1 The City of Kuna has authority to approve Time Extensions as provided in [Kuna City Code 6-2-4\(F.1\)](#) and [1-14-3](#).

**VIII  
COUNCIL’S ORDER OF DECISION**

- 8.1 The Final Plat Time Extension (Case No. 23-04-TE) is *Approved*.

**BY ACTION OF THE COUNCIL** of the City of Kuna at its regular meeting held May 2<sup>nd</sup>, 2023.

\_\_\_\_\_  
Joe Stear, Mayor

**RESOLUTION NO. R34-2023  
CITY OF KUNA, IDAHO**

**A RESOLUTION OF THE CITY OF KUNA, IDAHO, APPROVING AND ADOPTING AN AMENDMENT TO THE CITY OF KUNA PERSONNEL POLICY MANUAL SECTIONS 11.4.3 AND 11.4.4 REGARDING COMPENSATORY TIME. SECTION 12.4 REGARDING TRANSFER OF VACATION LEAVE AND/OR COMPENSATORY TIME TO SICK LEAVE BANK FOR USE BY ANOTHER EMPLOYEE AND SECTION 12.8 REGARDING FMLA ELIGIBILITY REQUIREMENTS AND PROVIDING AN EFFECTIVE DATE.**

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

**Section 1.** The amendment to sections 11.4.3, 11.4.4, 12.4 and 12.8 of the City of Kuna, Idaho Personnel Policy in substantially the format as attached hereto as “**EXHIBIT A**”, 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.** The amendment to sections 11.4.3, 11.4.4, 12.4 and 12.8 of the City of Kuna, Idaho Personnel Policy is hereby approved and adopted;

**Section 3.** The Human Resources Director shall distribute copies of this policy change to the holders of the personnel policy.

**Section 4.** The Mayor of the City of Kuna, Idaho is hereby authorized to execute the Kuna Personnel Policy Manual, and the City Clerk is hereby authorized to attest to said execution as so authorized and approved for on behalf of the City of Kuna, Idaho.

**PASSED BY THE COUNCIL** of Kuna, Idaho this 2nd day of May, 2023.

**APPROVED BY THE MAYOR** of Kuna, Idaho this 2nd day of May, 2023.

\_\_\_\_\_  
Joe L. Stear, Mayor

ATTEST:

\_\_\_\_\_  
Chris Engels, City Clerk

**RESOLUTION NO. ~~R3421-202319~~  
CITY OF KUNA, IDAHO**

**A RESOLUTION OF THE CITY OF KUNA, IDAHO, APPROVING AND ADOPTING AN AMENDMENT TO THE CITY OF KUNA PERSONNEL POLICY MANUAL SECTIONS ~~12.3.5 11.4.3 AND 11.4.4~~ REGARDING ~~APPROVAL OF EMPLOYEE VACATION CAP EXTENSION COMPENSATORY TIME. SECTION 12.4 REGARDING TRANSFER OF VACATION LEAVE AND/OR COMPENSATORY TIME TO SICK LEAVE BANK FOR USE BY ANOTHER EMPLOYEE AND SECTION 12.8 REGARDING FMLA ELIGIBILITY REQUIREMENTS~~ AND PROVIDING AN EFFECTIVE DATE.**

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

Section 1. The amendment to sections ~~12.3.5 11.4.3, 11.4.4, 12.4 and 12.8~~ of the City of Kuna, Idaho Personnel Policy in substantially the format as attached hereto as “EXHIBIT A”, 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. ~~shall read as follows:~~

~~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 have final approval by the Mayor and it must be used no later than March 31 of the next calendar year~~

Section 2. The amendment to sections ~~12.3.5 11.4.3, 11.4.4, 12.4 and 12.8~~ of the City of Kuna, Idaho Personnel Policy is hereby approved and adopted;

Section 2. The Human Resources Director shall distribute copies of this policy change to the holders of the personnel policy.

~~Section 3. — This resolution shall be effective as of the date of adoption.~~

~~Section 2. The Mayor of the City of Kuna, Idaho is hereby authorized to execute the Kuna Personnel Policy Manual, and the City Clerk is hereby authorized to attest to said execution as so authorized and approved for on behalf of the City of Kuna, Idaho.~~

**PASSED BY THE COUNCIL** of Kuna, Idaho this ~~5<sup>th</sup>2<sup>nd</sup>~~ day of ~~March~~ May, 20~~19~~23.

**APPROVED BY THE MAYOR** of Kuna, Idaho this ~~5<sup>th</sup>2<sup>nd</sup>~~ day of ~~March~~ May, 20~~19~~23.

\_\_\_\_\_  
Joe L. Stear, Mayor

ATTEST:

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Chris Engels, City Clerk

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## 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 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 and without the requirement for the consent of its employees. Changes may be made at the sole discretion of the Kuna City Council (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 or elected official.

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 Director 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 other 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 in the case of objection to actions undertaken by that person, to the Human Resource Director.

**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 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 Director.

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:

1. 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.
2. Addiction to the use of drugs, alcohol, or controlled substance.
3. 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.
4. Dismissal from any prior position for any cause that would be cause for dismissal by the City.
5. Resignation from any position to avoid dismissal.
6. Deception or fraud in content of the application.
7. Request by the applicant to be withdrawn from consideration.
8. 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 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 Director’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 Director, 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 Director, the Human Resource Director, 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 Human Resource Director, after consultation with legal counsel for the City, any offending material may be removed upon a finding 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 Director and the Human Resource Director as soon as practical, but not later than three (3) days, excluding holidays, 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 Director, supervisor, or lead that violates 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 disharmony, 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 the public investment in such property is protected and 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 time the employee will be required to take the medication. The employee may be required to take leave while on 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 Director and notify his/her Director 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 or unearned Vacation or Compensatory Time, 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, Parks and Recreation/Fleet and facilities offices, or the City Wastewater Treatment Plant), a City vehicle, or other City equipment.

- 4.3.2 Smoking of any kind; including pipes, cigars, 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, Parks and Recreation/Fleet and Facilities offices, 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 public or main entrance to the building.

## CHAPTER 5. DRUG TESTING POLICY

### Section 5.1 AUTHORITY

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 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, manufacturing, distribution, use, and/or 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 Director and Human Resource Director 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, manufacturing, or possession of an illegal, controlled substance in the workplace shall result in a disciplinary action that may include termination of employment with the City.

- 5.3.4 When a Director has reasonable suspicion to believe that an employee is under the influence of a controlled substance while on duty, the Director shall notify the Human Resource Director. The Director and/or Human Resource Director should approach the employee in a private setting if possible. If, in the judgment of the Director and/or Human Resource Director, the employee's condition is potentially hazardous to the safety of any individual, the Director and Human Resource Director 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 Director and/or the Human Resource Director has reasonable suspicion to believe that an employee is in possession of any illegal controlled substance or involved in the selling or transferring of any controlled substance(s), the Director and/or Human Resource Director 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 Director 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 Director 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 Director has reasonable suspicion to believe that an employee is under the influence of alcohol, the Director shall immediately notify the Human Resource Director. The Director and/or Human Resource Director should approach the employee in a private setting, if possible. If, in the judgment of the Director and/or the Human Resource Director, the employee's condition is potentially hazardous to the safety of any individual, the Director and Human Resource Director 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 Director and/or Human Resource Director shall advise the employee that a refusal to take a test will be considered a positive test.
- D. The Director and/or Human Resource Director will arrange for the employee to be relieved of duty, placed on leave without 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 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, diminished coordination or dexterity, or lack of composure while performing duties 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 Director or another employee.

- D. Employees in the Water Department, , Sewer Department, Parks Department, and Fleet and Facilities 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 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
    4. 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 Director 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 Director, 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 result (specimens with a creatinine level 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 AND PROCEDURES FOR SAMPLE COLLECTION AND TESTING SPECIMEN COLLECTION

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 to reasonably 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 to reasonably 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 (2) 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 Director shall contact the Human Resource Director 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 employee 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 employee 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 the laboratory later identifies as a diluted specimen, the City will advise the employee of that finding and request the employee 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 Human Resource Director. The prospective or current employee's Director 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 Human Resource Director. The employee's Director 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 Director making the observation. This written record shall be submitted to the Human Resource Director 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 Director in his/her chain of command, the employee shall be referred to a 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 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 Director 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 Director any restrictions imposed by law on his/her driving privileges due to drug or alcohol use.
- C. To be evaluated by his/her Director and the Human Resource Director 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 Director 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 Director 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 Resource Director 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 and/or alcohol test result or to avoid taking a drug and/or alcohol 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 receiving 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 and/or alcohol test.
- J. Fails to notify his/her Director of the use of legal or illegal drugs, including prescription medication, that may impair on-the-job performance.
- K. Fails to notify his/her Director 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 Director 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/or reasonable suspicion test(s) and is not subject to termination will be provided an opportunity for rehabilitation and conditional retention of employment if he/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 or other identified individuals or agencies, if requested in writing by the employee.

Section 5.22 PROCEDURES FOR DIRECTORS AND EMPLOYEES

- 5.22.1 When a Director has reasonable suspicion to believe that an employee is in violation of this policy, the Director shall immediately notify the Human Resource Director 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 Director. It shall be the Director's responsibility to take appropriate action.
- 5.22.2 If evidence exists that would lead another employee or Director 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 and/or alcohol test consistent with the conditions set forth in this policy.
- 5.22.3 Any Director 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 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/her custody or to which he/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, the state of Idaho, or the 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 email (or phone) during breaks to confirm that children have arrived home safely from school or 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. Individual computer accounts are assigned to employees for their exclusive use.
- B. Employees may set their 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 City's Independent IT 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 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, 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 to access social media web sites 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 City's Independent IT 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 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 on call 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 and 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 phone(s) 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 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 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 a 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 approved breaks.
- 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 assigned a City cell phone must notify the City if said device is lost or stolen 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 their Director, 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).
  - A. 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.
  - B. 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.
- 7.2.3 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 Director immediately.
- H. Employee's 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 their seatbelts 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 Director of the accident as soon as possible.

- Q. An employee who is involved in a work-related accident will be required to submit to a post-accident drug and alcohol test within 12 hours after the accident has occurred.
- R. An employee who is issued a citation for any offense while using a City-Owned Vehicle must notify his/her Director immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
- S. An employee who is assigned a City-Owned 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 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.
- T. 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 current IRS mileage reimbursement rate. If a City-Owned Vehicle is available and an employee elects to use his/her personal vehicle, the employee will be reimbursed at the current government reimbursement rate.

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 their 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; on condition that the employee provide proof of loss by a receipt 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 Director by blood or marriage within the second degree.
- Section 8.4        Any Director 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 the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes 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 Director—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 Resource Director 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. Appointed Officials: The City Clerk, City Treasurer, Public Works Director, Planning and Zoning Director, Parks Director, and Economic Development Director are appointed pursuant to Idaho Code §50-204, may only be removed pursuant to Idaho Code §50-206.
- C. 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 and Exempt Employees: 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 when absolutely necessary in an emergency. Department Directors shall provide the pre-authorization approvals to the Payroll Department at the same time that the timecards are due. Department Directors shall monitor their 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 their department’s off season to minimize the impact to their department’s productivity. The City Treasurer and the Human Resource Director shall also monitor employees’ accrual of Compensatory Time, and, if they observe an excessive accumulation of Compensatory Time, they shall meet with the employee’s 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 Director or when requested by an employee with the concurrence of a supervisor.

#### Section 11.5 On Call Status and On Call Pay

- 11.5.1 On Call 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 should use discretion in scheduling an employee for On Call Status. The department Director should encourage the employee to take the On Call 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 On Call time to equal a forty (40) hour work week.
- 11.5.3 Compensation for On Call 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 On Call duty where the employee is available for On Call emergencies and maintenance duties. When called out to perform emergency repairs or maintenance duties while on On Call 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 On Call status. In no circumstance will an employee receive On Call 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. Each employee's timecard must be signed manually or electronically by both the Director 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. 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 clock in/out each time they are on or off the clock and for each day they worked.
  - B. Time clocked 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. On Call 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 clocking in/out on time clock.
- 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 Director 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 Monday of each week and concludes at 11:59 p.m. of the following Sunday.

## 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; the two (2) weeks preceding the week 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/Paternity 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 by the employee, by adopted policy, 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 Director as soon as practicable or within twenty-four (24) hours, whichever is sooner, so that a worker's compensation claim can be filed. Directors are required to immediately report the injury to the Human Resource Director.
- 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 they are transported by emergency personnel.
- 11.13.3 An employee who is injured on the job 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. If no Sick Time is available, Vacation or Compensatory Time shall be used. An employee receiving lost-time compensation from the State Insurance Fund shall not be entitled to additional compensation (Salary, Sick, Vacation, Compensation Time) from the City beyond an amount that will equal 100% of the employee's take home pay when lost-time pay and leave (Sick, Vacation, Compensatory Time) used are combined.
- 11.13.4 Return to employment will be authorized on a case-by-case basis in consultation with the department Director, attending physician, 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 The City will make every effort to bring the employee back on light duty status (if light duty work is available) before the employee is granted lost-time recovery from the State Insurance Fund. Light duty will be compensated at the employee's regular rate of pay.
- 11.13.6 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. Benefits provided pursuant to this Chapter, excluding health, dental, vision, and life insurance, are only available to Exempt Employees and Regular Full-time Employees on a percentage of actual hours worked basis. For example, if an employee actually works two hours and receives lost-time compensation for six hours, the employee shall receive 25% of the Employee Benefits available for Exempt Employees or Regular Full-time Employees.

### Section 12.2 Vacation Leave

12.2.1 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.

12.2.2 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.

12.2.3 Vacation shall be computed and credited at each pay period.

12.2.4 Any rounding of Vacation Leave shall be performed in the last pay period of the year.

12.2.5 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.

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

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

12.2.8 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, the employee may request a review of the circumstances of the case to the department Director, Human Resource Director, and Treasurer. Any approved extension must be approved by the Mayor and it must be used no later than March 31 of the next calendar year.

12.2.9 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.

12.2.10 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 appointments for the employee or their dependant.

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 Director 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, a fever, or they are considered contagious. If an employee desires to stay at work while exhibit signs of illness, the employee's Director shall send an employee to the doctor to get a physician's report that the employee is not contagious..

12.3.5 Department Directors 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 Bank for Use By Another Employee

- 12.4.1 An employee may transfer his/her Vacation Leave or Compensatory Time to the Sick Leave Bank.
- 12.4.2 In order for an employee to receive time donated to the Sick Leave Bank, 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 documented, continuing disability resulting from a serious personal illness or injury and be unable to work or be on Maternity/Paternity Leave
  - 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 An eligible employee may receive up to sixty (60) days of transferred Sick Leave.
- 12.4.4 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.
- 12.4.5 Unused transferred Leave shall remain with the recipient.
- 12.4.6 Transfer of Leave to an employee may not be denied if all eligibility criteria are met.
- 12.4.7 For a recipient receiving transferred Leave, a "day" is defined as eight (8) hours, on the basis of a forty (40) hour workweek schedule.
- 12.4.8 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.
- 12.4.9 Criteria for Donating Leave by the donor employee
- A. The employee may donate more than one time.
  - B. The identity of the donating employee is not disclosed.
- 12.4.10 Procedural Guidelines
- A. In order to facilitate Leave transferred to the Leave Bank, 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 and the Human Resources Director.
- 3. Leave time transfers are converted to equivalent units on a monetary basis.

B. Prior to the transfer, the following shall be verified:

The Donor has sufficient Leave to be transferred.

C. The decision to donate Leave 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
- Independence Day
- Labor Day
- Thanksgiving Day and Friday
  
- Christmas Day

Section 12.6 Bereavement Leave

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

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
- 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.
- E. If the employee is on Worker's Compensation leave, such leave may also run concurrently with any FMLA leave.
- F. 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 Director. 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 Resource Director 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 Director indicating the reason for requesting FMLA leave and the expected duration of leave

G. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule with prior written approval from the employee's Director 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 Director 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 Human Resource Director 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 Director 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 at the department Directors discretion.
- B. Replacement of safety clothing shall be determined by the department Director when a continued use of the worn item is a safety hazard.
- C. Every employee receiving safety items shall sign the Uniform, Footwear, and 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 Director, at City's expense.

12.13.2 Department Directors shall prepare a list of regular duties that require safety equipment and mandate 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. In the event that an employee refuses to wear required safety equipment and is involved in a work related accident, disciplinary action will be taken, up to and including termination.

12.13.3 Department Directors shall prepare an annual budget for necessary items, included in this Section.

Department Directors 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, for it to be competitive in the employment market and to be able to attract and retain a competent work force, to invest in the educational opportunities that allow its employees to advance his/her career with the City; however, with this commitment on the part of the City, the City 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 course and test 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 personal 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. If employee's employment with the City ends, all amounts shall be repaid pursuant to the terms of each Educational Expense Reimbursement Agreement as set forth below; unless a shorter time period is specified in the Educational Reimbursement Expense Agreement:
  - 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 provides discipline options that may be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to change the at-will nature of the employee's employment or limit the reasons for which the employee may be disciplined; including termination of 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 following disciplinary actions for any other action or performance of the employee deemed serious enough to warrant a certain discipline.

### 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 or performance deficiencies:

- 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 — “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 Failure by the employee to pursue this opportunity to be heard or name-clearing hearing procedure constitutes a waiver of this opportunity.
- 13.4.4 Issues involving dishonesty, immorality, or criminal misconduct, are the only issues that will be heard in this procedure.
- 13.4.5 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 to City Council a written request for a name-clearing hearing and state the basis for it.
  - B. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
  - C. An employee granted a hearing will meet with the City Council. The hearing will not exceed one hour in duration.
  - D. An audio recording of the hearing will be made and maintained as part of the personnel record.
  - E. The employee's Director may provide a brief written statement at least 24 hours prior to the hearing. The City Council may require the Director to participate in the hearing.
  - F. The employee will be provided an opportunity to present evidence upon which the claims are based.
  - G. The City Council may ask questions during the process.
  - H. The Idaho Rules of Evidence do not apply to this hearing.
- 13.4.6 After the hearing, the City Council will consider the information submitted, and other information as might be in the City's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

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

- Section 14.1 The City strives to maintain a supportive and civil workplace; one in which employees treat each other with respect and dignity. In keeping with these values, the City prohibits and does not tolerate unlawful workplace discrimination, harassment, or retaliation.
- Section 14.2 The following defined terms are applicable in this section:
- Legally protected class** means a personal characteristic that is protected by law. This includes race, color, national origin, religion, sex, age (40 and over), disability, or any other characteristic protected by law.
- Participation in the workplace** includes all aspects of being an employee at the City. This includes recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination, and/or retirement.
- Section 14.3 Workplace discrimination is when one or more persons in a legally protected class are treated adversely with respect to their participation in the workplace. Adverse employment actions usually involve decisions made by Directors, supervisors, or Elected Officials that affect the workplace status and benefits of employees.
- Section 14.4 Illegal adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to his/her age, not promoting an employee due to his/her religious beliefs, denying an employee a raise due to his/her race, disciplining an employee more harshly than others due to his/her sex, and terminating an employee due to his/her national origin. **Workplace Harassment** is unwelcome conduct that is directed to one or more persons in a legally protected class that interferes with their participation in the workplace. The offensive conduct must be severe or recurring such that it creates a work environment that would be considered intimidating, hostile, or abusive. Petty slights, annoyance, and isolated incidents (unless extremely serious) will not rise to the level of illegality.
- Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.
- Section 14.5 **Workplace Sexual Harassment** is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here.

- 14.5.1 Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, visual or physical harassment of a sexual nature that is so severe or recurring such that it creates a hostile or offensive work environment.
- 14.5.2 Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity, or gender expression.
- 14.5.3 Sexual harassment is unlawful whether it involves co-workers, Directors, Elected Officials, or customers of the City.
- 14.5.4 Sexual harassment may include, but is not limited to:
- A. Leering, making sexual gestures, or displaying derogatory comments, epithets, slurs, sexually suggestive objects, pictures, cartoons, posters or drawings;
  - B. Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;
  - C. Verbal or non-verbal unwanted sexual advances or propositions;
  - D. Threatening or making reprisals after a negative response to sexual advances;
  - E. Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;
  - F. Unwanted physical conduct such as touching, massaging, pinching, patting, hugging;
  - G. Physical interference with normal work or movement including impeding or blocking movement.

Section 14.6 **Hostile Work Environment** is discrimination or harassment in the workplace in which comments or conduct based on a legally protected class unreasonably interferes with participation in the workplace. The comments or conduct must be severe or recurring such that it creates an intimidating or offensive work environment.

Examples of a hostile work environment may include, but are not limited to, being subjected to daily racial slurs, recurring derogatory comments about job performance based on gender, continuous sexual advances or propositions, frequently receiving sexually explicit emails from a coworker, and/or physical harassment like hitting, pushing, groping and other touching.

Section 14.7 **Workplace Retaliation** is when an employee is punished or negatively treated because the employee engaged in legally protected activities; including initiating a complaint of discrimination or harassment, providing information or assisting in an investigation, or refusing to follow orders that would result in discrimination or harassment. Retaliation can result from employment action taken by a Director, Elected Official, or from acts of other employees.

Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to less desirable tasks or shifts in the work place, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

Section 14.8 Responsibilities

14.8.1 Employee Responsibilities

- A. Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment, or retaliation as soon as possible after the occurrence. Reporting should be made to any of the following:
  1. Designated Official
  2. Director
  3. Human Resource Director
  4. Legal Counsel for the City
- B. If the employee's Director is the subject of the incident, the employee should instead report the incident to one of the other listed officials. Reporting should be made regardless of whether the offensive act was committed by a Director, co-worker, vendor, visitor, or customer.

14.8.2 Director Responsibilities

All directors are expected to ensure the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment. They are responsible for the application and communication of this policy within their work areas. Directors should:

- A. Encourage employees to report any violations of this policy before the harassment becomes severe or recurring.
- B. Make sure the Human Resource Director is made aware of any inappropriate behavior in the workplace.
- C. Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.

- D. Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment, or hostile work environment.
- E. Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation, or hostile work environment to the designated official.
- F. The City designates the Human resource Director, or his/her designee, as the Designated Official who will be responsible for directing the procedures of this policy.

#### Section 14.9 Procedure for Reporting and Investigating

- 14.9.1 A person who believes he/she has been unlawfully discriminated, harassed, or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment, or retaliation, should report it to the Designated Official, his/her Director, Elected Official, Human Resource Director or legal counsel for the City. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to legal counsel for the City.
- 14.9.2 Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
- 14.9.3 The Designated Official should promptly review the complaint and consult with legal counsel.
- 14.9.4 In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
- 14.9.5 The Designated Official, in consultation with Legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
- 14.9.6 The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine if and how the alleged conduct occurred.
- 14.9.7 At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.
- 14.9.8 The Designated Official and/or the appropriate Directors and legal counsel for the City will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.

14.9.9 The complainant and the person alleged to have committed the offenses may submit written statements to the Designated Official and/or Directors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.

14.9.10 After the Designated Official and/or Directors have met with both parties and reviewed the documentation, and after consultation with legal counsel for the City, a decision will be made as to what action, if any, should be taken by the Mayor or Department Director.

14.9.11 At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Due to the confidential nature of disciplinary personnel matters, details of the specific discipline should not be shared with the complainant.

#### Section 14.10 Disciplinary Action

If it is determined that unlawful discrimination, harassment, or retaliation has occurred, an appropriate course of action will 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; and/or
- D. The quality of the evidence (first-hand knowledge, credible corroboration etc).

#### Section 14.11 Confidentiality

Confidentiality will 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.

## 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 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, and then 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:

- A. Credit for years of service with the City for purposes of calculation of benefits; or
- B. 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 their 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 employment should contact the Human Resource Director.

## CHAPTER 17. RESIGNATION POLICY

- Section 17.1      Written and oral resignations are effective upon receipt by a Director, Elected Official or the Human Resource Director. Oral resignations should be documented by the Director after consultation with the Mayor. 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.

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

Joe L. Stear, Kuna Mayor

Attest: Chris Engels  
Kuna City Clerk

## **APPENDIX A- EMPLOYEE ACKNOWLEDGMENT**

### ACKNOWLEDGMENT OF RECEIPT OF THE CITY OF KUNA PERSONNEL POLICY MANUAL

I, \_\_\_\_\_ acknowledge receipt of the Kuna Personnel Policy, originally adopted on January 19, 2016 and revised on November 6, 2019.

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, 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 on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(Name - Title - Office/department)*

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## CITY OF KUNA, IDAHO PERSONNEL POLICY

This Personnel Policy for the Ccity 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 Kuna City Council (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 or elected official.~~

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 Director and adopted by the City Council.~~

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Commented [AW1]: Just a side note: Technically, since changes have to go to Council for approval, there is a kind of notice that is published. The agenda would have changes to the personnel policy listed as an item. I don't think that really needs to be incorporated but it is interesting. 😊

## 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<sub>;</sub> 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<sub>;</sub> 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<sub>;</sub> 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 other employment decisions<sub>;</sub> 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 in the case of objection to actions undertaken by that person, to the Human Resource Director.

### 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<sub>;</sub> 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:

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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.

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A. —

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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.

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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.

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C. —

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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).

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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 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.

Commented [AW2]: Veteran's Preference and Rights?

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 Director ~~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.1.~~ 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.2.~~ Addiction to the use of drugs, alcohol, or controlled substance.
- ~~C.3.~~ 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.4.~~ Dismissal from any prior position for any cause ~~which-that~~ would be cause for dismissal by the City.
- ~~E.5.~~ Resignation from any position to avoid dismissal.
- ~~F.6.~~ Deception or fraud in content of the application.
- ~~G.7.~~ Request by the applicant to be withdrawn from consideration.
- ~~H.8.~~ Disqualification or unsuitability for employment as specified in any City or applicable department rule or regulation.

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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 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.

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- 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 Director'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 Director, 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 Director, the Human Resource Director, 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 Human Resource Director, 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 Director and the Human Resource Director as soon as practicable, but not later than three (3) days, excluding holidays, after the charges.

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- 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 ~~s~~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 Director, supervisor, or lead 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 disharmony~~, willfully interfere with another employee's work output, or encourage others to do the same.

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- 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 on~~ 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 Director and notify his/her Director if his/her driving abilities are impaired.

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- 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, or unearned Vacation or Compensatory Time, 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, [Parks and Recreation/Fleet and facilities offices](#), 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, [Parks and Recreation/Fleet and Facilities offices](#), 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 [public or main](#) entrance to the building.

## CHAPTER 5. DRUG TESTING POLICY

### Section 5.1 AUTHORITY

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, manufacturing, distribution, use, and/or 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 Director and Human Resource Director 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, manufacturing, or possession of an illegal, controlled substance in the workplace shall result in a disciplinary action that may include termination of employment with the City.

5.3.4 When a Director has reasonable suspicion to believe that an employee is under the influence of a controlled substance while on duty, the Director shall notify the Human Resource Director. The Director and/or Human Resource Director should approach the employee in a private setting if possible. ~~If, in the judgment of the Director and/or Human Resource Director, the employee’s condition is potentially hazardous to the safety of any individual, the Director and Human Resource Director 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 Director and/or the Human Resource Director has reasonable suspicion to believe that an employee is in possession of any illegal controlled substance, or involved in the selling or transferring of any controlled substance(s), the Director and/or Human Resource Director 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 Director 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 Director 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 Director has reasonable suspicion to believe that an employee is under the influence of alcohol, the Director shall immediately notify the Human Resource Director. ~~The Director and/or Human Resource Director should approach the employee in a private setting, if possible. -If, in the judgment of the Director and/or the Human Resource Director, the employee’s condition is potentially hazardous to the safety of any individual, the Director and Human Resource Director 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 Director and/or Human Resource Director shall advise the employee that a refusal to take a test will be considered a positive test.
- D. The Director and/or Human Resource Director will arrange for the employee to be relieved of duty, placed on leave without 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, ~~or~~ dexterity, or lack of 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 Director or another employee.

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- 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 Facilities~~ 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/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~~
- 3.4.4 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 Director 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.

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- 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 Director, 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 a creatinine level 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 AND PROCEDURES 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 to reasonably ~~to~~ preclude the possibility of misidentification of the person tested in relation to the test result provided.

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- 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 to reasonably 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 (2) 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 Director shall contact the Human Resource Director 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.

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Section 5.8 SUBSTANCES TESTED

- 5.8.1 Alcohol: An employee 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 employee 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 Human Resource Director. The prospective or current employee's Director 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 Human Resource Director. The employee's Director 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 Director making the observation. -This written record shall be submitted to the Human Resource Director; 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 Director in his/her chain of command, the employee shall be referred to ~~the~~a 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 Director 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 Director any restrictions imposed by law on his/her driving privileges due to drug or alcohol use.
- C. To be evaluated by his/her Director and the Human Resource Director 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 Director 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 Director 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.

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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 Resource Director 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 and/or alcohol test result or to avoid taking a drug and/or alcohol 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 receiving 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 and/or alcohol test.
- J. Fails to notify his/her Director of the use of legal or illegal drugs, including prescription medication, that may impair on-the-job performance.
- K. Fails to notify his/her Director 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 Director of any moving violation involving drugs or alcohol, occurring on or off the job, causing loss of driver’s license.

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Section 5.20 REHABILITATION AND RETENTION

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

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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.

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Section 5.22 PROCEDURES FOR DIRECTORS AND EMPLOYEES

5.22.1 When a Director has reasonable suspicion to believe that an employee is in violation of this policy, the Director shall immediately notify the Human Resource Director 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 Director. It shall be the Director's responsibility to take appropriate action.

5.22.2 If evidence exists that would lead another employee or Director 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 and/or alcohol test consistent with the conditions set forth in this policy.

5.22.3 Any Director 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 the state of Idaho,~~ or the eCity 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.

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

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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.

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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, ~~or~~ 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.

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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.

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#### 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.

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### 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. ~~Individual~~ Computer accounts are assigned to ~~individual an~~ employees for ~~his/her/their~~ exclusive use.
- B. Employees may set ~~his/her/their~~ 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.

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### 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 City's Independent IT 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.

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## 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.

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#### 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 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 to access social media web sites is expressly prohibited, except by employees in the conduct of his/her official duties.

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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 City's Independent IT 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 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 on call or emergency situations, as time spent accessing data or email remotely is considered compensated time for employees subject to FLSA rules.

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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 and 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 phone(s) 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.

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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 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 eCellular 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 a~~ 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-approved breaks.~~
- 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-assigned~~ a City cell phone must notify the City ~~if~~ ~~any said device is~~ 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 ~~C~~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.

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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 their Director, 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).

A. The assignment of vehicles for ~~24 hour~~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~~ B. 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~~7.2.3 General Rules Governing City-owned vehicle use:

- A. City vehicles shall display the City of Kuna logo and a unique number at all times.

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- 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 Director immediately.
- H. Employee's 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/their seatbelts 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 Director of the accident as soon as possible.

- Q. An employee who is involved in a ~~work-related~~~~work-related~~ accident will be required to submit to a post-accident drug and alcohol test within 12 hours after the accident has occurred.
- R. An employee who is issued a citation for any offense while using a City-Owned Vehicle must notify his/her Director immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
- S. An employee who is assigned a City-Owned 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 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.
- T. 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 current IRS mileage reimbursement rate. If a City-Owned Vehicle is available and an employee elects to use his/her personal vehicle, the employee will be reimbursed at the current government reimbursement rate.

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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.

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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.

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7.4.4 Employees will not be reimbursed for commuting between his/her/hier 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 on condition that 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 Director by blood or marriage within the second degree.
- Section 8.4      Any Director 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 Director—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 Resource Director 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. Appointed Officials:— The City Clerk, City Treasurer, Public Works Director, Planning and Zoning Director, Parks Director, and -Economic Development Director are appointed pursuant to Idaho Code §50-204, may only be removed pursuant to Idaho Code §50-206.
- C. The City Council may adopt by resolution, an organization chart, entitled the City of Kuna Employee Organization Chart.

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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 and Exempt Employees:— 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.

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- 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 when absolutely necessary in an emergency. -Department Directors shall provide the pre-authorization approvals to the Payroll Department at the same time that the timecards are due. -Department Directors shall monitor ~~his/her~~their 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 ~~their~~his/her department's off season to minimize the impact to ~~their~~his/her department's productivity. The City Treasurer and the Human Resource Director 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 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 Director or when requested by an employee with the concurrence of a supervisor.

#### Section 11.5 On Call Status and On Call Pay

- 11.5.1 On Call 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 should use discretion in scheduling an employee for On Call Status; ~~†~~†The department Director should encourage the employee to take the On Call 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 On Call time to equal a forty (40) hour work week.
- 11.5.3 Compensation for On Call 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 On Call duty, where the employee is available for On Call emergencies and maintenance duties. -When called out to perform emergency repairs or maintenance duties while on On Call 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 On Call status. -In no circumstance will an employee receive On Call 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 e~~Each employee's timecard must be signed manually or electronically by both the Director 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 ~~t~~Time ~~e~~Clock ~~p~~Policy.

A. Non-~~e~~Exempt Employees must ~~punch clock~~ in/out each time they are on or off the clock and for each day they worked.

B. Time ~~punched-clocked~~ 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. On Call 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-clocking~~ in/out on time ~~clocked~~.

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 Director 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-Monday~~ of each week and concludes at 11:59 p.m. of the following ~~Saturday~~Sunday.

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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; the two (2) weeks preceding ~~two (2) weeks~~the week 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/Paternity 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, by adopted policy, 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 Director as soon as practicable or within twenty-four (24) hours, whichever is sooner, so that a worker's compensation claim can be filed. ~~Directors~~ are required to immediately report the injury to the Human Resource Director.
- 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 they are transported by emergency personnel.
- 11.13.3 An employee who is injured on the job 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. If no Sick Time is available, Vacation or Compensatory Time shall be used. ~~—An employee receiving lost-time compensation from the State Insurance Fund shall not be entitled to additional compensation (Salary, Sick, Vacation, Compensation Time) from the City beyond an amount that will equal 100% of the employee's take home pay when lost-time pay and leave (Sick, Vacation, Compensatory Time) used are combined.~~
- 11.13.4 Return to employment will be authorized on a case-by-case basis in consultation with the department Director, attending physician, 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 The City will make every effort to bring the employee back on light duty status (if light duty work is available) before the employee is granted lost-time recovery from the State Insurance Fund. ~~Light duty will be compensated at the employee's regular rate of pay.~~
- 11.13.6 Concerns associated with injured worker status may be brought before the appropriate City Official for review.

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**CHAPTER 12. EMPLOYEE BENEFITS**

Section 12.1 The City offers employee benefits for Exempt Employees and Regular Full-time Employees. Benefits provided pursuant to this Chapter, excluding health, dental, vision, and life insurance, are only available to Exempt Employees and Regular Full-time Employees on a percentage of actual hours worked basis. For example, if an employee actually works two hours and receives lost-time compensation for six hours, the employee shall receive 25% of the Employee Benefits available for Exempt Employees or Regular Full-time Employees.

Section 12.2 Vacation Leave

~~Section 12.3~~12.2.1 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.

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~~A.12.2.2~~ 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.

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~~B.12.2.3~~ Vacation shall be computed and credited at each pay period.

~~C.12.2.4~~ Any rounding of Vacation Leave shall be performed in the last pay period of the year.

~~D.12.2.5~~ 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.

~~12.3.2~~12.2.6 On March 1 of each year, all Vacation Leave that exceeds two hundred forty (240) hours will be forfeited without compensation to the employee.

~~12.3.3~~12.2.7 An employee should be cognizant of his/her Vacation Leave to avoid exceeding the Vacation Leave cap of two hundred forty (240) hours.

~~12.3.4~~12.2.8 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, the employee may request a review of the circumstances of the case to the department Director, Human Resource Director, and Treasurer. Any approved extension must be approved by the Mayor and it must be used no later than March 31 of the next calendar year.

~~12.3.5~~12.2.9 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.

~~12.3.6~~12.2.10 Upon separation from employment, unused Vacation Leave will be compensated by lump-sum payment at the then-current hourly or daily rate.

~~Section 12.4~~Section 12.3 Sick Leave

~~12.4.1~~12.3.1 Sick Leave benefits are provided to Regular Full-time and Exempt Employees at the rate of eight (8) hours per month.

~~12.4.2~~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 or their dependant.

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~~12.4.3~~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 Director by 1) phone call, or if not possible, 2) text message.

~~12.4.4~~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. -If an employee desires to stay at work while exhibit signs of illness. At the employee’s Director 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.~~

~~12.4.5~~12.3.5 Department Directors 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.

~~12.4.6~~12.3.6 Sick Leave benefit recipients will receive their normal compensation when using Sick Leave.

~~12.4.7~~12.3.7 All unused Sick Leave will be forfeited without compensation upon separation from employment.

~~Section 12.5~~ Section 12.4 Transfer Of Vacation Leave ~~and/or~~ Compensatory Time ~~To~~  
Sick Leave ~~Bank~~ ~~for~~ Use By Another Employee

~~12.5.1~~ 12.4.1 An employee may transfer his/her Vacation Leave or Compensatory Time to ~~another employee to be used as the~~ Sick Leave ~~Bank~~ ~~for the recipient employee.~~

~~12.5.2~~ 12.4.2 In order for an employee to receive ~~transferred Vacation Leave or Compensatory Time~~ donated by ~~another employee for the recipient~~ to the Sick Leave ~~Bank~~, 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 documented continuing disability resulting from a serious personal illness or injury and be unable to work ~~or be on Maternity/Paternity Leave.~~
- 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.

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~~12.5.3~~ ~~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.~~

~~12.5.4~~ 12.4.3 Upon receipt of such medical certification, ~~the~~ The An eligible employee ~~is eligible to~~ receive up to ~~twenty-sixty (620)~~ twenty-sixty (620) days of transferred Sick Leave.

~~12.5.5~~ ~~Eligibility for additional increments of twenty (20) days of transferred Leave may be based on current medical certification of the continuing disability.~~

~~12.5.6~~ 12.4.4 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.

~~12.5.7~~ 12.4.5 Unused transferred Leave shall remain with the recipient.

~~12.5.8~~ 12.4.6 Transfer of Leave to an employee may not be denied if all eligibility criteria are met.

~~12.5.9~~ 12.4.7 For a recipient receiving transferred Leave, a "day" is defined as eight (8) hours, on the basis of a forty (40) hour workweek schedule.

~~12.5.10~~ 12.4.8 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.

~~12.5.1~~12.4.9 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.~~

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~~12.5.1~~12.4.10 Procedural Guidelines

- A. In order to facilitate Leave transferred ~~between employees~~ to the Leave Bank, 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 and the Human Resources Director.
  - 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.~~

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- 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 12.6~~Section 12.5 Holidays

~~12.6.1~~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.~~

~~12.6.2~~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.

~~12.6.3~~12.5.3 Recognized Holidays:

- New Year's Day
- Martin Luther King, Jr./Human Rights Day
- Presidents' Day
- Veteran's Day
- Memorial Day

Independence Day  
Labor Day  
Thanksgiving Day and Friday  
~~Independence Day~~  
Christmas Day

~~Section 12.7~~ Section 12.6 Bereavement Leave

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

~~Section 12.8~~ 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 12.9~~ Section 12.8 Family Medical Leave Act (FMLA)

~~12.9.1~~ 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.

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~~12.9.2~~ 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.

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12.9.3 12.8.3 FMLA Rights

A. An eligible employee is entitled to job-protected, unpaid leave for the following reasons:

- 1. ~~1)~~ b Birth and care of the eligible employee’s child, or placement for adoption or foster care of a child with the employee; ~~2)~~
- 2. ~~e~~ Care of an immediate family member (spouse, child, parent) who has a serious health condition, or ~~3)~~

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~~A-3.~~ e Care of the employee’s own serious health condition.

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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.

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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.

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~~F-E.~~ If the employee is on Worker’s Compensation leave, such leave may also run concurrently with any FMLA leave.

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~~G-F.~~ 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 Director. -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 Resource Director 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 Director indicating the reason for requesting FMLA leave and the expected duration of leave

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H.G. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule with prior written approval from the employee's Director 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 Director or Mayor.

12.9.412.8.4 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.

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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.

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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.

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3. An employee will provide prior notice when the need for this type of FMLA military leave is foreseeable.

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~~Section 12.10~~ 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 12.11~~ 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~~ Human Resource Director should be contacted to learn of sign-up and claims procedures. Other insurance offerings may be available at employee or shared expense.

~~Section 12.12~~ 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 Director for further information.

~~Section 12.13~~ 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 12.14~~ Section 12.13 Provision for Uniforms, Footwear, and Safety Equipment

~~12.14.1~~ 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~~ at the department Directors discretion.
- B. Replacement of safety clothing shall be determined by the department Director when a continued use of the worn item is a safety hazard.
- C. Every employee receiving safety items shall sign the Uniform, Footwear, and 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 Director, at City's expense.

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~~12.14.2~~ 12.13.2 Department Directors 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. In the event that an employee refuses to wear required safety equipment and is involved in a work related accident, disciplinary action will be taken, up to and including termination.

~~12.14.3~~12.13.3 Department Directors shall prepare an annual budget for necessary items, included in this Section.

Department Directors 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 12.15~~Section 12.14 Educational Reimbursement, Licensing, and Certification for Advancement of Employment

~~12.15.1~~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.

~~12.15.2~~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 personal address.

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~~12.15.3~~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. ~~If employee's employment with the City ends, A~~all amounts shall be repaid pursuant to the terms of each Educational Expense Reimbursement Agreement ~~in the amounts as prorated~~ as set forth below; ~~u~~Unless a shorter time period is specified in the Educational Reimbursement Expense Agreement; ~~if employee's employment with the City ends:~~

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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.

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~~Section 12.16~~ Section 12.15 Travel Expense Reimbursement

~~12.16.1~~ 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.

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~~12.16.2~~ 12.15.2 Mileage Reimbursement for use of personal vehicles: -Employees shall comply with Chapter 7 of this Policy Manual.

~~Section 12.17~~ 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:

~~12.17.1~~ 12.16.1 Deferred compensation plans handled by payroll deduction.

~~12.17.2~~ 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 provides discipline options that may be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to change the at-will nature of the employee's employment or limit the reasons for which the employee may be disciplined, including termination of 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 following disciplinary actions, or for any other action or performance of the employee deemed to be serious enough to warrant a certain discipline.

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 or performance deficiencies:

- 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—“Name-Clearing Hearing”

13.4.1 All employees are employed at-will.

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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 Failure by the employee to pursue this opportunity to be heard or name-clearing hearing procedure constitutes a waiver of this opportunity.

13.4.4 Issues involving dishonesty, immorality, or criminal misconduct, are the only issues that will be heard in this procedure.

13.4.5 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 to City Council a written request for a name-clearing hearing and state the basis for it.
- B. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
- C. An employee granted a hearing will meet with the City Council. The hearing will not exceed one hour in duration.
- D. An audio recording of the hearing will be made and maintained as part of the personnel record.
- E. The employee's Director may provide a brief written statement at least 24 hours prior to the hearing. The City Council may require the Director to participate in the hearing.
- F. The employee will be provided an opportunity to present evidence upon which the claims are based.
- G. The City Council may ask questions during the process.
- H. The Idaho Rules of Evidence do not apply to this hearing.

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13.4.6 After the hearing, the City Council will consider the information submitted, and other information as might be in the City's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

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

Section 14.1 The City strives to maintain a supportive and civil workplace; one in which employees treat each other with respect and dignity. In keeping with these values, the City prohibits and does not tolerate unlawful workplace discrimination, harassment, or retaliation.

Section 14.2 The following defined terms are applicable in this section:

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**Legally protected class** means a personal characteristic that is protected by law. This includes race, color, national origin, religion, sex, age (40 and over), disability, or any other characteristic protected by law.

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**Participation in the workplace** includes all aspects of being an employee at the City. This includes recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination, and/or retirement.

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~~Section 14.2~~ Section 14.3 Workplace discrimination is when one or more persons in a legally protected class are treated adversely with respect to their participation in the workplace. Adverse employment actions usually involve decisions made by Directors, supervisors, or Elected Officials that affect the workplace status and benefits of employees.

~~Section 14.3~~ Section 14.4 Illegal adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to his/her age, not promoting an employee due to his/her religious beliefs, denying an employee a raise due to his/her race, disciplining an employee more harshly than others due to his/her sex, and terminating an employee due to his/her national origin. **Workplace Harassment** is unwelcome conduct that is directed to one or more persons in a legally protected class that interferes with their participation in the workplace. The offensive conduct must be severe or recurring such that it creates a work environment that would be considered intimidating, hostile, or abusive. Petty slights, annoyance, and isolated incidents (unless extremely serious) will not rise to the level of illegality.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.

~~Section 14.4~~ Section 14.5 **Workplace Sexual Harassment** is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here.

14.5.1 Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, visual or physical harassment of a sexual nature that is so severe or recurring such that it creates a hostile or offensive work environment.

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14.5.2 Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity, or gender expression.

14.5.3 Sexual harassment is unlawful whether it involves co-workers, Directors, Elected Officials, or customers of the City.

14.5.4 Sexual harassment may include, but is not limited to:

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A. Leering, making sexual gestures, or displaying derogatory comments, epithets, slurs, sexually suggestive objects, pictures, cartoons, posters or drawings;

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B. Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;

C. Verbal or non-verbal unwanted sexual advances or propositions;

D. Threatening or making reprisals after a negative response to sexual advances;

E. Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;

F. Unwanted physical conduct such as touching, massaging, pinching, patting, hugging;

G. Physical interference with normal work or movement including impeding or blocking movement.

~~14.4.2~~Section 14.6 **Hostile Work Environment** is discrimination or harassment in the workplace in which comments or conduct based on a legally protected class, unreasonably interferes with participation in the workplace. The comments or conduct must be severe or recurring such that it creates an intimidating or offensive work environment.

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Examples of a hostile work environment may include, but are not limited to, being subjected to daily racial slurs, recurring derogatory comments about job performance based on gender, continuous sexual advances or propositions, frequently receiving sexually explicit emails from a coworker, and/or physical harassment like hitting, pushing, groping and other touching.

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Section 14.7 **Workplace Retaliation** is when an employee is punished or negatively treated because the employee engaged in legally protected activities, including initiating a complaint of discrimination or harassment, providing information or assisting in an investigation, or refusing to follow orders that would result in discrimination or harassment. Retaliation can result from employment action taken by a Director, Elected Official, or from acts of other employees.

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Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to less desirable tasks or shifts in the work place, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

14.4.3 Section 14.8 Responsibilities

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A-14.8.1 Employee Responsibilities

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A. Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment, or retaliation as soon as possible after the occurrence. Reporting should be made to any of the following:

1. Designated Official
2. Director
3. Human Resource Director
4. Legal Counsel for the City

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B. If the employee's Director is the subject of the incident, the employee should instead report the incident to one of the other listed officials. Reporting should be made regardless of whether the offensive act was committed by a Director, co-worker, vendor, visitor, or customer.

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B-14.8.2 Directors Responsibilities

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All directors are expected to ensure that the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment. They are responsible for the application and communication of this policy within their work areas. Directors should:

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- ~~1~~.A. Encourage employees to report any violations of this policy before the harassment becomes severe or recurring.
- ~~2~~.B. Make sure the Human Resource Director is made aware of any inappropriate behavior in the workplace.
- ~~3~~.C. Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.
- ~~4~~.D. Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment, or hostile work environment.
- ~~5~~.E. Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation, or hostile work environment to the designated official.
- ~~C~~.F. The City designates the Human resource Director, or his/her designee, as the Designated Official who will be responsible for directing the procedures of this policy.

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14.4.4Section 14.9 Procedure for Reporting and Investigating

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- ~~A~~.14.9.1 A person who believes he/she has been unlawfully discriminated, harassed, or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment, or retaliation, should report it to the Designated Official, his/her Director, Elected Official, Human Resource Director or legal counsel for the City. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to legal counsel for the City.
- ~~B~~.14.9.2 Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
- ~~C~~.14.9.3 The Designated Official should promptly review the complaint and consult with legal counsel.
- ~~D~~.14.9.4 In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
- ~~E~~.14.9.5 The Designated Official, in consultation with Legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
- ~~F~~.14.9.6 The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine ~~whether or if~~ and how the alleged conduct occurred.

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~~G.14.9.7~~ At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.

~~H.14.9.8~~ The Designated Official and/or the appropriate Directors and legal counsel for the City will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.

~~I.14.9.9~~ The complainant and the person alleged to have committed the offenses may submit written statements to the Designated Official and/or Directors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.

~~J.14.9.10~~ After the Designated Official and/or Directors have met with both parties and reviewed the documentation, and after consultation with legal counsel for the City, a decision will be made as to what action, if any, should be taken by the Mayor or Department Director.

~~K.14.9.11~~ At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. ~~Because Due to the confidential nature of disciplinary personnel matters are confidential,~~ details of the specific discipline should not be shared with the complainant.

~~14.4.5~~Section 14.10 Disciplinary Action

If it is determined that unlawful discrimination, harassment, or retaliation has occurred, an appropriate course of action will 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; and/or
- D. The quality of the evidence (first-hand knowledge, credible corroboration etc).

~~14.4.6~~Section 14.11 Confidentiality

Confidentiality will 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.

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**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, ~~and who are then~~ 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:

~~15.2.1A.~~ Credit for years of service with the City for purposes of calculation of benefits; ~~and or~~

~~15.2.2B.~~ Credit for Sick Leave that was forfeited at the time of separation of employment.

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## CHAPTER 16. COBRA BENEFITS

Employees who currently receive medical benefits and who resign or are terminated from ~~his/her~~their 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 Resource Director.

**CHAPTER 17. RESIGNATION POLICY**

Section 17.1 Written and oral resignations are effective upon receipt by a Director, ~~or~~ Elected Official or the Human Resource Director. Oral resignations should be documented by the Director after consultation with the Mayor. 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.

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

Joe L. Stear, Kuna Mayor

Attest: Chris Engels  
Kuna City Clerk

**APPENDIX A- EMPLOYEE ACKNOWLEDGMENT**

ACKNOWLEDGMENT OF RECEIPT OF THE CITY OF KUNA PERSONNEL POLICY MANUAL

I, [redacted] acknowledge receipt of the Kuna Personnel Policy, originally adopted on January 19, 2016 and revised on November 6, 2019.

- 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 on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Name - Title - Office/department)

**APPENDIX B- ADOPTED CITY POLICIES**

**RESOLUTION NO. R36-2023  
CITY OF KUNA, IDAHO**

**A RESOLUTION OF THE CITY COUNCIL FOR KUNA, IDAHO TO APPOINT A NEW MEMBER TO THE PLANNING AND ZONING COMMISSION.**

**WHEREAS**, the City Council adopted Ordinance No. 2018-02 February 6, 2018 allowing Planning and Zoning Commissioners to serve beyond the two (2) full consecutive terms by motion of the City Council;

**WHEREAS**, the Planning and Zoning Commission membership has a term limit of three (3) years;

**WHEREAS**, one (1) Planning and Zoning Commission member is no longer available;

**BE IT HEREBY RESOLVED** by the Mayor and Council of the City of Kuna, Idaho that the following person is to be appointed to the Planning and Zoning Commission:

- 1. Bryan Clark

The Commission now consists of the following persons with their term expiration dates provided:

- 1. Jim Main – January 2024
- 2. Bryan Clark – May 2026
- 3. Ginny Greger – January 2024
- 4. Dana Hennis – January 2024
- 5. Lee Young – January 2024

**PASSED BY THE COUNCIL** of Kuna, Idaho this 2<sup>nd</sup> day of May, 2023.

**APPROVED BY THE MAYOR** of Kuna, Idaho this 2<sup>nd</sup> day of May, 2023.

\_\_\_\_\_  
Joe L. Stear, Mayor

ATTEST:

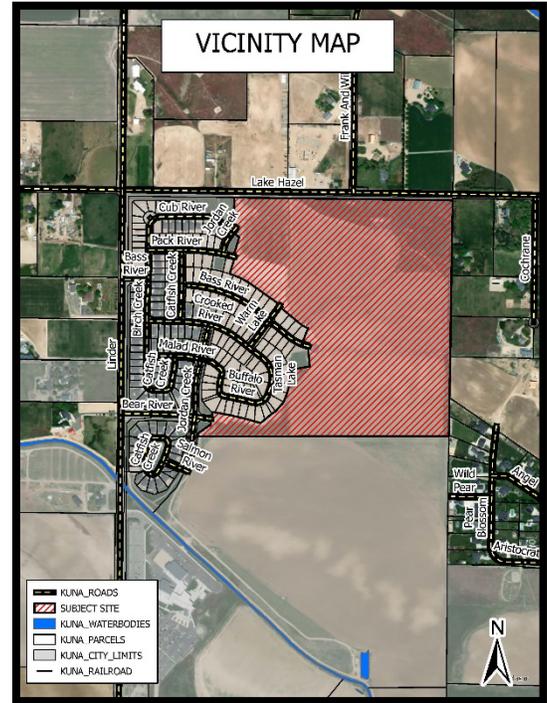
\_\_\_\_\_  
Chris Engels, City Clerk

**BEFORE THE CITY COUNCIL OF THE CITY OF KUNA**

IN THE MATTER OF THE APPLICATION OF ) **Case No. 23-03-TE**  
 )  
**DB DEVELOPMENT, LLC** )  
 )  
*For Springhill Subdivision No. 4 Final Plat Time* ) **STAFF MEMO FOR FINAL PLAT TIME**  
*Extension.* ) **EXTENSION APPLICATION.**

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1. Exhibit List
2. Project Summary
3. General Project Facts
4. Staff Analysis
5. Proposed Findings of Fact
6. Council’s Proposed Order of Decision



**I  
EXHIBIT LIST**

The exhibits of the above-referenced matter consist of the following, to-wit:

**1.1 Exhibits:**

<i>DESCRIPTION OF EVIDENCE</i>	Withdrawn	Refused	Admitted
1.1 STAFF MEMO			X
<a href="#">2.1 FINAL PLAT TIME EXTENSION APPLICATION.pdf</a>			X
<a href="#">2.2 SPRINGHILL NO. 3 RECORDATION DATE.pdf</a>			X

## II PROJECT SUMMARY

Description	Details
Acreage	23.13
Existing Land Use(s)	R-6 (Medium Density Residential)
Future Land Use Designation	Medium Density Residential
Proposed Land Use(s)	R-6 (Medium Density Residential)
Lots (No. and Type)	58 residential, 2 common
Number of Residential Units	58
Number of Phases	N/A
Net Density (Dwelling Units per Acre)	N/A

## III GENERAL PROJECT FACTS

- 3.1** The Springhill Subdivision (Case Nos. 06-12-S, 06-10-ZC, 06-11-DA) was approved by Council February 6, 2007, with the Findings of Fact and Conclusions of Law signed February 20, 2007.
- 3.2** A Preliminary Plat Modification for Springhill Subdivision (Case No. 17-05-S) was approved by City Council October 17, 2017, with the Findings of Fact and Conclusions of Law signed December 19, 2017.
- 3.3** The Final Plat for Springhill Subdivision No. 3 (Case No. 21-15-FP) was approved by City Council February 15, 2022, and was recorded June 13, 2022.

## IV STAFF ANALYSIS

### 4.1 Final Plat Time Extension

- A.** Per Kuna City Code ([KCC](#)) [6-2-3\(J.2\)](#), when a Preliminary Plat is approved with Phases, the first Final Plat shall be submitted within two (2) years, with each successive Phase's Final Plat being recorded within one (1) year of the previous.
- B.** Per [KCC 6-2-4\(F.1\)](#), the Council is under no obligation to approve a Final Plat Time Extension, as well as reserving the right to add additional Conditions of Approval to the Final Plat as part of a Time Extension.
- C.** As the Springhill Subdivision No. 3 Final Plat was recorded June 13, 2022, the Springhill Subdivision No. 4 Final Plat would have been required to be recorded by June 13, 2023.
- D.** The Applicant requests a Final Plat Time Extension as redesign was required due to encountering higher than anticipated bedrock depths.

- 4.2 Conclusion:** Upon review, staff has determined the Final Plat Time Extension request for Springhill Subdivision No. 4 is in compliance with [KCC 6-2-3](#) and [Idaho Code §-67-65](#), and would recommend the Council approve Case No. 23-03-TE.

## V PROPOSED FINDINGS OF FACT

Based upon the record contained in Case No. 23-03-TE, including staff's memorandums, the exhibits, Kuna City Code, and Idaho Code, the Council hereby (*Approves/Conditionally Approves/Denies*) the Final Plat Time Extension request for Springhill Subdivision No. 4.

*If the Council wishes to approve, deny, or modify specific parts of these Findings of Fact and Conclusions of Law, those changes must be specified.*

**5.1** Based on the evidence presented, the contents of the Final Plat Time Extension application contained all the listed requirements, and the proposal *complies* with Kuna City Code.

**Staff Finding:** *The Applicant has submitted a complete application and following staff review for technical compliance, the application appears to be in substantial compliance with [KCC 6-2-3](#).*

**5.2** Based upon the evidence presented, Springhill Subdivision No. 4 is eligible to receive a Final Plat Time Extension, valid for one (1) year from date of approval of the resulting Findings of Fact and Conclusions of Law (FCOs).

**Staff Finding:** *As a redesign was required due to encountering higher than expected bedrock depths, Springhill Subdivision No. 4 meets the requirements to receive Final Plat Time Extension. Should this request be approved, the FCOs will go before the Council on May 16, 2023, thus providing a new expiration date of May 15, 2024.*

## VI COUNCIL'S PROPOSED ORDER OF DECISION

*Note: This Motion is for the Approval, Conditional Approval or Denial of the Final Plat Time Extension. However, if Council wishes to Approve or Deny specific parts of these requests, those changes must be specified.*

Based upon the record contained in Case No. 23-03-TE, including staff's memorandums, exhibits, Kuna City Code and Idaho Code, Council hereby (*Approves/Conditionally Approves/Denies*) the Final Plat Time Extension for Springhill Subdivision No. 4, Subject to the following Conditions:

**6.1 General:**

- A.** Developer/Owner/Applicant shall adhere to the Conditions listed in the Springhill Subdivision (Case Nos. 06-12-S, 06-10-ZC, 06-11-DA) Findings of Fact and Conclusions of Law signed by Council February 20, 2007, and any Conditions listed in the Springhill Subdivision Preliminary Plat Modification (Case No. 17-05-S) Findings of Fact and Conclusions of Law signed by Council December 19, 2017.
- B.** Developer/Owner/Applicant shall adhere to any Conditions listed in the future Findings of Fact and Conclusions of Law for this Final Plat Time Extension request (Case No. 23-03-TE).
- C.** The Springhill No. 4 Final Plat shall expire May 15, 2024.
- D.** If necessary, the Developer/Owner/Applicant shall submit a Final Plat Time Extension to staff no later than March 15, 2024.

- E.** Developer/Owner/Applicant, and any future assigns having an interest in the subject property, shall fully comply with all Conditions of development as approved by Council, or seek amending them through the public hearing process.

**DATED** this 2<sup>nd</sup> day of May 2023.

**BEFORE THE CITY COUNCIL OF THE CITY OF KUNA**

IN THE MATTER OF THE APPLICATION OF ) **Case No. 23-05-TE**  
 )  
**TRILOGY IDAHO** )  
 )  
*For the Linrock Subdivision Preliminary Plat* ) **STAFF MEMO FOR TIME EXTENSION**  
*Time Extension.* ) **APPLICATION.**

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<i>DESCRIPTION OF EVIDENCE</i>	Withdrawn	Refused	Admitted
1.1 STAFF MEMO			X
<a href="#">2.1 FINAL PLAT TIME EXTENSION APPLICATION.pdf</a>			X
<a href="#">2.2 ORIGINAL FCO'S SIGNED 04.20.2021.pdf</a>			X

## II PROJECT SUMMARY

Description	Details
Acreage	Approx. 40.4
Existing Land Use(s)	R-12 (High Density Residential)
Future Land Use Designation	Mixed Use
Proposed Land Use(s)	R-6 (Medium Density Residential), R-12 (High Density Residential), C-1 (Neighborhood Commercial)
Lots (No. and Type)	148 residential, 26 multi-family (4-plex), 4 commercial, 30 common
Number of Residential Units	252
Number of Phases	4

## III GENERAL PROJECT FACTS

- 3.1** The Linrock Subdivision application (Case Nos. 20-04-AN, 20-05-ZC, 20-09-S, 20-19-DR) was approved by Council April 6, 2021, with the Findings of Fact and Conclusions of Law being signed April 20, 2021.
- 3.2** Due to delays in the installation of offsite improvements by other developers, Linrock Subdivision has been unable to coordinate construction plan approvals with the Public Works Department.

## IV STAFF ANALYSIS

- 4.1** Per [KCC 6-2-3\(J.1\)](#), a Preliminary Plat shall be valid for two (2) years from date of approval of the Findings of Fact and Conclusions of Law (FCOs) by City Council; the FCO's were signed April 20, 2021.
- 4.2** Per [KCC 6-2-3\(J.6\)](#), the City Council is under no obligation to grant a Time Extension; however, due to the unexpected delays, staff would be in support of a Time Extension being granted.
- 4.3** In the event this Time Extension is approved, the time schedule for all project Phases will also be reset, per [KCC 6-2-3\(J.7\)](#).
- 4.4** **Conclusion:** Upon review, staff finds the Preliminary Plat Time Extension request to be in compliance with [KCC Title 6](#) and [Idaho Code §67-65](#).

## V PROPOSED FINDINGS OF FACT

Based upon the record contained in Case No. 23-05-TE, including, Kuna City Code, Staff's Memorandums, and exhibits, the Council hereby (*Approves/Conditionally Approves/Denies*) the Preliminary Plat Time Extension Request for Linrock Subdivision.

*If the Council wishes to approve, deny, or modify specific parts of the Findings of Fact and Conclusions of Law as detailed below, those changes must be specified.*

- 5.1** Based on the evidence presented, the contents of the Preliminary Plat Time Extension application *contains* all listed requirements, and the proposal *complies* with KCC.

**Staff Finding:** *The Applicants have submitted a complete application, and following staff review for technical compliance, the application appears to be in substantial compliance with [KCC 6-2-3](#).*

- 5.2** Based on the evidence presented, Linrock Subdivision *is* eligible to receive a Preliminary Plat Time Extension, valid for two (2) years from date of approval of the resulting Findings of Fact and Conclusions of Law (FCOs).

**Staff Finding:** *Due to the unforeseen delays the Applicant has encountered and per [KCC 6-2-3\(J.8\)](#), Linrock Subdivision meets the requirements to receive Preliminary Plat Time Extension approval. The FCOs are scheduled to go before Council for approval May 16, 2023, thus providing a new expiration date of May 15, 2025.*

## VI

### COUNCIL'S PROPOSED ORDER OF DECISION

*Note: These motions are for the Approval, Conditional Approval or Denial of the Preliminary Plat Time Extension. However, if Council wishes to Approve or Deny specific parts of these requests, those changes must be specified.*

Based upon the record contained in Case No. 22-05-TE, including Kuna City Code, Staff's Memorandums, and the exhibits, City Council hereby (*Approves/Conditionally Approves/Denies*) the Preliminary Plat Time Extension for Linrock Subdivision, subject to the following Conditions:

**6.1 General:**

- A.** Developer/Owner/Applicant shall adhere to the Conditions of Approval as provided in the original FCOs approved April 20, 2021.
- B.** The Linrock Subdivision Preliminary Plat will expire May 15, 2025.
- C.** If necessary, Developer/Owner/Applicant shall submit a Preliminary Time Extension application to staff no later than March 17, 2025.
- D.** Developer/Owner/Applicant, and any future assigns having an interest in the subject property, shall fully comply with all Conditions of development as approved by the City Council, or seek amending them through Public Hearing processes.

**DATED** this 5<sup>th</sup> day of May 2023.

**BEFORE THE CITY COUNCIL  
OF THE CITY OF KUNA**

IN THE MATTER OF THE APPLICATION OF ) **Case Nos. 07-01-AN, 07-03-ZC, 07-04-S,**  
) **07-03-DA**  
**RED CLIFF DEVELOPMENT** )  
) **P&Z STAFF REPORT**  
*Default of R27-2014 for failure to* ) **FOLLOWING HEARING TO**  
*construct an offsite pathway.* ) **SHOW CAUSE**

**TABLE OF CONTENTS**

1. Exhibit List
2. Process and Noticing
3. Project Request
4. Staff Analysis
5. Proposed Findings of Fact and Conclusions of Law
6. Council's Proposed Order of Decision

**I  
OFFERED EXHIBIT LIST**

P&Z staff recommends the exhibits be admitted an included as part of the record of proceedings in the above-referenced matter, to-wit:

**1.1 Exhibits:**

<i>DESCRIPTION OF EVIDENCE</i>		Withdrawn	Refused	Admitted
<b>1</b>	Staff Memo			X
<b>2</b>	Memo to City Council March 21, 2023			X
<b>3</b>	Notice of Default Hearing to Show Cause			X
<b>4</b>	Resolution R27-2014			X
<b>5</b>	Profile Ridge, Merrell Family Center Subdivision (Ridley's) Letter of Credit Review			X
<b>6</b>	Proof of Service			X

## II PROCESS AND NOTICING

### 2.1 Notifications

- A. Notice of Default hearing to Show Cause: February 28, 2023
- B. City Council Agenda: April 18, 2023

## III P&Z STAFF REQUEST

- 3.1** The City of Kuna Planning and Zoning Director requests the Council order the forfeiture of \$64,400 which was deposited by Red Cliff Development in the City's agency fund in 2014. Additionally, the Director requests the Council authorize the removal of this \$64,400 from the agency fund to the general fund to be earmarked for future public pathway and/or open space improvements. This request is made due to failure of the developer to comply with conditions set forth in Resolution R27-2014.

## IV P&Z STAFF ANALYSIS

- 4.1** Resolution No. R27-2014 was approved by the City Council on May 6, 2014 authorizing the Kuna city engineer to accept a cash deposit in the amount of \$64,400 in lieu of construction for the Profile Ridge/Merrell Family Center Subdivision under certain terms and conditions so the final plat could be recorded prior to completion of an off-site bicycle/pedestrian pathway. The cash deposit was made by the developer as a financial guarantee that it would complete the off-site bicycle/pedestrian pathway and other infrastructure improvements after it recorded its final plat, or it would risk forfeiture of these funds.

The off-site bicycle and pedestrian pathway were to be completed and installed by Red Cliff Development in conformance with approved plans and accepted by the City of Kuna within 120 days of the cash deposit. Red Cliff Development did not complete, or even begin, construction of the pathway improvements within the 120-day window. The pathway improvements have since remained uncompleted for 3,274 days.

The City provided the Notice of Default Hearing to Show Cause, included as Exhibit 3 to this memo, by mailing the notice to Red Cliff Development on February 27th, 2023 notifying the developer of the failure to complete the off-site bicycle and pedestrian pathway in great excess of the 120 days past the 2nd day of July, 2014. The notice provided that the hearing would take place on March 21, 2023. Following the mailing of this notice, City staff communicated with Kim Scott who identified themselves as an assistant of a Cory Swain who was formally a principal of the Red Cliff Development, which now appears to be an administratively dissolved corporation.

On March 21, 2023 the Show Cause hearing was held by the City Council. No person appeared or testified on behalf of Red Cliff Development. Therefore, Red Cliff Development failed to show cause why the \$64,400 should not be forfeited.

Based upon Red Cliff Development's failure to appear and show cause why the \$64,400 should not be forfeited, Staff requests City Council order the forfeiture of these funds, and direct and

authorize that the \$64,400 be removed from the City's agency fund and be moved to the City's general fund, and earmarked for future public pathway and/or open space improvements. This request is made due to the failure of Red Cliff Development to comply with conditions set forth in Resolution R27-2014.

## V

### P&Z RECOMMENDED FINDINGS OF FACT

Based upon the record contained in Case Nos. 07-01-AN, 07-03-ZC, 07-04-S, 07-03-DA, Staff's Memorandum, including the exhibits, and the testimony during the Public Hearing, the Council hereby (*approves/conditionally approves/denies*) the proposed Findings of Fact and Conclusions of Law.

*If the Council wishes to Approve, Deny or modify specific parts of the Findings of Fact and Conclusions of Law as detailed below, those changes must be specified.*

- 5.1 Red Cliff Development deposited \$64,400 in the City's agency fund as a financial guarantee that it would complete pathway improvements, and other infrastructure, after it recorded its final plat for the Profile Ridge/Merrell Family Center Subdivision.
- 5.2 Red Cliff Development risked forfeiture of this financial guarantee if it failed to constructed the promised pathway improvements or other infrastructure identified in R27-2014.
- 5.3 The offsite pathway improvements were not installed in accordance with R27-2014.
- 5.4 Due to Red Cliff Development's failure to complete the pathway improvements, City Staff scheduled this matter for a Show Cause hearing with the City Council, and provided notice to Red Cliff Development of this hearing by mailing a Notice of Default Hearing to Show Cause to Red Cliff Development on February, 28, 2023.
- 5.5 The notice requirements have been met within the guidelines of applicable Idaho Code and City Ordinances. The Notice of Default Hearing to Show Cause was mailed on February 28, 2023.
- 5.6 That the City Council held a Show Cause hearing on this matter on March 21, 2023, and no person appeared or testified on behalf of Red Cliff Development at this hearing in an attempt to show cause why the funds should not be forfeited.
- 5.7 That cause exists to order the forfeiture of the \$64,400 presently held in the City's agency fund due to Red Cliff Development's failure to construct the pathway improvements required by R27-2014.

## VI

### P&Z STAFF RECOMMENDED CITY COUNCIL ORDER OF DECISION

*Note: These Motions are for the Approval, Conditional Approval or Denial of the ordinance Amendment. However, if the Council wishes to Approve or Deny specific parts of these requests as detailed in the report, those changes must be specified.*

Based upon the record contained in Case Nos. 07-01-AN, 07-03-ZC, 07-04-S, 07-03-DA, Staff's Memorandum, including the exhibits, and the testimony during the Public Hearing, the Council hereby orders the forfeiture of the \$64,400 financial guarantee deposited by Red Cliff Development in the City's

agency fund, and the removal of the \$64,000 from the agency fund to the general fund. These funds are to be earmarked for future public pathway and/or open space improvements. This decision is entered due to the failure of Red Cliff Development to comply with conditions set forth in Resolution R27-2014.

**DATED** this 18<sup>th</sup> day of April 2023.



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

## MEMO

**Date:** March 21, 2023  
**From:** Doug Hanson, Planning & Zoning Director  
**To:** Kuna City Council  
**RE:** R27-2014 Default Case Nos. 07-01-AN, 07-03-ZC, 07-04-S, 07-03-DA

---

City Council Members,

Resolution No. R27-2014 was approved by the City Council on May 6, 2014 authorizing the Kuna city engineer to accept a cash deposit in the amount of \$64,400 in lieu of construction for the Profile Ridge/Merrell Family Center Subdivision under certain terms and conditions so the final plat could be recorded prior to completion of an off-site bicycle/pedestrian pathway.

The off-site bicycle and pedestrian pathway were to be completed and installed by Red Cliff Development in conformance with approved plans and accepted by the City of Kuna within 120 days of the date of deposit of the cash deposit. The pathway was not completed within the 120-day window and has since remained uncompleted for 3,274 days.

The Default Hearing to Show Cause Notice provided herein was mailed to Red Cliff Development on February ~~27<sup>th</sup>~~<sup>28<sup>th</sup></sup>, 2023 notifying the developer of the failure to complete the off-site bicycle and pedestrian pathway in great excess of the 120 days past the 2<sup>nd</sup> day of July, 2014.

Staff requests that the \$64,400 be removed from the agency fund and be moved to the general fund and recognized as revenue, due to failure of the developer to comply with conditions set forth in Resolution R27-2014.

Thank you,

Doug Hanson  
Planning & Zoning Director  
[dhanson@kunaid.gov](mailto:dhanson@kunaid.gov)  
208-287-1771

**BEFORE THE CITY COUNCIL OF THE CITY OF KUNA**

IN THE MATTER OF PROFILE RIDGE/MERRELL	)	CASE NOS. 07-01-AN, 07-03-ZC, 07-
FAMILY CENTER SUBDIVISION (RIDLEYS)	)	04-S, 07-03-DA
LETTER OF CREDIT REVIEW:	)	
	)	<b>NOTICE OF DEFAULT HEARING</b>
<b>RED CLIFF DEVELOPMENT</b>	)	<b>TO SHOW CAUSE</b>
(DEVELOPER)	)	
	)	

**TO:** Developer, Red Cliff Development

**LEGAL NOTICE DEFAULT HEARING IS HEREBY GIVEN** that on the 21<sup>st</sup> day of March, 2023, at the **Kuna City Hall Council Chambers, 751 W. 4<sup>th</sup> Street, Kuna, Idaho 83634** , at **6:00 P.M.**, the Kuna City Council will hold a hearing for the above named developer to show cause why the Kuna City Council should not declare the Developer in default of the *Memorandum Re: Profile Ridge/Merrell Family Center Subdivision (Ridleys) Letter of Credit Review* dated April 3, 2014 with the attached approved financial guarantee Resolution No. R27-2014 ( a true and correct copy of which is attached marked “**Exhibit A**”) and forfeit to the City of Kuna the sum of sixty-four thousand four hundred dollars (\$64,400.00) being the amount of the Developer’s cash deposit financial guarantee.

**Claim of Default which is secured by the above reference financial guarantee:** That the Developer has failed to complete the “Off-site Bicycle/Pedestrian Pathway- Bid dated April 3, 2014 and provided by Curt Faus Corp amounting to \$133,964.65 (quote valid and no expiration noted)” which is greatly in excess of 120 days past the 2<sup>nd</sup> day of July, 2014 which was the date the City received the Developer’s cash deposit.

**PLEASE TAKE NOTICE** that this Notice to Show Cause is based upon probable cause established by the Report of the City Treasurer and the City Engineer made the City Council on the 21<sup>st</sup> day of March, 2023.

DATED this 27<sup>th</sup> day of February, 2023.

CITY OF KUNA

By:   
Joe Stear, Mayor

### CERTIFICATE OF SERVICE

I, the undersigned, hereby certify that on the 28<sup>th</sup> day of February, 2023, a true and correct copy of the above and foregoing NOTICE OF HEARING TO SHOW CAUSE was served upon the following by the method indicated below:

Red Hill Development

- U.S. Mail
- Overnight Mail
- Hand Delivery
- Facsimile

*City of Kuna*



By: \_\_\_\_\_

*Chris Engels*

City Clerk



**CITY OF KUNA**  
751 W 4TH ST • P.O. Box 13  
Kuna, ID 83634

BOISE ID.837

28 FEB 2023 PM 2 L

NEOPOST FIRST-CLASS MAIL

02/28/2023  
US POSTAGE \$000.60<sup>92</sup>



ZIP 83634  
041M11460992

RECEIVED  
APR 11 2023  
CITY OF KUNA

RED CLIFF DEVELOPMENT INC  
2060 S EAGLE RD  
MERIDIAN, ID 83642

NIXIE 988 FE 1 0004/08/23  
RETURN TO SENDER  
NOT DELIVERABLE AS ADDRESSED  
UNABLE TO FORWARD  
BC: 83634194151 \*1436-00596-28-38

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UTR  
00642-870180

www.usps.com

## RESOLUTION NO. R27-2014

**A RESOLUTION OF THE CITY OF KUNA, IDAHO AUTHORIZING THE KUNA CITY ENGINEER TO ACCEPT A CASH DEPOSIT IN LIEU OF CONSTRUCTION FOR THE MERRELL FAMILY CENTER SUBDIVISION UNDER CERTAIN TERMS AND CONDITIONS SO THE FINAL PLAT MAY BE RECORDED PRIOR TO COMPLETION OF CONSTRUCTION.**

**Whereas** Merrell Family Center Subdivision exists as part of an approved preliminary plat of the City of Kuna, Idaho; and

**Whereas** construction plans for Merrell Family Center Subdivision were approved by the Kuna City Engineer April 26, 2013; and

**Whereas** construction was commenced but not completed per approved plans prior to recording of the Final Plat; and

**Whereas** developer desires to record the final plat for Merrell Family Center Subdivision prior to completion of construction; and

**Whereas** Kuna City Code 6-2-4 and 6-4-3 allows for and sets the conditions for recording a final plat before the completion of construction:

**BE IT HEREBY RESOLVED** by the Mayor and Council of the City of Kuna, Idaho, that the Kuna City Engineer is hereby authorized to accept a cash deposit in lieu of construction for Merrell Family Center Subdivision under the following terms and conditions:

1. Record drawings for completed public works construction are either provided to the City Engineer by the developer and approved before the cash deposit is accepted by the City Engineer or the cost of providing them included in the cash deposit;
2. Curb, gutter and seepage beds are either completed by the developer in conformance with approved plans and accepted by Idaho Transportation Department before the cash deposit is accepted by the City Engineer or the completion is secured in a manner acceptable to Idaho Transportation Department;
3. Street name signage is either completed and installed by the developer in conformance with approved plans and accepted by Ada County Highway District before the cash deposit is accepted by the City Engineer or the completion is secured in a manner acceptable to Ada County Highway District and Idaho Transportation Department;
4. The off-site bicycle and pedestrian pathway is either completed and installed by the developer in conformance with approved plans and accepted by the City of Kuna before the cash deposit is accepted by the City Engineer or included in the cash deposit;

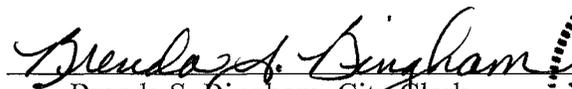
5. All bids amounts submitted for unfinished construction shall be valid for the term of the cash deposit, or developer shall be responsible for any additional increase in the bid amount;
6. The cash deposit shall be held by the City until the conditions are fully satisfied;
7. The amount of the cash deposit shall be at least sixty-four thousand four hundred dollars (\$64,400.00);
8. If the conditions are not completed within 120 days of the date of deposit of the cash deposit, no further building permits can be issued, unless this agreement is extended upon good showing;

**PASSED BY THE COUNCIL** of Kuna, Idaho this 6th day of May 2014.

**APPROVED BY THE MAYOR** of Kuna, Idaho this 6th day of May 2014.

  
\_\_\_\_\_  
W. Greg Nelson, Mayor

ATTEST:

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





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

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

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

## MEMORANDUM

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

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

**RE:** Profile Ridge / Merrell Family Center Subdivision (Ridleys)  
Letter of Credit Review

**DATE:** April 3, 2014

The developer of Merrell Family Center Subdivision has completed most construction except four items noted below. The developers have accordingly requested permission to provide a financial guarantee for the unfinished work – which is allowed in City Code providing certain conditions are met – so that the plat can be recorded. Following is a review of the status of compliance conditions:

1. Completion of items which are not permitted to be secured by financial guarantee:
  - a. Water Facilities – constructed, tested, disinfected and operational.
  - b. Sewer Facilities – constructed, tested, CCTV and operational.
  - c. Irrigation Facilities – constructed, tested and operational.
  - d. Annexation to KMID requested – Completed.
  - e. Fire Hydrants – Completed.
  - f. All-weather Street Surface – Completed.
  - g. Curb, Gutter and Sidewalk – **Completed but ITD has objected to the profile of the finished curb and gutter. Defer to ITD.**
  - h. Street Name Signage – **Defer to ACHD and ITD.**
  - i. Dedication of Water Rights – Not applicable.
  - j. Perimeter Fencing – Not applicable.
  
2. Items to be secured by financial guarantee:
  - a. Off-site Bicycle/Pedestrian Pathway – Bid provided April 3, 2014 by Curt Faus Corp amounting to \$133,964.65 (quote valid and no expiry noted).
  - b. Curb & Gutter on Hwy 69 – **Clearance needed from ITD.**
  - c. Street Name Signage - **Clearance needed from ITD and ACHD.**
  - d. Record Drawings – **The drawings must be provided or the cost of preparing them included in the financial guarantee.**

3. Exceptions to City Code
  - a. None noted.
  
4. Financial Instrument Amount
  - a. Off-site Pathway -  $\$133,965 \times 1.10 = \underline{\$147,362}$ . This amount assumes the submitted bid does not expire. A higher multiplier (1.55) is provided in City Code and recommended if the bid does not survive the security period.
  - b. Curb & Gutter – Not a part.
  - c. Street Name Signage – Not a part.
  - d. Record Drawings – Presumed to be completed before platting.

The face amount of the security totals \$147,362.

5. Form of Financial Guarantee

It is the understanding of staff the developer proposes to provide a surety bond. The City Attorney has researched the reliability of surety bonds used in this manner and found them to be generally unreliable, cumbersome and not protective of the city's interest. Staff accordingly recommends that a surety bond not be accepted and the city only accept a cash backed, irrevocable standby letter of credit. City Code specifies the letter of credit be drawn on a FDIC or FSLIC insured financial institution, be claimable up to 30 days prior to expiry and not exceed one year in length. Staff strongly suggests the institution has a local office (within 50 miles of Kuna) to allow convenient presentment.

No more than 50% of available permits can be claimed during the life of the letter of credit, and if the pledged improvements are not completed within 120 days of plat recordation, no further permits can be issued.

RECOMMENDATION

Attached is a resolution for consideration approving the amount and form of the financial guarantee.

### AFFIDAVIT OF MAILING NOTICE OF HEARING

#### Planning and Zoning Department/ City of Kuna

State of Idaho            )  
                                      : ss.  
County of Ada            )

This is to certify that I mailed the attached Notice of Show Cause Hearing for the City Council of the City of Kuna, to the following persons, postage prepaid, in the United States mail, on the date indicated below herein.

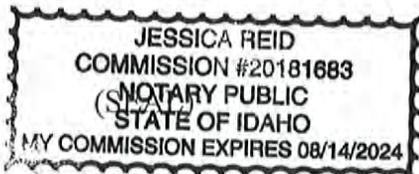
<i>NAME</i>	<i>ADDRESS</i>
Red Cliff Development	2850 N Oldstone, Meridian, ID 83642
Red Cliff Development	2060 S Eagle Road, Meridian, ID 83642
Red Cliff Development	3363 E Presidential Drive, Suite 200, Meridian, ID 83642

Date Mailed: February 28, 2023

By : Doug Hanson Date: February 28, 2023  
City of Kuna Planning and Zoning Department

SUBSCRIBED AND SWORN to before me this 13<sup>th</sup> day of April, 2023

  
\_\_\_\_\_  
NOTARY PUBLIC FOR IDAHO  
Commission Expires: 08/14/2024





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

Telephone (208) 922-5546  
 Email: [CEngels@kunaID.gov](mailto:CEngels@kunaID.gov)

## MEMORANDUM

TO: Mayor Stear and Council  
 FROM: Chris Engels, City Clerk  
 RE: Kuna Police Station  
 DATE: April 27, 2023

Mayor and Council,

**The project team asks for consideration and ratification of:**

- ✓ \$9,108.47 in contingency funds use for the following:

Budget Amount	Description	Date	Vendor
(\$690.00)	Misc. Lab Services - KPD Station	02.17.2023	Atlas
(\$1,276.02)	Compunet KPD Equipment Hardware	03.03.2023	Compunet
(\$5.21)	Picture/Mirror Cord for Art Piece	03.02.2023	Kuna Lumber
(\$460.00)	Old Mayor's House Septic Tank Pump Out	03.08.2023	Roto-Rooter
(\$1,972.99)	Dedication Plaque	03.21.2023	Woodland Manufacturing
(\$2,728.73)	Police Station Outside Building Letters	03.22.2023	Woodland Manufacturing
(\$831.22)	ADP - Civil Engineering	04.06.2023	ADP
(\$1,144.30)	Professional Services`	04.05.2023	Atlas
(\$690.00)	Misc. Lab Services - KPD Station	02.17.2023	Atlas
<b>\$9,108.47</b>	TOTAL		

**Updates:**

- ✓ Construction is moving forward and is on schedule or exceeding.
- ✓ Foundation is being set and framing is beginning.
- ✓ The city received a refund credit of \$7,480.00 due to not needing bituminous water proofing because the foundation has a slab.

Thank you,  
 Chris Engels, City Clerk



**CITY OF KUNA**  
**P.O. BOX 13**  
**KUNA, ID 83634**

Paul A. Stevens, P.E.  
Kuna City Engineer  
Phone: (208) 287-1727

**Date:** 26 April 2023  
**From:** Paul A. Stevens, P.E.  
**To:** Mayor and City Council  
**RE:** Request to reallocate funds from Lagoon 3 Reline to Train 1 repair and Train 2 components at the NWWTP

---

The 2023 budget contains a Capital Improvement Fund line item to reline lagoon 3 at the sewer lagoons, which is now being fully funded by grants. We are requesting the budgeted amount for the relining project be reallocated to purchase train 2 components and repair train 1 for the North Wastewater Treatment Plant.

These trains are crucial to the treatment process at the wastewater treatment plant. Currently, train 1 needs repairs and is unable to sustain our system on its own. With the purchase of train 2 components, we will be able to conduct repairs on train 1 and have both trains participate in the biological treatment process.

The budgetary line item for Lagoon 3 Reline shows \$1,000,000.

The amount requested for purchasing train 2 components and repair of train 1 is \$1,000,000.

A handwritten signature in blue ink, appearing to read 'Paul Stevens', is written over a light blue horizontal line.

Paul Stevens  
Public Works Director

CITY OF KUNA  
 COMBINED CASH INVESTMENT  
 MARCH 31, 2023

COMBINED CASH ACCOUNTS

99-1002	CASH - FIB URBAN RENEWAL DIST	15,000.80
99-1004	CASH-US BANK	.00
99-1010	CASH CLEARING	.00
99-1020	CASH-BOTC-STATE POOL MMKT 2021	.00
99-1021	CASH-BOTC-LID MMKT 2048	.00
99-1030	CASH-LGIP ACCOUNT	21,136,528.52
99-1040	CASH - US BANK GENERAL CKNG	1,427,499.48
99-1041	CASH - US BANK PAYROLL CKNG	( 43,359.20)
99-1042	CASH - LGIP PARK IMPACT FEES	2,908,200.85
99-1043	CASH - XPRESS DEPOSIT ACCOUNT	53,487.62
99-1044	CASH-LGIP AGENCY FUND	3,566,296.04
99-1045	CERTIFICATE OF DEPOSIT ICCU	20,731,148.08
99-1046	CASH - AMPF INVESTMENT ACCT	19,940,196.42
99-1070	RETURNED CHECK CLEARING	.00
99-1075	UTILITY CASH CLEARING	.00
	TOTAL COMBINED CASH	69,734,998.61
99-2000	ACCOUNTS PAYABLE	.00
99-1000	CASH ALLOCATED TO OTHER FUNDS	( 69,734,998.61)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	21,934,803.17
3	ALLOCATION TO GRANT FUND	484,966.69
5	ALLOCATION TO LATE COMERS FEE FUND	4,406,214.64
6	ALLOCATION TO JUVENILE JUSTICE FUND	.00
19	ALLOCATION TO WELL MITIGATION FUND	.00
20	ALLOCATION TO WATER FUND	14,132,122.65
21	ALLOCATION TO SEWER FUND	12,813,247.34
22	ALLOCATION TO LID #2006-1 WWTP FUND	.00
25	ALLOCATION TO PRESSURE IRRIGATION FUND	8,095,316.82
26	ALLOCATION TO SOLID WASTE FUND	95,189.06
30	ALLOCATION TO AGENCY FUND	3,719,398.93
40	ALLOCATION TO GOVERNMENTAL CAP. PROJ. FUND	473,733.44
50	ALLOCATION TO PARK IMPACT FEE/CAP PROJ FUND	3,023,555.96
51	ALLOCATION TO POLICE IMPACT FEE FUND	196,978.21
52	ALLOCATION TO URBAN RENEWAL DISTRICT	359,471.70
	TOTAL ALLOCATIONS TO OTHER FUNDS	69,734,998.61
	ALLOCATION FROM COMBINED CASH FUND - 99-1000	( 69,734,998.61)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

<b>Fund</b>	<b>Fund Name</b>	<b>Revenue/Expense</b>	<b>Sum of 3/31/23 Reconciled</b>
<b>1</b>	<b>General</b>	1. Revenue	(5,379,782.27)
		2. Expense	5,252,642.37
<b>1 Total</b>			<b>(127,139.90)</b>
<b>3</b>	<b>Grant</b>	1. Revenue	(854,272.29)
		2. Expense	816,107.98
<b>3 Total</b>			<b>(38,164.31)</b>
<b>5</b>	<b>Late Comer</b>	1. Revenue	(683,264.95)
		2. Expense	0.04
<b>5 Total</b>			<b>(683,264.91)</b>
<b>20</b>	<b>Water</b>	1. Revenue	(1,816,190.89)
		2. Expense	1,356,137.24
<b>20 Total</b>			<b>(460,053.65)</b>
<b>21</b>	<b>Sewer</b>	1. Revenue	(3,252,587.23)
		2. Expense	2,058,920.49
<b>21 Total</b>			<b>(1,193,666.73)</b>
<b>25</b>	<b>Irrigation</b>	1. Revenue	(1,246,340.02)
		2. Expense	664,154.76
<b>25 Total</b>			<b>(582,185.26)</b>
<b>26</b>	<b>Trash</b>	1. Revenue	(1,729,952.83)
		2. Expense	1,710,749.79
<b>26 Total</b>			<b>(19,203.04)</b>
<b>40</b>	<b>Capital Project</b>	1. Revenue	(680,559.01)
		2. Expense	680,559.01
<b>40 Total</b>			-
<b>50</b>	<b>Park Impact</b>	1. Revenue	(389,705.60)
		2. Expense	212,696.00
<b>50 Total</b>			<b>(177,009.60)</b>
<b>51</b>	<b>Police Impact</b>	1. Revenue	(61,523.34)
		2. Expense	-
<b>51 Total</b>			<b>(61,523.34)</b>
<b>52</b>	<b>Urban Renewal</b>	1. Revenue	(223,755.48)
		2. Expense	9,035.22
<b>52 Total</b>			<b>(214,720.26)</b>
<b>Grand Total</b>			<b>(3,556,931.00)</b>

City of Kuna  
Budget Results Ended 3/31/23

		3/31/23					
Fund	Account	Revenue/Expense	Description	Reconciled	Budget	Budget %	Notes
1	4000	1. Revenue	STATE LIQUOR DISTRIBUTION	-118,932.00	(263,660.81)	45.11%	Impossible to estimate 5th True Up Payment
1	4001	1. Revenue	SALES TAX REVENUE SHARE-STATE	-1,299,973.52	(2,243,586.70)	57.94%	
1	4100	1. Revenue	PROPERTY TAX REVENUE	-2,488,434.49	(4,170,123.52)	59.67%	
1	4110	1. Revenue	PROPERTY TAX INTEREST & PENALT	-1,402.45	(3,000.00)	46.75%	
1	4120	1. Revenue	SALES TAX REVENUE SHARE-COUNTY	-112.50	(225.00)	50.00%	
1	4130	1. Revenue	COUNTY FINE DISTRIBUTION	-21,334.01	(10,000.00)	213.34%	
1	4155	1. Revenue	ADMINISTRATION SERVICES	-140,514.50	(290,000.00)	48.45%	
1	4170	1. Revenue	FRANCHISE FEES	-334,130.84	(448,687.24)	74.47%	
1	4173	1. Revenue	INTEREST REVENUE	-340,603.80	(50,000.00)	681.21%	
1	4180	1. Revenue	LICENSES / BUSINESS	-1,864.00	(3,000.00)	62.13%	
1	4181	1. Revenue	LICENSES / LIQUOR	-762.50	(3,000.00)	25.42%	
1	4182	1. Revenue	LICENSES / BEER	-225.00	(1,000.00)	22.50%	
1	4183	1. Revenue	LICENSES / WINE	-100.00	(1,800.00)	5.56%	
1	4184	1. Revenue	LICENSES / DOGS	-3,210.80	(6,000.00)	53.51%	
1	4185	1. Revenue	MISCELLANEOUS INCOME	-2,711.87	(60,483.69)	4.48%	
1	4189	1. Revenue	PERMITS / OPEN CONTAINER	-10.00	-	100.00%	
1	4190	1. Revenue	PERMITS / CATERING	-100.00	(200.00)	50.00%	
1	4193	1. Revenue	PERMITS / VENDORS	-3,767.00	(1,400.00)	269.07%	
1	4195	1. Revenue	RENTAL INCOME	-7,786.00	(10,000.00)	77.86%	
1	4197	1. Revenue	RV DUMP REVENUE	-1,138.95	(5,000.00)	22.78%	
1	4360	1. Revenue	BUILDING PERMITS	-331,347.87	(836,246.60)	39.62%	Building Permit affected
1	4361	1. Revenue	PLUMBING PERMITS	-76,772.22	(206,631.57)	37.15%	Building Permit affected
1	4362	1. Revenue	ELECTRICAL PERMITS	-146,842.31	(255,897.07)	57.38%	
1	4391	1. Revenue	IRES CHECK FEES	-3,800.00	(15,000.00)	25.33%	Building Permit affected
1	4392	1. Revenue	MECHANICAL PERMITS	-54,940.38	(79,308.95)	69.27%	
1	4800	1. Revenue	GAIN/LOSS ON DISPOSITION	1,034.74	-	100.00%	
1	4950	1. Revenue	CARRY OVER	0.00	(20,250,000.00)	0.00%	
1	5000	2. Expense	SAL. & WAGES-ELECTED OFFICIALS	43,971.32	116,529.43	37.73%	
1	5005	2. Expense	SALARIES & WAGES - STAFF	815,331.98	1,817,439.75	44.86%	
1	5009	2. Expense	SALARIES & WAGES - SEASONAL	0.00	29,848.00	0.00%	
1	5800	2. Expense	OASDI - EMPLOYER	53,303.21	121,756.63	43.78%	
1	5810	2. Expense	MEDICARE - EMPLOYER	12,014.56	83,979.42	14.31%	
1	5820	2. Expense	GROUP MEDICAL INSURANCE	144,633.97	393,160.20	36.79%	
1	5830	2. Expense	GROUP LIFE INSURANCE	390.55	1,254.75	31.13%	
1	5840	2. Expense	PERSI EMPLOYER 401(a)	101,795.61	232,754.15	43.74%	
1	5850	2. Expense	WORKERS' COMPENSATION INS.	13,748.45	31,021.85	44.32%	
1	5860	2. Expense	GROUP DENTAL/VISION INSURANCE	10,249.57	25,572.44	40.08%	
1	5950	2. Expense	TEAM BUILDING, ONBOARDING	3,460.32	3,500.00	98.87%	
1	6000	2. Expense	LAW ENFORCEMENT SERVICES	1,680,062.26	3,414,749.26	49.20%	
1	6005	2. Expense	ANIMAL CONTROL SERVICES	71,793.48	143,587.00	50.00%	
1	6025	2. Expense	JANITORIAL	6,365.12	20,300.00	31.36%	
1	6027	2. Expense	CODE ABATEMENT EXPENSE	0.00	600.00	0.00%	
1	6045	2. Expense	CONTINGENCY	244,200.73	15,000,322.03	1.63%	
1	6052	2. Expense	CONTRACT SERVICES	188,559.57	355,500.00	53.04%	
1	6070	2. Expense	DONATIONS EXPENSE	8,632.66	30,000.00	28.78%	
1	6075	2. Expense	DUES & MEMBERSHIPS	60,878.85	83,385.00	73.01%	
1	6085	2. Expense	ELECTION EXPENSES	0.00	750.00	0.00%	
1	6125	2. Expense	LEGAL PUBLICATIONS	11,572.82	32,250.00	35.88%	
1	6130	2. Expense	LIABILITY & PROPERTY INSURANCE	20,861.11	41,358.33	50.44%	
1	6135	2. Expense	PUBLIC ENTERTAINMENT	34,640.53	84,200.00	41.14%	
1	6140	2. Expense	MAINT. & REPAIR BUILDING	17,212.27	43,600.00	39.48%	
1	6141	2. Expense	IT SMALL EQUIPMENT	2,031.08	8,000.00	25.39%	
1	6142	2. Expense	MAINT. & REPAIR - EQUIPMENT	24,493.06	67,700.00	36.18%	
1	6150	2. Expense	MAINTENANCE & REPAIRS - SYSTEM	75,182.31	203,000.00	37.04%	
1	6155	2. Expense	MEETINGS/COMMITTEES	427.92	17,430.00	2.46%	
1	6160	2. Expense	MISCELLANEOUS EXPENSES	18,274.10	22,000.00	83.06%	
1	6165	2. Expense	OFFICE SUPPLIES	9,010.59	32,000.00	28.16%	
1	6175	2. Expense	SMALL TOOLS	21,217.45	49,400.00	42.95%	
1	6188	2. Expense	SIGNAGE	0.00	3,000.00	0.00%	
1	6190	2. Expense	POSTAGE & BILLING	15,669.19	31,500.00	49.74%	
1	6202	2. Expense	PROFESSIONAL SERVICES	79,991.17	127,000.00	62.99%	
1	6203	2. Expense	PROSECUTORIAL SERVICES	27,000.00	54,000.00	50.00%	
1	6211	2. Expense	RENT-BUILDINGS & LAND	891.00	3,500.00	25.46%	
1	6212	2. Expense	RENT-EQUIPMENT	15,791.15	41,500.00	38.05%	
1	6230	2. Expense	SAFETY TRAINING & EQUIPMENT	5,470.30	4,600.00	118.92%	Made safety upgrades, boot reimbursements
1	6255	2. Expense	TELEPHONE	12,188.86	28,300.00	43.07%	
1	6265	2. Expense	TRAINING & SCHOOLING	8,456.87	21,500.00	39.33%	
1	6270	2. Expense	TRAVEL	1,520.95	11,100.00	13.70%	
1	6280	2. Expense	UNEMPLOYMENT EXPENSES	0.00	7,000.00	0.00%	
1	6285	2. Expense	UNIFORMS	2,428.58	6,450.00	37.65%	
1	6290	2. Expense	UTILITIES	59,602.28	175,400.00	33.98%	

Fund	Account	Revenue/Expense	Description	3/31/23			Notes
				Reconciled	Budget	Budget %	
1	6300	2. Expense	FUEL	10,767.64	36,000.00	29.91%	
1	6305	2. Expense	VEHICLE MAINTENANCE & REPAIRS	15,649.38	12,200.00	128.27%	Fleet now larger, parts inflation, fender bender
1	6400	2. Expense	TRANSFERS OUT	1,279,840.37	6,089,452.91	21.02%	
1	6500	2. Expense	CASH OVER/SHORT	-19.00	50.00	-38.00%	
1	6505	2. Expense	BANK FEES	23,078.18	54,750.00	42.15%	
3	4200	1. Revenue	GRANT REVENUE	-134,490.93	(1,809,678.00)	7.43%	
3	4900	1. Revenue	TRANSFERS IN	-719,781.36	(4,787,393.58)	15.03%	
3	6354	2. Expense	GRANT EXPENDITURES	816,107.98	6,597,071.58	12.37%	
5	4173	1. Revenue	INTEREST REVENUE	-50,988.54	(20,000.00)	254.94%	
5	4504	1. Revenue	WATER MAIN CAPACITY FEE	-256,495.75	(915,245.22)	28.02%	Building Permit affected
5	4604	1. Revenue	SEWER MAIN CAPACITY FEE	-239,552.25	(851,630.58)	28.13%	Building Permit affected
5	4704	1. Revenue	PRESSURE IRRIG CAPACITY FEE	-136,228.41	(556,937.43)	24.46%	Building Permit affected
5	4950	1. Revenue	CARRY OVER BALANCE	0.00	(3,620,353.29)	0.00%	
5	6045	2. Expense	CONTINGENCY	0.00	1,963,966.52	0.00%	
5	6160	2. Expense	MISCELLANEOUS EXPENDITURES	0.04	200.00	0.02%	
5	6305	2. Expense	WATER MAIN CAPACITY REIMBURSE	0.00	800,000.00	0.00%	
5	6306	2. Expense	SEWER MAIN CAPACITY REIMBURSE	0.00	2,000,000.00	0.00%	
5	6307	2. Expense	PR IRR MAIN CAPACITY REIMBURSE	0.00	1,200,000.00	0.00%	
20	4173	1. Revenue	INTEREST REVENUE	-201,537.86	(80,000.00)	251.92%	
20	4185	1. Revenue	MISCELLANEOUS INCOME	-6,195.33	(70,000.00)	8.85%	
20	4358	1. Revenue	DEVELOPMENT SUPPORT SERVICES	-1,008.00	(2,000.00)	50.40%	
20	4500	1. Revenue	METERED WATER SALES	-1,301,912.32	(2,722,203.36)	47.83%	
20	4503	1. Revenue	NEW METER	-53,179.00	(170,000.00)	31.28%	Building Permit affected
20	4505	1. Revenue	NEW SERVICE CONNECTION	-195,571.25	(600,000.00)	32.60%	Building Permit affected
20	4507	1. Revenue	WATER TOKEN SALES - BULK WATER	-26,091.31	(65,000.00)	40.14%	Building Permit affected
20	4510	1. Revenue	SERVICE RECONNECT FEES	-3,623.08	(7,000.00)	51.76%	
20	4550	1. Revenue	INSPECTIONS REVENUE	-17,457.00	(50,000.00)	34.91%	Building Permit affected
20	4775	1. Revenue	LATE PAYMENT FEE	-10,251.01	(20,000.00)	51.26%	
20	4800	1. Revenue	GAIN/LOSS ON DISPOSITION	635.27	-	100.00%	
20	4950	1. Revenue	CARRY OVER BALANCE	0.00	(12,758,773.96)	0.00%	
20	5000	2. Expense	SAL. & WAGES-ELECTED OFFICIALS	2,734.41	5,179.09	52.80%	
20	5005	2. Expense	SALARIES & WAGES - STAFF	361,870.11	926,948.23	39.04%	
20	5795	2. Expense	OVERTIME SALARIES & WAGES	4,794.90	25,491.08	18.81%	
20	5800	2. Expense	OASDI - EMPLOYER	22,394.11	59,372.34	37.72%	
20	5810	2. Expense	MEDICARE - EMPLOYER	5,237.39	13,885.47	37.72%	
20	5820	2. Expense	GROUP MEDICAL INSURANCE	54,502.45	154,559.19	35.26%	
20	5830	2. Expense	GROUP LIFE INSURANCE	176.93	511.50	34.59%	
20	5840	2. Expense	PERSI EMPLOYER 401(a)	44,084.91	114,295.58	38.57%	
20	5850	2. Expense	WORKERS' COMPENSATION INS.	8,417.21	28,314.56	29.73%	
20	5860	2. Expense	GROUP DENTAL/VISION INSURANCE	3,956.41	10,318.46	38.34%	
20	5950	2. Expense	TEAM BUILDING, ONBOARDING	1,363.98	1,500.00	90.93%	
20	5960	2. Expense	LEAVE TIME FLUCTUATION	8,260.48	5,000.00	165.21%	
20	6020	2. Expense	CAPITAL IMPROVEMENTS	239,480.87	3,425,795.46	6.99%	
20	6025	2. Expense	JANITORIAL	3,261.29	9,000.00	36.24%	
20	6045	2. Expense	CONTINGENCY	24,289.41	9,781,247.72	0.25%	
20	6050	2. Expense	CONTRACT LABOR	0.00	25,000.00	0.00%	
20	6052	2. Expense	CONTRACT SERVICES	11,843.42	20,000.00	59.22%	
20	6060	2. Expense	DEQ ASSESSMENT FEES	0.00	35,000.00	0.00%	
20	6065	2. Expense	DIG LINE EXPENSE	1,250.84	6,500.00	19.24%	
20	6075	2. Expense	DUES & MEMBERSHIPS	5,137.59	7,500.00	68.50%	
20	6095	2. Expense	BAD DEBT EXPENSE	-9.73	299.97	-3.24%	
20	6125	2. Expense	LEGAL PUBLICATIONS	365.56	7,000.00	5.22%	
20	6130	2. Expense	LIABILITY & PROPERTY INSURANCE	12,093.50	24,298.13	49.77%	
20	6131	2. Expense	INSURANCE CLAIMS PAID	0.00	1,500.00	0.00%	
20	6140	2. Expense	MAINT. & REPAIR BUILDING	3,411.51	20,000.00	17.06%	
20	6141	2. Expense	IT SMALL EQUIPMENT	2,128.71	12,000.00	17.74%	
20	6142	2. Expense	MAINT. & REPAIRS- EQUIPMENT	10,559.63	25,000.00	42.24%	
20	6150	2. Expense	M & R - SYSTEM	57,455.05	170,000.00	33.80%	
20	6151	2. Expense	M & R - PROCESS CHEMICALS	3,773.11	30,000.00	12.58%	
20	6152	2. Expense	M & R - LABORATORY COSTS	5,799.75	17,000.00	34.12%	
20	6155	2. Expense	MEETINGS/COMMITTEES	6.00	3,500.00	0.17%	
20	6160	2. Expense	MISCELLANEOUS EXPENSES	26,201.73	30,000.00	87.34%	
20	6165	2. Expense	OFFICE SUPPLIES	4,332.03	8,500.00	50.97%	
20	6166	2. Expense	PP&E PURCHASES OPERATIONS	283,744.38	1,186,360.54	23.92%	
20	6175	2. Expense	SMALL TOOLS	8,813.04	13,000.00	67.79%	
20	6190	2. Expense	POSTAGE & BILLING	12,020.19	27,500.00	43.71%	
20	6202	2. Expense	PROFESSIONAL SERVICES	7,484.32	42,000.00	17.82%	
20	6211	2. Expense	RENT-BUILDINGS & LAND	756.00	2,000.00	37.80%	
20	6212	2. Expense	RENT - EQUIPMENT	1,268.18	8,900.00	14.25%	
20	6230	2. Expense	SAFETY TRAINING & EQUIPMENT	1,034.49	5,500.00	18.81%	
20	6255	2. Expense	TELEPHONE EXPENSE	9,091.34	19,000.00	47.85%	
20	6265	2. Expense	TRAINING & SCHOOLING EXPENSE	4,463.00	6,500.00	68.66%	
20	6270	2. Expense	TRAVEL EXPENSES	939.90	3,000.00	31.33%	

Fund	Account	Revenue/Expense	Description	3/31/23			Notes
				Reconciled	Budget	Budget %	
20	6280	2. Expense	UNEMPLOYMENT EXPENSES	0.00	4,000.00	0.00%	
20	6285	2. Expense	UNIFORMS EXPENSE	1,143.34	5,200.00	21.99%	
20	6290	2. Expense	UTILITIES EXPENSE	59,796.45	150,000.00	39.86%	
20	6300	2. Expense	FUEL	5,725.39	19,000.00	30.13%	
20	6305	2. Expense	VEHICLE MAINTENANCE & REPAIRS	8,836.87	12,000.00	73.64%	Fleet now larger, parts inflation
20	6505	2. Expense	BANK FEES	21,846.79	36,500.00	59.85%	
21	4173	1. Revenue	INTEREST REVENUE	-166,068.26	(60,000.00)	276.78%	
21	4185	1. Revenue	MISCELLANEOUS INCOME	-7,395.13	(45,000.00)	16.43%	
21	4358	1. Revenue	DEVELOPMENT SUPPORT SERVICES	-1,008.00	(2,000.00)	50.40%	
21	4510	1. Revenue	SERVICE RECONNECT FEES	-7,234.70	(15,000.00)	48.23%	
21	4550	1. Revenue	INSPECTIONS REVENUE	-19,449.00	(35,000.00)	55.57%	
21	4600	1. Revenue	SEWER USER FEES	-2,628,193.52	(5,009,717.23)	52.46%	
21	4606	1. Revenue	LID REDUCED SEWER CONNECTION	-313,139.31	(1,015,803.20)	30.83%	Building Permit affected
21	4640	1. Revenue	FARM REVENUE	-89,532.03	(125,000.00)	71.63%	
21	4775	1. Revenue	LATE PAYMENT FEE	-21,129.93	(35,000.00)	60.37%	
21	4800	1. Revenue	GAIN/LOSS ON DISPOSITION	562.65	-	100.00%	
21	4950	1. Revenue	CARRY OVER BALANCE	0.00	(10,500,000.00)	0.00%	
21	5000	2. Expense	SAL. & WAGES-ELECTED OFFICIALS	2,449.94	5,179.09	47.30%	
21	5005	2. Expense	SALARIES & WAGES - STAFF	379,204.56	1,028,368.11	36.87%	
21	5795	2. Expense	OVERTIME SALARIES & WAGES	6,486.27	28,280.12	22.94%	
21	5800	2. Expense	OASDI - EMPLOYER	23,844.75	65,833.29	36.22%	
21	5810	2. Expense	MEDICARE - EMPLOYER	5,541.40	15,396.50	35.99%	
21	5820	2. Expense	GROUP MEDICAL INSURANCE	51,476.28	173,392.44	29.69%	
21	5830	2. Expense	GROUP LIFE INSURANCE	171.05	576.51	29.67%	
21	5840	2. Expense	PERSI EMPLOYER 401(a)	45,662.11	126,738.12	36.03%	
21	5850	2. Expense	WORKERS' COMPENSATION INS.	6,017.42	22,721.33	26.48%	
21	5860	2. Expense	GROUP DENTAL/VISION INSURANCE	3,336.66	10,567.30	31.58%	
21	5950	2. Expense	TEAM BUILDING, ONBOARDING	2,475.21	2,500.00	99.01%	
21	5960	2. Expense	LEAVE TIME FLUCTUATION	-21,649.16	10,000.00	-216.49%	
21	6020	2. Expense	CAPITAL IMPROVEMENTS	577,399.83	2,345,795.46	24.61%	
21	6025	2. Expense	JANITORIAL	3,261.29	9,000.00	36.24%	
21	6045	2. Expense	CONTINGENCY	67,384.83	10,144,700.40	0.66%	
21	6050	2. Expense	CONTRACT LABOR	0.00	20,000.00	0.00%	
21	6052	2. Expense	CONTRACT SERVICES	7,798.59	25,000.00	31.19%	
21	6065	2. Expense	DIG LINE EXPENSE	1,250.84	5,000.00	25.02%	
21	6075	2. Expense	DUES & MEMBERSHIPS	5,067.99	6,000.00	84.47%	
21	6090	2. Expense	FARM EXPENDITURES	13,961.25	140,000.00	9.97%	
21	6095	2. Expense	BAD DEBT EXPENSE	71.05	300.00	23.68%	
21	6097	2. Expense	DEPOSITS ON ACCOUNT	-25.27	5,000.00	-0.51%	
21	6125	2. Expense	LEGAL PUBLICATIONS EXPENSE	0.00	5,000.00	0.00%	
21	6130	2. Expense	LIABILITY & PROPERTY INSURANCE	24,791.67	49,811.22	49.77%	
21	6131	2. Expense	INSURANCE CLAIMS PAID	0.00	1,500.00	0.00%	
21	6140	2. Expense	MAINT & REPAIR BUILDING	5,098.59	37,000.00	13.78%	
21	6141	2. Expense	IT SMALL EQUIPMENT	2,276.69	12,000.00	18.97%	
21	6142	2. Expense	MAINT. & REPAIRS - EQUIPMENT	23,625.85	75,000.00	31.50%	
21	6150	2. Expense	M & R - SYSTEM	117,053.30	195,000.00	60.03%	Crimson Point Lift Station Vandalism 13k
21	6151	2. Expense	M & R - PROCESS CHEMICALS	84,882.38	165,000.00	51.44%	
21	6152	2. Expense	M & R - LABORATORY COSTS	11,160.54	40,000.00	27.90%	
21	6153	2. Expense	M & R - SLUDGE DISPOSAL	62,738.52	100,000.00	62.74%	
21	6155	2. Expense	MEETINGS/COMMITTEES	52.16	2,500.00	2.09%	
21	6160	2. Expense	MISCELLANEOUS EXPENSES	99.99	55,000.00	0.18%	
21	6165	2. Expense	OFFICE SUPPLIES	4,409.78	9,200.00	47.93%	
21	6166	2. Expense	PP&E PURCHASES - OPERATIONS	233,465.25	1,292,360.54	18.07%	
21	6175	2. Expense	SMALL TOOLS	6,170.06	16,500.00	37.39%	
21	6190	2. Expense	POSTAGE & BILLING	9,003.88	25,000.00	36.02%	
21	6202	2. Expense	PROFESSIONAL SERVICES	47,751.88	70,000.00	68.22%	
21	6211	2. Expense	RENT - BUILDINGS & LAND	729.00	2,400.00	30.38%	
21	6212	2. Expense	RENT- EQUIPMENT	1,072.27	3,200.00	33.51%	
21	6230	2. Expense	SAFETY TRAINING & EQUIPMENT	1,476.71	7,500.00	19.69%	
21	6255	2. Expense	TELEPHONE EXPENSE	11,007.00	23,000.00	47.86%	
21	6265	2. Expense	TRAINING & SCHOOLING EXPENSE	4,283.09	6,500.00	65.89%	
21	6270	2. Expense	TRAVEL EXPENSES	572.21	1,500.00	38.15%	
21	6280	2. Expense	UNEMPLOYMENT EXPENSES	0.00	5,000.00	0.00%	
21	6285	2. Expense	UNIFORMS EXPENSE	2,025.08	5,200.00	38.94%	
21	6290	2. Expense	UTILITIES EXPENSE	152,734.71	360,000.00	42.43%	
21	6300	2. Expense	FUEL	8,340.29	30,000.00	27.80%	
21	6305	2. Expense	VEHICLE MAINTENANCE & REPAIRS	41,065.91	22,000.00	186.66%	Radar Pump for Vac Truck 30k
21	6505	2. Expense	BANK FEES	21,846.79	35,000.00	62.42%	Increase in Bank Fees charged by institutions
25	4173	1. Revenue	INTEREST REVENUE	-109,067.68	(42,000.00)	259.68%	
25	4177	1. Revenue	GRAVITY IRRIGATION USER FEES	-19,594.72	(20,000.00)	97.97%	
25	4185	1. Revenue	MISCELLANEOUS INCOME	-2,575.86	(25,000.00)	10.30%	
25	4358	1. Revenue	DEVELOPMENT SUPPORT SERVICES	-384.00	(1,200.00)	32.00%	Building Permit affected
25	4505	1. Revenue	NEW SERVICE CONNECTION	-139,675.42	(675,167.32)	20.69%	Building Permit affected

Fund	Account	Revenue/Expense	Description	3/31/23			Notes
				Reconciled	Budget	Budget %	
25	4510	1. Revenue	SERVICE RECONNECT FEES	-2,742.22	(4,000.00)	68.56%	
25	4550	1. Revenue	INSPECTION REVENUE	-16,182.00	(55,000.00)	29.42%	Building Permit affected
25	4700	1. Revenue	PRESS. IRRIGATION USER FEES	-948,836.40	(1,398,875.91)	67.83%	
25	4775	1. Revenue	LATE PAYMENT FEE	-7,649.06	(10,000.00)	76.49%	
25	4800	1. Revenue	GAIN/LOSS ON DISPOSITION	367.34	-	100.00%	
25	4950	1. Revenue	CARRY OVER BALANCE	0.00	(7,002,044.87)	0.00%	
25	5000	2. Expense	SAL. & WAGES-ELECTED OFFICIALS	1,143.23	2,589.54	44.15%	
25	5005	2. Expense	SALARIES & WAGES - STAFF	114,503.85	255,883.92	44.75%	
25	5795	2. Expense	OVERTIME WAGES EXPENSE	2,144.08	7,036.81	30.47%	
25	5800	2. Expense	OASDI - EMPLOYER	6,876.96	16,461.64	41.78%	
25	5810	2. Expense	MEDICARE - EMPLOYER	1,643.31	3,849.90	42.68%	
25	5820	2. Expense	GROUP MEDICAL INSURANCE	16,262.97	44,213.46	36.78%	
25	5830	2. Expense	GROUP LIFE INSURANCE	65.46	141.16	46.37%	
25	5840	2. Expense	PERSI EMPLOYER (401a)	13,264.67	31,679.90	41.87%	
25	5850	2. Expense	WORKERS' COMPENSATION INS.	3,065.35	7,921.31	38.70%	
25	5860	2. Expense	GROUP DENTAL/VISION INSURANCE	1,325.62	2,829.32	46.85%	
25	5950	2. Expense	TEAM BUILDING, ONBOARDING	368.79	1,500.00	24.59%	
25	5960	2. Expense	LEAVE TIME FLUCTUATION	2,078.97	3,500.00	59.40%	
25	6020	2. Expense	CAPITAL IMPROVEMENTS	24,992.53	751,969.70	3.32%	
25	6025	2. Expense	JANITORIAL	1,251.08	5,500.00	22.75%	
25	6045	2. Expense	CONTINGENCY FUND	7,392.80	6,962,028.19	0.11%	
25	6050	2. Expense	CONTRACT LABOR	0.00	25,000.00	0.00%	
25	6052	2. Expense	CONTRACT SERVICES	3,515.55	7,300.00	48.16%	
25	6065	2. Expense	DIG LINE EXPENSE	400.38	3,000.00	13.35%	
25	6075	2. Expense	DUES & MEMBERSHIPS EXPENSE	1,742.78	3,500.00	49.79%	
25	6095	2. Expense	BAD DEBT EXPENSE	-71.67	200.00	-35.84%	
25	6115	2. Expense	MAINT & REPAIR-SYSTEM-GRAVITY	0.00	3,200.00	0.00%	
25	6116	2. Expense	IRRIGATION / WATER COSTS	285,208.09	195,000.00	146.26%	BKID Fee
25	6125	2. Expense	LEGAL PUBLICATIONS	2,130.56	6,500.00	32.78%	
25	6130	2. Expense	LIABILITY & PROPERTY INSURANCE	2,721.22	5,467.33	49.77%	
25	6131	2. Expense	INSURANCE CLAIMS PAID	0.00	5,500.00	0.00%	
25	6140	2. Expense	MAINT & REPAIR BUILDING	1,179.75	6,500.00	18.15%	
25	6141	2. Expense	IT SMALL EQUIPMENT	660.39	6,000.00	11.01%	
25	6142	2. Expense	MAINT. & REPAIRS - EQUIPMENT	3,706.89	10,000.00	37.07%	
25	6150	2. Expense	MAINT. & REPAIRS - SYSTEM (PI)	4,331.75	90,000.00	4.81%	
25	6155	2. Expense	MEETING/COMMITTEES	3.00	1,200.00	0.25%	
25	6160	2. Expense	MISCELLANEOUS EXPENSES	-23.06	27,000.00	-0.09%	
25	6165	2. Expense	OFFICE SUPPLIES	1,764.80	4,500.00	39.22%	
25	6166	2. Expense	PP&E PURCHASES - OPERATIONS	101,764.34	474,565.92	21.44%	
25	6175	2. Expense	SMALL TOOLS	3,113.59	7,500.00	41.51%	
25	6190	2. Expense	POSTAGE & BILLING	4,033.50	10,500.00	38.41%	
25	6202	2. Expense	PROFESSIONAL SERVICES	6,876.38	30,000.00	22.92%	
25	6211	2. Expense	RENT - BUILDINGS & LAND	324.00	750.00	43.20%	
25	6212	2. Expense	RENT - EQUIPMENT	116.23	2,000.00	5.81%	
25	6230	2. Expense	SAFETY TRAINING & EQUIPMENT	420.31	2,000.00	21.02%	
25	6255	2. Expense	TELEPHONE EXPENSE	3,475.25	7,500.00	46.34%	
25	6265	2. Expense	TRAINING & SCHOOLING EXPENSE	676.39	2,000.00	33.82%	
25	6270	2. Expense	TRAVEL EXPENSES	256.37	2,000.00	12.82%	
25	6280	2. Expense	UNEMPLOYMENT EXPENSES	0.00	5,000.00	0.00%	
25	6285	2. Expense	UNIFORMS EXPENSE	454.06	1,500.00	30.27%	
25	6290	2. Expense	UTILITIES EXPENSE	26,751.61	165,000.00	16.21%	
25	6300	2. Expense	FUEL	1,546.93	6,500.00	23.80%	
25	6305	2. Expense	VEHICLE MAINTENANCE & REPAIR	2,095.11	3,000.00	69.84%	
25	6505	2. Expense	BANK FEES	8,600.59	16,500.00	52.12%	
26	4950	1. Revenue	CARRYOVER	0.00	(146,560.83)	0.00%	
26	4975	1. Revenue	SOLID WASTE USER FEES	-1,729,952.83	(3,333,040.83)	51.90%	
26	6045	2. Expense	CONTINGENCY	0.00	192,306.47	0.00%	
26	7000	2. Expense	SOLID WASTE SERVICE FEES	1,710,749.79	3,287,295.19	52.04%	
40	4900	1. Revenue	TRANSFERS IN	-680,559.01	(3,300,193.33)	20.62%	
40	4950	1. Revenue	CARRY OVER	0.00	(538,886.10)	0.00%	
40	6020	2. Expense	CAPITAL IMPROVEMENTS	218,650.67	3,029,366.00	7.22%	
40	6045	2. Expense	CONTINGENCY	0.00	278,886.10	0.00%	
40	6166	2. Expense	PP&E PURCHASES OPERATIONS	461,908.34	530,827.33	87.02%	
50	4173	1. Revenue	INTEREST INCOME	-48,581.60	(3,500.00)	1388.05%	
50	4650	1. Revenue	PARK IMPACT FEE REVENUE	-341,124.00	(1,163,210.57)	29.33%	
50	4950	1. Revenue	CARRY OVER	0.00	(3,232,351.87)	0.00%	
50	6045	2. Expense	CONTINGENCY	92,196.00	2,674,062.44	3.45%	
50	6400	2. Expense	TRANSFER OUT	120,500.00	1,725,000.00	6.99%	
51	4650	1. Revenue	POLICE IMPACT FEE REVENUE	-61,523.34	(136,300.65)	45.14%	
51	4950	1. Revenue	CARRY OVER	0.00	(136,833.05)	0.00%	
51	6400	2. Expense	TRANSFER OUT	0.00	273,133.70	0.00%	
52	4100	1. Revenue	PROPERTY TAX REVENUE	-223,754.68	(158,494.96)	141.17%	
52	4173	1. Revenue	INTEREST INCOME	-0.80	-	100.00%	

				3/31/23			
Fund	Account	Revenue/Expense	Description	Reconciled	Budget	Budget %	Notes
52	4950	1. Revenue	CARRY OVER	0.00	(122,131.71)	0.00%	
52	6020	2. Expense	CAPITAL EXPENDITURES, REIMB	0.00	50,000.00	0.00%	
52	6045	2. Expense	CONTINGENCY	0.00	213,126.67	0.00%	
52	6202	2. Expense	PROFESSIONAL SERVICES	8,957.50	12,000.00	74.65%	Audit \$5750
52	6287	2. Expense	GENERAL AND ADMIN	77.72	5,500.00	1.41%	
				<u>-3,556,931.00</u>			

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*(Space above reserved for recording)*

**ORDINANCE NO. 2023-01A  
CITY OF KUNA, IDAHO**

**300 S STROEBEL ROAD  
MUNICIPAL ANNEXATION AND ZONING**

**A MUNICIPAL ANNEXATION AND ZONING ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KUNA:**

- **MAKING CERTAIN FINDINGS AND DECLARATION OF AUTHORITY; AND**
- **ANNEXING CERTAIN REAL PROPERTIES, TO WIT: AVALON ORCHARD TRACTS AMENDED BLOCK 2, LOT 5 OWNED BY ALVINA UNSER WITHIN UNINCORPORATED AREA OF ADA COUNTY, IDAHO AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA, INTO THE CITY OF KUNA, IDAHO; AND**
- **ESTABLISHING THE ZONING CLASSIFICATIONS OF SAID REAL PROPERTIES; AND**
- **DIRECTING THE CITY ENGINEER AND THE CITY CLERK; AND**
- **PROVIDING AN EFFECTIVE DATE.**

**THE CITY COUNCIL MAKES THE FOLLOWING FINDINGS AND DECLARATIONS OF ITS AUTHORITY, HISTORY AND PROCESS OF THIS IDAHO CODE SECTION 50-222 (3) (a) CATEGORY “A” ANNEXATION AND ZONING ORDINANCE AS FOLLOWS:**

**WHEREAS**, the City of Kuna, Idaho is a municipal corporation organized and existing under the laws of the state of Idaho (the “City”) and is authorized to annex into and incorporate within the boundaries of the City Contiguous real property in the manner provided by section 50-222, Idaho Code; and

**WHEREAS**, ALVINA UNSER, (The “Owner”) of **AVALON ORCHARD TRACTS AMENDED BLOCK 2, LOT 5** [legally described in Exhibit A attached hereto and by this reference herein incorporated] (the “Real Property”).

**WHEREAS**, the Real Property is situated in the unincorporated area of Ada County.

**WHEREAS**, the owner has filed with the city the following written request and application:

- Annexation of the Real Property with an R-4 zoning district classification.

**WHEREAS**, the Planning and Zoning Commission of the City, pursuant to public notice as required by law, held a public hearing on June 28, 2022, as required by Section §67-6525, Idaho Code, made findings (approved by the Commission on July 12, 2022) where it was recommended to the Mayor and Council that the annexation for lands described in Exhibit A and the R-4 zoning request, be approved;

**WHEREAS**, The Council, pursuant to public notice as required by law, held a public hearing on September 20, 2022 on the Owner’s application and request for the Real Properties annexation and zoning, as required by Section §67-6525, Idaho Code, and made findings (approved on October 4, 2022) wherein the City Council determined that the Owner’s written request and application for annexation of Avalon Orchard Tracts Amended Block 2, Lot 5 should be granted with an R-4 zoning district classification.

**WHEREAS**, the zoning classification of R-4 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 Properties described below are contiguous to the City, that said properties can be reasonably assumed to be used for the orderly development of the City, and that the owner of said properties has requested, in writing, annexation thereof to the City.

Section 2: The Real Property, situated in Ada County, Idaho, adjacent to and contiguous to the City, commonly known as Avalon Orchard Tracts Amended Block 2, Lot 5 and more particularly and legally 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 classification of the land described in Section 2 above is hereby established as R-4, 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 R-4 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 2nd day of May 2023.

CITY OF KUNA

\_\_\_\_\_  
Joe Stear, Mayor

ATTEST:

\_\_\_\_\_  
Chris Engels, City Clerk

## EXHIBIT A LEGAL DESCRIPTION

A parcel located in the W 1/2 of the NE 1/4 of Section 30 Township 2 North, Range 1 East, Boise Meridian, and being all of Lot 5 of Block 2 of the amended plat of *AVALON ORCHARD TRACTS* as shown in Book 6 of plats at Page 254 in the office of the Recorder, Ada County, Idaho, more particularly described as follows:

Commencing at an aluminum cap monument marking the northwesterly corner of said W 1/2 of the NE 1/4, from which an aluminum cap monument marking the southwest corner of said W 1/2 of the NE 1/4 bears S 0°38'54" W a distance of 2666.60 feet;

Thence S 0°38'54" W along the westerly boundary of said W 1/2 of the NE 1/4 a distance of 666.72 feet to a point;

Thence leaving said westerly boundary S 89°39'53" E a distance of 25.00 feet to a 1/2 inch diameter iron pin marking the northwesterly corner of said Lot 5, said point being the POINT OF BEGINNING;

Thence continuing S 89°39'53" E along the northerly boundary of said Lot 5 a distance of 637.49 feet to a point marking the northeasterly corner of said Lot 5;

Thence S 0°41'42" W along the easterly boundary of said Lot 5 a distance of 490.30 feet to a point marking the southeasterly corner of said Lot 5, said point being on the northerly top of bank of Indian Creek;

Thence along the southerly boundary of said Lot 5 and said top of bank the following described courses:

Thence S 52°50'15" W a distance of 261.60 feet to a point;

Thence S 74°38'54" W a distance of 216.95 feet to a point;

Thence N 64°21'06" W a distance of 244.80 feet to a point on the easterly right-of-way of S. Stroebel Road;

Thence leaving said southerly boundary and said top of bank N 0°38'54" E along said right-of-way a distance of 603.54 feet to the POINT OF BEGINNING.

This parcel contains 9.297 acres.

Prepared by: Kyle A. Koomler, PLS  
Civil Survey Consultants, Incorporated  
September 30, 2022



