OFFICIALS

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

CITY OF KUNA

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

City Council Meeting
AGENDA
Tuesday, January 5, 2016

7:00 P.M. REGULAR CITY COUNCIL

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

2. **Invocation:** None

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

4. **Consent Agenda:**

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

A. City Council Meeting Minutes:
   1. Employee Insurance Workshop Minutes, December 15, 2015
   2. Regular City Council Minutes, December 15, 2015

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

A. Recognition Plaque for Council Member Stear – Mayor Nelson

B. Recognition Certificate for Mayor Nelson – Council President Cardoza

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

D. Recess for Change of Mayor and Council

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OFFICIALS

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

CITY OF KUNA

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

City Council Meeting
AGENDA
Tuesday, January 5, 2016

A. Reconvene Council Meeting

B. Roll Call and Call to Order

C. Elect Council President

5. Citizen's Reports or Requests:

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

A. Consideration to approve Case 15-02-S, Journey's End Subdivision – Trevor Kesner, P & Z Planner

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

7. Business Items:

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

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

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

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

C. Request for a Wastewater Reuse Workshop – Gordon Law, City Engineer
(Continued from 12.15.2015)

D. December Construction Report – Gordon Law, City Engineer
(*No Action Required)*

E. Final approval of Personnel Manual pending ICRMP review – Richard Roats, City Attorney

Resolution will follow after ICRMP review

F. Consideration to Approve Resolution R91-2015 Employee Health Insurance Plan – John Marsh, City Treasurer

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

G. Consideration to Approve Resolution R02-2016 ACHD Standby Letter of Credit – John Marsh, City Treasurer

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

H. Consideration to Approve R03-2016 Authorizing Signature Cards – John Marsh, City Treasurer

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

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

9. **Announcements:**

10. **Executive Session:**

11. **Adjournment:**

OFFICIALS

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

CITY OF KUNA

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

City Council Workshop
MINUTES
Tuesday, December 15, 2015

6:00 P.M. CITY COUNCIL WORKSHOP

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

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

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

1. Discussion of options to decide premiums and plans – John Marsh, City Treasurer

Considerations:

- To charge or not charge employees for a co-premium.
- Equalization employee co-premium in a dual option plan. Equates the premiums in a dual option so the City's costs between the options are static – the employee co-premium is what is used to make the equalization.
- Employer contributions to an HSA.

City Treasurer explained the workshop was to review and decide about the Health Insurance Plan options. There are two goals; one being, employees have complained the dependent coverage is not affordable and the other is to keep the cost down for the budget. The costs continue to skyrocket.

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The current provider is Regence Blue Shield of Idaho and has been for some time. The renewal has a 17.3% increase which will exceed the budget by $16,000 through the course of the year. The leading contender to reduce costs is Select Health. They negotiated with St. Luke's as a single care provider. The other options were not as competitive. Select Health has a dual option; a traditional plan or an HSA.

The budget is $281,638. There are 38 benefit eligible employees and 1 elected official.

Mr. Marsh reviewed that the current policy allows dependent coverage of 50% for appointed officials. That is problematic under the Affordable Care Act. Going forward, that would need to go away. The cheapest option is Select Health HSA. If all eligible employees were on the HSA plan, the budget would have a surplus of $160,147.

Council President Cardoza confirmed that it would be an approximate reduction of $120,000 if all employees went to an HSA without any dependents.

Mr. Marsh confirmed he stands corrected. $121,491 would be the savings.

Council President Cardoza asked if the HSA would be an HMO or a PPO since it is a single care provider.

Mr. Marsh responded he is not sure. The HSA has become a norm because of the rate increases.

Council President Cardoza clarified; an HMO has penalties for going outside the network, a PPO usually does not have penalties for going outside the network.

Mr. Marsh responded that both the HSA and the traditional plan have penalties if you go outside the network. Mr. Marsh gave examples.

Mr. Marsh asked Council if they want to consider adding dependent premiums and if they want to include a dual option plan. If a dual option plan is chosen, would they want to consider equalizing the premiums to make the cost to the city the same?

Mayor Nelson said he likes the idea of having a dual option; a traditional plan and an HSA.

Mr. Marsh said the equalization of the traditional plan premium would be $58.10 for employee only coverage. He reviewed the cost of the HSA for employee only coverage is $351.20 per month, the cost of the traditional plan for employee only coverage is $409.30 per month. If an employee chose the traditional plan, the employee would make up the difference in the premium cost to the city as an equalization option.

Council Member Jones thinks dual option is the best option. He asked if they could review the options and possibly rule some of the options out to simplify decisions. He reviewed each of the 5 options, suggesting options 1 and 4 be ruled out. He asked the other Council members if they were agreeable to a dual plan. Council was agreeable to review the dual plan option.

Council Member Jones explained some ways for individuals to choose between an HSA and traditional plan and the differences between the two plans. To switch from Regence to Select Health with the same deductible and coverage for employees that they have today, would cost $4911. He suggests allotting each employee a credit of $4911 toward their plan of choice as a starting point. He understands health insurance is one of the most important employment benefits but he would like every employee to be treated equally. Both goals would be accomplished, reduction in dependent coverage costs between 37% - 61% and cost savings for the city.

City Engineer Gordon Law said some are looking at these options for the first time. He would like time for himself and the employees in his department to think about the options before a decision is made.

Council Member Buban-Vonder Haar said it is her understanding that there have been numerous workshops and meetings to receive employee input regarding insurance options.

Mr. Marsh responded there have been 3 meetings regarding employee insurance options. This is the same information presented at all 3 meetings.

Mayor Nelson asked if the employees with families would pay less under the Select Health plan than under the Regence plan.

Mr. Marsh responded it depends on what options Council wants to consider and decide upon.

Council Member Stear said he would be favor of looking at options and employees asking questions.

Mayor Nelson asked if Council wanted to take questions from the employees.

Council was agreeable.

Council Member Jones said he thinks Council needs to decide if everyone is treated equally or if they are going to take cost savings from one employee to give to another.

Mr. Marsh said the primary questions for Council are whether to cover dependents and at what level and whether to equalize for all employees. Council will want to decide whether to save the money on the premiums from the budget amount or to spend it to pay for some employees with dependents.

Mr. Law asked Council Member Jones for clarification; if the equal allotment for each employee is used, there would be a shortfall of $300 for family coverage per month?

Council Member Jones responded using the HSA plan as an example. The HSA will cost $4200 for an employee annually. Family coverage will cost $12,220 annually. Decisions need to be made regarding what is manageable for employees. To make costs more manageable for

families, cost savings from employee only coverage would need to be spent for employees with families. Whether that is fair or not is a decision Council will have to make.

Jesse Morfin asked if an employee selected the HSA, can they be covered by other insurance as well, such as a spouse's insurance.

Council Member Jones answered yes, you can do both.

Jesse said he feels the cost savings should be dumped back in and divided equally among the employees. He also asked if the city will continue to pay 100% of the employee's premiums.

Council Member Jones answered yes. The goal is not to take anything away from employees but the question remains do the employees want to be treated equally or share all the costs.

Mr. Law asked Council Member Jones for clarification; with the HSA plan the city would pay the insurance premium and make a contribution to the employee's HSA.

Council Member Jones answered that was correct for the employee only HSA coverage.

Mr. Law asked Council permission for Mr. Marsh to run the numbers for employees individually.

Mr. Marsh confirmed Council direction; use the entire $281,638 budgeted for insurance and divide it evenly by 38 employees to arrive at the amount to be allocated to each person. Then each person can determine which coverage they would like and he can run the numbers for them.

Council Member Buban-Vonder Haar asked if Council Member Jones's vision is that the city will forever spend at least this year's budgeted amount on health insurance and any savings in the future would be given back to employees.

Council Member Jones responded that would be for Council to decide. His preference would be splitting the difference, half to the employees and half back to the city.

Mayor Nelson does not think a decision should be made for eternity. Decisions should be made each year.

Robert Ford said that he has a family. He has heard the comments about making it equal for everyone but he was penalized last year for not having insurance for his spouse. He understands being fair but is concerned about employees knowing this is a family friendly place to work.

Mike Borzick said if the city is paying for employee premiums, he does not need any surplus. He would rather see those funds go toward the employees that need family coverage. As a taxpayer he does want to save the city money but $280,000 was budgeted on property taxes for medical insurance. If the full amount is not used for medical insurance, the money will just be moved to another project.

Council Member Buban-Vonder Haar responded there is a $150,000 expense that has not be budgeted for concerning employee leave caps. If there were some savings in the budget this year, it would help toward that expense.

Bob Bachman asked Mr. Marsh if there is a trend of Select Health increases to help prepare future budgets.

Mr. Marsh said that it was tough to answer that question because of the various models and factors. He feels Select Health is more consistent than others but the city can probably expect at least a 5% increase on the average.

Mayor Nelson closed the workshop.

Adjournment:

Council Member Stear moved to adjourn the Employee Insurance Workshop. Seconded by Council President Cardoza, all voting aye. Motion carried 4-0.

_____
W. Greg Nelson, Mayor

ATTEST:

_____
Chris Engels, City Clerk

Minutes prepared by Dawn Stephens, Deputy City Clerk
Date Approved: CCM 01.05.2016

OFFICIALS

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

CITY OF KUNA

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

City Council Meeting
MINUTES
Tuesday, December 15, 2015

7:00 P.M. REGULAR CITY COUNCIL

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

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

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

2. **Invocation:** None

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

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

City Engineer Gordon Law has requested to amend the agenda that was originally posted on December 11, 2015 to include the following: Item 7.H.

City Clerk was notified of the request on Monday, December 14, 2015.

Council Member Buban-Vonder Haar moved to approve the amended agenda to include item 7.H. Seconded by Council Member Stear, all voting aye. Motion passed.

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4. Consent Agenda:
(Timestamp 00:02:41)

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A. City Council Meeting Minutes:
1. Personnel Manual Workshop Minutes, December 1, 2015
2. Regular City Council Minutes, December 1, 2015

B. Accounts Payable Dated December 10, 2015 in the Amount of $374,996.69

C. Alcohol Licenses:
1. Jacksons Food Store DBA Jacksons #160 – Off Premise Beer and Wine

D. Resolution:

E. Findings of Facts and Conclusions of Law:

Council Member Jones moved to move Accounts Payable to 7.I. Seconded by Council Member Buban-Vonder Haar, all voting aye. Motion passed.

Council Member Stear moved to approve the consent agenda. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Cardoza, Jones, Buban-Vonder Haar and Stear
Voting No: None
Absent: None
Motion carried 4-0.

5. Citizen's Reports or Requests:

6. Public Hearings: (7:00 p.m. or as soon thereafter as matters may be heard.)
(Timestamp 00:05:01)

A. Request to amend the City of Kuna's Area of City Impact boundaries – Wendy Howell, P & Z Director

Amending the Area of City Impact boundary in no way affects the current use or zoning of any individual properties and is solely for the purpose of planning.

P & Z Director Wendy Howell stated that the current Area of City Impact was approved in 1999 but encompasses only a fraction of the city's area due to the tremendous growth that has occurred. The amended Area of City Impact does not

overlap any other city's area of impact. The boundary map is consistent with the comprehensive plan and upon Council's approval, will be taken forward to Ada County for their approval. Ms. Howell stood for questions.

Council Member Buban-Vonder Haar asked if there is a reason to move forward with something now based on the various things that have occurred.

Ms. Howell deferred to Mayor Nelson. Mayor Nelson responded the area includes the industrial zone. A recent property purchase by Boise indicates Boise is moving south. Amending the boundary now will protect the City of Kuna's area of impact.

Council Member Buban-Vonder Haar asked about the areas not included in the boundary that are uncontested by Meridian.

Council Member Stear responded those areas have been included in Meridian's area. The lines cannot be moved without Meridian's permission. Moving forward with this area of impact has improved the relationship between Ada County Commissioners and the City of Kuna and is the only way to protect our industrial zone.

Mayor Nelson the Meridian area of impact was granted in 1999. Recent large annexations by Meridian are within their area of impact.

Council President Cardoza asked Ms. Howell about the portion of the map in the Lake Hazel Rd / Meridian Rd area; is that area presently in Meridian's area of impact.

Ms. Howell responded the boundary follows their area of impact.

Council President Cardoza asked Ms. Howell if the amended impact boundaries have been submitted to the Ada County Commissioners already or are they aware this boundary amendment.

Mayor Nelson responded yes; the Commissioners are aware of the amendment.

Support:

Neutral:

Against:

Curtis Derr 18710 S Cloverdale. He appreciates the opportunity to give feedback. The subdivision he lives in is not in City limits but is in the area of impact. He requested consideration of some changes. There is property in the industrial area adjacent to S Cloverdale just south of the railroad track that is very close to two established subdivisions. One is Wednesday subdivision and the other is

Arrowrock Subdivision.When there are industrial and residential areas close to one another, he would like consideration to have some transitional zoning or a buffer zone between them. He thanked Council for their consideration.

Council President Cardoza asked Mr. Derr's cross streets.

Mr. Derr explained W Chiefs Farm Ln is the northern boundary of Wednesday Subdivision.

Council Member Jones said the industrial area referred to is the solar farm property. He asked Mr. Derr if he had any issues with the boundary as a whole.

Earnest Stanley is a member of the HOA Board for Arrow Rock subdivision. He asked if the amended impact area will be annexed into the city.

Mayor Nelson responded no.

Council Member Buban-Vonder Haar said Council is not interested in forcibly annexing anyone into the city.

Mr. Stanley said the homeowners in the subdivision want to be in a rural area. They were in favor of the solar farm in the area due to lack of noise and traffic but they would prefer not to see industrial within a mile of the subdivision. The cross streets of the subdivision are S Cloverdale Rd and Kuna Mora Rd.

Mayor Nelson closed the public hearing.

Council Member Buban-Vonder Harr wanted to say on the record that she is disappointed that Meridian used certain tactics to get what they wanted and thought there was room to negotiate. She still doesn't know why Meridian wanted the area they wanted since no reason was given. She appreciates the effort that went into smoothing out those issues.

Council Member Buban-Vonder Haar moved to approve the amended City of Kuna Area of City Impact boundaries. Seconded by Council Member Jones with the following roll call vote:
Voting Aye: Council Members Cardoza, Jones, Buban-Vonder Haar and Stear
Voting No: None
Absent: None
Motion carried 4-0.

After the motion Council President Cardoza addressed Council Member Buban-Vonder Haar. He understands her concerns regarding the dispute over the impact area but Meridian had included certain areas in their impact area in previous years. If anyone wants to be included in Kuna's area of impact, Kuna would be able to allow them to be included at their request.

7. Business Items:
(Timestamp 00:28:26)

A. Consideration to Approve 15-07-FP – Merlin Pointe Subdivision No. 1 – Troy Behunin, Senior Planner

Applicant requests Final Plat approval for Merlin Pointe Subdivision No. 1, which proposes five (5) residential lots, four (4) commercial lots and four (4) common lots.

Senior Planner Troy Behunin explained this will be a commercial subdivision. Steve Arnold together with the property owner, are ready to move forward with the first phase. The application is in compliance with requirements. He stood for questions. The applicant submitted an email and are in agreement with all terms and conditions.

Council Member Stear moved to approve 15-07-FP. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Buban-Vonder Haar, Cardoza, Jones and Stear
Voting No: None
Motion carried 4-0.

B. Consideration to Approve Resolution R89-2015 Arbor Ridge /Silverdale MOU – Richard Roats, City Attorney
(Timestamp 00:31:17)

City Attorney Richard Roats explained the subdivision deeded area to the city and the city has been maintaining the park. The entrance area to the subdivision will remain the responsibility of the HOA.

Council Member Jones asked about an area on the map that is designated not part of the HOA responsibility.

Mr. Roats responded that area is a walking path that accesses the park. He spoke with Parks Director Bobby Withrow who said the city has been maintaining that area and would continue to do so.

Council President Cardoza asked how long the city had been maintaining the HOA designated area.

Mr. Roats responded the HOA has been maintaining their area. Nothing is changing; this is a documentation of the agreement.

A RESOLUTION OF THE CITY OF KUNA, IDAHO APPROVING THE

MEMORANDUM OF UNDERSTANDING WITH THE ARBOR RIDGE /SILVERDALE SUBDIVISION HOMEOWNER'S ASSOCIATION REGARDING MAINTENANCE OF THE COMMON LOT; AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT.

Council Member Stear moved to approve R89-2015. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Buban-Vonder Haar, Cardoza, Jones and Stear
Voting No: None
Motion carried 4-0.

C. Consideration to Approve Resolution R90-2015 Awarding Bid for Butler Standby Generator to EC Power Systems – Gordon Law, City Engineer
(Timestamp 00:35:26)

City Engineer Gordon Law said there wasn't additional information to the memo and stood for questions.

Mayor Nelson asked about the portion of the bid stating they would be exempt from negligence. He doesn't understand how they wouldn't be liable.

Mr. Law said he thought it referred to the fact that they wouldn't be liable for others negligence.

Mayor Nelson said in the future he would like to have City Attorney Richard Roats review the contracts.

Council Member Buban-Vonder Haar located the clause on page 7, paragraph 2 that Mayor Nelson referred to and read it Mr. Law.

Mr. Law will discuss it with contractor and asked for the motion to include review by Mr. Roats. He thought he read in the exclusions that it was for installation, pouring of the foundation or placing of the item on the foundation.

Council Member Jones asked if both bid proposals are the same.

Mr. Law responded there were some exclusions with the other bid proposal as well.

Council Member Buban-Vonder Haar located the clause from the other bid proposal Mr. Law referred to and read it.

Mr. Law asked if the exclusions in the EC Power bid are correct, would Council be open to accepting the bid that is $18,000 higher.

Council Member Jones asked what is done with the old generator. Is the old generator broken?

Mr. Law said it is undersized. It will be reused elsewhere.

Council Member Buban-Vonder Haar said she would need justification for the substantial price difference.

Mr. Law clarified; if he and Mr. Roats are unable to have the exclusions corrected, the only remaining bid is $18,000 higher.

Council Member Stear asked if there is a time limitation on a decision.

Mr. Law responded it should be in place before irrigation starts in the Spring.

Council President Cardoza asked Mr. Law if it would be better to give permission tonight to accept the higher bid in the event the exclusions cannot be changed.

Mr. Law responded he will work with whatever Council feels comfortable deciding.

Council President Cardoza if Mr. Law could check with other city engineers to see if any are using John Deere generators and how they are performing.

Mr. Law agreed.

Mayor Nelson suggested since there are so many caveats and there is some time to make a decision, it might be best to table this matter.

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

Council Member Stear moved to table R90-2015. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Buban-Vonder Haar, Cardoza, Jones and Stear
Voting No: None
Motion carried 4-0.

D. Consideration to Accept November 3, 2015 Kuna City Election Results – Chris Engels, City Clerk
(Timestamp 00:51:52)

City Clerk Chris Engels said the County Board of Commissioners acts as the canvassers for election results however the individual cities need to accept the election results if they are so inclined.

Council Member Stear moved to accept the November 3, 2015 Kuna City Election Results. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Buban-Vonder Haar, Cardoza, Jones and Stear
Voting No: None
Motion carried 4-0.

E. Request for a Wastewater Reuse Workshop – Gordon Law, City Engineer
(Timestamp 00:53:28)

City Engineer Gordon Law said he received notice that the permit to reuse water in the pressurized irrigation system had been issued. There are several things that would need to be done before that privilege could be exercised. Additionally, there are some negative aspects that go along with reusing the water and submitting to some limitations. Before moving forward he feels there should be a workshop between staff and the governing board to discuss the issues.

Mayor Nelson feels the discussion should take place with the new Mayor and Council.

Council Member Stear moved to table a Wastewater Reuse Workshop to the next meeting. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Buban-Vonder Haar, Cardoza, Jones and Stear
Voting No: None
Motion carried 4-0.

F. Final Discussions for Personnel Manual with Employee Education, Training and Certification Reimbursement Agreement– Richard Roats, City Attorney
(Timestamp 00:56:58)

City Attorney Richard Roats said there are three issues to discuss.

Vacation: He received feedback that some were happier with the current policy. He asked for direction to stay where it is now or as proposed at the last meeting which were somewhat higher, the year break offs as well as grandfathering.

Council Member Buban-Vonder Haar asked to jump ahead to vacation accrual caps.

Mr. Roats asked if the hours could be addressed first then decide how to address excess vacation. Does Council want to move ahead with 4 hours per pay period? Does Council want to move forward with 0-6 years, 7-14 years and 15+ or stay with the 5 year breakdown?

Council Member Stear asked if there should be an employee meeting. It sounds as if a decision is being made on a couple of people's opinions rather than all of the employee's opinions.

Council Member Buban-Vonder Haar said there were meetings held and had been vetted through the employees.

Mr. Roats responded the vacation portion changed at the last Council meeting. The original 5 year breakdown was what had been vetted through the employees. Employees could be offered a one-time choice of the original breakdown or the new breakdown.

Council Member Buban-Vonder Haar said she feels offering a choice is overly complicated.

Council Member Stear said his concern is the new breakdown was discussed at the last meeting but he is not sure the employees knew about it. If Council is going to take employee input, it should be taken as a whole not just a couple of people.

Mr. Roats responded the new breakdown is more of a benefit to the employees. If they give up something for a year or two they will benefit and have even more of a benefit the longer they stay with the city, promoting longevity.

City Clerk Chris Engels feels, with all due respect, there is some kind of collective bargaining happening, coming from a small group. If collective bargaining is happening, then every employee should have input in a safe manor. Otherwise, Council discusses the issue, evaluates the budget, and makes the decision. Director's then help their employees understand the pros and cons for benefits. Ms. Engels' feels decisions should be made one way or the other.

Council Member Jones asked for clarification; what does 0-6 mean for the first tier? Day 1 through the last day of the 6th year, day one of year 7 through the last day of the 14th year for the second tier, then 15+ for the third tier.

Mr. Roats confirmed that is correct.

Council Member Jones said he believes there should be one option for employees, that Council can make the right decision for employees and that a decision needs to be made. He does have some concerns whether to allot vacation time by pay periods or by the month.

Council Member Jones brought up questions regarding abuse of sick leave.

After some discussion it was decided this was not the venue to debate the subject.

Mr. Roats said the sick leave policy language is clear. It is up to Directors and supervisors to manage the employees in their departments.

Mr. Roats confirmed with Council; all are in agreement with the 12 sick days per year.

Mr. Roats addressed vacation leave caps. It is currently 125%. He asked if Council would like to have one hourly amount for everyone or scaled for the 3 tiers.

Council Member Buban-Vonder Haar said in the Federal government it is the same for everyone. Employees can plan/manage their vacation more efficiently.

Mayor Nelson agreed with that thought.

Council Member Buban-Vonder Haar said, as an example, in the Federal government the cap is 240 hours. Any overage is swept at the first of the year. There are very limited circumstances to petition the supervisor to allow a carryover to be taken within a limited period of time.

Council Member Stear asked if there would be some grandfathering or would this be in place immediately.

Council Member Buban-Vonder Haar responded; for those with overages at this time, decide what a reasonable amount to start with would be and put the remainder in a bucket with a payout schedule in place as was discussed at the last Council meeting.

Mr. Roats read the current accrued vacation numbers. 699 hours was the highest.

Mr. Roats and Council discussed the options regarding how much vacation or if all vacation should be put in the bucket, payout options and determining a reset date.

Mayor Nelson said a March 1st reset date would be best for the Public Works people but doesn't believe Council has heard from the Clerical people and if that is the best date for them.

Council Member Buban-Vonder Haar said it shouldn't really matter since the date would cover an entire year.

Council Member Stear said he thought if employees are working with an entire year, it is a matter of managing the time. March 1st would be a reasonable date.

There was discussion; should all employee vacation time be put in a bucket on March 1st or only those with significant overages. Should vacation overages be paid out right away if the budget will allow?

Mayor Nelson pointed out the bucket will be available for a 5 year period. After this is worked out, the city shouldn't be facing this issue again.

City Engineer Gordon Law asked for clarification; the bucket will only occur once, if employees fail to keep their accruals down after this, they will lose their excess.

Council confirmed that is correct. 240 hours will be the maximum vacation accrual with a March 1st reset date for all employees.

Council Member Jones asked for an addition at the end of the manual that the policy may be amended by Council at any time.

Council Member Jones asked for confirmation; the grandfather clause will be removed from the vacation time section.

Mr. Roats confirmed that is correct. Everyone will be the same.

Comp Time:

It is $32,677 to pay it out the total. Mr. Roats asked Council for a decision about on-call and comp accrual in emergency circumstances or prior approval only.

Council Member Jones said it should be emergency and Director approval only.

Mr. Law explained there is a natural accrual for on-call time. He gave an example of a recent emergency.

Council Member Jones asked if the department is using the plan that the on call person would have a 36 hour work week.

Mr. Law said the guys have been pushing to do so but there has been some push back.

Council Member Jones asked how many hours of comp time are given out in a month not including the on call workers.

Mr. Law said in the last three weeks, two of the weeks have had after hour incidents.

Council Member Jones asked if those incidents went through him or the supervisors.

Mr. Law said it goes through the foremen. He explained how the process of who is called in works.

Mr. Roats asked Mr. Law for confirmation; the employees are accepting the 36 hour work week for whoever is on call that weekend.

Mr. Law said the employees are working very hard toward balancing out the hours to not accrue comp time.

Mayor Nelson said comp is also being watched at paycheck processing.

Mr. Law said it is trending down but when irrigation starts, it blows up and does every year.

Mr. Roats asked if Council wanted a policy that comp time should be used within thirty days.

Mr. Law thinks it could be harder than thought because irrigation issues persist for six months.

Council Member Buban-Vonder Haar said she thought there had been discussion about putting a cap on comp time.

Mr. Roats explained it would be difficult to not allow an employee to go out on a call because their accrued comp time was high. By monitoring the comp time, reminders can be sent out to bring the accruals down.

Exempt/Non-Exempt:

Mr. Roats said the Directors are exempt but explained if they are exempt and available to work, they get paid. Non-exempt would be documenting their hours. The decision has been made to put everyone on the same vacation tiers; maybe everyone should be documenting their hours as well. He asked for Council's direction.

Council Member Jones asked for clarification; non-exempt accrues comp and exempt doesn't. Non-exempt employees clock in and out, exempt employees do not.

Mr. Roats said that was correct. The original concern was comp accrual but it doesn't seem to be as large an issue as originally thought.

Council Member Buban-Vonder Haar struggles with the thought that exempt employees are not held accountable.

Council Member Stear gave an example of exempt employees and job performance.

Council Member Jones has concerns about a person approving comp time also being able to accrue comp time. If comp time is under control as previously mentioned all employees can be non-exempt.

Council President Cardoza asked for clarification; Directors would not qualify for comp time?

Mr. Roats responded that is correct.

City Clerk Chris Engels said for the Clerk's Office there is a no comp time accrual policy. If there is an overage, hours are adjusted by leaving early or coming in late on another day in the week. Comp time accruals by Directors are for very different reasons than employees due to meeting attendance requirements etc.

Bob Bachman clarified; by being non-exempt directors would still be salaried but can accrue comp time.

Bobby Withrow asked what the cap will be on comp time. If the directors are changed to non-exempt then when they are at home and phone calls and emails need to be answered, their time will have to be accounted for.

Mayor Nelson said an exempt employee would be in management class status which is not expected to document every minute.

Council directed to keep the exempt / non-exempt classifications.

Council Member Jones asked why supervisors wouldn't also be exempt.

City Engineer Gordon Law said supervisors in his department are similar to a foreman in a manufacturing facility. They are just like any other hourly employee but paid a higher wage.

Mr. Roats stood for questions on the education reimbursement policy.

Council didn't have any questions.

G. Continued Workshop for Employee Health Insurance Plan *(if needed)* – John Marsh, City Treasurer
(Timestamp 02:07:18)

Council Member Buban-Vonder Haar suggested deciding a percentage of additional plan costs the city would like to cover. For example the city has and will continue to cover 100% of the employee only cost, for any additional coverage the city will cover a certain percentage. She would like to see some numbers that would show the cost above employee only at 25% or 50%.

Mr. Marsh responded he has those numbers at 40%, 50% and 60%. Each option would create a different level of surplus. What is Council direction for the surplus under the dual option?

Council Member Buban-Vonder Haar said her concern is the issue is being presented as the city has always spent X amount and is now required to spend that amount regardless of the fact that there is $100,000 savings by switching providers. It makes more sense to look at what is affordable now and in the future.

Mayor Nelson said it is important to him that insurance decisions are made one year at a time and should be reevaluated each year.

Council Member Stear said he feels the city is providing a good benefit and is working towards assisting employees with dependent coverage needs.

Mr. Marsh said if the city provided 50% dependent premium coverage the total cost would be $219,984.

Council Member Jones asked Mr. Marsh to email the % cost sheet to the Council for review since it seems the matter will not be decided tonight.

Mayor Nelson said once the figures are sent out, we probably don't want to delay a decision past January 5th.

Council Member Jones said if the city covers 50% of dependent premiums, everyone is made whole. He feels a decision could be made tonight.

Facilities Director Bob Bachman asked; at the 50% dependent premium coverage, what would the contribution to the HSA be from the city.

Mr. Marsh said if there isn't a contribution by the city to the HSA, there is no incentive for the employee to choose the HSA.

There was discussion of options regarding employee and city contributions to the HSA.

Deputy Treasurer Linda Mayhugh said if the employer does not contribute to the HSA there is no benefit for the employee to choose the HSA plan. The difference in deductibles is $1500.

Council Member Buban-Vonder Haar disagreed.

Council Member Jones asked Mr. Marsh what the cost to the city would be if everyone was put on the traditional plan.

Mr. Marsh responded the cost would be $50.00 higher per employee per month.

Council Member Jones said if employees can't afford the HSA if the city doesn't contribute, maybe everyone should be put on the traditional plan with 50% dependent coverage. Everyone would be equal that way.

Mr. Marsh confirmed Council direction to send Council the 40%, 50%, 60% dependent premium information and put together different scenarios regarding the HSA.

Council President Cardoza said if the city wants to hire employees, train them and retain them, benefits are a big factor. He has mixed emotions about moving to high deductibles and trying to cut corners on something as important as health insurance. It would be more important to him to provide employees with a Cadillac health plan.

Council Member Jones asked Mr. Marsh if he would research if there are different rates of coverage between the traditional plan and the HSA plan in addition to the higher deductible.

H. *Amendment:* Consideration to approve payment of $18,562 payable to Idaho Power for the power supply upgrade to the Butler Well House – Gordon Law, City Engineer
(Timestamp 02:46:06)

City Engineer, Gordon Law said the Butler Well House site needs a new transformer to service the additional equipment on the site and asked for approval to get the payment to Idaho Power.

Council Member Stear moved to approve payment of $18,562 payable to Idaho Power. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Buban-Vonder Haar, Cardoza, Jones and Stear
Voting No: None
Motion carried 4-0.

I. Accounts Payable
(Timestamp 02:47:55)

Council Member Jones asked about the vandalism repair costs on Accounts Payable.

Mr. Marsh explained the main line feed to the repeater was cut. Repairs involved two different vendors.

Mr. Law explained the line was cut that feeds the SCADA which controls all the water and sewer systems.

Council Member Jones asked why two vendors were needed for one line.

Mr. Law didn't know exactly.

Council Member Jones asked why it couldn't be done in-house.

Mr. Law said the line goes to the antennae but doesn't know the specifics of what was required to repair it.

Council Member Jones is concerned about the access for that to happen and perhaps fencing is needed.

Bob Bachman explained someone stood on the roof and snipped the line about 10 feet up the leg. He is looking at a way to put conduit around the line as high as possible to prevent another incident.

Council Member Jones said his other item was, he doesn't understand the uniform situation for the city. At the last meeting $2000 for sweatshirts and hats was approved and now this meeting lists another $1800 for denim shirts and embroidery. He doesn't understand how everyone's uniforms wore out at the same time. He is disappointed, frustrated and thinks it has become a free-for-all.

Mayor Nelson said he agreed. The option Council Member Stear suggested at the last Council meeting as to how this is handled with the Fire Department is the way to go. A limit is set and that's it.

Council Member Jones asked if a uniform policy could be put in place in the next 2 months. He would like to stop spending on uniforms until a policy is decided.

Mayor Nelson said he agrees, after all the discussion regarding this matter this expenditure is a slap in the face.

Mr. Law asked if it would be more prudent for the supervisor to check on the reason for the expenditure.

Council Member Stear said it is possible needs may occur all at once.

Council Member Jones asked if the supervisors obtain Director's approval to make purchases.

Mr. Law responded the supervisors make the purchases. He will check on the reason for the purchases.

Parks Director Bobby Withrow said he took care of uniform purchasing in the past and it was broken out on a price per employee basis. If he remembers correctly the amount was $450-$500 per employee per year. If orders are placed in bulk the pricing is better which would explain the larger expenditures in the last 2 reporting cycles.

Council Member Jones would like to a more detailed explanation regarding the purchases as well as consistency.

Mayor Nelson said he feels the embroidery costs are especially high.

Council Member Buban-Vonder Haar moved to approve Accounts Payable. Seconded by Council President Cardoza with the following roll call vote:
Voting Aye: Council Members Buban-Vonder Haar, Cardoza and Stear
Voting No: Council Member Jones
Motion carried 3-1.

8. Ordinances:

A. *First Reading* of Ordinance No. 2015-13 Annexing Greyhawk Subdivision No. 4 into Kuna Municipal Irrigation District
(Timestamp 03:07:04)

Consideration to waive three readings
Consideration to approve ordinance
Consideration to approve a summary publication of the ordinance

AN ORDINANCE OF THE CITY OF KUNA, IDAHO, ANNEXING ALL OF AREA KNOWN AS GREYHAWK SUBDIVISION No. 4, INTO THE KUNA MUNICIPAL IRRIGATION DISTRICT FROM THE NEW YORK IRRIGATION DISTRICT AND CHANGING THE BOUNDARIES THEREOF; DECLARING WATER RIGHTS APPURTENANT THERETO ARE POOLED FOR DELIVERY PURPOSES; DIRECTING THAT COPIES OF THIS ORDINANCE BE RECORDED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

Council Member Buban-Vonder Haar moved to waive three readings of Ordinance No. 2015-13. Seconded by Council Member Stear with the following roll call vote:
Voting Aye: Council Members Jones, Buban-Vonder Haar, Jones and Stear
Voting No: None
Motion carried 4-0

Council Member Buban-Vonder Haar moved to approve Ordinance No. 2015-13. Seconded by Council Member Stear with the following roll call vote:

Voting Aye: Council Members Jones, Buban-Vonder Haar, Jones and Stear
Voting No: None
Motion carried 4-0

Council Member Buban-Vonder Haar moved to approve a summary publication of Ordinance No. 2015-13. Seconded by Council Member Stear. Motion carried 4-0

B. *First Reading* of Ordinance No. 2015-20 Memory Ranch Subdivision Annexation *(Timestamp 03:09:09)*

Consideration to waive three readings
Consideration to approve ordinance
Consideration to approve a summary publication of the ordinance

AN ORDINANCE ANNEXING INTO THE CITY OF KUNA, IDAHO, PARCEL NO. S1303111635 A PART OF THE MEMORY RANCH SUBDIVISION, SITUATED IN THE UNINCORPORATED AREA OF ADA COUNTY, IDAHO, AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF KUNA; ESTABLISHING THE ZONING CLASSIFICATION OF SAID REAL PROPERTY; DIRECTING THAT COPIES OF THIS ORDINANCE BE FILED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

Council Member Buban-Vonder Haar moved to waive three readings of Ordinance No. 2015-20. Seconded by Council Member Stear with the following roll call vote:
Voting Aye: Council Members Jones, Buban-Vonder Haar, Jones and Stear
Voting No: None
Motion carried 4-0

Council Member Buban-Vonder Haar moved to approve Ordinance No. 2015-20. Seconded by Council Member Stear with the following roll call vote:
Voting Aye: Council Members Jones, Buban-Vonder Haar, Jones and Stear
Voting No: None
Motion carried 4-0

Council Member Buban-Vonder Haar moved to approve a summary publication of Ordinance No. 2015-20. Seconded by Council Member Stear. Motion carried 4-0

C. *First Reading* of Ordinance No. 2015-21 Memory Ranch Subdivision Rezone *(Timestamp 03:11:24)*

Consideration to waive three readings
Consideration to approve ordinance
Consideration to approve a summary publication of the ordinance

AN ORDINANCE REZONING PARCELS S1303110452, S1303111800, S1303110300, S1303120810 AND S1303120820, PART OF THE MEMORY RANCH SUBDIVISION, FROM AGRICULTURE TO R-6; ALL SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF KUNA, ADA COUNTY, IDAHO; DIRECTING THAT COPIES OF THIS ORDINANCE BE RECORDED AS PROVIDED BY LAW; AND PROVIDING AN EFFECTIVE DATE.

Council Member Stear moved to waive three readings of Ordinance No. 2015-21. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Jones, Buban-Vonder Haar, Jones and Stear
Voting No: None
Motion carried 4-0

Council Member Stear moved to approve Ordinance No. 2015-21. Seconded by Council Member Buban-Vonder Haar with the following roll call vote:
Voting Aye: Council Members Jones, Buban-Vonder Haar, Jones and Stear
Voting No: None
Motion carried 4-0

Council Member Buban-Vonder Haar moved to approve a summary publication of Ordinance No. 2015-21. Seconded by Council Member Stear. Motion carried 4-0

9. Mayor/Council Discussion Items:

Council Member Jones stated that he appreciates Mayor Nelson allowing him to speak his mind. It has been an honor and a privilege to sit next to Mayor Nelson for the last two years. If he could do half of what the Mayor has done for this community he would be happy.

Mayor Nelson thanked Council Member Jones and said it is a team effort, it is done together. He has a good Council and a great work team. He appreciates everyone's help and work.

10. Announcements:

11. Executive Session:

12. Adjournment:

Council Member Stear moved to adjourn the meeting at 10:19 p.m. Seconded by Council Member Jones. Motion carried 4-0.

_____
W. Greg Nelson, Mayor

ATTEST:

_____
Chris Engels, City Clerk

Minutes prepared by Dawn Stephens, Deputy City Clerk
Date Approved: CCM 1.05.2016

City of Kuna | Payment Approval Report - City Council Approval | Page: 1
Report dates: 12/12/2015-12/31/2015 | Dec 31, 2015 11:04AM

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
A COMPANY, INC.												
1463	A COMPANY, INC.	B-240104		RENTAL HITECH RESTROOMS, SN#T273, RENTAL 10.00, SERVICE 73.00, DAMAGE WAIVER 7.50, FARM, DEC 15	12/13/2015	90.50	.00	21-6212 RENT-EQUIPMENT	0	12/15		
Total B-240104:						90.50	.00					
Total A COMPANY, INC.:						90.50	.00					
ADA COUNTY HIGHWAY DISTRICT (RENT)												
1037	ADA COUNTY HIGHWAY DISTRICT (RENT)	13457		ACHD SHOP RENT, JAN 16, PARKS	12/16/2015	148.50	.00	01-6211 RENT-BUILDINGS & LAND	1004	1/16		
1037	ADA COUNTY HIGHWAY DISTRICT (RENT)	13457		ACHD SHOP RENT, JAN 16, WATER	12/16/2015	126.00	.00	20-6211 RENT-BUILDINGS & LAND	0	1/16		
1037	ADA COUNTY HIGHWAY DISTRICT (RENT)	13457		ACHD SHOP RENT, JAN 16, SEWER	12/16/2015	121.50	.00	21-6211 RENT - BUILDINGS & LAND	0	1/16		
1037	ADA COUNTY HIGHWAY DISTRICT (RENT)	13457		ACHD SHOP RENT, JAN 16, PI	12/16/2015	54.00	.00	25-6211 RENT - BUILDINGS & LAND	0	1/16		
Total 13457:						450.00	.00					
Total ADA COUNTY HIGHWAY DISTRICT (RENT):						450.00	.00					
ADVANCED COMMUNICATIONS, INC.												
1566	ADVANCED COMMUNICATIONS, INC.	00220047	3705	NEW BATTERY FOR PHONE EARPIECE, BATTERY WOULD NOT HOLD CHARGE, G SMITH, ADMIN, DEC 15	12/21/2015	9.50	.00	01-6255 TELEPH0NE	0	12/15		
1566	ADVANCED COMMUNICATIONS, INC.	00220047	3705	NEW BATTERY FOR PHONE EARPIECE, BATTERY WOULD NOT HOLD CHARGE, G SMITH, WATER, DEC 15	12/21/2015	12.54	.00	20-6255 TELEPH0NE EXPENSE	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1566	ADVANCED COMMUNICATIONS, INC.	00220047	3705	NEW BATTERY FOR PHONE EARPIECE, BATTERY WOULD NOT HOLD CHARGE, G SMITH, SEWER, DEC 15	12/21/2015	12.54	.00	21-6255 TELEPH0NE EXPENSE	0	12/15		
1566	ADVANCED COMMUNICATIONS, INC.	00220047	3705	NEW BATTERY FOR PHONE EARPIECE, BATTERY WOULD NOT HOLD CHARGE, G SMITH, PI, DEC 15	12/21/2015	3.42	.00	25-6255 TELEPH0NE EXPENSE	0	12/15		
Total 00220047:						38.00	.00					
Total ADVANCED COMMUNICATIONS, INC.:						38.00	.00					
AUTOZONE, INC.												
1606	AUTOZONE, INC.	4126861962		1 EA TAMPER PROOF BITS TO REBUILD MOTOR THAT RUNS LOUVERS IN GENERATOR BLDG, M NADEAU, SEWER, SEPT 15	09/25/2015	9.84	.00	21-6175 SMALL TOOLS	0	10/15		
Total 4126861962:						9.84	.00					
1606	AUTOZONE, INC.	4126887811	3516	1 EA. FUEL PUMP AND FUEL LINE, USED FOR TRANSFERRING FLUIDS FROM DEERHORN GENERATOR TANK TO DISCOVERY, B.BACHMAN, OCT.'15	10/29/2015	95.24	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total 4126887811:						95.24	.00					
1606	AUTOZONE, INC.	4126917193	3670	WIPER BLADES FOR TRUCK #20, B.GILLOGLY, WATER, DEC.'15	12/10/2015	12.39	.00	20-6305 VEHICLE MAINTENANCE & REPAIRS	0	12/15		
1606	AUTOZONE, INC.	4126917193	3670	WIPER BLADES FOR TRUCK #20, B.GILLOGLY, SEWER, DEC.'15	12/10/2015	12.39	.00	21-6305 VEHICLE MAINTENANCE & REPAIRS	0	12/15		
1606	AUTOZONE, INC.	4126917193	3670	WIPER BLADES FOR TRUCK #20, B.GILLOGLY, PI, DEC.'15	12/10/2015	6.20	.00	25-6305 VEHICLE MAINTENANCE & REPAIR	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 4126917193:						30.98	.00					
Total AUTOZONE, INC.:						136.06	.00					
B & A ENGINEERS												
347	B & A ENGINEERS	2447		RECORD DRAWINGS FOR BIRDS OF PREY MAINLINE EXTENSION, G LAW, DEC 15	12/09/2015	1,362.45	.00	21-6020 CAPITAL IMPR0VEMENTS	0	12/15		
Total 2447:						1,362.45	.00					
Total B & A ENGINEERS:						1,362.45	.00					
BRADY INDUSTRIES OF IDAHO LLC												
1240	BRADY INDUSTRIES OF IDAHO LLC	4968087	3685	1 CS ROLL PAPER TOWELS, 2 CASES LRG TOILET PAPER, 2 CASES SM ROLL TOILET PAPER, NWWTP, B WITHROW, ADMIN, DEC 15	12/18/2015	64.33	.00	01-6025 JANITORIAL	0	12/15		
1240	BRADY INDUSTRIES OF IDAHO LLC	4968087	3685	1 CS ROLL PAPER TOWELS, 2 CASES LRG TOILET PAPER, 2 CASES SM ROLL TOILET PAPER, NWWTP, B WITHROW,P&Z, DEC 15	12/18/2015	22.98	.00	01-6025 JANITORIAL	1003	12/15		
1240	BRADY INDUSTRIES OF IDAHO LLC	4968087	3685	1 CS ROLL PAPER TOWELS, 2 CASES LRG TOILET PAPER, 2 CASES SM ROLL TOILET PAPER, NWWTP, B WITHROW, WATER, DEC 15	12/18/2015	59.74	.00	20-6025 JANITORIAL	0	12/15		
1240	BRADY INDUSTRIES OF IDAHO LLC	4968087	3685	1 CS ROLL PAPER TOWELS, 2 CASES LRG TOILET PAPER, 2 CASES SM ROLL TOILET PAPER, NWWTP, B WITHROW, SEWER, DEC 15	12/18/2015	59.74	.00	21-6025 JANITORIAL	0	12/15		
1240	BRADY INDUSTRIES OF IDAHO LLC	4968087	3685	1 CS ROLL PAPER TOWELS, 2 CASES LRG TOILET PAPER, 2 CASES SM ROLL TOILET PAPER, NWWTP, B WITHROW, PI, DEC 15	12/18/2015	22.98	.00	01-6025 JANITORIAL	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 4968087:						229.77	.00					
Total BRADY INDUSTRIES OF IDAHO LLC:						229.77	.00					
BUREAU OF OCCUPATIONAL LICENSE												
1091	BUREAU OF OCCUPATIONAL LICENSE	11252015BOL		LICENSE RENEWAL FOR MIKE NADEAU, #WWC3-20119, SEWER	11/25/2015	30.00	30.00	21-6075 DUES & MEMBERSHIPS	0	1/16	12/29/2015	
Total 11252015BOL:						30.00	30.00					
1091	BUREAU OF OCCUPATIONAL LICENSE	11252015BOL-2		LICENSE RENEWAL FOR MIKE NADEAU, #WWT3-19857, SEWER	11/25/2015	30.00	30.00	21-6075 DUES & MEMBERSHIPS	0	1/16	12/29/2015	
Total 11252015BOL-2:						30.00	30.00					
Total BUREAU OF OCCUPATIONAL LICENSE:						60.00	60.00					
CAPITAL PAVING CO												
20	CAPITAL PAVING CO	4101		PATCH BOISE AVE (OLD KUNA MIDDLE SCHOOL) PROSPECTOR PI PROJECT, PI, DEC 15	12/17/2015	5,214.00	.00	25-6020 CAPITAL IMPR0VEMENTS	1056	12/15		
Total 4101:						5,214.00	.00					
20	CAPITAL PAVING CO	4102		WATER BREAK, PATCH LINDER & BERNIE FISHER PARK, WATER, DEC 15	12/17/2015	540.00	.00	20-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total 4102:						540.00	.00					
Total CAPITAL PAVING CO:						5,754.00	.00					
CORWIN AUTO IDAHO LLC												
442	CORWIN AUTO IDAHO LLC	41063P		FUSE FOR ELECTRONICS FOR CITY CAR #71, B BACHMAN, DEC 15	12/09/2015	6.77	.00	01-6305 VEHICLE MAINTENANCE & REPAIRS	1000	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 41063P:						6.77	.00					
Total CORWIN AUTO IDAHO LLC:						6.77	.00					
CUSTOM ELECTRIC, INC.												
147	CUSTOM ELECTRIC, INC.	7332	3641	SOFT START FOR 10 MILE LIFT STATION, REPLACED VFD, T.FLEMING, SEWER, DEC.'15	12/03/2015	5,450.00	.00	21-6166 PP&E PURCHASES - OPERATIONS	1050	12/15		
Total 7332:						5,450.00	.00					
Total CUSTOM ELECTRIC, INC.:						5,450.00	.00					
FASTENAL COMPANY												
1507	FASTENAL COMPANY	IDBOS193623	3077	3 PKG FLEX GUARD GLOVES, 1 EA LARGE, EXTRA LARGE, MEDIUM, T.SHAFFER, SEWER, JUN.'15	07/01/2015	52.52	.00	21-6285 UNIF0RMS EXPENSE	0	10/15		
Total IDBOS193623:						52.52	.00					
1507	FASTENAL COMPANY	IDBOS194843	3264	10 HEX NUTS, 1 EA 10FT PIECE OF ALL THREAD, FIX BLOWER TENSION, M NADEAU, SEWER, AUG 15	08/20/2015	32.59	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	10/15		
Total IDBOS194843:						32.59	.00					
Total FASTENAL COMPANY:						85.11	.00					
FERGUSON WATERWORKS #1701												
219	FERGUSON WATERWORKS #1701	0624925	3669	VALVE ASSEMBLIES AND ACCESSORY PARTS FOR PROSPECTOR P.I., C.DEYOUNG, P.I, DEC.'15	12/10/2015	2,845.61	.00	25-6020 CAPITAL IMPR0VEMENTS	1056	12/15		
Total 0624925:						2,845.61	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
219	FERGUSON WATERWORKS #1701	0625026	3675	PIPE, LONG SLEEVES, LAND PACK, FOR STOCK AND FOR WATER BREAK IN THE PARK, T.FLEMING, WATER, DEC.'15	12/14/2015	782.26	.00	20-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
219	FERGUSON WATERWORKS #1701	0625026	3675	PIPE, LONG SLEEVES, LAND PACK, FOR STOCK, T.FLEMING, WATER, DEC.'15	12/14/2015	323.34	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total 0625026:						1,105.60	.00					
219	FERGUSON WATERWORKS #1701	0625046		8 SIGMA BELL REST, STOCK PI, DEC 15	12/14/2015	89.30	.00	25-6020 CAPITAL IMPR0VEMENTS	0	12/15		
Total 0625046:						89.30	.00					
219	FERGUSON WATERWORKS #1701	0625112	3680	4 IN END CAP, FOR PROSPECTOR PI PIPELINE PROJECT, R JONES, DEC 15	12/15/2015	25.19	.00	25-6020 CAPITAL IMPR0VEMENTS	1056	12/15		
Total 0625112:						25.19	.00					
Total FERGUSON WATERWORKS #1701:						4,065.70	.00					
FILTRATION TECHNOLOGY												
108	FILTRATION TECHNOLOGY	6992	3698	CHLORINATOR PUMP, FOR THE REUSE WATER AT THE PLANT, $48.88 SHIPPING & HANDLING, M.NADEAU, SEWER, DEC.'15	12/23/2015	423.88	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
Total 6992:						423.88	.00					
Total FILTRATION TECHNOLOGY:						423.88	.00					
FIREWORKS & STAGE FX AMERICA, INC.												
408	FIREWORKS & STAGE FX AMERICA, INC.	109534		FIREWORKS DISPLAY FOR KUNA DAYS SHOW ON 8-8-15, DEC 15	12/22/2015	2,500.00	.00	01-6160 MISCELLANE0US EXPENSES	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 109534:						2,500.00	.00					
Total FIREWORKS & STAGE FX AMERICA, INC.:						2,500.00	.00					
GEM STATE ELECTRIC												
996	GEM STATE ELECTRIC	112771	3639	2 REPLACEMENT MARATHON MOTORS FOR HVAC UNIT IN PROCESS BUILDING, EAST AND WEST, M NADEAU, SEWER, DEC 15	12/14/2015	1,390.39	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
Total 112771:						1,390.39	.00					
Total GEM STATE ELECTRIC:						1,390.39	.00					
HACH COMPANY												
157	HACH COMPANY	9708205	3024	CLASS REGISTRATION FOR LAVATORY SKILLS FOR WATER N WASTEWATER OPERATORS, R JONES, J MORFIN, J. WEBB, C DEYOUNG, NOV 15	12/10/2015	480.00	.00	20-6265 TRAINING & SCH00LING EXPENSE	0	11/15		
157	HACH COMPANY	9708205	3024	CLASS REGISTRATION FOR LAVATORY SKILLS FOR WATER N WASTEWATER OPERATORS, R JONES, J MORFIN, J. WEBB, C DEYOUNG, NOV 15	12/10/2015	120.00	.00	25-6265 TRAINING & SCH00LING EXPENSE	0	11/15		
Total 9708205:						600.00	.00					
Total HACH COMPANY:						600.00	.00					
HD SUPPLY WATERWORKS LTD												
63	HD SUPPLY WATERWORKS LTD	E754263	3625	26 WATER METER RADIOS, PRORATED WARRANTY, WATER, DEC 15	12/03/2015	1,440.00	.00	20-6020 CAPITAL IMPR0VEMENTS	0	12/15		
Total E754263:						1,440.00	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
63	HD SUPPLY WATERWORKS LTD	E761011		WATER METERS FOR STOCK, R JONES, WATER, DEC 15	12/03/2015	1,108.80	.00	20-6020 CAPITAL IMPR0VEMENTS	0	12/15		
Total E761011:						1,108.80	.00					
63	HD SUPPLY WATERWORKS LTD	E891776	3654	3 EA METER LID KEYS, J.WEBB, WATER, DEC.'15	12/09/2015	100.56	.00	20-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
63	HD SUPPLY WATERWORKS LTD	E891776	3654	15 EA COMPRESSIONS ANGLE VALVES, J.WEBB, WATER, DEC.'15	12/09/2015	463.50	.00	25-6020 CAPITAL IMPR0VEMENTS	0	12/15		
Total E891776:						564.06	.00					
63	HD SUPPLY WATERWORKS LTD	E919642	3677	8" BELL RESTRAINT, 4" PVC RESTRAINT, 8" PVC RESTRAINT, 4" AND 8" TRANSITION GASKET, PROSPECTOR PI PROJECT, M.NADEAU, WATER, DEC.'15	12/15/2015	215.04	.00	20-6150 MAINT. & REPAIRS - SYSTEM	1056	12/15		
Total E919642:						215.04	.00					
63	HD SUPPLY WATERWORKS LTD	E932145	3693	6 WATER METERS, R FORD, WATER, DEC 15	12/18/2015	1,127.28	.00	20-6020 CAPITAL IMPR0VEMENTS	0	12/15		
Total E932145:						1,127.28	.00					
Total HD SUPPLY WATERWORKS LTD:						4,455.18	.00					
HOCOHAN HOLDINGS, INC.												
1619	HOCOHAN HOLDINGS, INC.	AR422522		MONTHLY COPIER LEASE, MX4110N, MXM503N, 12-1-15 TO 12-31-15, ADMIN, DEC 15	12/14/2015	98.98	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422522		MONTHLY COPIER LEASE, MX4110N, MXM503N, 12-1-15 TO 12-31-15, P&Z, DEC 15	12/14/2015	35.35	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1003	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422522		MONTHLY COPIER LEASE, MX4110N, MXM503N, 12-1-15								

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
				TO 12-31-15, WATER, DEC 15	12/14/2015	91.91	.00	20-6142 MAINT. & REPAIRS-EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422522		MONTHLY COPIER LEASE, MX4110N, MXM503N, 12-1-15 TO 12-31-15, SEWER, DEC 15	12/14/2015	91.91	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422522		MONTHLY COPIER LEASE, MX4110N, MXM503N, 12-1-15 TO 12-31-15, PI, DEC 15	12/14/2015	35.35	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
Total AR422522:						353.50	.00					
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, B&W, MX411ON, MXM503N, 11-1-15 TO 11-30-15, ADMIN, DEC 15	12/14/2015	18.70	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, B&W, MX411ON, MXM503N, 11-1-15 TO 11-30-15, P&Z, DEC 15	12/14/2015	6.69	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1003	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, B&W, MX411ON, MXM503N, 11-1-15 TO 11-30-15, WATER, DEC 15	12/14/2015	17.39	.00	20-6142 MAINT. & REPAIRS-EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, B&W, MX411ON, MXM503N, 11-1-15 TO 11-30-15, SEWER, DEC 15	12/14/2015	17.39	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, B&W, MX411ON, MXM503N, 11-1-15 TO 11-30-15, PI, DEC 15	12/14/2015	6.69	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, COLOR, MX411ON, MXM503N, 11-1-15 TO 11-30-15, ADMIN, DEC 15	12/14/2015	52.86	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, COLOR, MX411ON, MXM503N, 11-1-15 TO 11-30-15, P&Z, DEC 15	12/14/2015	18.88	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1003	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, COLOR, MX411ON, MXM503N, 11-1-15 TO 11-30-15, WATER, DEC 15	12/14/2015	49.09	.00	20-6142 MAINT. & REPAIRS-EQUIPMENT	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, COLOR, MX411ON, MXM503N, 11-1-15 TO 11-30-15, SEWER, DEC 15	12/14/2015	49.09	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1619	HOCOHAN HOLDINGS, INC.	AR422523		MONTHLY COPIER CARE, COLOR, MX411ON, MXM503N, 11-1-15 TO 11-30-15, PI, DEC 15	12/14/2015	18.88	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
Total AR422523:						255.66	.00					
Total HOCOHAN HOLDINGS, INC.:						609.16	.00					
HYDRO LOGIC, INC.												
1314	HYDRO LOGIC, INC.	121115		REPAIR AND RETROFIT WELL#3, G LAW, DEC 15	12/11/2015	11,388.44	.00	20-6020 CAPITAL IMPR0VEMENTS	1037	12/15		
Total 121115:						11,388.44	.00					
1314	HYDRO LOGIC, INC.	121115 WELL#		DEQ REPORT, PUMP PLANT FOR WELL #11, G LAW, DEC 15	12/11/2015	8,446.56	.00	20-6020 CAPITAL IMPR0VEMENTS	1036	12/15		
Total 121115 WELL#11:						8,446.56	.00					
Total HYDRO LOGIC, INC.:						19,835.00	.00					
IDAHO POWER (CONSTRUCTION)												
1668	IDAHO POWER (CONSTRUCTION)	27448634WO	3674	POWER SUPPLY UPGRADE FOR BUTLER WELL HOUSE, UPGRADE 3 PHASE TRANSFORMER AND INSTALL, G.LAW, WATER, DEC.'15	12/11/2015	18,562.00	18,562.00	20-6020 CAPITAL IMPR0VEMENTS	1038	12/15	12/16/2015	
Total 27448634WO:						18,562.00	18,562.00					
Total IDAHO POWER (CONSTRUCTION):						18,562.00	18,562.00					
IDAHO POWER CO												

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - ADMIN	12/30/2015	370.62	.00	01-6290 UTILITIES	0	12/15		
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - P & Z	12/30/2015	28.15	.00	01-6290 UTILITIES	1003	12/15		
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - SENIOR CENTER	12/30/2015	293.89	.00	01-6290 UTILITIES	1001	12/15		
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - STREET LIGHTS	12/30/2015	6,030.37	.00	01-6290 UTILITIES	1002	12/15		
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - PARKS	12/30/2015	1,123.95	.00	01-6290 UTILITIES	1004	12/15		
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - WATER	12/30/2015	7,744.65	.00	20-6290 UTILITIES EXPENSE	0	12/15		
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - SEWER	12/30/2015	19,920.59	.00	21-6290 UTILITIES EXPENSE	0	12/15		
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - P.I	12/30/2015	1,002.79	.00	25-6290 UTILITIES EXPENSE	0	12/15		
38	IDAHO POWER CO	12302015I		ELECTRIC SERVICE FOR DECEMBER 2015 - FARM	12/30/2015	315.85	.00	21-6090 FARM EXPENDITURES	0	12/15		
Total 12302015I:						36,830.86	.00					
Total IDAHO POWER CO:						36,830.86	.00					
IDAHO TRACTOR INC												
34	IDAHO TRACTOR INC	PI04983	3656	REPLACEMENT PIN TO HOLD BUCKET IN PLACE FOR KUBOTA, B GUILLOGLY, WATER, DEC 15	12/08/2015	147.61	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
Total PI04983:						147.61	.00					
Total IDAHO TRACTOR INC:						147.61	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
INTEGRINET SOLUTIONS, INC.												
1595	INTEGRINET SOLUTIONS, INC.	88316		WORKS ON SSL PURCHASE, ADMIN, DEC 15	12/06/2015	24.64	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88316		WORKS ON SSL PURCHASE, P&Z, DEC 15	12/06/2015	8.80	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1003	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88316		WORKS ON SSL PURCHASE, WATER, DEC 15	12/06/2015	22.88	.00	20-6142 MAINT. & REPAIRS- EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88316		WORKS ON SSL PURCHASE, SEWER, DEC 15	12/06/2015	22.88	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88316		WORKS ON SSL PURCHASE, PI, DEC 15	12/06/2015	8.80	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88316		FIXED D CROSLEY OUTLOOK PROBLEMS, WATER, DEC 15	12/06/2015	29.57	.00	20-6142 MAINT. & REPAIRS- EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88316		FIXED D CROSLEY OUTLOOK PROBLEMS, SEWER, DEC 15	12/06/2015	29.57	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88316		FIXED D CROSLEY OUTLOOK PROBLEMS, PI, DEC 15	12/06/2015	11.26	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
Total 88316:						158.40	.00					
1595	INTEGRINET SOLUTIONS, INC.	88422		PRO ACTION SERVICE AND MAINTENANCE, STATUS MONITORING FOR TWO SERVERS, ADMIN, DEC 15	12/15/2015	234.64	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88422		PRO ACTION SERVICE AND MAINTENANCE, STATUS MONITORING FOR TWO SERVERS, P&Z, DEC 15	12/15/2015	83.80	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1003	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88422		PRO ACTION SERVICE AND MAINTENANCE, STATUS MONITORING FOR TWO								

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
				SERVERS, WATER, DEC 15	12/15/2015	217.88	.00	20-6142 MAINT. & REPAIRS-EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88422		PRO ACTION SERVICE AND MAINTENANCE, STATUS MONITORING FOR TWO SERVERS, SEWER, DEC 15	12/15/2015	217.88	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88422		PRO ACTION SERVICE AND MAINTENANCE, STATUS MONITORING FOR TWO SERVERS, PI, DEC 15	12/15/2015	83.80	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
Total 88422:						838.00	.00					
1595	INTEGRINET SOLUTIONS, INC.	88577		RESTORED FOLDER THAT WAS DELETED FOR TROY BEHUNIN, ADMIN, DEC 15	12/13/2015	39.47	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1003	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88577		RESTORED FOLDER THAT WAS DELETED FOR TROY BEHUNIN, WATER, DEC 15	12/13/2015	1.94	.00	20-6142 MAINT. & REPAIRS-EQUIPMENT	1003	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88577		RESTORED FOLDER THAT WAS DELETED FOR TROY BEHUNIN, SEWER, DEC 15	12/13/2015	1.94	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	1003	12/15		
1595	INTEGRINET SOLUTIONS, INC.	88577		RESTORED FOLDER THAT WAS DELETED FOR TROY BEHUNIN, PI, DEC 15	12/13/2015	.65	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	1003	12/15		
Total 88577:						44.00	.00					
Total INTEGRINET SOLUTIONS, INC.:						1,040.40	.00					
INTERMOUNTAIN GAS CO												
37	INTERMOUNTAIN GAS CO	482135196111		NATUAL GAS CONSUMPTION , SENIOR CTR, 11-10-15 TO 12-10 -15, DEC 15	12/11/2015	464.92	.00	01-6290 UTILITIES	1001	12/15		
Total 48213519611101512101:						464.92	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
37	INTERMOUNTAIN GAS CO	482537058111		NATUAL GAS CONSUMPTION CITY HALL, 11-10-15 TO 12-10-15, DEC 15, ADMIN	12/11/2015	64.01	.00	01-6290 UTILITIES	0	12/15		
37	INTERMOUNTAIN GAS CO	482537058111		NATUAL GAS CONSUMPTION CITY HALL, 11-10-15 TO 12-10-15, DEC 15, P&Z	12/11/2015	22.88	.00	01-6290 UTILITIES	1003	12/15		
37	INTERMOUNTAIN GAS CO	482537058111		NATUAL GAS CONSUMPTION CITY HALL, 11-10-15 TO 12-10-15, DEC 15, WATER	12/11/2015	59.47	.00	20-6290 UTILITIES EXPENSE	0	12/15		
37	INTERMOUNTAIN GAS CO	482537058111		NATUAL GAS CONSUMPTION CITY HALL, 11-10-15 TO 12-10-15, DEC 15, SEWER	12/11/2015	59.47	.00	21-6290 UTILITIES EXPENSE	0	12/15		
37	INTERMOUNTAIN GAS CO	482537058111		NATUAL GAS CONSUMPTION CITY HALL, 11-10-15 TO 12-10-15, DEC 15, PI	12/11/2015	22.88	.00	25-6290 UTILITIES EXPENSE	0	12/15		
Total 48253705811101512101:						228.71	.00					
Total INTERMOUNTAIN GAS CO:						693.63	.00					
INTERNATIONAL CODE COUNCIL												
764	INTERNATIONAL CODE COUNCIL	1000637046	3663	BUILDING, RESIDENTIAL, MECHANICAL, AND FIELD CODE BOOKS AND COMMENTARIES, J.COULTER, BUILDING INSPECTION, DEC.'15	12/09/2015	1,252.16	.00	01-6165 OFFICE SUPPLIES	1005	12/15		
Total 1000637046:						1,252.16	.00					
764	INTERNATIONAL CODE COUNCIL	1000638924	3678	2 EA CODE BOOKS FOR J.COULTER, BUILDING INSPECTION, DEC.'15	12/15/2015	137.00	.00	01-6165 OFFICE SUPPLIES	1005	12/15		
Total 1000638924:						137.00	.00					
Total INTERNATIONAL CODE COUNCIL:						1,389.16	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
J & M SANITATION, INC.												
230	J & M SANITATION, INC.	12112015-121		SANITATION RECEIPT TRANSFER 12-11-15 TO 12-17-15, DEC 15	12/17/2015	58,271.20	58,271.20	26-7000 SOLID WASTE SERVICE FEES	0	12/15	12/18/2015	
230	J & M SANITATION, INC.	12112015-121		SANITATION RECEIPT TRANSFER LESS FRANCHISE FEE 12-11-15 TO 12-17-15, DEC 15	12/17/2015	-5,757.19	-5,757.19	01-4170 FRANCHISE FEES	0	12/15	12/18/2015	
Total 12112015-12172015:						52,514.01	52,514.01					
230	J & M SANITATION, INC.	12182015-122		SANITATION RECEIPT TRANSFER 12-18-15 TO 12-24-15, DEC 15	12/28/2015	26,067.93	26,067.93	26-7000 SOLID WASTE SERVICE FEES	0	12/15	12/28/2015	
230	J & M SANITATION, INC.	12182015-122		SANITATION RECEIPT TRANSFER LESS FRANCHISE FEE, 12-18-15 TO 12-24-15, DEC 15	12/28/2015	-2,575.51	-2,575.51	01-4170 FRANCHISE FEES	0	12/15	12/28/2015	
Total 12182015-12242015:						23,492.42	23,492.42					
230	J & M SANITATION, INC.	122115		DISPOSAL/REMOVAL SLUDGE, 12-4-15 TO 12-14-15, DEC 15	12/21/2015	1,080.00	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total 122115:						1,080.00	.00					
Total J & M SANITATION, INC.:						77,086.43	76,006.43					
J-U-B ENGINEERS, INC.												
1236	J-U-B ENGINEERS, INC.	0096948		PROFESSIONAL SERVICES THROUGH NOVEMBER 28, 2015, FOR KUNA WASTEWATER REUSE PROJECT, REUSE PERMIT NWWTP, G LAW, DEC 15	12/22/2015	45.90	.00	21-6020 CAPITAL IMPR0VEMENTS	1045	12/15		
Total 0096948:						45.90	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
	Total J-U-B ENGINEERS, INC.:					45.90	.00					
KAMAN INDUSTRIAL TECHNOLOGIES												
396	KAMAN INDUSTRIAL TECHNOLOGIES	C446147	3640	1 EA 9" PULLEY AND BUSHINGS, REPAIR HVAC UNITS WEST AND EAST OF PROCESS BLDG., $16.95 SHIPPING AND HANDLING, M.NADEAU, SEWER	12/15/2015	172.99	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
	Total C446147:					172.99	.00					
	Total KAMAN INDUSTRIAL TECHNOLOGIES:					172.99	.00					
KELLER ASSOCIATES, INC.												
429	KELLER ASSOCIATES, INC.	0000002PI		PROFESSIONAL SERVICES 11-1-15 TO 11-30-15, PI PIPELINE PROJECT, G LAW, DEC 15	12/16/2015	8,737.50	.00	25-6020 CAPITAL IMPR0VEMENTS	0	12/15		
	Total 0000002PI:					8,737.50	.00					
429	KELLER ASSOCIATES, INC.	0000003 WELL		PROFESSIONAL SERVICES 11-1-15 TO 11-30-15, WELL HOUSE #3 REMODEL, G LAW, DEC 15	12/16/2015	4,053.75	.00	20-6020 CAPITAL IMPR0VEMENTS	0	12/15		
	Total 0000003 WELL#3:					4,053.75	.00					
	Total KELLER ASSOCIATES, INC.:					12,791.25	.00					
KUNA LUMBER												
499	KUNA LUMBER	B84075	3706	KEYS COPIED FOR MAYOR STEAR, DEC.'15	12/28/2015	6.44	.00	01-6165 OFFICE SUPPLIES	0	12/15		
	Total B84075:					6.44	.00					
	Total KUNA LUMBER:					6.44	.00					
KUNA TRUE VALUE HARDWARE												
43	KUNA TRUE VALUE HARDWARE	145014	3575	ELECTRICAL REPAIR SOLDER FOR SAMPLER REPAIR, BENCH								

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
				STOCK, M NADEAU, SEWER, NOV 15	11/16/2015	4.29	.00	21-6175 SMALL TOOLS	0	11/15		
Total 145014:						4.29	.00					
43	KUNA TRUE VALUE HARDWARE	145114	3589	BOOT SCRAPER, AND 4 LAGS, TO CLEAN OFF BOOTS, M.NADEAU, NOV.'15	11/18/2015	23.39	.00	21-6140 MAINT & REPAIR BUILDING	0	11/15		
Total 145114:						23.39	.00					
43	KUNA TRUE VALUE HARDWARE	145372	3572	GLOVES, P.KAUFMAN, PARKS, NOV.'15	11/25/2015	37.98	.00	01-6230 SAFETY TRAINING & EQUIPMENT	1004	12/15		
43	KUNA TRUE VALUE HARDWARE	145372	3572	HEATERS, REPLACEMENT CLIPS, CABLE TIES FOR FLAG POLE REPAIR, PARKS, DEC .'15	11/25/2015	64.55	.00	01-6140 MAINT. & REPAIR BUILDING	1004	12/15		
43	KUNA TRUE VALUE HARDWARE	145372	3572	HITCH BALL, P.KAUFMAN, PARKS, NOV.'15	11/25/2015	8.99	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	12/15		
43	KUNA TRUE VALUE HARDWARE	145372	3572	KNIFE, WIRE STRIPPER, P.KAUFMAN, PARKS, NOV.'15	11/25/2015	18.74	.00	01-6175 SMALL TOOLS	1004	12/15		
43	KUNA TRUE VALUE HARDWARE	145372	3572	CABLE CLAMPS, P.KAUFMAN, PARKS, NOV.'15	11/25/2015	17.68	.00	01-6150 MAINTENANCE & REPAIRS - SYSTEM	1004	12/15		
43	KUNA TRUE VALUE HARDWARE	145372	3572	CLIPS, CABLE CLAMP, P.KAUFMAN, PARKS, NOV.'15	11/25/2015	11.50	.00	01-6140 MAINT. & REPAIR BUILDING	1004	12/15		
Total 145372:						159.44	.00					
Total KUNA TRUE VALUE HARDWARE:						187.12	.00					
LAYNE OF IDAHO, INC.												
1322	LAYNE OF IDAHO, INC.	16193		TEN MILE PUMP REBUILD, G LAW, SEWER, DEC 15	12/10/2015	8,567.75	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
	Total 16193:					8,567.75	.00					
	Total LAYNE OF IDAHO, INC.:					8,567.75	.00					
LYNCH OIL, INC.												
1670	LYNCH OIL, INC.	27675		UNLEADED GAS FOR NWWTP, DEC 15	12/18/2015	2,904.91	.00	21-6300 FUEL	0	12/15		
	Total 27675:					2,904.91	.00					
	Total LYNCH OIL, INC.:					2,904.91	.00					
PAIGE MECHANICAL GROUP, INC.												
1654	PAIGE MECHANICAL GROUP, INC.	10631	3561	QUOTE #S15-331, FALL HVAC MAINTENANCE, T.SHAFFER, NWWTP, NOV.'15	12/10/2015	1,140.00	.00	21-6140 MAINT & REPAIR BUILDING	0	12/15		
	Total 10631:					1,140.00	.00					
1654	PAIGE MECHANICAL GROUP, INC.	10632		HVAC LABOR AND MATERIALS TO REPLACE PULLEYS ONHVAC SYSTEM IN SOLID BLDG, T SHAFER, SEWER, DEC 15	12/10/2015	393.75	.00	21-6140 MAINT & REPAIR BUILDING	0	12/15		
	Total 10632:					393.75	.00					
	Total PAIGE MECHANICAL GROUP, INC.:					1,533.75	.00					
PARTS, INC.												
470	PARTS, INC.	099714	3671	3 EA. LINCH PINS FOR THE MINI KUBOTA FOR THE PROSPECTOR PI PROJECT, R.JONES, P.I, DEC.'15	12/10/2015	4.99	.00	25-6020 CAPITAL IMPR0VEMENTS	1056	12/15		
	Total 099714:					4.99	.00					
	Total PARTS, INC.:					4.99	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
PEAK ALARM COMPANY, INC												
1021	PEAK ALARM COMPANY, INC	708971		ALARM MONITOR FOR CEDAR, SNOWHAWK, DANSKIN, SEGO PRAIRIE, BUTLER, EL CAJON, & BEST BATH WELLS, FOR 1/1/16 -1/31/16 - WATER	12/16/2015	197.18	.00	20-6140 MAINT. & REPAIR BUILDING	0	12/15		
1021	PEAK ALARM COMPANY, INC	708971		ALARM MONITOR FOR CEDAR, SNOWHAWK, DANSKIN, SEGO PRAIRIE, BUTLER, EL CAJON, & BEST BATH WELLS, FOR 1/1/16 -1/31/16 - P.I	12/16/2015	49.29	.00	25-6140 MAINT & REPAIR BUILDING	0	12/15		
Total 708971:						246.47	.00					
Total PEAK ALARM COMPANY, INC:						246.47	.00					
ROGERS MACHINERY COMPANY, INC.												
510	ROGERS MACHINERY COMPANY, INC.	1016187	3666	COUPLER AND SET OF DIRECTIONAL SEALS FOR LAGOON BLOWER #1, M.NADEAU, SEWER, DEC.'15	12/09/2015	1,037.92	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
Total 1016187:						1,037.92	.00					
Total ROGERS MACHINERY COMPANY, INC.:						1,037.92	.00					
SHARP ELECTRONICS CORPORATION												
1734	SHARP ELECTRONICS CORPORATION	5002679069		COPIER LEASE, SHARP MODEL #MX2615N, 12/1/15-12/31/15 - PARKS	12/05/2015	17.33	.00	01-6142 MAINT. & REPAIR - EQUIPMENT	1004	12/15		
1734	SHARP ELECTRONICS CORPORATION	5002679069		COPIER LEASE, SHARP MODEL #MX2615N, 12/1/15-12/31/15 - WATER	12/05/2015	27.92	.00	20-6142 MAINT. & REPAIRS- EQUIPMENT	0	12/15		
1734	SHARP ELECTRONICS CORPORATION	5002679069		COPIER LEASE, SHARP MODEL #MX2615N, 12/1/15-12/31/15 - SEWER	12/05/2015	34.65	.00	21-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		
1734	SHARP ELECTRONICS CORPORATION	5002679069		COPIER LEASE, SHARP MODEL #MX2615N, 12/1/15-12/31/15 - P.I	12/05/2015	16.36	.00	25-6142 MAINT. & REPAIRS - EQUIPMENT	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 5002679069:						96.26	.00					
Total SHARP ELECTRONICS CORPORATION:						96.26	.00					
SOUTHWEST IDAHO RC & D COUNCIL												
151	SOUTHWEST IDAHO RC & D COUNCIL	DUES - 418		2016 SOUTHWEST IDAHO RC&D COUNCIL DUES, ADMIN	12/16/2015	500.00	.00	01-6075 DUES & MEMBERSHIPS	0	12/15		
Total DUES - 418:						500.00	.00					
Total SOUTHWEST IDAHO RC & D COUNCIL:						500.00	.00					
ST. LUKE'S REGIONAL MEDICAL CENTER												
1441	ST. LUKE'S REGIONAL MEDICAL CENTER	412730541		EMPLOYEE HEPA/HEPB VACCINE, IMMUNIZATION ADMIN, SEWER, DEC.'15	12/15/2015	152.32	.00	21-6202 PR0FESSI0NAL SERVICES	0	12/15		
Total 412730541:						152.32	.00					
Total ST. LUKE'S REGIONAL MEDICAL CENTER:						152.32	.00					
STAPLES ADVANTAGE												
1292	STAPLES ADVANTAGE	3286311375	3637	REPLACEMENT CHAIR FOR L MAYHUGH, DEP.TREASURER, DEC.'15	12/05/2015	45.00	.00	01-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3286311375	3637	REPLACEMENT CHAIR FOR L MAYHUGH, DEP.TREASURER, DEC.'15 - WATER	12/05/2015	59.40	.00	20-6165 0FFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3286311375	3637	REPLACEMENT CHAIR FOR L MAYHUGH, DEP.TREASURER, DEC.'15 - SEWER	12/05/2015	59.40	.00	21-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3286311375	3637	REPLACEMENT CHAIR FOR L MAYHUGH, DEP.TREASURER, DEC.'15 - P.I	12/05/2015	16.19	.00	25-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3286311375	3637	4 PKG. SUCKERS FOR FRONT UTILITY COUNTER, DEC.'15 - ADMIN	12/05/2015	6.47	.00	01-6165 OFFICE SUPPLIES	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1292	STAPLES ADVANTAGE	3286311375	3637	4 PKG. SUCKERS FOR FRONT UTILITY COUNTER, DEC.'15 - WATER	12/05/2015	8.54	.00	20-6165 0FFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3286311375	3637	4 PKG. SUCKERS FOR FRONT UTILITY COUNTER, DEC.'15 - SEWER	12/05/2015	8.54	.00	21-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3286311375	3637	4 PKG. SUCKERS FOR FRONT UTILITY COUNTER, DEC.'15 - P.I	12/05/2015	2.33	.00	25-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3286311375	3637	1 EA. TOTE FOR J COULTER, DEC.'15 - BUILDING INSPECTION	12/05/2015	15.29	.00	01-6165 OFFICE SUPPLIES	1005	12/15		
Total 3286311375:						221.16	.00					
1292	STAPLES ADVANTAGE	3286856681	3667	2 BX COPIER PAPER, P&Z, DEC 15	12/12/2015	67.98	.00	01-6165 OFFICE SUPPLIES	1003	12/15		
Total 3286856681:						67.98	.00					
1292	STAPLES ADVANTAGE	3287450763	3684	1 EA. HP131A (BLACK TONER), CLERKS OFFICE, DEC.'15	12/19/2015	56.24	.00	01-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3287450763	3684	1 PKG. INDEX CARDS, D.CROSSLEY, DEC.'15 - WATER	12/19/2015	.90	.00	20-6165 0FFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3287450763	3684	1 PKG. INDEX CARDS, D.CROSSLEY, DEC.'15 - SEWER	12/19/2015	.90	.00	21-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3287450763	3684	1 PKG. INDEX CARDS, D.CROSSLEY, DEC.'15 - P.I	12/19/2015	.34	.00	25-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3287450763	3684	1 BOX 1/3-CUT FILE FOLDERS, P & Z, DEC.'15	12/19/2015	15.75	.00	01-6165 OFFICE SUPPLIES	1003	12/15		
Total 3287450763:						74.13	.00					
1292	STAPLES ADVANTAGE	3287450768	3684	3 EA. 2016 MONTHLY CALENDAR W/DESK PAD, D. CROSSLEY, DEC.'15 - WATER	12/19/2015	6.16	.00	20-6165 0FFICE SUPPLIES	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1292	STAPLES ADVANTAGE	3287450768	3684	3 EA. 2016 MONTHLY CALENDAR W/DESK PAD, D. CROSSLEY, DEC.'15 - SEWER	12/19/2015	6.16	.00	21-6165 OFFICE SUPPLIES	0	12/15		
1292	STAPLES ADVANTAGE	3287450768	3684	3 EA. 2016 MONTHLY CALENDAR W/DESK PAD, D.CROSSLEY, DEC.'15 - P.I	12/19/2015	2.35	.00	25-6165 OFFICE SUPPLIES	0	12/15		
Total 3287450768:						14.67	.00					
Total STAPLES ADVANTAGE:						377.94	.00					
TS HUGHES, INC.												
1675	TS HUGHES, INC.	12102015NWS		WELL SITE RESTORE, G.LAW, WATER, DEC.'15	12/10/2015	2,867.00	.00	20-6020 CAPITAL IMPR0VEMENTS	1036	12/15		
Total 12102015NWS:						2,867.00	.00					
Total TS HUGHES, INC.:						2,867.00	.00					
UNION PACIFIC RAILROAD COMPANY												
121	UNION PACIFIC RAILROAD COMPANY	278149865		2016 LAND LEASE - PARKS	12/08/2015	300.00	.00	01-6211 RENT-BUILDINGS & LAND	1004	1/16		
Total 278149865:						300.00	.00					
Total UNION PACIFIC RAILROAD COMPANY:						300.00	.00					
USA BLUE BOOK												
265	USA BLUE BOOK	817097	3644	LAB TESTING SUPPLIES, T.SHAFFER, SEWER, DEC.'15	12/04/2015	923.52	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total 817097:						923.52	.00					
265	USA BLUE BOOK	825060	3644	LAB TESTING SUPPLIES, T.SHAFFER, SEWER, DEC.'15	12/15/2015	300.02	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 825060:						300.02	.00					
Total USA BLUE BOOK:						1,223.54	.00					
VALLI INFORMATION SYSTEMS, INC												
857	VALLI INFORMATION SYSTEMS, INC	33199		ESTATEMENT AND POSTAGE, FOR DEC.'15 - ADMIN	12/16/2015	810.44	.00	01-6190 P0STAGE & BILLING	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33199		ESTATEMENT AND POSTAGE, FOR DEC.'15 - WATER	12/16/2015	1,273.55	.00	20-6190 P0STAGE & BILLING	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33199		ESTATEMENT AND POSTAGE, FOR DEC.'15 - SEWER	12/16/2015	1,273.55	.00	21-6190 P0STAGE & BILLING	0	12/15		
857	VALLI INFORMATION SYSTEMS, INC	33199		ESTATEMENT AND POSTAGE, FOR DEC.'15 - P.I	12/16/2015	501.70	.00	25-6190 P0STAGE & BILLING	0	12/15		
Total 33199:						3,859.24	.00					
Total VALLI INFORMATION SYSTEMS, INC:						3,859.24	.00					
WATER DEPOSIT REFUNDS #10												
1776	WATER DEPOSIT REFUNDS #10	110339.01		PATRICK BOLLINGER, 669 N SHADY GROVE WAY - WATER OVERPAYMENT	12/11/2015	99.20	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 110339.01:						99.20	.00					
1776	WATER DEPOSIT REFUNDS #10	130220.03		LAKE CITY RESIDENTIAL, 1339 W WHEAT CT - WATER OVERPAYMENT	12/28/2015	106.99	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 130220.03:						106.99	.00					
1776	WATER DEPOSIT REFUNDS #10	130880.02		JESSICA JONES, 1563 W TOPANGA CT - WATER OVERPAYMENT	12/16/2015	64.17	.00	99-1075 Utility Cash Clearing	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 130880.02:						64.17	.00					
1776	WATER DEPOSIT REFUNDS #10	151050.01		DANA SAUNDERS, 677 W TERN DR - WATER OVERPAYMENT	12/16/2015	155.19	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 151050.01:						155.19	.00					
1776	WATER DEPOSIT REFUNDS #10	164055.02		CORY G PANCHERI, WATER OVERPAYMENT	12/29/2015	171.49	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 164055.02:						171.49	.00					
1776	WATER DEPOSIT REFUNDS #10	170915.03		NELLIE R YOUNG, 706 S STIBNITE AVE - WATER OVERPAYMENT	12/14/2015	64.83	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 170915.03:						64.83	.00					
1776	WATER DEPOSIT REFUNDS #10	173040.01		PLACERVILLE LAND, 1646 W KERF ST - WATER OVERPAYMENT	12/28/2015	66.92	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 173040.01:						66.92	.00					
1776	WATER DEPOSIT REFUNDS #10	173130.01		PLACERVILLE LAND, 1321 W PENELOPE ST - WATER OVERPAYMENT	12/11/2015	56.08	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 173130.01:						56.08	.00					
1776	WATER DEPOSIT REFUNDS #10	173325.01		PLACERVILLE LAND, 566 S RETORT PL - WATER OVERPAYMENT	12/16/2015	109.77	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 173325.01:						109.77	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1776	WATER DEPOSIT REFUNDS #10	180020.01		DANIEL W GOERS, 1173 N CABRILLO AVE - WATER OVERPAYMENT	12/29/2015	78.71	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 180020.01:						78.71	.00					
1776	WATER DEPOSIT REFUNDS #10	183060.02		AMANDA SABATINO, WATER OVERPAYMENT	12/28/2015	33.33	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 183060.02:						33.33	.00					
1776	WATER DEPOSIT REFUNDS #10	190055.01		JAMES SCOTT DOWDY, 1683 N DEERHORN PL - WATER OVERPAYMENT	12/29/2015	98.89	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 190055.01:						98.89	.00					
1776	WATER DEPOSIT REFUNDS #10	190255.01		JONATHAN KNAPP, 276 W TROPHY ST - WATER OVERPAYMENT	12/22/2015	75.50	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 190255.01:						75.50	.00					
1776	WATER DEPOSIT REFUNDS #10	191055.01		STEPHEN NAKAMURA TRUST, WATER OVERPAYMENT	12/17/2015	94.91	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 191055.01:						94.91	.00					
1776	WATER DEPOSIT REFUNDS #10	210115.03		JEFF MELANSON, 2239 N BAYWING HAWK PL - WATER OVERPAYMENT	12/28/2015	57.44	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 210115.03:						57.44	.00					
1776	WATER DEPOSIT REFUNDS #10	221205.01		CBH, 1142 S THREAVE AVE - WATER OVERPAYMENT	12/11/2015	30.31	.00	99-1075 Utility Cash Clearing	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 221205.01:						30.31	.00					
1776	WATER DEPOSIT REFUNDS #10	221295.01		CBH, 1096 S TOMEN AVE - WATER OVERPAYMENT	12/29/2015	72.87	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 221295.01:						72.87	.00					
1776	WATER DEPOSIT REFUNDS #10	240750.02		ANTHONY W WHITELEY, 943 E FOLGADO CT - WATER OVERPAYMENT	12/16/2015	77.09	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 240750.02:						77.09	.00					
1776	WATER DEPOSIT REFUNDS #10	260335.01		ALLEN K HILLMAN, 1741 N VERIDIAN AVE - WATER OVERPAYMENT	12/28/2015	94.33	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 260335.01:						94.33	.00					
1776	WATER DEPOSIT REFUNDS #10	261030.03		CASEY HARRIS, WATER OVERPAYMENT	12/29/2015	62.87	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 261030.03:						62.87	.00					
1776	WATER DEPOSIT REFUNDS #10	264305.01		CBH, 1831 N ROSEDUST DR - WATER OVERPAYMENT	12/29/2015	14.60	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 264305.01:						14.60	.00					
1776	WATER DEPOSIT REFUNDS #10	264410.01		CBH, 1838 N ROSEDUST DR - WATER OVERPAYMENT	12/29/2015	42.50	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 264410.01:						42.50	.00					
1776	WATER DEPOSIT REFUNDS #10	264415.01		CBH, 1850 N ROSEDUST DR - WATER OVERPAYMENT	12/11/2015	22.18	.00	99-1075 Utility Cash Clearing	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 264415.01:						22.18	.00					
1776	WATER DEPOSIT REFUNDS #10	264765.03		NORTH SEPIA AVE TRUST NO 2072, 2072 N SEPIA AVE - WATER OVERPAYMENT	12/16/2015	124.51	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 264765.03:						124.51	.00					
1776	WATER DEPOSIT REFUNDS #10	273090.03		KIP DIDERICKSEN, 2252 W SOLDOTNA CT - WATER OVERPAYMENT	12/28/2015	104.41	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 273090.03:						104.41	.00					
1776	WATER DEPOSIT REFUNDS #10	274745.02		DANIEL CARTER, 2853 W STAYMAN WAY - WATER OVERPAYMENT	12/11/2015	75.57	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 274745.02:						75.57	.00					
1776	WATER DEPOSIT REFUNDS #10	280025.01		BILTMORE CO, 1788 N AZURITE DR - WATER OVERPAYMENT	12/28/2015	45.88	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 280025.01:						45.88	.00					
1776	WATER DEPOSIT REFUNDS #10	280110.01		HUBBLE HOMES, 1765 N AZURITE DR - WATER OVERPAYMENT	12/16/2015	46.53	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 280110.01:						46.53	.00					
1776	WATER DEPOSIT REFUNDS #10	280200.01		TRADITION CUSTOM HOMES, 1952 N AZURITE DR - WATER OVERPAYMENT	12/29/2015	91.85	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 280200.01:						91.85	.00					

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
1776	WATER DEPOSIT REFUNDS #10	280215.01		BILTMORE CO, 2028 N AZURITE DR - WATER OVERPAYMENT	12/16/2015	79.31	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 280215.01:						79.31	.00					
1776	WATER DEPOSIT REFUNDS #10	280920.02		CHRISTOPHER DELAO, 1185 W CARAVAN ST - WATER OVERPAYMENT	12/29/2015	66.31	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 280920.02:						66.31	.00					
1776	WATER DEPOSIT REFUNDS #10	300050.02		CY W MINK, 2704 N HOSE GULCH AVE - WATER OVERPAYMENT	12/29/2015	39.77	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 300050.02:						39.77	.00					
1776	WATER DEPOSIT REFUNDS #10	30040.02		ROBERTA KONZEK, 881 W OWYHEE ST - WATER OVERPAYMENT	12/29/2015	134.97	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 30040.02:						134.97	.00					
1776	WATER DEPOSIT REFUNDS #10	50401.01		ANDERSON TRUST, 806-824 WHITE BARN RD - WATER OVERPAYMENT	12/29/2015	308.01	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 50401.01:						308.01	.00					
1776	WATER DEPOSIT REFUNDS #10	91340.01		JON J WINNETT, WATER OVERPAYMENT	12/28/2015	232.44	.00	99-1075 Utility Cash Clearing	0	12/15		
Total 91340.01:						232.44	.00					
1776	WATER DEPOSIT REFUNDS #10	92360.00		GORDON NITZ, 1173 W KARAT WAY - WATER OVERPAYMENT	12/28/2015	64.74	.00	99-1075 Utility Cash Clearing	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 92360.00:						64.74	.00					
Total WATER DEPOSIT REFUNDS #10:						3,164.47	.00					
WESTERN BUILDING MAINTENANCE, INC.												
1499	WESTERN BUILDING MAINTENANCE, INC.	0086904-IN		MONTHLY JANITORIAL SERVICES, NOVEMBER, SENIOR CENTER	11/24/2015	330.33	.00	01-6025 JANITORIAL	1001	11/15		
Total 0086904-IN:						330.33	.00					
1499	WESTERN BUILDING MAINTENANCE, INC.	0086905-IN		JANITORIAL SERVICES FOR NOVEMBER, CITY HALL, ADMIN	11/24/2015	59.46	.00	01-6025 JANITORIAL	0	11/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0086905-IN		JANITORIAL SERVICES FOR NOVEMBER, CITY HALL, P & Z	11/24/2015	21.23	.00	01-6025 JANITORIAL	1003	11/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0086905-IN		JANITORIAL SERVICES FOR NOVEMBER, CITY HALL, WATER	11/24/2015	55.21	.00	20-6025 JANITORIAL	0	11/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0086905-IN		JANITORIAL SERVICES FOR NOVEMBER, CITY HALL, SEWER	11/24/2015	55.21	.00	21-6025 JANITORIAL	0	11/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0086905-IN		JANITORIAL SERVICES FOR NOVEMBER, CITY HALL, P.I	11/24/2015	21.23	.00	25-6025 JANITORIAL	0	11/15		
Total 0086905-IN:						212.34	.00					
1499	WESTERN BUILDING MAINTENANCE, INC.	0086906-IN		MONTHLY JANITORIAL SERVICES, NOVEMBER, TREATMENT PLANT - WATER	11/24/2015	31.50	.00	20-6025 JANITORIAL	0	11/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0086906-IN		MONTHLY JANITORIAL SERVICES, NOVEMBER, TREATMENT PLANT - SEWER	11/24/2015	31.50	.00	21-6025 JANITORIAL	0	11/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0086906-IN		MONTHLY JANITORIAL SERVICES, NOVEMBER, TREATMENT PLANT - P.I	11/24/2015	12.00	.00	25-6025 JANITORIAL	0	11/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 0086906-IN:						75.00	.00					
1499	WESTERN BUILDING MAINTENANCE, INC.	0087650-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, SENIOR CENTER	12/23/2015	330.33	.00	01-6025 JANITORIAL	1001	12/15		
Total 0087650-IN:						330.33	.00					
1499	WESTERN BUILDING MAINTENANCE, INC.	0087651-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, CITY HALL - ADMIN	12/23/2015	59.46	.00	01-6025 JANITORIAL	0	12/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0087651-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, CITY HALL - P & Z	12/23/2015	21.23	.00	01-6025 JANITORIAL	1003	12/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0087651-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, CITY HALL - WATER	12/23/2015	55.21	.00	20-6025 JANITORIAL	0	12/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0087651-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, CITY HALL - SEWER	12/23/2015	55.21	.00	21-6025 JANITORIAL	0	12/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0087651-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, CITY HALL, P.I	12/23/2015	21.23	.00	25-6025 JANITORIAL	0	12/15		
Total 0087651-IN:						212.34	.00					
1499	WESTERN BUILDING MAINTENANCE, INC.	0087652-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, TREATMENT PLANT - WATER	12/23/2015	31.50	.00	20-6025 JANITORIAL	0	12/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0087652-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, TREATMENT PLANT - SEWER	12/23/2015	31.50	.00	21-6025 JANITORIAL	0	12/15		
1499	WESTERN BUILDING MAINTENANCE, INC.	0087652-IN		MONTHLY JANITORIAL SERVICES, DECEMBER, TREATMENT PLANT - P.I	12/23/2015	12.00	.00	25-6025 JANITORIAL	0	12/15		

Vendor #	Vendor Name	Invoice Number	PO #	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account and Title	GL Activity #	GL Period	Date Paid	Voided
Total 0087652-IN:						75.00	.00					
Total WESTERN BUILDING MAINTENANCE, INC.:						1,235.34	.00					
WESTERN STATES EQUIPMENT CO.												
98	WESTERN STATES EQUIPMENT CO.	WO070101415	3681	REPAIR WORK PERFORMED AT CRIMSON POINT LIFTSTATION PROJECT ON GENERATOR TO TROUBLESHOOT AND RESET FAULTS AND TESTED, T FLEMING, SEWER, DEC 15	12/17/2015	290.46	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total WO070101415:						290.46	.00					
Total WESTERN STATES EQUIPMENT CO.:						290.46	.00					
WESTERN TROPHY & ENGRAVING, IN												
124	WESTERN TROPHY & ENGRAVING, IN	20149	3672	APPRECIATION PLAQUE FOR INCOMING MAYOR, D.STEPHENS, DEC.'15	12/15/2015	41.79	.00	01-6165 OFFICE SUPPLIES	0	12/15		
Total 20149:						41.79	.00					
Total WESTERN TROPHY & ENGRAVING, IN:						41.79	.00					
XYLEM WATER SOLUTIONS U.S.A., INC.												
1623	XYLEM WATER SOLUTIONS U.S.A., INC.	3556872205	3626	REPLACEMENT UV BULBS FOR WEDECO DISINFECTION PROCESS BLDG, T SHAFER, SEWER, DEC 15	12/03/2015	7,006.80	.00	21-6150 MAINT. & REPAIRS - SYSTEM	0	12/15		
Total 3556872205:						7,006.80	.00					
Total XYLEM WATER SOLUTIONS U.S.A., INC.:						7,006.80	.00					
Grand Totals:						231,906.71	94,628.43					

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

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Treasurer: _____

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.

City of Kuna

Staff Report

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

To: **Kuna City Council**

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

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

Planner: Trevor Kesner, Planner II

Hearing Date(s): January 5, 2015

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

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

Table of Contents:

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F. Applicable Standards
G. Comprehensive Plan Analysis
H. Proposed Findings of Fact
I. Proposed Conclusions of Law
J. Proposed Recommendation by the

A. Course Proceedings

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

a. Notifications

i. Neighborhood Meeting **March 9, 2015**

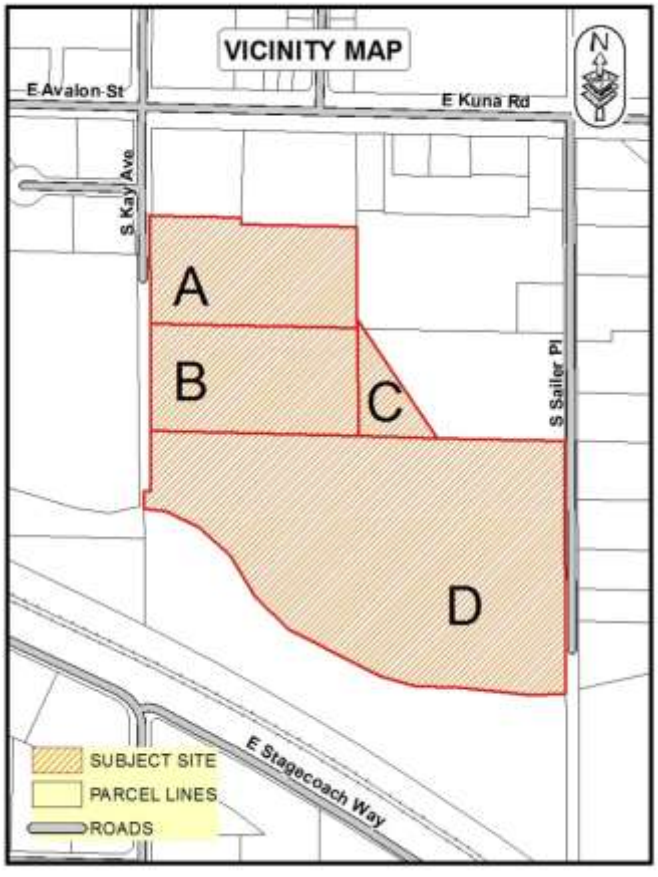
ii.	**Agencies**	**November 30, 2015**
iii.	**300' Property Owners**	**December 1, 2016**
iv.	**Kuna, Melba Newspaper**	**November 30, 2015**
v.	**Site Posted**	**December 2, 2015**

B. <u>Applicant Request:</u>

1. **Request:**

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

C. <u>Vicinity and Aerial Maps:</u>





<u>History:</u> The subject parcels are already annexed into Kuna City limits. Both have historically been farmed. The *Indian Creek Canal* borders the southerly boundary of the development. This case was heard

by the Planning and Zoning Commission on November 10th, 2015 where the Commission forwarded a recommendation of approval for 15-02-S to the City Council.

Notices about the hearing were mailed via USPS to property owners within 300 feet of the property on December 2, 2015. The hearing was published in the Kuna Melba News on December 2, 2015. The site posting has been modified provide notification about this hearing.

D. General Projects Facts:

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

2. **Surrounding Land Uses:**

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

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

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

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

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

7. **Transportation / Connectivity:** The applicant proposes three vehicular access points; one (1) access on south Sailer Place and two access points (2) on south Kay Avenue. The traffic impact analysis submitted to ACHD by the applicant and stamped by Gary Funkhouser, P.E. states: "Journey's End is projected to generate a gross average daily traffic (ADT) of approximately 1600 vehicles per day (vpd) …PM peak hour traffic of 158 vpd and the AM peak hour of 124 vpd. Approximately 61% of the daily traffic will use Kay Avenue for access and 39% of the daily traffic

will use Sailer Street for access". The proposed pedestrian pathways which traverse through the subdivision will connect to internal sidewalks and the Indian Creek pathway (greenbelt).

8. **Environmental Issues:** Staff is not aware of any environmental issues or health conflicts. According to the Idaho Department of Water Resources mapping system and the submitted preliminary plat, it appears that portions of the most southerly parcel are situated within the 100 year flood plain.

9. **Agency Responses:** The following agencies returned comments and are included as exhibits with this case file:

- (Exhibit B-1) Kuna City Engineer (Gordon Law, P.E.);
- (Exhibit B-2) Boise Project Board of Control;
- (Exhibit B-3) Idaho Department of Environmental Quality (DEQ)
- (Exhibit B-4) Idaho Transportation Department (ITD);
- (Exhibit B-5) Ada County Highway District (ACHD);
- (Exhibit B-6) Central District Health Department
- (Exhibit B-10) Community Planning Association of Southwest Idaho (COMPASS)

E. Staff Analysis:

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

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

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

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

F. Applicable Standards:

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

G. Comprehensive Plan Analysis:

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

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

-GOALS AND POLICY – *Property Rights*

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

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

-GOALS AND POLCY - *Land Use*

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

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

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

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

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

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

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

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

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

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

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

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

-GOALS AND POLICY – *Transportation*
Goal 1: Promote and encourage bicycling and walking as transportation modes.

Goal 3: Balance land use planning with transportation needs.

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

Objective 3.1: Strive to achieve local and regional land use and transportation compatibilities.
Policy 3.1.1: Coordinate with COMPASS and ACHD on regional transportation planning matters.

Objective 3.2: Develop strategies to reduce travel demand.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Goal 2: *Encourage logical and orderly residential development.*

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

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

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

GOALS AND POLICY - Community Design
Goal 1: Strengthen the image of the City through good community and urban design principles.

Objective 1.1: Foster good community design concepts.

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

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

H. <u>Proposed Findings of Fact:</u>

1. This request appears to be consistent and in compliance with Kuna City Code (KCC).
2. The use appears to meet the general objectives of Kuna's Comprehensive Plan.
3. The site is physically suitable for a subdivision.
4. The subdivision uses are not likely to cause substantial environmental damage or avoidable injury to wildlife or their habitat.
5. The subdivision application is not likely to cause adverse public health problems.
6. The application appears to avoid detriment to the present and potential surrounding uses; to the health, safety, and general welfare of the public, taking into account the physical features of the site, public facilities and the existing adjacent uses.
7. The existing and proposed streets and utility services in proximity to the site are suitable and adequate for residential subdivision purposes.

8. The Kuna City Council accepts the facts as outlined in the staff report, any public testimony and the supporting evidence list as presented.
9. Based on the evidence contained in Case No. 15-02-S (Subdivision), this proposal appears to comply with the Kuna Comprehensive Plan and the Future Land Use Map.
10. The Kuna City Council has the authority to approve or deny the subdivision application.
11. The public notice requirements were met and the public hearing was conducted within the guidelines ofapplicable Idaho Code and City Ordinances.

I. Proposed Conclusions of Law:

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

J. Proposed Recommendation by the City Council:

Based on the facts outlined in staff's report and any public testimony at the public hearing, the City Council of Kuna, Idaho, *approves/denies* **Case No. 15-02-S** (Subdivision) *with/without* the following conditions of approval:

1. The applicant and/or owner shall obtain written approval on letterhead or may be written/stamped on the approved construction plans from the agencies noted below. All submittals are required to include the lighting, landscaping, drainage, and development plans. All site improvements are prohibited prior to approval of the following agencies:
    a. The City Engineer shall approve the sewer hook-ups. It is recommended that a sewer study is conducted with input from the developer and in consideration of this development's and the city's needs in order to determine the preferred sewer service option for this property. When connecting to the sewer system, the applicant shall abide by any relevant sewer reimbursement policies and agreements and any relevant connection fees.
    b. The City Engineer shall approve the drainage and grading plans. Central District Health Department typically recommends the plan be designed and constructed in conformance with standards contained in, "Catalog for Best Management Practices for Idaho Cities and Counties". No construction, grading, filling, clearing or excavation of any kind shall be initiated until the applicant has received approval of the drainage plan.
    c. The Kuna Fire District shall approve fire flow requirements and/or building plans. Installation of fire protection facilities as required by Kuna Fire District is required.
    d. The *Boise Project Board of Control* shall approve any modifications to the existing irrigation system(s).
    e. Approval from Ada County Highway District shall be obtained and Impact Fees must be paid prior to the issuance of any building permit.
2. All public rights-of-way shall be dedicated and constructed to standards of the City, Ada County Highway District, and Idaho Transportation Department. No public street construction may be commenced without the approval and permit from Ada County Highway District and/or Idaho Transportation Department.

2.1– With future development and as necessary, dedicate right-of-way in sufficient amounts to follow Kuna City Code and ACHD standards and widths.

3. The applicant shall fully improve and dedicate (deed) the common lot(s) or portions of any common lots which are considered to be the Indian Creek Pathway (Greenbelt) extension along the southern boundary of the development, to the public. The applicant shall work with the Parks Director to ensure that the greenbelt pathway improvements conform to the standards set forth in Kuna City Code for public pathways.
4. Installation of service facilities shall comply with the requirements of the public utility or irrigation district providing the services. All utilities shall be installed underground, per Kuna city Code: 6-4-2-W.
5. Compliance with Idaho Code, Section §31-3805 pertaining to irrigation waters is required. Irrigation/drainage waters shall not be impeded by any construction on site. Compliance with the requirements of the Boise Project Board of Control is required.
6. Street lighting shall be LED lights and meet the approval of the City.
7. Parking within the site shall comply with Kuna City Code, unless specifically approved otherwise.
8. Fencing within and around the site shall comply with Kuna City Code unless specifically approved otherwise.
9. Signage within the site shall comply with Kuna City Code (A sign permit is required prior to sign construction).
10. All required landscaping shall be permanently maintained in a healthy growing condition. The property owner shall remove and replace unhealthy or dead plant material within 3 days or as the planting season permits as required to meet the standards of these requirements. Maintenance and planting within public rights-of-way shall be with approval from the public entities owning the property.
11. Submit a petition to the City (if necessary and confirmed with the City engineer) consenting to the pooling of irrigation surface water rights for delivery purposes and requesting to annex the irrigation surface water rights appurtenant to the property to the Kuna Municipal Pressure Irrigation system of the City (KMID).
12. The land owner/applicant/developer, and any future assigns having an interest in the subject property, shall fully comply with all conditions of development as approved by the Commission, or seek amending them through public hearing processes.
13. The applicant's proposed preliminary plat, SUP map and landscape plan shall be considered binding site plans, as modified and approved.
14. Applicant shall follow all staff, city engineer and other agency recommended requirements as applicable.
15. Developer shall comply with all local, state and federal laws.

RECEIVED
JUN 15 2015
CITY OF KUNA

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

Preliminary Plat Checklist

Preliminary Plats require public hearings with both the Planning & Zoning Commission and City Council. Public hearing signs will be required to be posted by the applicant for both meetings. Sign posting regulations are available online.

Project name: Journey's End Subdivision **Applicant:** A Team Land Consultants

All applications are required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
X	Completed and signed Commission & Council Review Application.	✓
X	Vicinity map showing relationship of the proposed plat to the surrounding area with a 2-mile radius.	✓
X	Homeowner's maintenance agreement for the care of landscaped common areas.	✓
X	Legal description of the preliminary plat area: Include a metes & bounds description to the section line of all adjacent roadways stamped & signed by a registered professional land surveyor with a calculated closure sheet & a map showing the boundaries of the legal description.	✓
X	Proof of ownership—A copy of your deed **and** Affidavit of Legal Interest (for all interested parties involved).	✓
X	Letter of Intent indicating reasons and details for preliminary plat.	✓
X	Commitment of Property Posting form signed by the applicant/agent.	✓
X	If preliminary plat includes 100 lots or more, please submit a traffic impact study. If preliminary plat includes 50 lots or more, please submit an estimate of tax revenue generation and an * estimate of the public service costs to provide adequate service to the development.	✓ ✓
X	A letter from Ada County Engineer with the Subdivision Name reservation. **ANY** name change(s) needs to be submitted and approved by the Planning & Zoning Director and Ada County Engineer.	✓
X	Phasing Plan (PRE-Plat)	✓
n/a	Include Large Scale Development Requirements. KCC 6-5-4	N/A
X	Landscape Plan—	✓
X	Neighborhood meeting certification (certification & neighborhood meeting list forms shall accompany this application).	✓
X	8 1/2 x 11 proposed preliminary plat.	✓
X	Preliminary plat drawing on 24x36 quality paper drawn to scale of 1 to 100' or more. The following information shall be contained on the preliminary plat: ◊ Topography at two foot (2') intervals ◊ Land uses (location, layout, types & dimensions): residential, commercial & industrial land uses. ◊ Street right-of-ways: dimensions of right-of-way dedication for all roadways, street sections, improvements, etc. ◊ Easements/common space: utility easements, parks, community spaces ◊ Lots: layout and dimensions of lots ◊ Preliminary improvement drawing: show water, sewer, drainage, electricity, irrigation, telephone, natural gas, proposed street lighting, proposed street names, proposed subdivision name, fire hydrant placement, storm water disposal, underground utilities, and sidewalks..	✓

Note: Only one copy of the above items need to be submitted when applying for multiple applications. This application shall not be considered complete (nor will a Public Hearing be set) until Staff has received all required information. Once the application is deemed complete, Staff will notify the applicant of the scheduled hearing date, fees due, additional copies needed, etc.

City of Kuna
Planning & Zoning
Department
P.O. Box 13
Kuna, Idaho 83634
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Special Use Checklist

Special Use requires a public hearing with the Planning & Zoning Commission. A public hearing sign will be required to be posted by the applicant for the meeting. Sign posting regulations are available online.

Project name: Journey's End Subdivision

Applicant: A Team Land Consultants
Steve Arnold

All applications are required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
X	Completed and signed Commission & Council Review Application.	✓
X	Detailed submittal letter explaining how the project enhances and beautifies the community and types of services the project will provide.	✓
X	Legal description of the property: Include a metes & bounds description to the section line of all adjacent roadways stamped & signed by a registered professional land surveyor with a calculated closure sheet & a map showing the boundaries of the legal description.	✓
X	Proof of ownership—A copy of your deed and Affidavit of Legal Interest (for all interested parties).	✓
X	8 1/2 x 11 vicinity map showing streets, driveways, property lines, etc.	✓
X	Landscape plan drawn to scale as the same size as the site development plan with the following details: ◊ Type, size and location of all existing & proposed plant materials and other ground covers. The size of plants at planting and maturity should be included. ◊ Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area (s) to be considered. ◊ Method of irrigation. ◊ Cross-sections through areas of special features, berms, retaining walls, etc. ◊ Footprints of all structures to be constructed.	✓
X	Site development plan on 24x36 to scale (not smaller than 1=30 unless otherwise approved) with the following information: ◊ Building locations—existing and proposed with spare-footages. ◊ Fences—existing, surrounding and proposed. ◊ Off-street parking, circulation and driveway locations and types. ◊ Location and size of adjacent streets and driveways. ◊ North arrow and property lines. ◊ Drawings of major exterior elevations. ◊ Building materials and color scheme. ◊ Existing grades and proposed new grades. ◊ Existing lighting and proposed lighting.	✓
X	Commitment of Property Posting form signed by the applicant/agent.	✓
X	Neighborhood meeting certification (certification & neighborhood meeting list forms shall accompany this application).	✓

Note: Only one copy of the above items need to be submitted when applying for multiple applications.

This application shall not be considered complete (nor will a Public Hearing be set) until staff has received all required information. Once the application is deemed complete, staff will notify the applicant of the scheduled hearing date, fees due, additional copies needed, etc.

City of Kuna
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Commission & Council Review Application

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

*Please submit the appropriate checklist (s) with application

For Office Use Only	
File Number (s)	15-02-S
Project name	JOURNEY'S END SUBDIVISION
Date Received	06/15/15
Date Accepted/ Complete	7/8/15
Cross Reference Files	15-03-SUP
Commission Hearing Date	Aug 25th, 2015
City Council Hearing Date	

Type of Review (check all that apply):

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

Contact/Applicant Information

Owners of Record: Blacks Creek LLP	Phone Number: 514-4909
Address: PO Box 690	E-Mail: lbootstfi@gmail.com
City, State, Zip: Meridian, ID. 83680	Fax #: 401-0977
Applicant (Developer): A Team Land Consultants	Phone Number: 321-0525
Address: 1785 Whisper Cove Avenue	E-Mail: steve@ateamboise.com
City, State, Zip: Boise, ID. 83709	Fax #: 401-0977
Engineer/Representative: A Team Land Consultants	Phone Number: 321-0525
Address: 1785 S. Whisper Cove Ave	E-Mail: steve@ateamboise.com
City, State, Zip: Boise, Id 83709	Fax #: 208-401-0977

Subject Property Information

Site Address: S. Kay Ave & 987 E. Kuna Rd Kuna, Id 83634	
Site Location (Cross Streets): Sailor Place and Kay Avenue	
Parcel Number (s): R01615252032, R01615252200, R01615251800, R01615252800	
Section, Township, Range: Section 25,T.2N, R.1W	
Property size : 28.79 acres	
Current land use: Agriculture	Proposed land use: Single & Multi family
Current zoning district: C1, and R-6	Proposed zoning district: C1, and R-6

EXHIBIT tabbies A-2a

Project Description

Project / subdivision name: Journey's End Subdivision

General description of proposed project / request: To develop a community of single family residential homes with a mix of Town homes and 4-plex units.

Type of use proposed (check all that apply):

- [X] Residential
- [ ] Commercial
- [ ] Office
- [ ] Industrial
- [ ] Other

Amenities provided with this development (if applicable): Clubhouse/pool, playground, pathways

Residential Project Summary (if applicable)

Are there existing buildings? [X] Yes [ ] No

Please describe the existing buildings: Barn and other out buildings

Any existing buildings to remain? [ ] Yes [X] No

Number of residential units: 207 Number of building lots: 145

Number of common and/or other lots: 13

Type of dwellings proposed:

- [X] Single-Family 87
- [X] Townhouses 20
- [ ] Duplexes
- [X] Multi-Family 25 lots = 100 Units
- [ ] Other

Minimum Square footage of structure (s): 960 s.f for Multifamily, 1,200s.f for town, 1,400s.f Single

Gross density (DU/acre-total property): 7.19/AC Net density (DU/acre-excluding roads): 8.61/AC

Percentage of open space provided: 19% Acreage of open space: 5.65 AC

Type of open space provided (i.e. landscaping, public, common, etc.): Club house/pool, pathways, open

Non-Residential Project Summary (if applicable)

Number of building lots: Other lots:

Gross floor area square footage: Existing (if applicable):

Hours of operation (days & hours): Building height:

Total number of employees: Max. number of employees at one time:

Number and ages of students/children: Seating capacity:

Fencing type, size & location (proposed or existing to remain):

Proposed Parking:

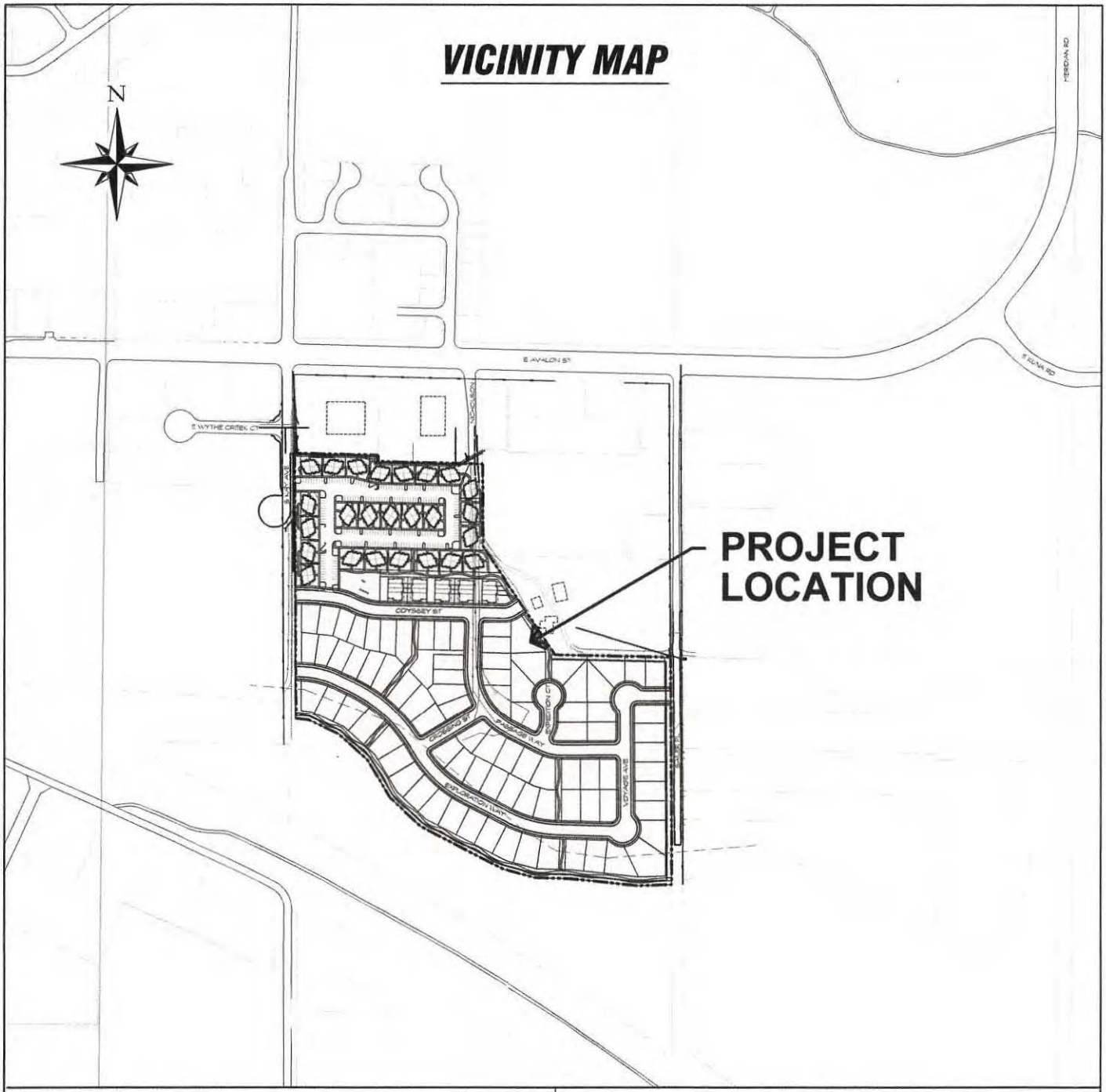
a. Handicapped spaces: Dimensions:
b. Total Parking spaces: Dimensions:
c. Width of driveway aisle:

Proposed Lighting:

Proposed Landscaping (berms, buffers, entrances, parking areas, common areas, etc.):

Applicant's Signature: Date: 6/13/15

VICINITY MAP



OWNER / DEVELOPER

BLACK CREEK LLC
P.O. BOX 690
MERIDIAN, ID 83680

PLANNER / CONTACT

STEVE ARNOLD
A-TEAM LAND CONSULTANTS
1785 WHISPER COVE AVE.
BOISE, ID 83709 PH. 208-871-7020

JOURNEY'S END SUBDIVISION

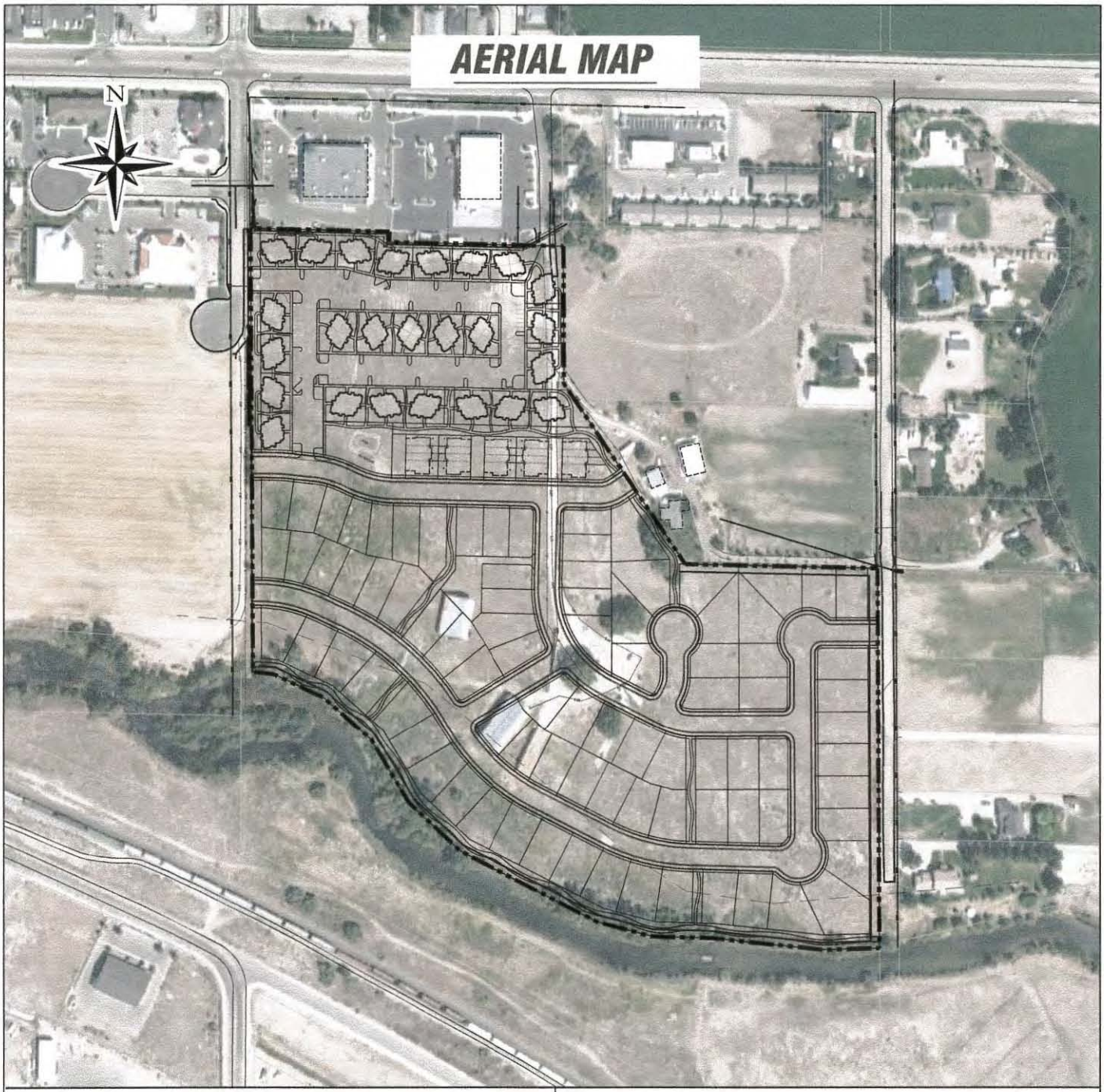
SECTION 25, T.2N., R.1W., B.M.
CITY OF KUNA, ADA COUNTY, IDAHO

1" = 500'

A TEAM Land Dev Services

EXHIBIT
A-2b

6/12/2015 4:13:00 PM



OWNER / DEVELOPER
BLACK CREEK LLC
P.O. BOX 690
MERIDIAN, ID 83680

PLANNER / CONTACT
STEVE ARNOLD
A-TEAM LAND CONSULTANTS
1785 WHISPER COVE AVE.
BOISE, ID 83709 PH. 208-871-7020

JOURNEY'S END SUBDIVISION

SECTION 25, T.2N., R.1W., B.M.
CITY OF KUNA, ADA COUNTY, IDAHO

1" = 400'

A TEAM
Land Development & Real Estate Services

DESCRIPTION FOR
JOURNEYS END SUBDIVISION

A parcel of land being a portion of the Avalon Orchard Tracts as filed in Book 4 of Plats at Page 189, records of Ada County, Idaho located in the W1/2 of the NE 1/4 of Section 25, T.2 N., R.1W., B.M., Kuna, Ada County, Idaho, being more particularly described as follows:

Commencing at the N1/4 corner of said Section 25 from which the NE corner of said Section 9 bears South 88°39'09" East, 2667.49 feet;

Thence along the North-South centerline of said Section 25 South 00°23'58" East, 332.27 feet to the Southeast corner of the Northeast quarter of the Northeast quarter of said Section 9;

Thence leaving said North-South centerline South 88°41'31" East, 20.01 feet to a point on the East right-of-way line of S. Kay Avenue, said point being the **REAL POINT OF BEGINNING;**

Thence South 88°41'31" East, 283.97 feet;

Thence South 01°19'52" West, 21.41 feet;

Thence South 88°41'31" East, 358.78 feet;

Thence South 00°21'09" East, 280.19 feet;

Thence South 34°09'22" East, 443.79 feet;

Thence South 88°46'58" East, 394.55 feet to a point on the West right-of-way line of S. Sailor Place;

Thence along said West right-of-way line South 00°18'21" East, 775.48 feet;

Thence leaving said West right-of-way line South 88°21'35" West, 115.47 feet;

Thence North 84°04'34" West, 228.72 feet;

Thence North 88°22'11" West, 123.10 feet;

Thence North 75°17'03" West, 116.43 feet;

Thence North 62°59'17" West, 318.00 feet;

Thence North 46°47'46" West, 144.11 feet;



Thence North 30°48'03" West, 149.70 feet;

Thence North 48°13'53" West, 129.78 feet;

Thence North 64°47'21" West, 112.88 feet;

Thence North 83°58'43" West, 43.00 feet to a point on the East right-of-way line of S. Kay Avenue;

Thence along said East right-of-way line North 00°23'58" West, 903.28 feet to the **REAL POINT OF BEGINNING**. Containing 28.78 acres, more or less.



WARRANTY DEED

THOMAS T. NICHOLSON and DIANA R. NICHOLSON, husband and wife, Grantors, hereby convey, grant and warrant to BLACKS CREEK LIMITED PARTNERSHIP, Grantee, whose address is P.O. Box 690, Meridian, ID 83680, for the issuance of additional units in the Grantee partnership, and other good and valuable consideration, the following described real property, to-wit:

IN Township 2 North, Range 1 West, Boise Meridian, Ada County, Idaho.

Section 25: SW 1.40 ac. In Lot 5 in NW4NE4, NW4NW4NE4,
Lot 6 in NW4NE4,
SW4NE4 North of Indian Creek
SW4NE4 North of railroad and South of Indian Creek,
NW4NW4NE4 (all in Avalon Orchard Tracts),
S2S2NW4NE4
Section 25: 4.66 acres Northeast of railroad right-of-way in SE4NW4

Approximately 67.06 acres + or -.

Subject to taxes and assessments for the year 1996 and all subsequent years, together with all existing easements, rights-of way, reservations, restrictions and encumbrances of record, to any existing tenancies, to all zoning laws and ordinances, and to any state of facts an accurate survey or inspection of the premises would show.

This conveyance shall include any and all appurtenances, tenements, hereditaments, reversions, remainders, easements, rights-of-way and water rights in anywise appertaining to the property herein described.

The Grantors covenant to the Grantee that they are the owners in fee simple of said premises; that the premises are free from all encumbrances, excepting those as may be herein set forth, and excepting those of record, and that they will warrant and defend the same from all lawful claims.

IN WITNESS WHEREOF, the Grantors have executed this instrument on this 27th day of December, 1995.

Thomas T. Nicholson

Diana R. Nicholson

State of Idaho)
) ss
County of Ada)

95094748
Tom Nicholson
ADA CO. RECORDER
J. DAVID NAVARRO
BOISE ID

On this 27th day of December, 1995, before me, Linda Boots, a Notary Public, personally appeared THOMAS T. NICHOLSON and DIANA R. NICHOLSON, husband and wife, known or identified to me to be the persons whose names are subscribed to the within instrument, and acknowledge to me that they executed the same.

'95 DEC 27 PM 12:59

FEE 3.00 DEP

RECORDED AT THE REQUEST OF

Notary Public for Idaho
Commission Expires 5/31/01
Residing in Meridian, ID

LINDA BOOTS NOTARY PUBLIC STATE OF IDAHO

EXHIBIT
tabbies
A-2e

RECORD OF SURVEY NO. _____

Book _____ Page _____

A Parcel of land all located in the West 1/2 of the Northeast 1/4 of Section 25, T 4N., R. 1 W., B.M., Ada County, Idaho

1987

C & T RANCHES, INC.
INDIAN CREEK PROPERTY

Note: According to the Amended Plat of part of the Avalon Orchard Tracts, ... Idaho, filed in Book ... at page 254 of Plats in the Ada County Records, this ... Corner ... to Sections ... found as ... shall be recovered to support this location. However, the existing ... is in the ... found at the intersection of the presently existing county road ... is accepted as the proper ... rsion relative to current occupation.

C.P.F. No. 87E3232
North 1/4 Cor. Sec. 25

North 1/4 Cor. Section 25
Fnd 5/8" Iron Pin
Reset Aluminum Cap
See Detail Left.

℄ TATE HIGHWAY 69 (KUNA ROAD)

N 89° 14' 00" W 2667.46' Basis of Bearing

Found Aluminum Cap C.P.F. No. 7907146

S 0°56'57" E 33.02'

Corner Detail N.T.S.

648.37'

1324.82'

342.64'

33.00' Point of Beginning

20.00'

1202.55'

1233.53'

2649.91'

℄ KAY ROAD

S 0°56'57" E

42.87'

T1

Corner Detail N.T.S.

See Detail at

N 89°21'07" W 364.83'

N 0°56'57" W 1788.38'

1,453,368.26 sq.ft.
33.3648 ac.

T1 T2 T3 T4 T5 T6 T7 T8 T9 T10

INDIAN CREEK

℄ Access Road

20.00'

S 89°48'36" E 800'

118.48'

Center 1/4 Cor. Section 25
Fnd 1/2" Iron Pin
Reset Aluminum Cap
C.P.F. No. 87E3233

Corner Detail N.T.S.

0 200 400 600
Scale in Feet

TANGENT TABLE

Tangent No.	Bearing	Distance
1	S 84° 33' 42" E	42.87'
2	S 65° 22' 10" E	112.68'
3	S 49° 46' 52" E	129.78'
4	S 3[illegible]° 23' 02" E	149.70'
5	S 4[illegible]° 22' 45" E	144.11'
6	S [illegible]° 34' 16" E	318.00'
7	S 7[illegible]° 52' 02" E	116.43'
8	S 8[illegible]° 57' 10" E	123.10'
9	S 8[illegible]° 36' 33" E	288.72'
10	S 8[illegible]° 46' 36" E	118.48'

CERTIFICATE OF SURVEYOR

I, Wade Porter, do hereby certify that I am a Land Surveyor, licensed by the State of Idaho, and that this map was drawn from an actual survey made on the ground under my direct supervision, and accurately represents the points surveyed, shown, and is in conformity with the State Code relating to plats, surveys, and the Corner Perpetuation and Filing Act, Idaho Code.

Wade Porter

STATE OF IDAHO)
COUNTY OF ADA)

Filed for record at the request of Wade Porter at page(s) _____ and _____ min. past _____ o'clock _____ M. this _____ day of _____, 19__

JOHN BRUNER, Ada County Recorder

By _____ Deputy

PORTER'S LAND SURVEYING
Planning Surveying
Boise, Idaho

LEGEND

- Aluminum Cap
- 5/8" Iron Pin
- 1/2" Iron Pin
- P.K. Nail
- Point not Set
- Center Line
- Boundary Line

City of Kuna
AFFIDAVIT OF LEGAL INTEREST

City of Kuna
P.O. Box 13
Kuna, Idaho 83634

Phone: (208) 922-5274
Fax: (208) 922-5989
Web: www.kunacity.id.gov

State of Idaho)
) **ss**
County of Ada)

I, Thomas Nicholson (**Name**), 700 W. Overland Road (**Address**)
Meridian (**City**), Idaho (**State**) 83642 (**Zip Code**)

being first duly sworn upon oath, depose and say:

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

A. That I am the record owner of the property described on the attached, and I grant my Permission to A Team Land Consultants, LLC (Name) 1785 S. Whisper Cove Ave Boise, Id 83709 (Address)

to submit the accompanying application pertaining to that property.

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

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

Dated this 12 day of June, 20 15

Thomas Nicholson
Signature

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

Linda Boots
Notary Public for Idaho

Residing at: Boise ID

My commission expires: 5/31/19

LINDA BOOTS NOTARY PUBLIC STATE OF IDAHO

A TEAM
Land Development & Real Estate Services

June 12, 2015

Mrs. Wendy Howell
Planning and Zoning Administrator
City of Kuna
763 W. Avalon
Kuna, Idaho 83634

Dear Wendy:

Subject: Journey's End Subdivision

On behalf of Black Creek LLP, A Team Land Consultants presents to the City of Kuna, a Preliminary Plat and a Special Use application for the proposed Journey's End Subdivision. The subject property is located on the east side of Kay Avenue and the west side of Sailor Place, approximately 400-feet south of State Highway 69. The property contains 28.79 total acres. The property is identified as Ada County Assessor's Tax Parcel Number R01615252032, 2200, 1800, and 2800.

Project Summary

The applicant is proposing 25 multifamily lots, 20 town house lots, 87 single family lots and 13 common lots. The site is currently zoned C-1, and R-6. The multifamily is being proposed in the area designated as C-1 zone, which is allowed under City code. The single family is being proposed within the R-6 zone, which is also allowed use in that zone. The Special Use application is for that portion of the townhouse units located within the R-6 zoning. Each of the four plex buildings are being platted so that they may be sold or placed into separate entities.

Access Roads and Connectivity

Primary access to the proposed development will be an extension of Kay Avenue and Sailer Place. This will provide access north to State Highway 69 via Sailer Place and Kay Avenue, which is planned to be signalized in the future. Common drive isles within the multifamily will connect those units to the public roadway system. Drive isles within the townhouse units will also connect out to public roadways. The townhouse units will all be rear loaded, with common paseos in the front of each unit.

All the roadways and drive isles have been designed so that speeding and cut through traffic would not occur. Block length have been broken up and curves and bends have been placed to discourage excessive speeding. Connections

Land Use Planning & Design/ Project Management/ Real Estate
1785 Whisper Cove Avenue, Boise Idaho 83709. Ph. (208) 871-7020 Fx. (208) 321-0525
E-mail: steve@ateamboise.com



have been provided to out parcels for future development, and internally the multifamily and single family product have been interconnected. A stub street was not provided to the south because Indian Creek borders our southern boundary and a street connection at that location would be cost prohibited. There are numerous pathway connections to encourage pedestrian activity and discourage vehicular activity from the neighboring subdivision. All residents will have equal use to the provided amenities.

A traffic study was prepared for this site to determine the capacity of the existing roadways to handle the additional traffic generated by this development. The study also evaluated the need for a traffic signal at Kay Avenue and State Highway 69. Based on the findings of our traffic study, all adjacent roads have the capacity for the additional traffic generated by this site. And a traffic signal will not be warranted with this development. Both intersections with State Highway 69 with Kay Avenue and Sailer Place will operate at acceptable levels of service.

Proposed Multifamily Buildings

As part of the application we are submitting color photographs of the proposed buildings. The color combination for the buildings will be a mixture of earth tones as shown on the submitted pictures. The fascia and trim will be designed in such a way as to better accent the earth tones. Variations in wall panels and rooflines are provided to also add architectural amenities to the buildings appearance. All of the buildings will be constructed to a minimum of a Silver LEED standard, thus providing energy efficiency. This in turn allows the mechanical units to be constructed smaller. Two foot fencing will be provided to screen the mechanical units.

The buildings and the facades are architecturally attractive and help function to promote owner occupied buildings or a higher end rental unit. Each of the units are two stories with its own individual entrance on each side of the building. Each unit does not have a renter above it, which provides a quiet living quarters. Pathways to the entrances are provided from the parking area to each unit, thus giving the owner or renter the feel of a private entrance. This building type has been well received in many other communities.

As we have submitted in other projects, we varying the position of the building throughout the multifamily portion to break up the front and rear façade. This allows for larger landscape pocket and a nicer street scene. This makes for a very smooth transition between the uses.

Landscaping and Amenities

There is approximately 3.69 acres of open space being proposed in the multifamily area, and 1.96 acres being proposed in the single family area. A landscape plan has been prepared in accordance with the City standards. There is a proposed 20-foot buffer along Kay Avenue and Sailer Place. Along the south boundary we are providing a 10-foot pathway along the Indian Creek which

will eventually extend east and west of the site. That pathway will be located within a 30-40 foot common lot and extensively landscaped. Internal pathways will connect to that and to the proposed Club and Pool house. All of the landscaping will be maintained by a subdivision owners association.

The trash enclosures within the multifamily will be cinder block and landscape screening will be provided to reduce their visibility. There is a 15-30 foot landscape strip separating the multifamily from the commercial uses to the north. This strip will be heavily landscaped. Sidewalks are provided throughout the site internal to the drive isles and all along the public roadways. A large club house and swimming pool are provided central to this development. The club house will have a gathering area and workout facility. In addition there will be a common lot in the single family portion with play equipment on the lot. It is the intention of the developer to install landscaping that exceeds the City requirements and provide a nice amenity to all the residents.

Utilities, Irrigation, Storm Drainage and Parking Facilities

There are existing wet and dry utilities adjacent to this site's west and east property line. The developer is proposing to extend both sewer and water from the west into this site. Dry utilities will also be extended into this site to all building lots. Portions of the common areas will be utilized for storm drain, subsurface seepage beds will dispose of the storm water. Pressurized irrigation is proposed to all common areas. All storm drain will be designed to accommodate the 100 year event. During the construction of the site, a storm water pollution prevention plan will be provided and best management practices will be implemented. All the parking has been designed to City standards. Half of the parking will be covered. Bike racks are also being provided in addition Bike closets are provided for each unit. This will allow for alternatives to vehicular traffic.

Neighborhood Meetings

There was a neighborhood meeting conducted prior to submitting this application on March 25, 2015. There were five adjacent land owners that showed up to that meeting. There were color versions of the buildings and architectural drawings that seemed to get a lot of good attention. One of the concerns that people had was traffic onto Sailer Place, we originally had a connection along the southern boundary of our site. To address the concern, we relocated that entrance as far north as our site would provide. This alleviated some of the concerns of traffic on Sailer Place. We also provided a traffic analysis to confirm that the streets could handle the additional traffic. For the most part the neighbors took the proposed development well.

Vision Statement

Our vision is to promote a residential development with a series of building products to increase a variety of housing choices within the City of Kuna. This site is centrally located in an area of the City that has been developed with

residential and commercial uses. There are entertainment and employment centers in very close proximity to the proposed development. The landscape entrance at the intersection off Kay Avenue and Sailer Place will create a very esthetic and nice entrance as you enter this site. Amenities are provided to enhance the livability of this development and promote a sense of being.

The Developers is proposing three architectural styles of buildings within the subdivision that will provide a varied streetscape. This mix of development product will enhance the subdivision and provide value to the subdivision years after it has been developed. The landscaping and screening provide the residents of this development a more private sense than a typical rental unit, and the neighboring uses will have little impact from this development. Which in turn allows the developers to have higher fees associated with the units. This development will enhance the community and the project will be an asset to the City.

It is anticipated that the applications are in compliance with all applicable plans and codes adopted by the City. Please notify us as early as possible if you should need additional clarification or information regarding this application. The proposed development will be a great addition to the City. I look forward to working with the City as this development moves forward in the process.

Sincerely,
A Team Land Consultants

Steve Arnold
Project & Real Estate Manager

Cc: Tom Nicholson
Scott Nicholson
Linda Boots

P.O. Box 13
Kuna, Idaho 83634
208.922.5274
Fax: 208.922.5989
Website:
www.cityofkuna.com

City of Kuna

COMMITMENT TO PROPERTY POSTING

Per City Code 5-1A-8, the applicant for all applications requiring a public hearing shall post the subject property not less than ten (10) days prior to the hearing. The applicant shall post a copy of the public hearing notice or the application (s) on the property under consideration.

The applicant shall submit proof of property posting in the form of a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign (s) were posted. Unless such Certificate is received by the required date, the hearing will be continued.

The sign (s) shall be removed no later than three (3) days after the end of the public hearing for which the sign (s) had been posted.

I am aware of the above requirements and will comply with the posting requirements as stated in Kuna City Code 5-1A-8

Steve Arnold — 6/8/15

Applicant/agent signature — Date

EXHIBIT
tabbies
A-29

Steve Arnold

From: Sub Name Mail <subnamemail@adaweb.net>
Sent: Monday, March 23, 2015 1:29 PM
To: Steve Arnold
Cc: Gregory Carter (gcarter@idahosurvey.com)
Subject: Jorney's End Sub Name Reservation

March 23, 2015

Steve Arnold
A-Team Land Development

RE: Subdivision Name Reservation: **"Jorney's End Subdivision" NE 1/4 SECTION 25, T2N, R1W, BM.**

Dear Steve,

At your request, I will reserve the name **"Jorney's End Subdivision"** for your project. I can honor this reservation only as long as your project is in the approval process. Final approval can only take place when the final plat is recorded.

This reservation is available for the project as long as it is in the approval process unless the project is terminated by the client or the jurisdiction or the conditions of approval have not been met. In which case the name can be re-used by someone else.

Sincerely,

Jerry L. Hastings, PLS 5359
County Surveyor
Ex Officio Recorder
Ada County Development Services
200 W. Front St., Boise, ID 83702
(208) 287-7912 *office*
(208) 287-7909 *fax*



ESTIMATE OF TAX REVENUE GENERATION

FOR

JOURNEY'S END SUBDIVISION

Meridian Rd & Kuna Rd
Kuna, ID 83642
Ada County, Idaho

1-Jun-2015

Property Details:
Section 25 T.2N R.1W

A TEAM
Land Development & Real Estate Services

1785 Whisper Cove Avenue
Boise, Idaho 83709
208-321-0525

EXHIBIT
tabbies
A-2i

A TEAM Land Development & Real Estate Services

Project Journey's End Single family
Residential Lot Count 107

ESTIMATE OF TAX REVENUE GENERATION

ONE-TIME FEES

Item	Per Lot	Total
Sewer Hook-up Fee	$4,326	$462,882
Water Hook-up Fee	$2,258	$241,606
Irrigation Hook-up Fee	$1,520	$162,640
Mechanical Fee-w/o Gas Fireplace-%25	$93	$2,488
Mechanical Fee-with Gas Fireplace-%75	$128	$10,272
Building Permit-Zoning Fee	$40	$4,280
Building Permit-Application Fee	$30	$3,210
Building Permit-Energy Fee	$25	$2,675
Building Permit-Average SF Fee	$1,000	$107,000
Preliminary Submittal-Application Fee		$0
ACHD Impact Fee	$2,541	$271,887
TOTAL ONE-TIME FEES	**$11,961**	**$1,268,940**

ANNUAL TAXES AND FEES

Annual Fees	Per Lot	Total
Annual Water Fee	$186	$19,902
Annual Sewer Fee	$210	$22,470
Annual Highway User Tax	$150	$16,050
Total Annual Fees	$546	$58,422

Annual Taxes

Assessed Property Value $235,000

Description	Levy	Per Lot	Total
Ada County	0.256%	$602	$64,380
Pest Extermination	0.012%	$29	$3,058
Emergency Medical	0.011%	$27	$2,855
Ada County Highway Dist	0.095%	$224	$24,012
School District No. 3	0.386%	$907	$97,049
Kuna Library	0.051%	$120	$12,858
Kuna Cemetery	0.010%	$24	$2,583
Kuna Fire	0.104%	$245	$26,191
Mosquito Abatement	0.003%	$6	$694
Total Annual Taxes	0.929%	$2,184	$233,681
TOTAL ANNUAL TAXES & FEES		**$2,730**	**$292,103**

ATEAM Land Development & Real Estate Services

Project Journey's End Multifamily

Commercial Lot Count 25

ESTIMATE OF TAX REVENUE GENERATION

ONE-TIME FEES

Item	Per Lot	Total
Sewer Hook-up Fee	$4,326	$108,150
Water Hook-up Fee	$2,258	$56,450
Irrigation Hook-up Fee	$900	$22,500
HVAC ($1,019/commercial lot)	$1,019	$25,475
Building Permit-Zoning Fee	$40	$1,000
Building Permit-Application Fee	$30	$750
Building Permit-Energy Fee	$25	$625
Building Permit-Average SF Fee	$1,000	$25,000
Preliminary Submittal-Application Fee		$0
ACHD Impact Fee	$2,541	$63,525
TOTAL ONE-TIME FEES	**$12,139**	**$303,475**

ANNUAL TAXES AND FEES

Annual Fees		Per Lot	Total
Annual Water Fee		$186	$4,650
Annual Sewer Fee		$210	$5,250
Annual Highway User Tax		$150	$3,750
Total Annual Fees		$546	$13,650
Annual Taxes			
Assessed Property Value*	$425,000		
Description	**Levy**	**Per Lot**	**Total**
Ada County	0.256%	$1,088	$27,204
Pest Extermination	0.012%	$52	$1,292
Emergency Medical	0.011%	$48	$1,206
Ada County Highway Dist	0.095%	$406	$10,146
School District No. 3	0.386%	$1,640	$41,008
Kuna Library	0.051%	$217	$5,433
Kuna Cemetery	0.010%	$44	$1,092
Kuna Fire	0.104%	$443	$11,067
Mosquito Abatement	0.003%	$12	$293
Total Annual Taxes	0.929%	$3,950	$98,742
TOTAL ANNUAL TAXES & FEES		**$4,496**	**$112,392**

*Property Value is a weighted average based on Value/SF of comparable Multifamily properties in Kuna. Total square footage assumed is 4,000.

RECEIVED
JUN 26 2015
CITY OF KUNA

Neighborhood Meeting List Request

CITY OF KUNA PLANNING & ZONING, 763 West Avalon, Kuna, Idaho 83634 * www.kunacity.id.gov * (208) 922-5274 * Fax: (208) 922-5989

GENERAL INFORMATION:

If you are applying for one of the uses listed below, you must conduct a Neighborhood Meeting. This meeting allows neighbors to learn more about your project before the public hearing (Kuna Planning & Zoning will notify surrounding property owners of the hearing). All involved property owners within *300 feet of the subject property boundary need to be invited to your meeting.

According to Kuna City Code, the meeting must be held either on a weekend between 10 a.m. and 7 p.m., or a weekday between 6 p.m. and 8 p.m. Meetings cannot be conducted on holidays, holiday weekends, or the day before or after a holiday or holiday weekend. The meeting must be held at one of the following locations:

- The Subject Property;
- The nearest available public meeting place (Examples include fire stations, libraries and community centers);
- An office space within a 1-mile radius of the subject property.

The meeting cannot take place more than 6 months prior to acceptance of the application and the application will not be accepted before the neighborhood meeting is conducted. You are required to send written notification of your meeting, allowing a reasonable amount of time before your meeting for property owners to plan to attend. **Please fill out the supplied certification form and include it with your application so we have written record of your meeting.** Contacting and/or meeting individually with residents will not fulfill Neighborhood Meeting requirements.

*PLEASE NOTE: A $20.00 FEE IS REQUIRED FOR THIS SERVICE (CITY OF KUNA PROVIDES MAILING LABELS)

PROPOSED USE:

I request a neighborhood meeting list for the following proposed use of my property (check all that apply):

APPLICATION TYPE	BRIEF DESCRIPTION
☒ Subdivision (Sketch Plat and/or Prelim. Plat)	Preliminary plat consisting of single family, townhouse and multifamily units.
☐ Conditional Use	
☐ Variance	
☐ Expansion of Extension of a Nonconforming Use	
☐ Zoning Ordinance Map Amendment	

SITE INFORMATION:

Location: Quarter: NE Section: 4 Township: 2N Range: 1E Total Acres: 29.55

Subdivision Name: Avalon Orchard Tracts Lot(s): 7 & 8 Block(s): 1

Site Address: 987 E. Kuna Road Tax Parcel Number(s): R0615252032

Kuna, ID 83634. R0615252200, R0615251800 R0615252800

Please make sure to include **all** parcels & addresses included in your proposed use.

CURRENT PROPERTY OWNER:

Name: Blacks Creek LLP

Address: P.O Box 690 City: Meridian State: ID Zip: 83690

CONTACT PERSON (Mail recipient and person to call with questions):

Name: Steve Arnold Business (if applicable): A Team Land Consultants

Address: 1785 Whisper Cove Ave. City: Boise State: ID Zip: 83709

Fax: 401-0977 Phone: 321-0525 Cell: 871-7020

OFFICE USE ONLY			
File No.: 15-02-S	Received By: TKB	Date: 6.26.15	Stamped:

EXHIBIT
tabbies
A-27

Neighborhood Meeting Certification

CITY OF KUNA PLANNING & ZONING * 763 W. Avalon, Kuna, Idaho, 83634 * www.kunacity.id.gov * (208) 922-5274 * Fax: (208) 922-5989

GENERAL INFORMATION:

You must conduct a neighborhood meeting prior to application for variance, conditional use, zoning ordinance map amendment, expansion or extension of a nonconforming use, and/or a subdivision. Please see Section 8-7A-3 of the Kuna City Code or ask one of our planners for more information on neighborhood meetings.

The meeting must be held either on a weekend between 10 a.m. and 7 p.m., or a weekday between 6 p.m. and 8 p.m. Meetings cannot be conducted on holidays, holiday weekends, or the day before or after a holiday or holiday weekend. The meeting must be held at one of the following locations:

- The Subject Property;
- The nearest available public meeting place (Examples include fire stations, libraries and community centers);
- An office space within a 1-mile radius of the subject property.

The meeting cannot take place more than 2 months prior to acceptance of the application and the application will not be accepted before the neighborhood meeting is conducted. You are required to send written notification of your meeting, allowing a reasonable amount of time before your meeting for property owners to plan to attend. Contacting and/or meeting individually with residents will not fulfill Neighborhood Meeting requirements.

You may request a list of the people you need to invite to the neighborhood meeting from our department. This list includes property owners within 300 feet of the subject property. Once you have held your neighborhood meeting, please complete this certification form and include it with your application.

Please Note: The neighborhood meeting must be conducted in one location for attendance by all neighboring residents. Contacting and/or meeting individually with residents does not comply with the neighborhood meeting requirements.

Please include a copy of the sign-in sheet for your neighborhood meeting, so we have written record of who attended your meeting and the letter of intent sent to each recipient. In addition, provide any concerns that may have been addressed by individuals that attended the meeting.

Description of proposed project: Single family, multifamily and townhouse development

Date and time of neighborhood meeting: Mach 9, 2015

Location of neighborhood meeting: Kuna City Hall

SITE INFORMATION:

Location: Quarter: NE Section: 25 Township: 2N Range: 1W Total Acres: 28.79

Subdivision Name: _____ Lot: _____ Block: _____

Site Address: Between Kay Avenue and Sailer Place, north of Indian Creek Tax Parcel Number(s): R01615252032

Please make sure to include **all** parcels & addresses included in your proposed use.

CURRENT PROPERTY OWNER:

Name: Black Creek LLP

Address: PO Box 690 City: Meridian State: ID Zip: 83680

CONTACT PERSON (Mail recipient and person to call with questions):

Name: Steve Arnold Business (if applicable): A Team Land Consultants

Address: 1785 Whisper Cove Avenue City: Boise State: ID Zip: 83709

PROPOSED USE:

I request a neighborhood meeting list for the following proposed use of my property (check all that apply):

Application Type	*Brief Description*
Annexation	The applicant is proposing a mixed use development with multifamily, townhouse and single family lots. There will be a special use permit and a preliminary plat application submitted for this development.
Re-zone	
Subdivision (Sketch Plat and/or Prelim. Plat)	
Special Use	
Variance	
Expansion of Extension of a Nonconforming Use	
Zoning Ordinance Map Amendment	

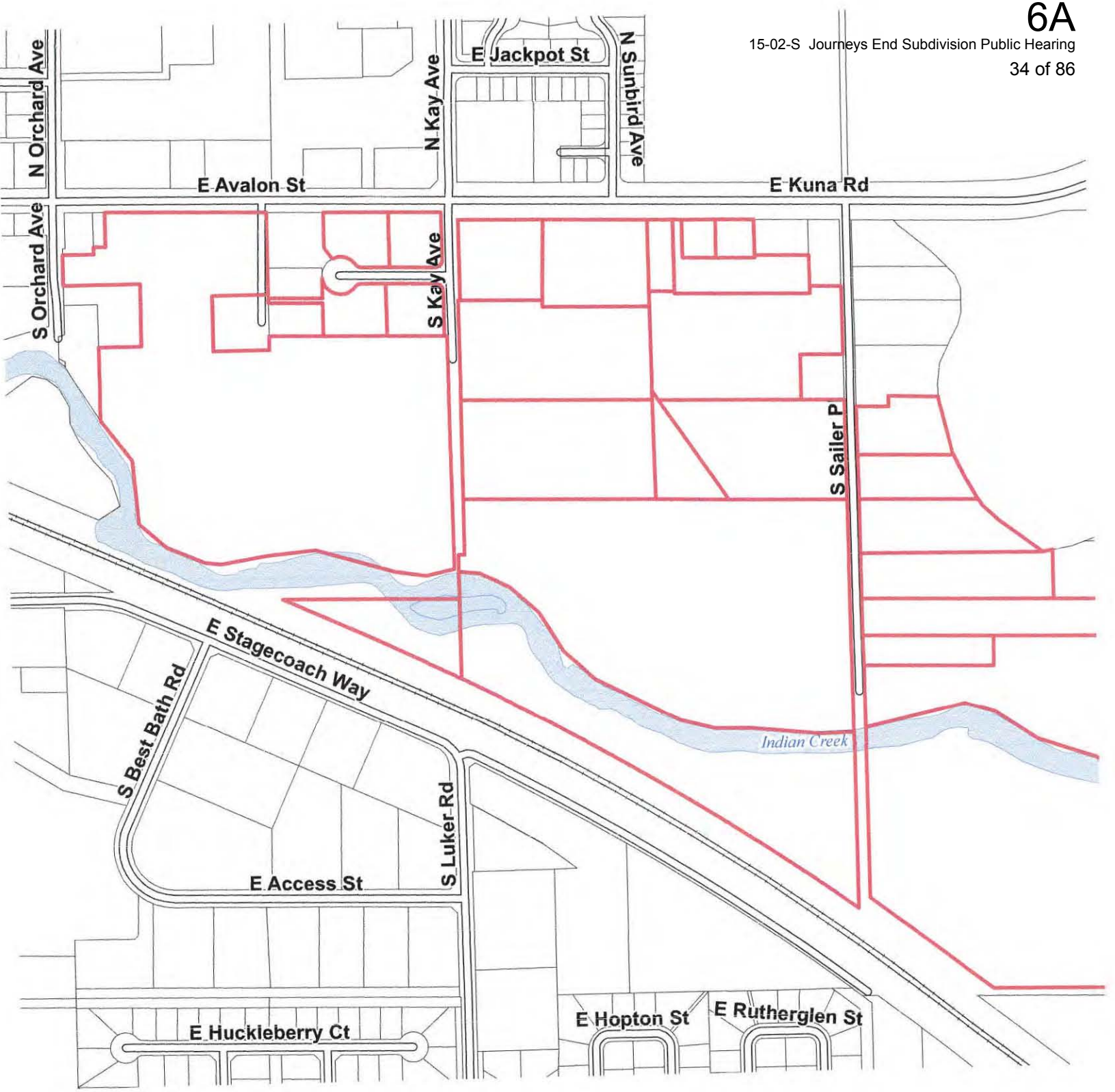
APPLICANT:

Name: A Team Land Consultants, Steve Arnold
Address: 1785 Whisper Cove Avenue
City: Boise State: ID Zip: 83709
Telephone: 321-0525 Fax: 401-0977

I certify that a neighborhood meeting was conducted at the time and location noted on this form and in accord with Section 8-7A-3 of the Kuna City Code

Signature: (Applicant) SL Arnold Date 6/13/15

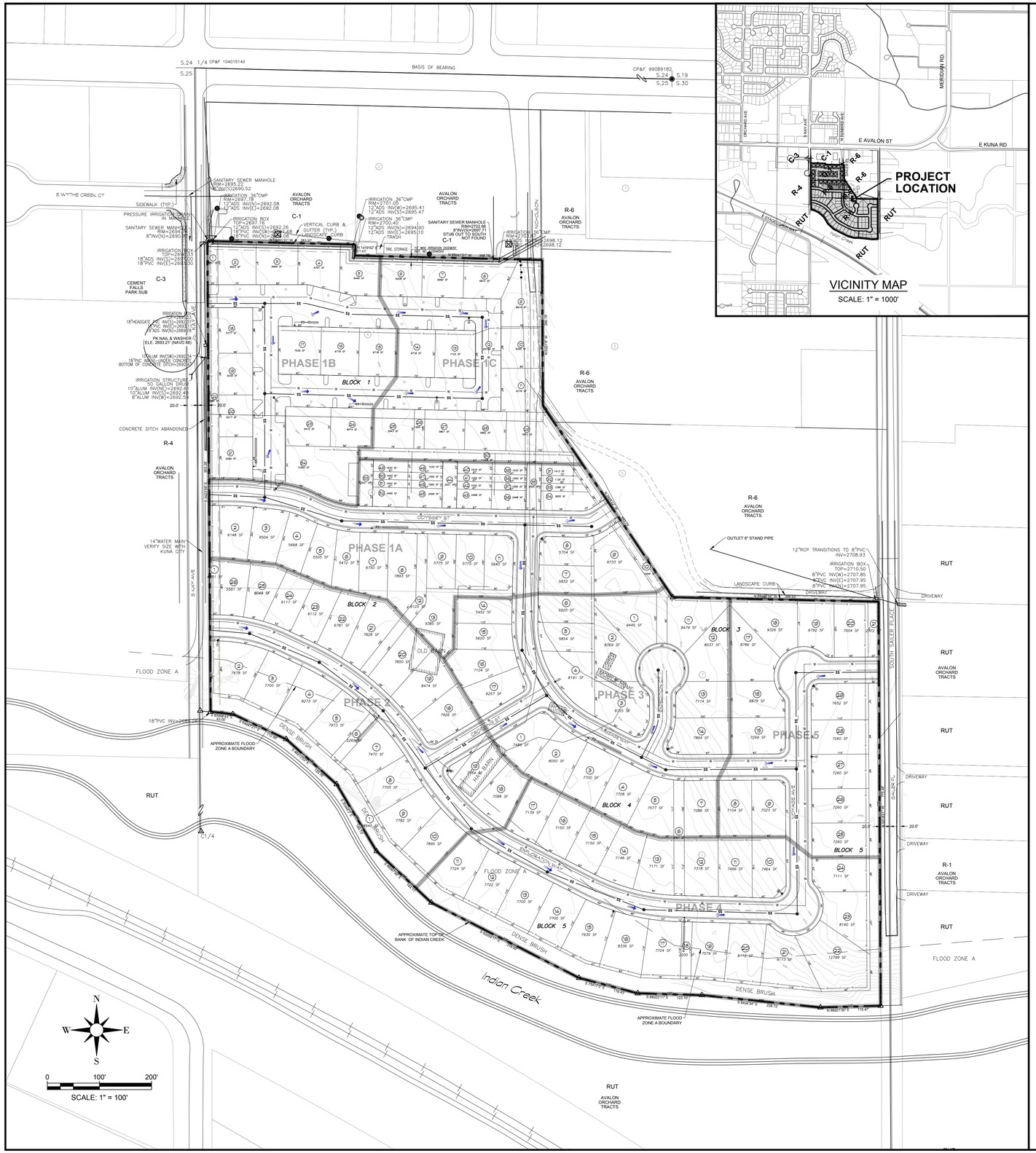
PRIMOWNER	ADDCONCAT	STATCONCAT
1009 E KUNA ROAD LLC	823 N NICKLAUS LN	EAGLE, ID 83616-0000
BKR INVESTMENTS LLC	4280 E AMITY AVE # 102	NAMPA, ID 83687-0000
BLACK CREEK LTD PARTNERSHIP	PO BOX 690	MERIDIAN, ID 83680-0690
DE YOUNG LARKIN	278 S SAILER PL	KUNA, ID 83634-0000
DON YOUNG LAND COMPANY INC	PO BOX 189	KUNA, ID 83634-0000
HOME BASED CAREERS INTERNATIONAL	3953 THE HILL RD	BONITA, CA 91902-0000
HUMPHREY WILLIAM C	226 S SAILER PL	KUNA, ID 83634-2430
KIDDER JAMES R	104 WILMOT RD MS #1435	DEERFIELD, IL 60015-0000
KINGSBURY PAUL R	P.O. BOX 57	KUNA, ID 83634-0000
KONZEK ROBERTA LOUISE	366 E AVALON ST	KUNA, ID 83634-0000
LAIDLAW SCOTT L	245 S SAILER PL	KUNA, ID 83634-0000
MADSON MICHAEL L	460 S SAILER PL	KUNA, ID 83634-0000
MAIN JAMES L &	414 S SAILER PL	KUNA, ID 83634-2430
MEEK FAMILY TRUST	496 S SAILER PL	KUNA, ID 83634-0000
NEW HORIZON CONSTRUCTION COMPANY LLC	921 W RUSH RD	EAGLE, ID 83616-0000
RLG PROPERTIES LLC	894 S JUMP ROPE PL	KUNA, ID 83634-0000
SFP-D LIMITED PARTNERSHIP	PO BOX 5350	BEND, OR 97708-0000
STAFFORD MICHAEL D & MARIA A 2005 REVOCABLE FAMILY TRUS	PO BOX 624	DONNELLY, ID 83615-0000


N Orchard Ave
N Kay Ave
E Jackpot St
N Sunbird Ave
E Avalon St
E Kuna Rd
S Orchard Ave
S Kay Ave
S Sailer P
E Stagecoach Way
S Best Bath Rd
Indian Creek
S Luker Rd
E Access St
E Huckleberry Ct
E Hopton St
E Rutherglen St

PROJECT NAME: Merlin Creek South
Also known as Journeys End

DATE: 03/09/2015

	Name	Address	E-Mail	Phone
1.	Mike + Ginger Madson	460 S. Sailer Pl	madsonhome@hotmail.com	870-5475
Comments:	Would prefer entrance on Sailer to be more north than on concept			
2.	J Main	445. Sailer Pl	jmain@designwestid.com	880-3658
Comments:	Is this low income housing?			
3.	Scott Laidlaw	245 So Sailer	Scottycan2@Gmail	724-8485
Comments:				
4.				
Comments:				
5.				
Comments:				
6.				
Comments:				
7.				

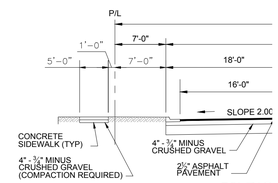


PRELIMINARY DEVELOPMENT FEATURES

PARCEL NO's:	R01615252032 R01615252200 R01615251800 R01615252800
ADDRESSES:	S KAY AVE & 987 E KUNA RD KUNA, ID 83634
ZONING	
C-1 (EXISTING)	4.72 AC.
R-6 (EXISTING)	24.07 AC.
PROPERTY SIZE:	28.79 AC.
BUILDABLE LOTS:	
TOTAL:	145
COMMON LOTS:	13
RESIDENTIAL:	87
TOWNHOMES:	20
4-PLEXES	25
DENSITY:	4.58 UNITS/ACRE
SITE DETAILS:	
COMMON LANDSCAPE AREA	
4-PLEX/TOWNHOME:	3.69 AC.
SINGLE FAMILY:	3.85 AC.
PAVED PUBLIC STREET AREA:	4.75 AC.
PRIVATE DRIVE ISLE AREA:	1.89 AC.
RESIDENTIAL AREA:	12.87 AC.
TOWNHOMES:	.41 AC.
4-PLEX UNITS:	1.33 AC.
LINEAR STREET LENGTH:	3,822'

NOTES

1. KUNA CITY SEWER AND WATER WILL BE EXTENDED TO /
2. ALL LOTS SHALL HAVE A PERMANENT EASEMENT FOR F THE 10 (TEN) FEET ADJACENT TO ANY PUBLIC OR PRI IRRIGATION AND LOT DRAINAGE EASEMENT ADJACENT TO
3. MINIMUM BUILDING SETBACK LINES SHALL BE IN ACCOF THE TIME OF ISSUANCE OF THE BUILDING PERMIT.
4. EACH LOT WILL BE PROVIDED WITH PRESSURIZED IRRIG
5. STORM DRAINAGE SHALL BE RETAINED ON SITE THROUC
6. MULTIFAMILY AND TOWNHOUSE UNITS WILL MAINTAIN A ADJACENT UNITS.
7. A PORTION OF THE SUBJECT PROPERTY FALLS WITHIN FIRM PANEL 16001C400J, DATED OCT. 2, 2003.
8. ALL COMMON LOTS SHALL BE OWNED AND MAINTAINED



50' RIG
36' STRE
NOT

LEGEND

	SITE BOUNDARY LINE
	LOT LINE
ROW	RIGHT-OF-WAY LINE
SS	8" SANITARY SEWER LINE
	WATER LINE
PI	PRESSURE IRRIGATION LINE
SD / OS	STORM DRAINAGE RETENTION SYSTEM
	ZONING BOUNDARY
	EXISTING PARCEL/LOT LINE
	ACHD SLOPE EASEMENT LINE
	CENTERLINE
	SECTION LINE
X	EXISTING FENCE LINE
	TOP OF WATER LINE
SS	EXISTING SANITARY SEWER LINE
SD	EXISTING STORM DRAIN LINE
	EXISTING OVER HEAD POWER LINE
W	EXISTING WATER LINE
IRR	EXISTING IRRIGATION LINE
EP	EXISTING EDGE OF PAVEMENT
EG	EXISTING EDGE OF GRAVEL
	EXISTING CURB LINE



PRELIMINARY DEVELOPMENT FEATURES

PARCEL NO's:	R01615252032 R01615252200 R01615251800 R01615252800
ADDRESSES:	S KAY AVE & 987 E KUNA RD KUNA, ID 83634
ZONING	
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PROPERTY SIZE:	28.79 AC.
BUILDABLE LOTS:	
TOTAL:	145
COMMON LOTS:	13
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DENSITY:	4.58 UNITS/ACRE
SITE DETAILS:	
COMMON LANDSCAPE AREA	
4-PLEX/TOWNHOME:	3.69 AC.
SINGLE FAMILY:	3.85 AC.
PAVED PUBLIC STREET AREA:	4.75 AC.
PRIVATE DRIVE ISLE AREA:	1.89 AC.
RESIDENTIAL AREA:	12.87 AC.
TOWNHOMES:	.41 AC.
4-PLEX UNITS:	1.33 AC.
LINEAR STREET LENGTH:	3,822'

NOTES

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2. ALL LOTS SHALL HAVE A PERMANENT EASEMENT FOR F THE 10 (TEN) FEET ADJACENT TO ANY PUBLIC OR PRI IRRIGATION AND LOT DRAINAGE EASEMENT ADJACENT TO
3. MINIMUM BUILDING SETBACK LINES SHALL BE IN ACCOF THE TIME OF ISSUANCE OF THE BUILDING PERMIT.
4. EACH LOT WILL BE PROVIDED WITH PRESSURIZED IRRIG
5. STORM DRAINAGE SHALL BE RETAINED ON SITE THROUC
6. MULTIFAMILY AND TOWNHOUSE UNITS WILL MAINTAIN A ADJACENT UNITS.
7. A PORTION OF THE SUBJECT PROPERTY FALLS WITHIN FIRM PANEL 16001C400J, DATED OCT. 2, 2003.
8. ALL COMMON LOTS SHALL BE OWNED AND MAINTAINED

LEGEND

- SITE BOUNDARY LINE
- LOT LINE
- ROW — RIGHT-OF-WAY LINE
- SS — 8" SANITARY SEWER LINE
- WATER LINE
- PI — PRESSURE IRRIGATION LINE
- SD — DS — STORM DRAINAGE RETENTION SYSTEM
- ZONING BOUNDARY
- EXISTING PARCEL/LOT LINE
- ACHD SLOPE EASEMENT LINE
- CENTERLINE
- SECTION LINE
- EXISTING FENCE LINE
- TOP OF WATER LINE
- SS — EXISTING SANITARY SEWER LINE
- SD SD — EXISTING STORM DRAIN LINE
- EXISTING OVER HEAD POWER LINE
- W — EXISTING WATER LINE
- IRR — EXISTING IRRIGATION LINE
- EP EP — EXISTING EDGE OF PAVEMENT
- EG — EXISTING EDGE OF GRAVEL
- EXISTING CURB LINE







Journey's End

Kuna, Idaho

ATEAM
Land Development & Real Estate Services

EXHIBIT
tabbies
A-4

From: Steve Arnold
To: Trevor Kesner
Subject: FW: 15-02-S/ KPP15-0005/ JOURNEY"S END SUBDIVISION/ FINAL REPORT
Date: Friday, October 23, 2015 1:21:45 PM

FYI: this is what I got from ACHD

Thanks,

Steve Arnold, Project Manager
(208) 871-7020
1785 S Whisper Cove, Boise, Idaho 83709
steve@ateamboise.com

-----Original Message-----
From: Mindy Wallace [mailto:Mwallace@achdidaho.org]
Sent: Wednesday, October 21, 2015 10:01 AM
To: steve@ateamboise.com
Cc: TKesner@cityofkuna.com
Subject: RE: 15-02-S/ KPP15-0005/ JOURNEY'S END SUBDIVISION/ FINAL REPORT

Steve,

This looks good. Make sure to provide this documentation when you submit the construction drawings for review.

Thanks,
Mindy

Mindy Wallace, AICP
Planner III
Ada County Highway District
208-387-6178

From: Steve Arnold [mailto:steve@ateamboise.com]
Sent: Tuesday, October 20, 2015 1:54 PM
To: David Rader; 'Trevor Kesner'
Cc: Mindy Wallace; 'Troy Behunin'; 'Wendy Howell'
Subject: RE: 15-02-S/ KPP15-0005/ JOURNEY'S END SUBDIVISION/ FINAL REPORT

Dave,

If this looks good I will have our Client sign, let me know your thoughts.

Thanks,
[ESY_1311450_946606615_Page_1]
Steve Arnold, Project Manager
(208) 871-7020
1785 S Whisper Cove, Boise, Idaho 83709
steve@ateamboise.com<mailto:steve@ateamboise.com>
[cid:image001.png@01CF0D27.770A40C0]

EXHIBIT A-5

From: David Rader [mailto:Drader@achdidaho.org]
Sent: Thursday, August 13, 2015 2:20 PM
To: 'Trevor Kesner' <TKesner@cityofkuna.com<mailto:TKesner@cityofkuna.com>>;
steve@ateamboise.com<mailto:steve@ateamboise.com>
Cc: Mindy Wallace <Mwallace@achdidaho.org<mailto:Mwallace@achdidaho.org>>;
Troy Behunin <TBehunin@cityofkuna.com<mailto:TBehunin@cityofkuna.com>>;
Wendy Howell <WHowell@cityofkuna.com<mailto:WHowell@cityofkuna.com>>
Subject: 15-02-S/ KPP15-0005/ JOURNEY'S END SUBDIVISION/ FINAL REPORT

Attached please find Ada County Highway District's final report for the Journey's End Subdivision/ 15-02-S. Thank you for your comments and please contact me if you have any questions.

Thank you,

Dave Rader
Ada County Highway District
Planner I, Development Services
3775 Adams Street, Garden City, ID 83714
Phone: (208) 387-6218
E-mail: drader@achdidaho.org<mailto:drader@achdidaho.org>

[cid:image004.png@01D10B3E.8053D2B0]

From: Trevor Kesner [mailto:TKesner@cityofkuna.com]
Sent: Monday, August 10, 2015 4:43 PM
To: David Rader
Cc: Mindy Wallace; Troy Behunin; Wendy Howell;
steve@ateamboise.com<mailto:steve@ateamboise.com>
Subject: RE: 15-02-S/ KPP15-0005/ JOURNEY'S END SUBDIVISION/ ACHD DRAFT REPORT

Dave:

Based on historic relations between adjacent property owners/developers, Kuna Planning and Zoning staff are generally not in favor of the Journey's End connection stub to the Sailer Shores Meadows development; and supports the alternative recommendation to have the Sailer Shores Meadows developer consent to modify the approved preliminary plat to eliminate the stub street: Sailer Shores Way.

Thank you for the opportunity to offer comment.
Regards,

Trevor Kesner
Planner I
KUNA PLANNING & ZONING DEPT.
(208) 387-7731
trevor@cityofkuna.com<mailto:trevor@cityofkuna.com>
[KUNA LOGO FINAL.jpg]
City of Kuna

763 W. Avalon
Kuna, ID 83634

CONFIDENTIALITY NOTICE
This e-mail and any attachments may contain confidential or privileged information. If you are not the intended recipient, you are not authorized to use or distribute any information included in this e-mail or its attachments. If you receive this e-mail in error, please delete it from your system and contact the sender.

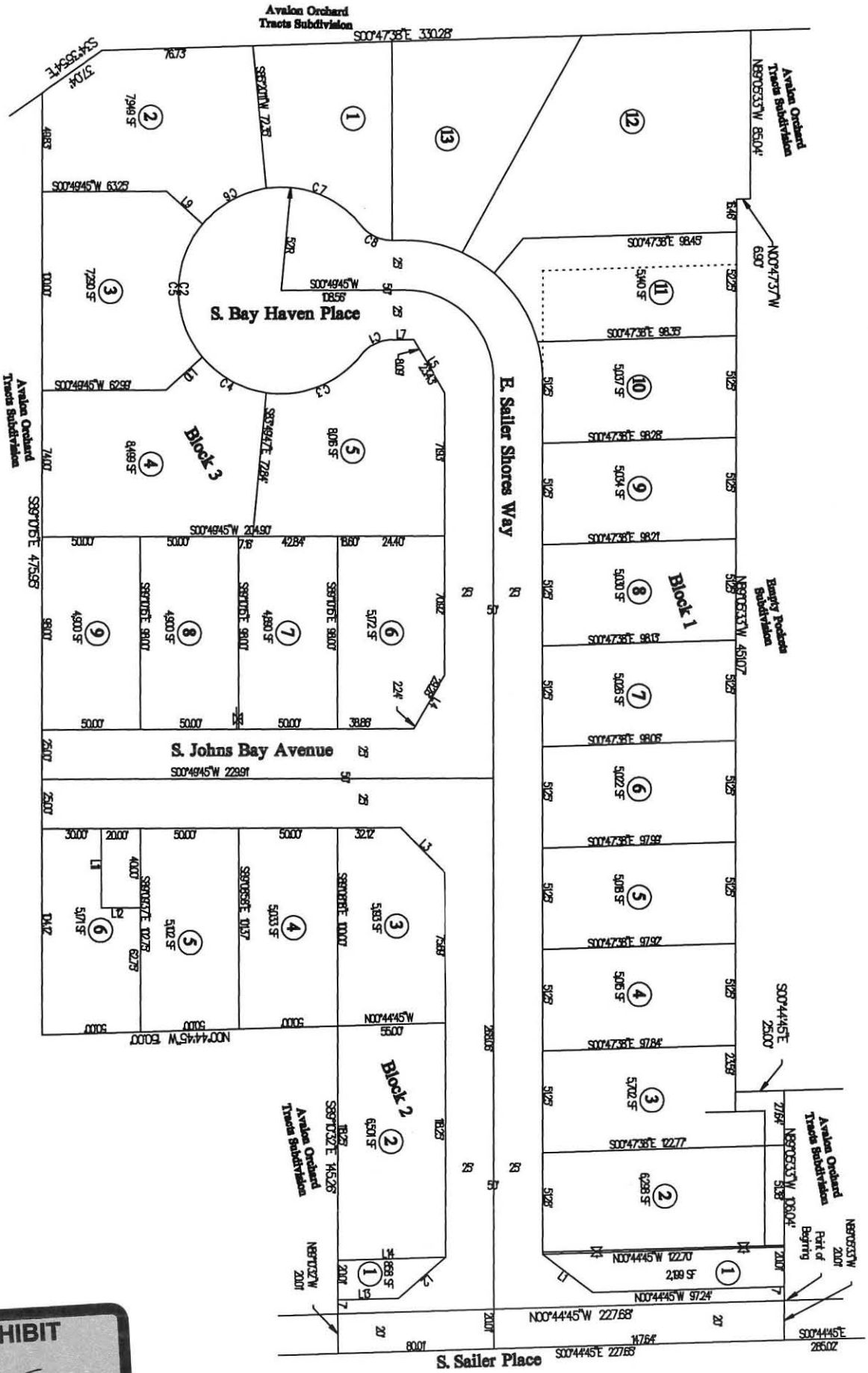
From: David Rader [mailto:Drader@achdidaho.org]
Sent: Monday, August 10, 2015 9:46 AM
To: steve@ateamboise.com<mailto:steve@ateamboise.com>
Cc: Mindy Wallace; Trevor Kesner; Troy Behunin; 'lbootstfi@gmail.com'
Subject: 15-02-S/ KPP15-0005/ JOURNEY'S END SUBDIVISION/ ACHD DRAFT REPORT

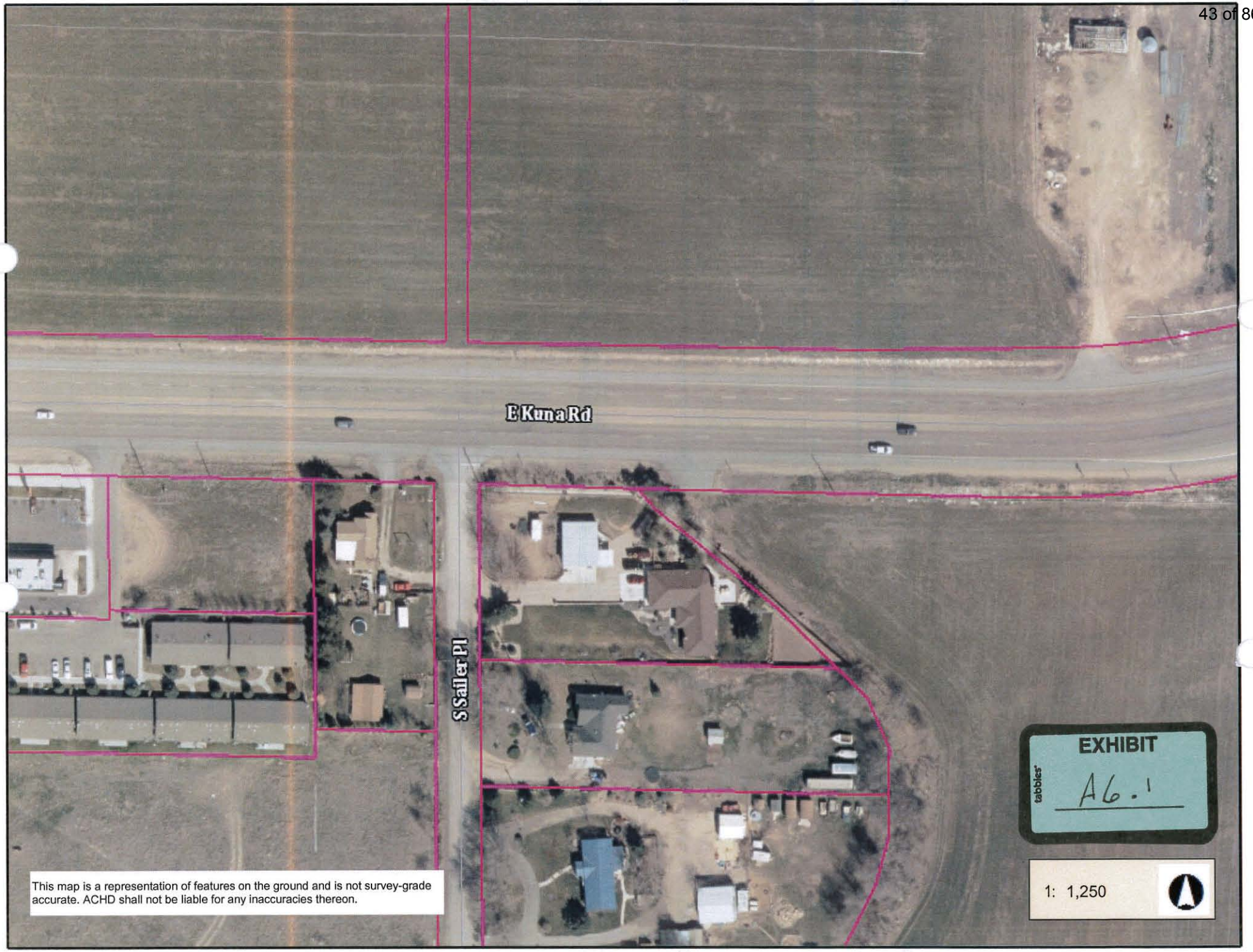
Attached please find Ada County Highway District's draft report for Journey's End Subdivision located at S Kay Avenue. Please submit questions or comments by Wednesday at 4:30PM.

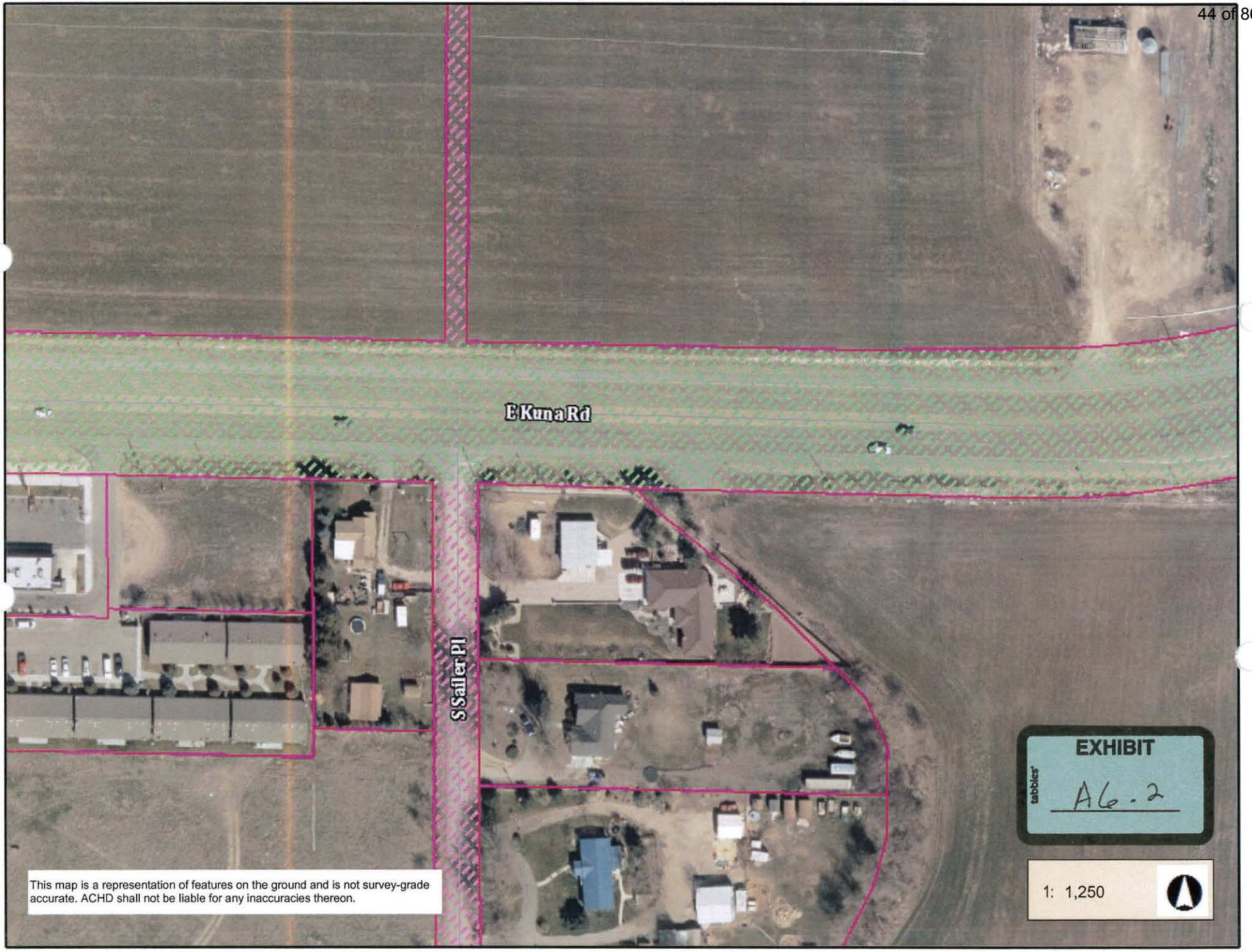
Thank you,

Dave Rader
Ada County Highway District
Planner I, Development Services
3775 Adams Street, Garden City, ID 83714
Phone: (208) 387-6218
E-mail: drader@achdidaho.org<mailto:drader@achdidaho.org>

[cid:image004.png@01D10B3E.8053D2B0]


Avalon Orchard Tracts Subdivision
S. Bay Haven Place
E. Sailer Shores Way
Block 3
Block 1
Block 2
S. Johns Bay Avenue
S. Sailer Place
Bonita Pockets Subdivision
Avalon Orchard Tracts Subdivision
Point of Beginning
S00°47'38"E 330.28'
N89°05'33"W 85.04'
S00°47'38"E 98.45'
N00°47'37"W 60.00'
S00°49'45"W 63.25'
S00°49'45"W 62.99'
S00°49'45"W 204.90'
S00°49'45"W 229.91'
S00°44'45"E 25.00'
S00°47'38"E 122.77'
N89°05'33"W 126.04'
N00°44'45"W 122.70'
2,199 SF
N00°44'45"W 97.24'
N00°44'45"W 227.68'
S00°44'45"E 227.68'
S00°44'45"E 265.02'
N89°05'33"W 200.01'
N89°05'27"W 200.01'
S89°05'38"E 475.95'
N00°44'45"W 600.07'
N00°44'45"W 55.00'
S89°05'32"E 145.26'
S89°05'38"E 98.00'
S89°05'38"E 98.07'
S89°05'38"E 98.00'
S89°05'38"E 98.07'
S89°05'38"E 98.00'
S89°05'38"E 98.07


E Kuna Rd
S Sailer Pl
This map is a representation of features on the ground and is not survey-grade accurate. ACHD shall not be liable for any inaccuracies thereon.
EXHIBIT
tabbies
A6.1
1: 1,250


E Kuna Rd
S Sailer Pl
This map is a representation of features on the ground and is not survey-grade accurate. ACHD shall not be liable for any inaccuracies thereon.
EXHIBIT
tabbies
A6.2
1: 1,250

MAP OF
AVALON ORCHARD TRACTS
KUNA, IDAHO.

SEPT., 1909.

SCALE 800 FT. TO 1 INCH.

WOODBURY ABBEY, SURVEYOR.

NOTE: County Roads 50' wide
Other Roads 40' wide
Railroad Right of Way 200'.

I, Woodbury Abbey, do hereby certify that the following is a correct description of the land included in the accompanying plat, to wit:- the North half of Sec. 30, Twp 2 N. Range 1 E.; the Northeast Quarter, and the North half of the Northwest Quarter of Sec. 25; the South half and the Northeast quarter of the Southwest quarter, and the Southwest quarter of the Southwest quarter of Sec. 24, Twp. 2 N. Range 1 W., Boise Meridian; and that this plat is made from actual survey and is correct.

Woodbury Abbey
Civil Engineer

State of Idaho, } ss.
County of Ada }

27226

I hereby certify that this instrument was filed for record at request of John P. Blake at 4 o'clock P.M. this 4th day of Dec. A.D. 1909, in my office, and duly recorded in Book 4 of Plat Books, at page 189.

fees $3.50

W. L. Cuddy
Ex Officio Recorder
Otto L. Setterson
Deputy

Approved.
Avalon Orchard Tract Co.
R. Y. Walbank President

This is to certify that the Avalon Orchard Tract Company has caused the foregoing plat to be executed for the purpose of filing the same with the Recorder of Ada County, Idaho.

Avalon Orchard Tract Company
by E. E. T. Smith Secy.

State of Idaho } ss.
County of Ada }

On this 1st day of November in the year 1909, before me N. Eugene Brasie, a Notary Public in and for said County, personally appeared E. E. T. Smith, known to me to be the Secretary of the Corporation that executed the within instrument and acknowledged to me that such Corporation executed the same.

In witness whereof I have hereunto set my hand and affixed my notorial seal the day and year first above written.

N. Eugene Brasie
Notary Public.

(SEAL)

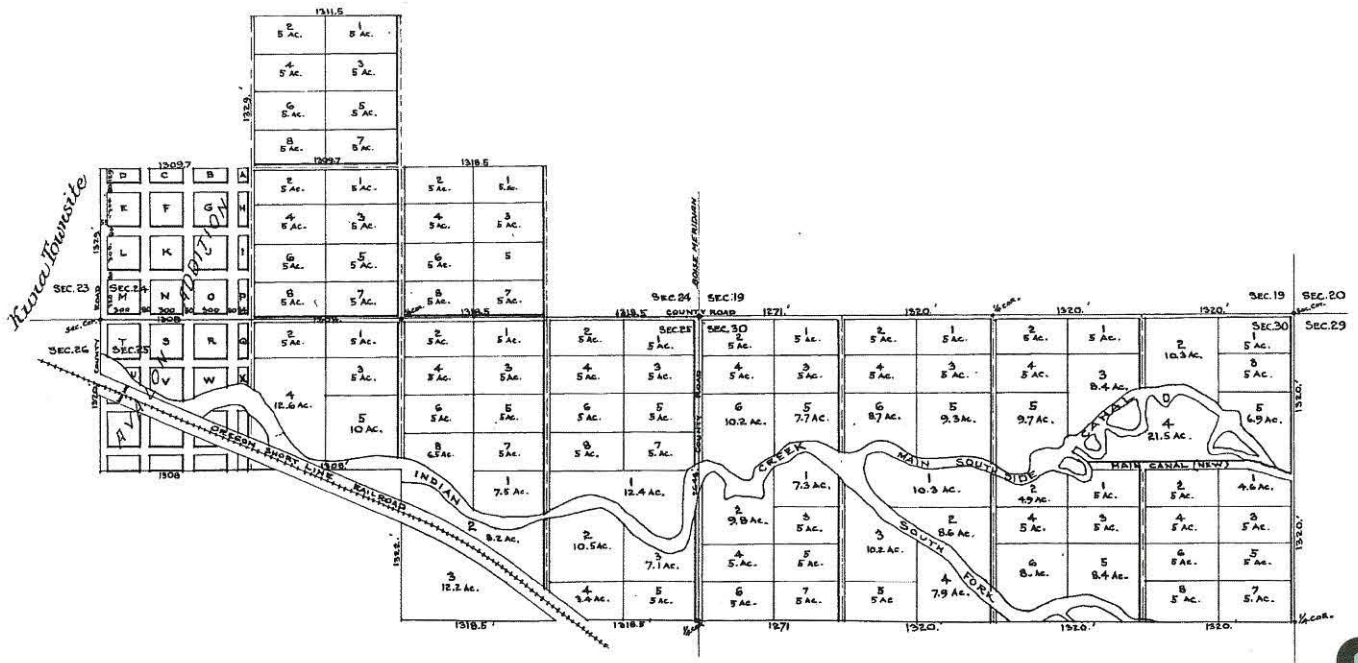


EXHIBIT
tabbies
A-7

CITY OF KUNA
P.O. BOX 13
KUNA, ID 83634
www.cityofkuna.com

GORDON N. LAW
CITY ENGINEER

Telephone (208) 287-1727; Fax (208) 287-1731
Email: glaw@cityofkuna.com

MEMORANDUM

TO: Director of Kuna Planning and Zoning

FROM: Gordon N. Law
Kuna City Engineer

RECEIVED
JUL 21 2015
CITY OF KUNA

RE: Journey's End Project
Preliminary Plat
15-02-S, 15-03-SUP

DATE: July 16, 2015

The City Engineer has reviewed the Preliminary Plat request of the above applicant dated July 8, 2015. It is noted that specific development plans are provided, which includes 132 firm buildable lots comprising 207 dwelling units and 13 common lots. Accordingly, the City Engineer provides the following comments:

1. **Sanitary Sewer Needs**

   a) The City has sufficient sewer treatment capacity to serve this site. The Sewer Master Plan for disposal of wastewater from this area proposes discharge to a "re-conditioned Orchard Lift Station", which in turn, pumps to the Ten Mile Regional Lift Station. Preliminary investigations have concluded that all wastewater flows from this project would receive treatment at the South Wastewater Treatment facility. This site is not presently connected to the city system and would be subject to connection fees for the demand of the ultimate connected load as provided in the City's Standard Table.
   b) This property was not included in Local Improvement District 2006-1 nor did it pre-pay sewer connection fees, and consequently, has no connection fee credits and no reserved treatment capacity. However, there are sufficient treatment connections available at standard rates to serve this site. When connecting to the sewer system, the applicant will need to abide by any relevant sewer reimbursement policies and agreements and any relevant connection fees.
   c) City Code (6-4-2O) requires connection to the City sewer system for all sanitary sewer needs.
   d) The elevation of this project site and adjacent properties is too low to be serviceable by gravity from the existing collection system and a lift station is required. Further, the capacity of the nearest lift station, Orchard, is almost fully committed. These two issues

EXHIBIT
tabbies
B-1

together suggest the propriety of a regional solution to address both deficiencies. The City Engineer recommends the condition applied to Merlin Subdivision also be applied jointly to this development, to wit: "**It is recommended a sewer service study is conducted**, with input from the developer and in consideration of this development's and the City's needs, to determine the preferred sewer service option for this property".

e) For any connected load, it is recommended this application be conditioned to conform to the sewer master plan and the results of the "sewer service study" mentioned in 1.d, particularly to the providing of lift stations, sewer mains and trunk lines in the master plan and study.
f) At all reasonable locations where sewer service could be extended to adjoining properties, sewer mains should be stubbed to the property line or extended in right-of-way in or adjacent to the project – both at useable depths. This applies to sewer main extended at 5 street stub locations and in the right-of-way for Kay Avenue and Sailor Place.
g) For assistance in locating existing facilities and understanding issues associated with connection, please contact the City Engineer at 287-1727.

2. Potable Water Needs

a) The City has sufficient potable water supply to serve this site. This site is not connected to the city system and would be subject to connection fees for the demand of the ultimate connected load as provided in the City's Standard Table.
b) The nearest available water main (12-inch) is located in the Kay Avenue right-of-way on the west boundary of the project.
c) City Code (6-4-2X) requires connection to the City water system for all potable water needs.
d) For any connected load, it is recommended this application be conditioned to conform to the water master plan.
e) 8-inch water mains should be installed by developer in internal subdivision streets and the Sailor Place frontage.
f) At least 8-inch water mains are to be extended and connected by developer to water trunk lines and mains through all stub and entry-way streets.
g) Improvements necessary to provide adequate fire protection as required by Kuna Fire District will be required of the development.
h) For assistance in locating existing facilities, please contact the City Engineer at 287-1727.
i) The City Engineer concludes redundancy of water transmission route to the development site is not provided by existing facilities.
j) The City Engineer has evaluated the distribution of supply wells and available supply in the vicinity of the project and concludes there is not a need for a well site within the bounds of the project.

3. Pressure Irrigation

a) The applicant's property is not connected to the City pressure irrigation system. The nearest pressure main (10-inch) is located in Kay Avenue right-of-way on the north boundary of the project.
b) The property's irrigation needs are presently served by the Boise-Kuna Irrigation District. The City Engineer has evaluated the distribution of irrigation pump stations

and available supply in the vicinity of the project and concludes there is not a need for a pump station and reservoir within the bounds of the project.

c) Relying on drinking water for irrigation purposes is contrary to City Code (6-4-2I) and the public interest and is not accounted for in the approved Water Master Plan. It is recommended this project be conditioned to require connection and annexation to the City Pressure Irrigation system at the time of development.

d) The development is subject to connection fees based on number of dwellings and lot size for the residential area and based on ultimate landscaped area for the common lots, as provided in City Resolutions.

e) For any connected load, it is recommended this application be conditioned to conform to the Pressure Irrigation Master Plan. The Master Plan designates the providing of a trunk line in the Kay Avenue frontage where it does not presently exist.

f) It is further recommended that annexation into the municipal irrigation district and pooling of water rights is a requirement at the time of final platting.

g) It is recommended that conformity with approved City PI standards is required, including the providing of adequately sized internal and boundary loop lines.

4. Grading and Storm Drainage

The following is required because alteration of surface features is proposed (such as grading or paving) in connection with this application:

a) Runoff from public right-of-way is regulated by ACHD or ITD, depending on the agency responsible for the right-of-way. Plans are required to conform to the appropriate agency standards.

b) Exclusive of public right-of-way, any increase in quantity or rate of runoff or decrease in quality of runoff compared to historical conditions must be detained, treated and released at rates no greater than historical amounts. In the alternative, offsite disposal of storm water in excess of historical rates or conditions of disposal at locations different than provided historically, approval of the operating entity is required. The City of Kuna relies on the ACHD Stormwater Policy Manual to establish the requirements for design of any private disposal system.

c) The city is now requiring with every new development, a documentation map that illustrates the surface and sub-surface water irrigation supply as well as drainage ways that exist in the applicant's property and in the right-of-way adjacent to the proposed development to be submitted with construction plans. The map must include 2-foot contours, a layout and essential features of existing irrigation ditches, drainage ditches and pipelines within and adjacent to the proposed development. Open and piped facilities should be noted. The map should include any proposed changes to the systems.

d) All upstream drainage rights and downstream water delivery rights are to be preserved as a condition of development. Constructed facilities to preserve these rights must be designed by a licensed professional engineer, plans provided with the project plan set for review by the City Engineer and constructed in a manner and with materials acceptable to the City Engineer. Facilities provided must be accessible for continued maintenance, and if necessary, replacement.

5. General

a) With the addition of this property into the corporate limits of Kuna and its potential connection to water and irrigation services, this property will be placing demand not

only on constructed facilities but on water rights provided by others. It is the reasonable expectation, in return, that this property transfer to the City at time of connection any conveyable water rights by deed and "Change of Ownership" form from IDWR. The domestic water right associated solely with a residence and ½ acre or less is not conveyable. The water right held in trust by an irrigation district is also not conveyable.

b) A plan approval letter will be required if this project affects any local irrigation districts or its facilities. Indian Creek is one of those facilities.
c) The City reserves the right of prior approval to all agreements involving the applicant (or its successors) and the irrigation or drainage district related to the property of this application and any attempt to abandon surface water rights.
d) Verify that existing and proposed elevations match at property boundaries such that a slope burden is not imposed on adjacent properties.
e) State the vertical datum used for elevations on all drawings.
f) Provide engineering certification on all final engineering drawings.
g) The submittals attached to the application include some alignments for City infrastructure. This information is helpful but has not been reviewed in detail and has not received final approval. The applicant is advised that detailed review and plan approval occurs at the time of approval of the official improvement plans.

6. Inspection Fees

An inspection fee will be required for City inspection of the construction of any public or community water, sewer and irrigation facility associated with this development. The developer will still require a qualified responsible engineer to do sufficient inspection to justly certify to DEQ the project was completed in accordance with approved plans and specifications and to provide accurate as-built drawings to the City. The developer's engineer and the City's inspector are permitted to coordinate inspections as much as possible. The current City inspection fee is $1.00 per lineal foot of sewer, water and irrigation related pipe and payment is due and payable prior to City's scheduling of a pre-construction conference.

7. Right-of-Way

The subject property does not front any section line or mid-mile arterials or collector streets.

a) Sufficient half right-of-way on the quarter line and section line for the classified streets should be provided pursuant to City and ACHD standards.
b) Residential Easements – City Code (6-3-8) requires the providing of 10-foot front and back lot line easements and side-lot easements, as necessary. The City Engineer recommends the following:
    a. 10-foot minimum subdivision boundary easement;
    b. 10-foot minimum street frontage easement;
    c. 10-foot back lot line easement as required in code;
    d. 5-foot side lot line easement subject to further discussion on the townhome lots;
    e. Additional easements as needed for facilities not in right-of-way of width and alignment acceptable to the City Engineer.
c) It is recommended approaches onto classified streets comply with ACHD approach policies.

d) It is recommended sidewalk, curb and gutter, street widening and any related storm drainage facilities, consistent with city code and policies, are provided at the time of land-use change, development or re-development.

8. As-Built Drawings

As-built drawings are required at the conclusion of any public facility construction project and are the responsibility of the developer's engineer. The city may help track changes, but will not be responsible for the finished product. As-built drawings will be required before occupancy or final plat approval is granted.

9. Phasing of Development

a) Any phasing plan, to be acceptable, must extend city services, extend transportation facilities and extend other utilities in a manner to maintain reliable service to the buildable lots in the subdivision and not disrupt service to neighboring properties.
b) A phasing plan, to be acceptable, must not delay expenditures for infrastructure to burden with expenses in a disproportionate manner the later phases of a project.
c) Irrespective of compliance with the above conditions, the City Engineer in general does not approve or reject phasing plans without the advice and consent of the Planning and Zoning Director.

10. Property Description

a) The applicant provided a metes and bounds property description of the subject parcel.

WILL PATTERSON
CHAIRMAN OF THE BOARD

MAX SVATY
VICE CHAIRMAN OF THE BOARD

TIMOTHY M. PAGE
PROJECT MANAGER

ROBERT D. CARTER
ASSISTANT PROJECT MANAGER

APRYL GARDNER
SECRETARY-TREASURER

JERRI FLOYD
ASSISTANT SECRETARY-TREASURER

BOISE PROJECT BOARD OF CONTROL

(FORMERLY BOISE U.S. RECLAMATION PROJECT)

2465 OVERLAND ROAD
BOISE, IDAHO 83705-3155

OPERATING AGENCY FOR 167,000 ACRES FOR THE FOLLOWING IRRIGATION DISTRICTS

NAMPA-MERIDIAN DISTRICT
BOISE-KUNA DISTRICT
WILDER DISTRICT
NEW YORK DISTRICT
BIG BEND DISTRICT

TEL: (208) 344-1141
FAX: (208) 344-1437

29 July 2015

City of Kuna
P.O. Box 13
Kuna, Idaho 83634

RE: A-Team Consultants **15-02-S**
987 East Kuna Rd.
Boise-Kuna Irrigation District BK-1282
Teed Lateral 65+10
N. Railroad Lateral 53+90
Sec. 25, T2N, R1W, BM.

RECEIVED
AUG 06 2015
CITY OF KUNA

Troy Behunin:

The United States' New York Canal (that portion that runs through the Indian Creek Channel) lies within the boundary of the above-mentioned location. The easement for this facility is held in the name of the United States through the Bureau of Reclamation under the authority of the Act of August 30, 1890. (26 Stat. 391; 43 U.S.C. 945)

The Boise Project Board of Control is contracted to operate and maintain this facility. We assert the federal easement 25 feet northerly of the uppermost shoulder of the channel. Whereas this area is for the operation and maintenance of our facilities, no activity should hinder our ability to do so.

The Boise Project does not approve landscaping (other than grass) within its easements, as this will certainly increase our cost of maintenance.

Fencing (as may be required) must be constructed just off the easement, to insure public safety and prevent encroachments.

Parking lots, curbing, light poles, signs, etc. and the placing of asphalt and/or cement over Project facility easements must be approved by Boise Project Board of Control prior to construction.

Project facilities and/or easements that parallel, and are within and/or intended to be within road right-of-ways due to any development of this property must be relocated outside of road right-of-ways. The easements of Boise Project facilities will remain the



same unless agreed upon and/or approved with written permission from Boise Project Board of Control.

Utilities planning to cross any project facility must do so in accordance with the master policies now held between the Bureau of Reclamation and most of the utilities. In any case, no work shall take place within the easement before proper crossing agreements have been secured through both the Bureau of Reclamation and the Boise Project Board of Control.

Crossing agreements must be secured and signed by all parties prior to March 1st of each year. A time schedule for the construction to be done during the non-irrigation season must be approved by Boise Project prior to any activity within Project easements. No construction will be allowed within the easement boundaries of the Boise Project Board of Control facilities after March 15th of each year. However, on a case by case, overhead utilities and utilities boring underneath a Project facility may be allowed after March 15th if reviewed and approved by the Boise Project.

Storm Drainage and/or Street Runoff must be retained on site.

NO DISCHARGE into any live irrigation system is permitted.

Local irrigation/drainage ditches that cross this property, in order to serve neighboring properties, must remain unobstructed and protected by an appropriate easement.

Should there be any small (neighborhood) irrigation ditches on this site, the developers and/or landowners will be obligated to protect them and allow water to pass to downstream neighbors.

This development is subject to Idaho Code 31-3805, in accordance, this office is requesting a copy of the irrigation and drainage plans.

Whereas this property lies within the Boise-Kuna Irrigation District it is important that representatives of this development contact the BKID office as soon as possible to discuss a pressure system prior to any costly design work. If applicable, the irrigation system will have to be built to specific specifications as set by the District / Project.

If the irrigation system will be incorporated into the City of Kuna's pressure system, Boise Project Board of Control will require confirmation from both the City of Kuna and the Boise-Kuna Irrigation District.

Boise Project Board of Control must receive a written response from the Boise-Kuna Irrigation District as to who will own and operate the pressure irrigation system prior to review and approval of an irrigation plan by Boise Project Board of Control.

Wording on the preliminary and final recorded plat needs to state that any proposed and/or future usage of the Boise Project Board of Control facilities are subject to Idaho Statues, Title 42-1209.

Whereas this development is in its preliminary stages, Boise Project Board of Control reserves the right to review plans and require changes when our easements and/or facilities are affected by unknown factors.

If you have any further questions or comments regarding this matter, please do not hesitate to contact me at (208) 344-1141.

Sincerely,

Bob Carter
Assistant Project Manager- BPBC

bdc/bc
cc: Clint McCormick Watermaster, Div; 2 BPBC
Lauren Boehlke Secretary – Treasurer, BKID
File

STATE OF IDAHO
DEPARTMENT OF ENVIRONMENTAL QUALITY
BOISE REGIONAL OFFICE
1445 North Orchard Street•Boise, ID 83706-2239•(208) 373-0550

RECEIVED
AUG 03 2015
CITY OF KUNA

DEQ Response to Request for Environmental Comment

Date:	*08/03/2015*
Agency Requesting Comments:	*City of Kuna*
Date Request Received:	*07/13/2015*
Applicant/Description:	*15-02-S & 15-03-SUP Preliminary Plat & SUP Journey's End Subdivision*

Thank you for the opportunity to respond to your request for comment. While DEQ does not review projects on a project-specific basis, we attempt to provide the best review of the information provided. DEQ encourages agencies to review and utilize the Idaho Environmental Guide to assist in addressing project-specific conditions that may apply. This guide can be found at http://www.deq.idaho.gov/ieg/.

The following information does not cover every aspect of this project; however, we have the following general comments to use as appropriate:

1. Air Quality

- *Please review IDAPA 58.01.01 for all rules on Air Quality, especially those regarding fugitive dust (58.01.01.651), trade waste burning (58.01.01.600-617), and odor control plans (58.01.01.776).*

  For questions, contact David Luft, Air Quality Manager, at 373-0550.

- *IDAPA 58.01.01.201 requires an owner or operator of a facility to obtain an air quality permit to construct prior to the commencement of construction or modification of any facility that will be a source of air pollution in quantities above established levels. DEQ asks that cities and counties require a proposed facility to contact DEQ for an applicability determination on their proposal to ensure they remain in compliance with the rules.*

  For questions, contact the DEQ Air Quality Permitting Hotline at 1-877-573-7648.

2. Wastewater and Recycled Water

- *DEQ recommends verifying that there is adequate sewer to serve this project prior to approval. Please contact the sewer provider for a capacity statement, declining balance report, and willingness to serve this project.*

- *IDAPA 58.01.16 and IDAPA 58.01.17 are the sections of Idaho rules regarding wastewater and recycled water. Please review these rules to determine whether this or future projects will require DEQ approval. IDAPA 58.01.03 is the section of Idaho rules regarding subsurface disposal of wastewater. Please review this rule to determine whether this or future projects will require permitting by the district health department.*



All projects for construction or modification of wastewater systems require preconstruction approval. Recycled water projects and subsurface disposal projects require separate permits as well.

- *DEQ recommends that projects be served by existing approved wastewater collection systems or a centralized community wastewater system whenever possible. Please contact DEQ to discuss potential for development of a community treatment system along with best management practices for communities to protect ground water.*
- *DEQ recommends that cities and counties develop and use a comprehensive land use management plan, which includes the impacts of present and future wastewater management in this area. Please schedule a meeting with DEQ for further discussion and recommendations for plan development and implementation.*

For questions, contact Todd Crutcher, Engineering Manager, at 373-0550.

3. Drinking Water

- *DEQ recommends verifying that there is adequate water to serve this project prior to approval. Please contact the water provider for a capacity statement, declining balance report, and willingness to serve this project.*
- *IDAPA 58.01.08 is the section of Idaho rules regarding public drinking water systems. Please review these rules to determine whether this or future projects will require DEQ approval.*

  All projects for construction or modification of public drinking water systems require preconstruction approval.
- *DEQ recommends verifying if the current and/or proposed drinking water system is a regulated public drinking water system (refer to the DEQ website at http://www.deq.idaho.gov/water-quality/drinking-water.aspx). For non-regulated systems, DEQ recommends annual testing for total coliform bacteria, nitrate, and nitrite.*
- *If any private wells will be included in this project, we recommend that they be tested for total coliform bacteria, nitrate, and nitrite prior to use and retested annually thereafter.*
- *DEQ recommends using an existing drinking water system whenever possible or construction of a new community drinking water system. Please contact DEQ to discuss this project and to explore options to both best serve the future residents of this development and provide for protection of ground water resources.*
- *DEQ recommends cities and counties develop and use a comprehensive land use management plan which addresses the present and future needs of this area for adequate, safe, and sustainable drinking water. Please schedule a meeting with DEQ for further discussion and recommendations for plan development and implementation.*

  For questions, contact Todd Crutcher, Engineering Manager at 373-0550.

4. Surface Water

- *A DEQ short-term activity exemption (STAE) from this office is required if the project will involve de-watering of ground water during excavation and discharge back into surface water, including a description of the water treatment from this process to prevent*

excessive sediment and turbidity from entering surface water.

- *Please contact DEQ to determine whether this project will require a National Pollution Discharge Elimination System (NPDES) Permit. If this project disturbs more than one acre, a stormwater permit from EPA may be required.*
- *If this project is near a source of surface water, DEQ requests that projects incorporate construction best management practices (BMPs) to assist in the protection of Idaho's water resources. Additionally, please contact DEQ to identify BMP alternatives and to determine whether this project is in an area with Total Maximum Daily Load stormwater permit conditions.*
- *The Idaho Stream Channel Protection Act requires a permit for most stream channel alterations. Please contact the Idaho Department of Water Resources (IDWR), Western Regional Office, at 2735 Airport Way, Boise, or call 208-334-2190 for more information. Information is also available on the IDWR website at:* http://www.idwr.idaho.gov/WaterManagement/StreamsDams/Streams/AlterationPermit/AlterationPermit.htm
- *The Federal Clean Water Act requires a permit for filling or dredging in waters of the United States. Please contact the US Army Corps of Engineers, Boise Field Office, at 10095 Emerald Street, Boise, or call 208-345-2155 for more information regarding permits.*

For questions, contact Lance Holloway, Surface Water Manager, at 373-0550.

5. ***Hazardous Waste And Ground Water Contamination***

- ***Hazardous Waste.*** *The types and number of requirements that must be complied with under the federal Resource Conservations and Recovery Act (RCRA) and the Idaho Rules and Standards for Hazardous Waste (IDAPA 58.01.05) are based on the quantity and type of waste generated. Every business in Idaho is required to track the volume of waste generated, determine whether each type of waste is hazardous, and ensure that all wastes are properly disposed of according to federal, state, and local requirements.*
- *No trash or other solid waste shall be buried, burned, or otherwise disposed of at the project site. These disposal methods are regulated by various state regulations including Idaho's Solid Waste Management Regulations and Standards, Rules and Regulations for Hazardous Waste, and Rules and Regulations for the Prevention of Air Pollution.*
- ***Water Quality Standards.*** *Site activities must comply with the Idaho Water Quality Standards (IDAPA 58.01.02) regarding hazardous and deleterious-materials storage, disposal, or accumulation adjacent to or in the immediate vicinity of state waters (IDAPA 58.01.02.800); and the cleanup and reporting of oil-filled electrical equipment (IDAPA 58.01.02.849); hazardous materials (IDAPA 58.01.02.850); and used-oil and petroleum releases (IDAPA 58.01.02.851 and 852).*

  Petroleum releases must be reported to DEQ in accordance with IDAPA 58.01.02.851.01 and 04. Hazardous material releases to state waters, or to land such that there is likelihood that it will enter state waters, must be reported to DEQ in accordance with IDAPA 58.01.02.850.

- ***Ground Water Contamination.*** *DEQ requests that this project comply with Idaho's Ground Water Quality Rules (IDAPA 58.01.11), which states that "No person shall cause or allow the release, spilling, leaking, emission, discharge, escape, leaching, or disposal of a contaminant into the environment in a manner that causes a ground water quality standard to be exceeded, injures a beneficial use of ground water, or is not in accordance with a permit, consent order or applicable best management practice, best available method or best practical method."*

  For questions, contact Dean Ehlert, Waste & Remediation Manager, at 373-0550.

6. ***Additional Notes***
   - *If an underground storage tank (UST) or an aboveground storage tank (AST) is identified at the site, the site should be evaluated to determine whether the UST is regulated by DEQ. EPA regulates ASTs. UST and AST sites should be assessed to determine whether there is potential soil and ground water contamination. Please call DEQ at 373-0550, or visit the DEQ website (http://www.deq.idaho.gov/waste-mgmt-remediation/storage-tanks.aspx) for assistance.*

   - *If applicable to this project, DEQ recommends that BMPs be implemented for any of the following conditions: wash water from cleaning vehicles, fertilizers and pesticides, animal facilities, composted waste, and ponds. Please contact DEQ for more information on any of these conditions.*

We look forward to working with you in a proactive manner to address potential environmental impacts that may be within our regulatory authority. If you have any questions, please contact me, or any our technical staff at 208-373-0550.

Sincerely,

Danielle Robbins

Danielle Robbins
danielle.robbins@deq.idaho.gov
Boise Regional Office
Idaho Department of Environmental Quality

C: File # 2074

RECEIVED
JUL 21 2015
CITY OF KUNA

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 8028
Boise, ID 83707-2028

(208) 334-8300
itd.idaho.gov

July 21, 2015

Troy Behunin
City of Kuna, Planning and Zoning Department
P.O. Box 13
Kuna, ID 83634

VIA EMAIL

RE: 15-02-S AND 15-03-SUP JOURNEY'S END SUBDIVISION

The Idaho Transportation Department has reviewed the referenced subdivision and special use application for the Journey's End Subdivision between S. Kay Ave. and S Sailor Pl. south of SH-69. ITD has the following comments:

1. ITD has no objection to the requested application.
2. The project does not generate any more trips than anticipated under the Comprehensive Plan
3. This site does not require access to the State Highway System.

If you have any questions, you may contact Shona Tonkin at 334-8341 or me at 332-7191.

Sincerely,

James K. Morrison
Development Services Manager
jim.morrison@itd.idaho.gov

EXHIBIT
tabbies
B-4

Development Services Department

ACHD
Committed to Service

RECEIVED
AUG 13 2015
CITY OF KUNA

Project/File: **Journey's End/ KPP15-0005/ 15-02-S**
This is a preliminary plat and special use application for the proposed Journey's End subdivision consisting of 25 multifamily lots, 20 townhomes, and 13 common lots on 28.79 acres. The site is located east of Kay Avenue and west of Sailor Place, approximately 400-feet south SH-69 in Kuna, Idaho.

Lead Agency: City of Kuna

Site address: S Kay Avenue

Staff Approval: August, 2015

Applicant: Steve Arnold
A Team Land Conulstants
1785 S Whisper Cove Avenue
Boise, ID 83709

Representative: Same as above

Staff Contact: David Rader
Phone: 387-6218
E-mail: drader@achdidaho.org



A. Findings of Fact

1. **Description of Application:** This is a preliminary plat and special use application for the proposed Journey's End subdivision consisting of 25 multifamily lots, 20 townhomes, and 13 common lots on 28.79 acres, located east of Kay Avenue and west of Sailor Place, approximately 400-feet south SH-69

   The proposed zoning for the single family and townhome lots is consistent with the City of Kuna's Comprehensive plan however the northern most parcel comprised in the development is zoned C-1 (neighborhood business district) and not consistent with the proposed multi-family residential units.

2. **Description of Adjacent Surrounding Area:**

Direction	Land Use	Zoning
North	Neighborhood Business District	C-1
South	Rural Urban Transition	RUT
East	Residential and Rural Urban Transition	R-4/ RUT
West	Rural Urban Transition/ Residential	R-1/ RUT



3. **Adjacent Development:** Sailor Shores Subdivision

   - *Sailors Shores Subdivision, a preliminary plat consisting of 26-residential lots and 2 common lots, the site abuts the northern most parcel of the Journey's End Subdivision to the east, on April 18, 2007. The City of Kuna has indicated that this is still an active application.*
   - *Cement Falls Park Subdivision, a preliminary plat consisting of 5 commercial lots, the site abuts the northern most parcel of the Journey's End Subdivision to the north, on July 9, 2003.*

4. **Transit:** Transit services are not available to serve this site.

5. **New Center Lane Miles:** .76

6. **Impact Fees:** There will be an impact fee that is assessed and due prior to issuance of any building permits. The assessed impact fee will be based on the impact fee ordinance that is in effect at that time.

7. **Capital Improvements Plan/ Integrated Five Year Work Plan:**

   There are currently no roadways, bridges or intersections in the general vicinity of the project that are currently in the Integrated Five Year Work Plan (IFYWP) or the District's Capital Improvement Plan (CIP).

B. Traffic Findings for Consideration

1. **Trip Generation :** This development is estimated to generate 1,600 additional vehicle trips per day; 158 additional vehicle trips per hour in the PM peak hour, based on the traffic impact study.

   Trip Generation and Signal Warrant Analysis

   Gary Funkhouser, P.E., prepared a traffic impact study for the proposed *Development*. Below is an executive summary of the findings **as presented by *Black Creek LP***. The following executive summary is **not the opinion of ACHD staff**. ACHD has reviewed the submitted traffic impact study for consistency with ACHD policies and practices, and may have additional requirements beyond what is noted in the summary. ACHD Staff comments on the submitted traffic impact study can be found below under staff comments.

   Site Traffic generation is normally estimated by procedures recommended in the latest edition of the Trip Generation Manual (9th Ed.), published by the institute of Transportation Engineers (ITE) in the absence of site specific data. Trip rates estimated in the manual are based on the actual driveway traffic measurements performed on different land uses nationwide, particularly in metropolitan area.

   The site traffic generation was obtained by applying the trip generation rates (from the Trip Generation Manual) for the proposed land uses. Trips were estimated using the following land uses: 86 single family residences, 100 apartment units and 20 townhouse units. A summary of the site trip generation Journey's End is projected to generate gross average daily traffic (ADT) of approximately 1,600 vehicles per day (vpd) and PM peak hour traffic of 158 vph and the AM peak hour of 124 vph. The existing trips on Sailer Place was estimated using the ITE TGEN Manual. The existing ADT is 112 VPD with the AM peak of 9 vph and the PM peak is 12 VPD.

   A signal Warrant analysis was estimated for the Avalon Street and Kay Avenue intersection and found that a signal is not warranted. The analysis assumed that both the Journey's end and Merlin subdivisions were built out.

Figure 2 - 2017 PM Peak Hour Site Traffic (vph)

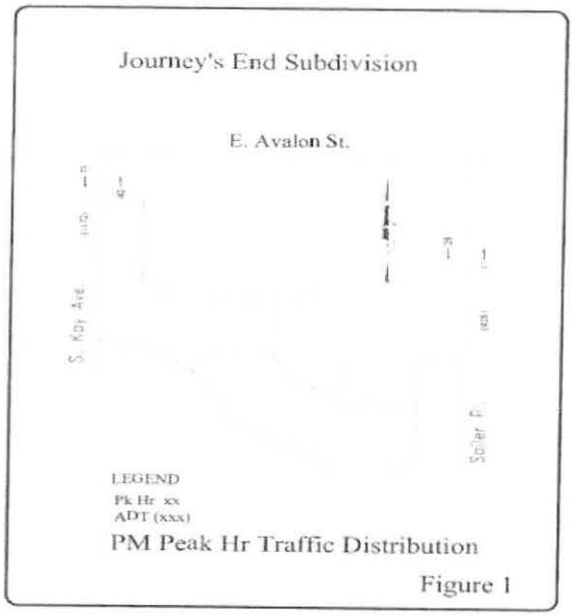


Figure 1

Staff Comments/Recommendations: ACHD staff has completed a review of the traffic impact study and has found it to be in compliance with ACHD policies.

Consistent with the Traffic Impact Study, ACHD staff has found that a signal is not warranted at the intersection of Avalon Street and Kay Avenue

2. **Condition of Area Roadways**
Traffic Count is based on Vehicles per hour (VPH)

Roadway	Frontage	Functional Classification	PM Peak Hour Traffic Count	PM Peak Hour Level of Service	Existing Plus Project
E Avalon Street	N/A	Principal Arterial	642	Better than "E"	N/A
E Kuna Road	N/A	Principal Arterial	550	Better than "E"	N/A
S Kay Avenue	904-feet	Local	88	N/A	201
S Sailer Place	784-feet	Local	N/A	N/A	45

* Acceptable level of service for a five-lane principal arterial is "E" (1,770 VPH)

3. **Average Daily Traffic Count (VDT)**
Average daily traffic counts are based on ACHD's most current traffic counts.

- The average daily traffic count for Avalon Street east of Orchard Avenue of 10,702 on 2/5/2014.

C. Findings for Consideration

1. S Kay Avenue and Sailer Place

a. **Existing Conditions:** Sailer Place is improved with 2-travel lanes, and no curb, gutter or sidewalk abutting the site. There is 42-feet of right-of-way for Sailer Place (21-feet from

centerline). Sailer Place terminates 1,641-feet south of Kuna Road (measured from centerline) and approximately 140-feet north of Indian Creek. A turn around does not exist at the terminus of Sailer Place.

Kay Avenue is improved with 2-travel lanes, and no curb, gutter or sidewalk abutting the site. There is 40-feet of right-of-way for Kay Avenue (20-feet from centerline). The paved portion of Kay Avenue terminates 466-feet to the south of Avalon Street (measured from centerline of Avalon Street) into a temporary cul-de-sac. A portion of the temporary turnaround is located within the parcel to the west of Kay Avenue. Kay Avenue continues south of the temporary turn around as a 20-foot wide gravel road approximately 624-feet to its point of termination.

b. Policy:

Local Roadway Policy: District Policy 7207.2.1 states that the developer is responsible for improving all local street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

Street Section and Right-of-Way Policy: District Policy 7207.5 states that right-of-way widths for all local streets shall generally not be less than 50-feet wide and that the standard street section shall be 36-feet (back-of-curb to back-of-curb). The District will consider the utilization of a street width less than 36-feet with written fire department approval.

Standard Urban Local Street—36-foot to 33-foot Street Section and Right-of-way Policy: District Policy 7207.5.2 states that the standard street section shall be 36-feet (back-of-curb to back-of-curb) for developments with any buildable lot that is less than 1 acre in size. This street section shall include curb, gutter, and minimum 5-foot concrete sidewalks on both sides and shall typically be within 50-feet of right-of-way.

The District will also consider the utilization of a street width less than 36-feet with written fire department approval. Most often this width is a 33-foot street section (back-of-curb to back-of-curb) for developments with any buildable lot that is less than 1 acre in size.

Continuation of Streets Policy: District Policy 7207.2.4 states that an existing street, or a street in an approved preliminary plat, which ends at a boundary of a proposed development shall be extended in that development. The extension shall include provisions for continuation of storm drainage facilities. Benefits of connectivity include but are not limited to the following:

- Reduces vehicle miles traveled.
- Increases pedestrian and bicycle connectivity.
- Increases access for emergency services.
- Reduces need for additional access points to the arterial street system
- Promotes the efficient delivery of services including trash, mail and deliveries.
- Promotes appropriate intra-neighborhood traffic circulation to schools, parks, neighborhood commercial centers, transit stops, etc.
- Promotes orderly development.

Sidewalk Policy: District Policy 7207.5.7 states that five-foot wide concrete sidewalk is required on both sides of all local street, except those in rural developments with net densities of one dwelling unit per 1.0 acre or less, or in hillside conditions where there is no direct lot frontage, in which case a sidewalk shall be constructed along one side of the street. Some local jurisdictions may require wider sidewalks.

The sidewalk may be placed next to the back-of-curb. Where feasible, a parkway strip at least 8-feet wide between the back-of-curb and the street edge of the sidewalk is recommended to provide increased safety and protection of pedestrians and to allow for the planting of trees in accordance with the District's Tree Planting Policy. If no trees are to be planted in the

parkway strip, the applicant may submit a request to the District, with justification, to reduce the width of the parkway strip.

Detached sidewalks are encouraged and should be parallel to the adjacent roadway. Meandering sidewalks are discouraged.

A permanent right-of-way easement shall be provided if public sidewalks are placed outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.

Half Street Policy: District Policy 7207.2.2 required improvements shall consist of pavement widening to one-half the required width, including curb, gutter and concrete sidewalk (minimum 5-feet), plus 12-feet of additional pavement widening beyond the centerline established for the street to provide an adequate roadway surface, with the pavement crowned at the ultimate centerline. A 3-foot wide gravel shoulder and a borrow ditch sized to accommodate the roadway storm runoff shall be constructed on the unimproved side.

Cul-de-sac Streets Policy: District policy 7207.5.8 requires cul-de-sacs to be constructed to provide a minimum turning radius of 45-feet; in rural areas or for temporary cul-de-sacs the emergency service providers may require a greater radius. Landscape and parking islands may be constructed in turnarounds if a minimum 29-foot street section is constructed around the island. The pavement width shall be sufficient to allow the turning around of a standard AASHTO SU design vehicle without backing. The developer shall provide written approval from the appropriate fire department for this design element.

The District will consider alternatives to the standard cul-de-sac turnaround on a case-by-case basis. This will be based on turning area, drainage, maintenance considerations and the written approval of the agency providing emergency fire service for the area where the development is located.

c. **Applicant's Proposal:** The applicant is not proposing any improvements to Kay Avenue or Sailer Place abutting the site.

d. **Staff Comments/Recommendations:** The applicant's proposal does not meet District policy and should not be approved, as proposed. , The applicant should be required to construct Sailer Place as one half of a 36-foot street section, with curb, gutter and 5-foot attached concrete sidewalks, within 50-feet of right-of-way (25-feet from centerline) abutting the site. The applicant should dedicate 25-feet of right-of-way measured from the centerline of Sailer Place abutting the site. The applicant should construct half of a cul-de-sac with a minimum 45-foot turning radius at the southerly terminus of Sailer Place approximately 1,641-feet south of Kuna Road. Locate the turnaround wholly within the right-of-way.

As part of Cement Falls Park Subdivision Kay Avenue was constructed as half of a 40-foot street section. Consistent with that action the applicant should construct Kay Avenue as half of 40-foot street section, with curb, gutter and 5-foot attached concrete sidewalk abutting the site. The applicant should be required to construct an additional 12-feet of pavement plus 3-foot wide gravel shoulders beyond the centerline of Kay Avenue abutting the site. The applicant should dedicate approximately 56-feet of right-of-way (28-feet from centerline). The applicant should terminate Kay Avenue at its intersection with Exploration Way.

2. Internal Local Streets (Passage Way, Exploration Way, Crossing Street, Voyage Avenue, Odyssey Street)

a. **Existing Conditions:** No streets exist internally to the site.

b. **Policy:**

Local Roadway Policy: District Policy 7207.2.1 states that the developer is responsible for improving all local street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

Street Section and Right-of-Way Policy: District Policy 7207.5 states that right-of-way widths for all local streets shall generally not be less than 50-feet wide and that the standard street section shall be 36-feet (back-of-curb to back-of-curb). The District will consider the utilization of a street width less than 36-feet with written fire department approval.

Standard Urban Local Street—36-foot to 33-foot Street Section and Right-of-way Policy: District Policy 7207.5.2 states that the standard street section shall be 36-feet (back-of-curb to back-of-curb) for developments with any buildable lot that is less than 1 acre in size. This street section shall include curb, gutter, and minimum 5-foot concrete sidewalks on both sides and shall typically be within 50-feet of right-of-way.

The District will also consider the utilization of a street width less than 36-feet with written fire department approval. Most often this width is a 33-foot street section (back-of-curb to back-of-curb) for developments with any buildable lot that is less than 1 acre in size.

Sidewalk Policy: District Policy 7207.5.7 states that five-foot wide concrete sidewalk is required on both sides of all local street, except those in rural developments with net densities of one dwelling unit per 1.0 acre or less, or in hillside conditions where there is no direct lot frontage, in which case a sidewalk shall be constructed along one side of the street. Some local jurisdictions may require wider sidewalks.

The sidewalk may be placed next to the back-of-curb. Where feasible, a parkway strip at least 8-feet wide between the back-of-curb and the street edge of the sidewalk is recommended to provide increased safety and protection of pedestrians and to allow for the planting of trees in accordance with the District's Tree Planting Policy. If no trees are to be planted in the parkway strip, the applicant may submit a request to the District, with justification, to reduce the width of the parkway strip.

Detached sidewalks are encouraged and should be parallel to the adjacent roadway. Meandering sidewalks are discouraged.

A permanent right-of-way easement shall be provided if public sidewalks are placed outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.

Cul-de-sac Streets Policy: District policy 7207.5.8 requires cul-de-sacs to be constructed to provide a minimum turning radius of 45-feet; in rural areas or for temporary cul-de-sacs the emergency service providers may require a greater radius. Landscape and parking islands may be constructed in turnarounds if a minimum 29-foot street section is constructed around the island. The pavement width shall be sufficient to allow the turning around of a standard AASHTO SU design vehicle without backing. The developer shall provide written approval from the appropriate fire department for this design element.

The District will consider alternatives to the standard cul-de-sac turnaround on a case-by-case basis. This will be based on turning area, drainage, maintenance considerations and the written approval of the agency providing emergency fire service for the area where the development is located.

c. **Applicant's Proposal:** The applicant is proposing to construct the internal local streets as 36-foot street sections, with curb, gutter and 5-foot detached concrete sidewalks buffered by 7-foot parkway strips.

The applicant is proposing 2 knuckles at the intersection Exploration Way and Voyage Avenue, Voyage Avenue and Voyage Avenue.

The proposed Expedition Court terminates into a cul-de-sac approximately 175-feet to the north of the proposed Passage Way.

d. **Staff Comments/Recommendations:** The applicant's proposal meets District Policy with the exception of the width of the landscape buffer strip. The applicant should be required to construct an 8-foot parkway strip.

The applicant should construct the cul-de-sac at the terminus of Expedition Court with a minimum turn radius of 45-feet.

3. Roadway Offsets

a. **Existing Conditions:** There are no existing roadway offsets.

b. **Policy:**
Local Offset Policy: District policy 7206.4.5, requires local roadways to align or offset a minimum of 330-feet from a collector roadway (measured centerline to centerline).

District policy 7207.4.2, requires local roadways to align or provide a minimum offset of 125-feet from any other street (measured centerline to centerline).

District policy 7208.4.2, requires commercial roadways intersecting other local streets (residential, industrial or commercial) to provide a minimum offset of 125-feet from any other roadway or intersection (measured centerline to centerline).

District policy 7209.4.2, requires industrial roadways intersecting other local streets (residential, industrial or commercial) to provide a minimum offset of 125-feet from any other roadway or intersection (measured centerline to centerline).

c. **Applicant Proposal:** The applicant is proposing to offset Odyssey Street intersecting Kay Avenue approximately 563-feet south of Wythe Creek Court (measured from centerline to centerline).

The applicant is proposing to offset Exploration Way intersecting Kay Avenue approximately 819-feet south of Wythe Creek Court and 256-feet south of the proposed Odyssey Street.

The applicant is proposing to offset Voyage Avenue intersecting Sailer Place approximately 1119-feet south of Kuna Road.

d. **Staff Comments/Recommendations:** The applicant's proposal meets District Policy and should be approved as proposed.

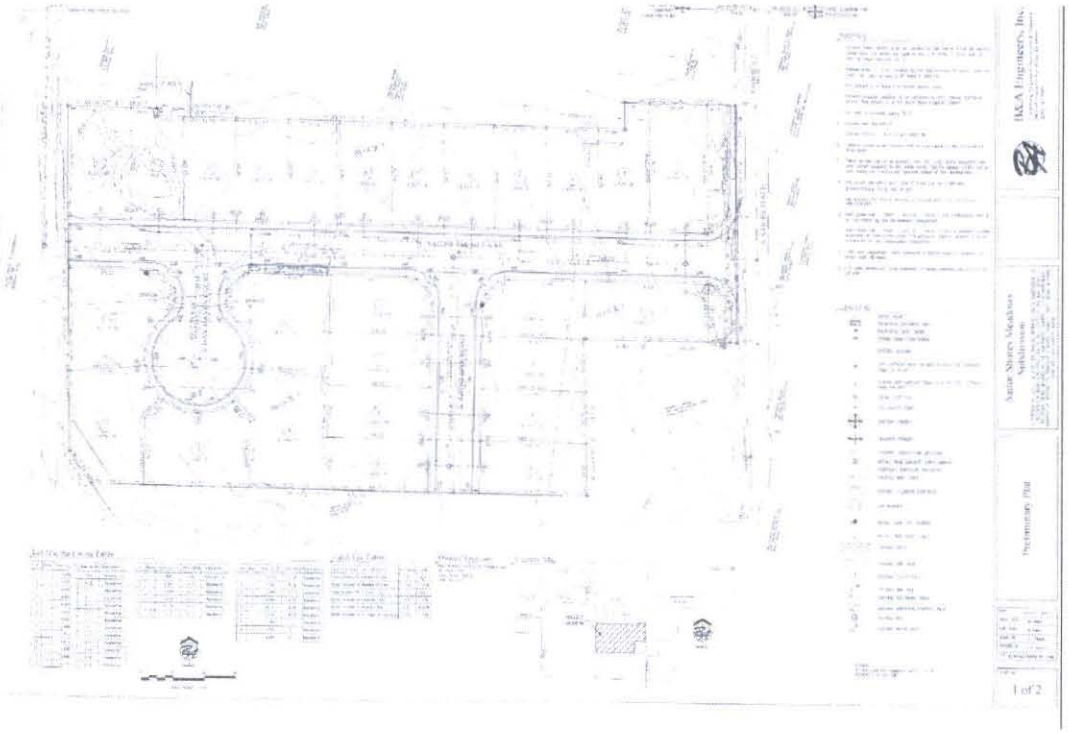
4. Stub Streets

a. **Existing Conditions:** The paved portion Kay Avenue terminates 466-feet to the south of Avalon Street (measured from centerline) into a temporary cul-de-sac. A portion of the temporary turnaround is located within the parcel to the west of Kay Avenue. Kay Avenue continues south of the turnaround as a 16-feet wide gravel road terminating 889-feet south of E Wythe Creek Court and approximately 156-feet north of Indian Creek.

Sailer Place terminates 1641-feet south of Kuna Road and approximately 140-feet north of Indian Creek. A Temporary turn around does not exist at the terminus of Sailer Place.

The preliminary plat for Sailor Shores Meadow Subdivision was approved April 18, 2007. The Sailor Shores site abuts the northern most parcel of the Journeys End Subdivision to the east. The plat shows the road Sailer Shores Way running east and west intersecting Sailer Place and stubbing to the northern most parcel in the proposed Journey's End subdivision. The preliminary plat for Jounrey's End Subdivision does not provide a connection for Sailer Shores Way.





b. Policy:

Stub Street Policy: District policy 7207.2.4 (local) states that stub streets will be required to provide circulation or to provide access to adjoining properties. Stub streets will conform with the requirements described in Section 7207.2.5.4 (local), except a temporary cul-de-sac will not be required if the stub street has a length no greater than 150-feet. A sign shall be installed at the terminus of the stub street stating that, "THIS ROAD WILL BE EXTENDED IN THE FUTURE."

In addition, stub streets must meet the following conditions:

- A stub street shall be designed to slope towards the nearest street intersection within the proposed development and drain surface water towards that intersection; unless an alternative storm drain system is approved by the District.
- The District may require appropriate covenants guaranteeing that the stub street will remain free of obstructions.

Temporary Dead End Streets Policy: District policy 7207.2.4 (local) requires that the design and construction for cul-de-sac streets shall apply to temporary dead end streets. The temporary cul-de-sac shall be paved and shall be the dimensional requirements of a standard cul-de-sac. The developer shall grant a temporary turnaround easement to the District for those portions of the cul-de-sac which extend beyond the dedicated street right-of-way. In the instance where a temporary easement extends onto a buildable lot, the entire lot shall be encumbered by the easement and identified on the plat as a non-buildable lot until the street is extended.

c. **Applicant Proposal:** The applicant is not proposing improvements to Kay Avenue or Sailer Place.

The proposed Odyssey Street stubs eastward to the abutting undeveloped parcel approximately 500-feet south of north property line (measured property line to center line).

The applicant is proposing to terminate Expedition Court into a cul-de-sac approximately 175-feet to the north of Passage Way (measured from centerline of Passage Way).

d. **Staff Comments/Recommendations:** The applicant should construct half of a cul-de-sac with a minimum radius of 45-feet at the southerly terminus of Sailer Place approximately 1,641-feet south of Kuna Road.

The applicant should terminate Kay Avenue at the intersection of proposed Exploration Way.

The applicant should provide a stub street to the Sailer Shores Meadow Subdivision providing a connection to the previously approved Sailor Shores Way.

Alternatively, the applicant should consult with the developer of the Sailer Shores Meadows Subdivision and modify the previously approved preliminary plat to eliminate the stub street Sailer Shores Way. The applicant should provide written documentation of the plat modification from the developer of Sailer Shores Meadow Subdivision and the City of Kuna prior to signature of the first final plat.

The City of Kuna Planning and Zoning staff are in favor of modifying the approved preliminary plat for Sailer Shores Meadows to eliminate the Sailer Shores Way stub street: See Exhibit A.

5. Driveways

5.1 Local Streets

a. **Existing Conditions:** There are no existing driveways located on the site.

b. **Policy:**

Driveway Location Policy: District policy 7207.4.1 requires driveways located near intersections to be located a minimum of 75-feet (measured centerline-to-centerline) from the nearest street intersection.

Successive Driveways: District Policy 7207.4.1 states that successive driveways away from an intersection shall have no minimum spacing requirements for access points along a local street, but the District does encourage shared access points where appropriate.

Driveway Width Policy: District policy 7207.4.3 states that where vertical curbs are required, residential driveways shall be restricted to a maximum width of 20-feet and may be constructed as curb-cut type driveways.

Driveway Paving Policy: Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. In accordance with District policy, 7207.4.3, the applicant should be required to pave the driveway its full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

c. **Applicant Proposal:** The applicant is proposing two driveways providing access to the multi-family units located within block 1 located approximately 188-feet south of Wythe Creek Court and 125-feet east of Kay Avenue.

d. **Staff Comments/ Recommendations:** The applicant should construct a stub street (36-foot Street Section, curb, gutter and 5-foot attached concrete sidewalks within 50-feet of right-of-way) providing a connection to Sailer Shores Way, in lieu of the driveways providing access to the multi-family units located within block 1, located 188-feet south of Wythe Creek Court and 125-feet east of Kay Avenue.

   Alternatively, the applicant should consult with the developer of the Sailer Shores Meadows Subdivision and modify the previously approved preliminary plat to eliminate the stub street Sailer Shores Way. With the elimination of the Sailer Shores Way Stub Street the driveways should be approved as proposed.

Landscaping

Landscaping Policy: A license agreement is required for all landscaping proposed within ACHD right-of-way or easement areas. Trees shall be located no closer than 10-feet from all public storm drain facilities. Landscaping should be designed to eliminate site obstructions in the vision triangle at intersections. District Policy 5104.3.1 requires a 40-foot vision triangle and a 3-foot height restriction on all landscaping located at an uncontrolled intersection and a 50-foot offset from stop signs. Landscape plans are required with the submittal of civil plans and must meet all District requirements prior to signature of the final plat and/or approval of the civil plans.

D. Site Specific Conditions of Approval

1. Construct Kay Avenue as half of a 40-foot street section, with curb, gutter and 5-foot attached concrete sidewalk abutting the site plus 12-feet of pavement and 3-foot wide gravel shoulders on the west side of Kay Avenue within 56-feet of right-of way. Terminate Kay Avenue at the intersection of Exploration Way.
2. Dedicate 28-feet of right-of-way from the centerline of Kay Avenue abutting the site.
3. Construct Sailer Avenue as half of a 36-foot street section, with curb, gutter and 5-foot attached concrete sidewalk abutting the site within 50-feet of right-of-way (25-feet from centerline).
4. Dedicate 25-feet of right-of-way from the centerline of Sailer Place abutting the site.
5. Construct a half street cul-de-sac at the southerly terminus of Sailer Place, approximately 1,641-feet south of Kuna Road with a minimum turning radius of 45-feet. Locate the turnaround wholly within the right-of-way.
6. Construct the internal local streets as 36-foot street sections with curb, gutter and 5-foot attached concrete sidewalk buffered by an 8-foot parkway strip on both sides within 50-feet of right-of-way.. Provide a permanent right-of-way easement if public sidewalks are placed outside of the dedicated right-of-way.
7. Construct a stub street intersecting Kay Avenue stubbing east ward to the Sailer Shores Way, providing a connection to the previously approved Sailer Shores Way. Construct the street as a 36-foot street section with curb, gutter and 5-foot attached concrete sidewalks within 50-feet of right of way. Install a sign at the easterly terminus of the Sailor Shores Way stub street stating that, "THIS ROAD WILL BE EXTENDED IN THE FUTURE."

8. Alternatively, consult with the developer of the Sailer Shores Meadows Subdivision and modify the previously approved preliminary plat to eliminate the stub street Sailer Shores Way. The applicant should provide written documentation of the plat modification from the developer of Sailer Shores Meadow Subdivision and the City of Kuna prior to signature of the first final plat.
9. Payment of impacts fees are due prior to issuance of a building permit.
10. Comply with all Standard Conditions of Approval.

E. Standard Conditions of Approval

1. All proposed irrigation facilities shall be located outside of the ACHD right-of-way (including all easements). Any existing irrigation facilities shall be relocated outside of the ACHD right-of-way (including all easements).
2. Private Utilities including sewer or water systems are prohibited from being located within the ACHD right-of-way.
3. In accordance with District policy, 7203.3, the applicant may be required to update any existing non-compliant pedestrian improvements abutting the site to meet current Americans with Disabilities Act (ADA) requirements. The applicant's engineer should provide documentation of ADA compliance to District Development Review staff for review.
4. Replace any existing damaged curb, gutter and sidewalk and any that may be damaged during the construction of the proposed development. Contact Construction Services at 387-6280 (with file number) for details.
5. A license agreement and compliance with the District's Tree Planter policy is required for all landscaping proposed within ACHD right-of-way or easement areas.
6. All utility relocation costs associated with improving street frontages abutting the site shall be borne by the developer.
7. It is the responsibility of the applicant to verify all existing utilities within the right-of-way. The applicant at no cost to ACHD shall repair existing utilities damaged by the applicant. The applicant shall be required to call DIGLINE (1-811-342-1585) at least two full business days prior to breaking ground within ACHD right-of-way. The applicant shall contact ACHD Traffic Operations 387-6190 in the event any ACHD conduits (spare or filled) are compromised during any phase of construction.
8. Utility street cuts in pavement less than five years old are not allowed unless approved in writing by the District. Contact the District's Utility Coordinator at 387-6258 (with file numbers) for details.
9. All design and construction shall be in accordance with the ACHD Policy Manual, ISPWC Standards and approved supplements, Construction Services procedures and all applicable ACHD Standards unless specifically waived herein. An engineer registered in the State of Idaho shall prepare and certify all improvement plans.
10. Construction, use and property development shall be in conformance with all applicable requirements of ACHD prior to District approval for occupancy.
11. No change in the terms and conditions of this approval shall be valid unless they are in writing and signed by the applicant or the applicant's authorized representative and an authorized representative of ACHD. The burden shall be upon the applicant to obtain written confirmation of any change from ACHD.
12. If the site plan or use should change in the future, ACHD Planning Review will review the site plan and may require additional improvements to the transportation system at that time. Any change in the planned use of the property which is the subject of this application, shall require the applicant to comply with ACHD Policy and Standard Conditions of Approval in

place at that time unless a waiver/variance of the requirements or other legal relief is granted by the ACHD Commission.

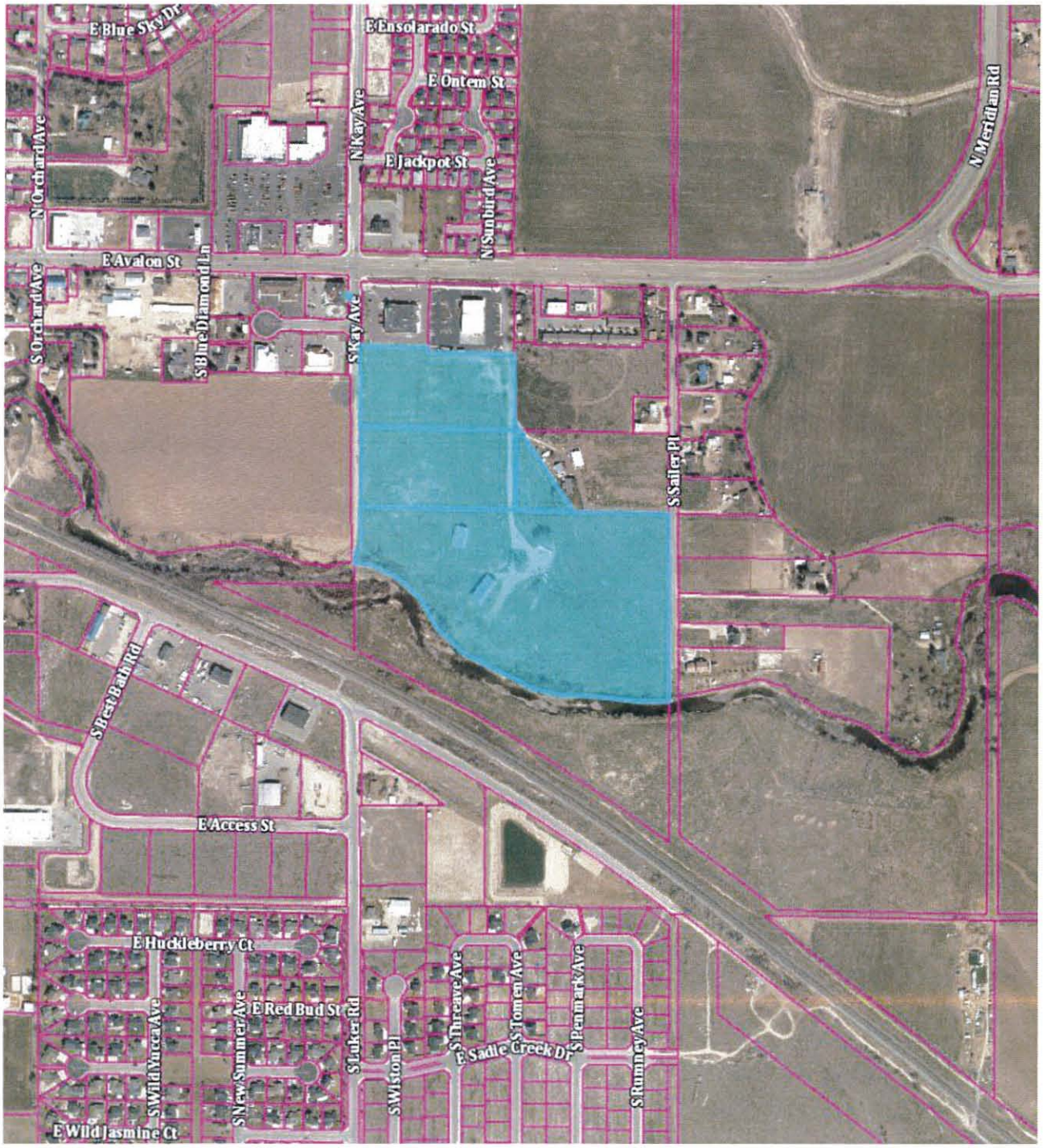
F. Conclusions of Law

1. The proposed site plan is approved, if all of the Site Specific and Standard Conditions of Approval are satisfied.
2. ACHD requirements are intended to assure that the proposed use/development will not place an undue burden on the existing vehicular transportation system within the vicinity impacted by the proposed development.

G. Attachments

1. Vicinity Map
2. Site Plan
3. Exhibit A
4. Utility Coordinating Council
5. Development Process Checklist
6. Request for Reconsideration Guidelines

VICINITY MAP



SITE PLAN

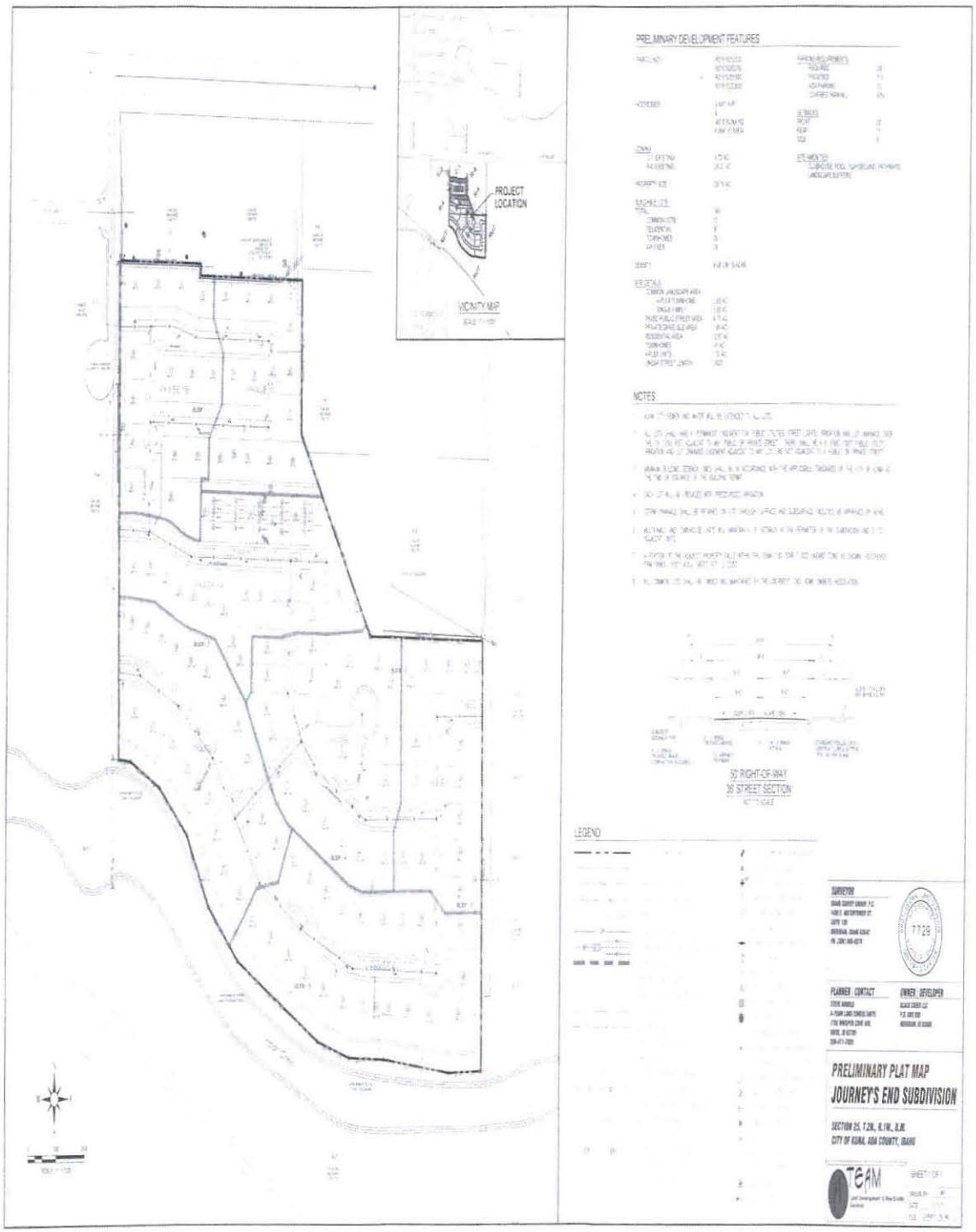
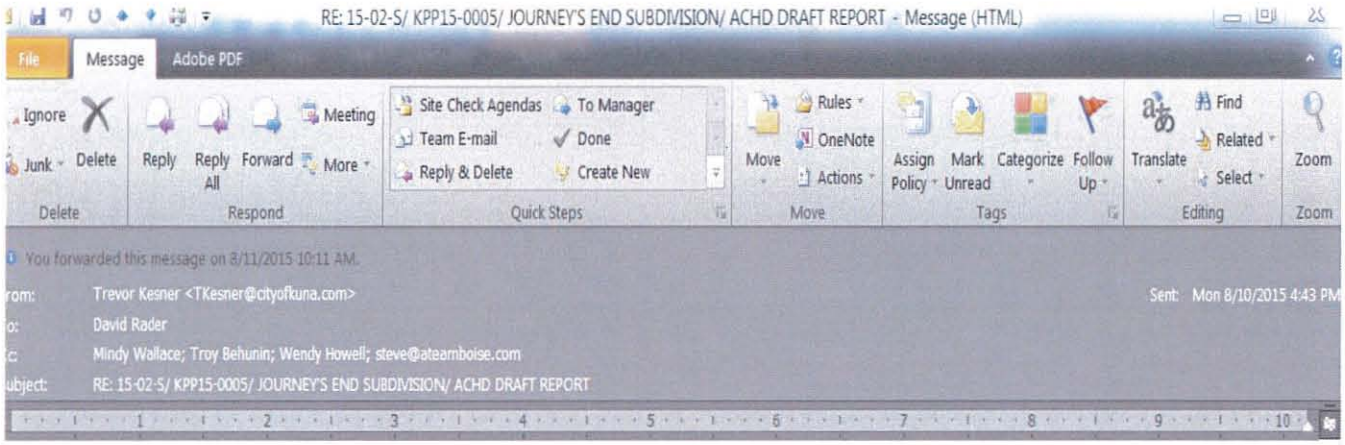

PROJECT LOCATION
VICINITY MAP
PRELIMINARY DEVELOPMENT FEATURES
NOTES
50' RIGHT-OF-WAY
36' STREET SECTION
LEGEND
SURVEYOR
PLANNER - CONTACT
OWNER - DEVELOPER
PRELIMINARY PLAT MAP
JOURNEY'S END SUBDIVISION
SECTION 25, T.2N., R.1W., B.M.
CITY OF KUNA, ADA COUNTY, IDAHO
TEAM

Exhibit A



Dave:

Based on historic relations between adjacent property owners/developers, Kuna Planning and Zoning staff are generally not in favor of the Journey's End connection stub to the Sailer Shores Meadows development; and supports the alternative recommendation to have the Sailer Shores Meadows developer consent to modify the approved preliminary plat to eliminate the stub street: Sailer Shores Way.

Thank you for the opportunity to offer comment.
Regards,

Trevor Kesner
Planner I
KUNA PLANNING & ZONING DEPT
(208) 387-7731
trevor@cityofkuna.com

City of Kuna
763 W. Avalon
Kuna, ID 83634

CONFIDENTIALITY NOTICE

From: David Rader [mailto:Drader@achdidaho.org]

See more about: Trevor Kesner.

Ada County Utility Coordinating Council

Developer/Local Improvement District
Right of Way Improvements Guideline Request

Purpose: To develop the necessary avenue for proper notification to utilities of local highway and road improvements, to help the utilities in budgeting and to clarify the already existing process.

1) **Notification:** Within five (5) working days upon notification of required right of way improvements by Highway entities, developers shall provide written notification to the affected utility owners and the Ada County Utility Coordinating Council (UCC). Notification shall include but not be limited to, project limits, scope of roadway improvements/project, anticipated construction dates, and any portions critical to the right of way improvements and coordination of utilities.

2) **Plan Review:** The developer shall provide the highway entities and all utility owners with preliminary project plans and schedule a plan review conference. Depending on the scale of utility improvements, a plan review conference may not be necessary, as determined by the utility owners. Conference notification shall also be sent to the UCC. During the review meeting the developer shall notify utilities of the status of right of way/easement acquisition necessary for their project. At the plan review conference each company shall have the right to appeal, adjust and/or negotiate with the developer on its own behalf. Each utility shall provide the developer with a letter of review indicating the costs and time required for relocation of its facilities. Said letter of review is to be provided within thirty calendar days after the date of the plan review conference.

3) **Revisions:** The developer is responsible to provide utilities with any revisions to preliminary plans. Utilities may request an updated plan review meeting if revisions are made in the preliminary plans which affect the utility relocation requirements. Utilities shall have thirty days after receiving the revisions to review and comment thereon.

4) **Final Notification:** The developer will provide highway entities, utility owners and the UCC with final notification of its intent to proceed with right of way improvements and include the anticipated date work will commence. This notification shall indicate that the work to be performed shall be pursuant to final approved plans by the highway entity. The developer shall schedule a preconstruction meeting prior to right of way improvements. Utility relocation activity

shall be completed within the times established during the preconstruction meeting, unless otherwise agreed upon.

Notification to the Ada County UCC can be sent to: 50 S. Cole Rd. Boise 83707, or Visit iducc.com for e-mail notification information.

Development Process Checklist

Items Completed to Date:

☒Submit a development application to a City or to Ada County

☒The City or the County will transmit the development application to ACHD

☒The ACHD **Planning Review Section** will receive the development application to review

☒The **Planning Review Section** will do one of the following:

☐Send a **"No Review"** letter to the applicant stating that there are no site specific conditions of approval at this time.

☒Write a **Staff Level** report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.

☒Write a **Commission Level** report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.

Items to be completed by Applicant:

☐For **ALL** development applications, including those receiving a **"No Review"** letter:

- The applicant should submit one set of engineered plans directly to ACHD for review by the **Development Review Section** for plan review and assessment of impact fees. (Note: if there are no site improvements required by ACHD, then architectural plans may be submitted for purposes of impact fee assessment.)
- The applicant is required to get a permit from Construction Services (ACHD) for ANY work in the right-of-way, including, but not limited to, driveway approaches, street improvements and utility cuts.

☐Pay Impact Fees prior to issuance of building permit. Impact fees cannot be paid prior to plan review approval.

DID YOU REMEMBER:
Construction (Non-Subdivisions)
☐ **Driveway or Property Approach(s)**

- Submit a "Driveway Approach Request" form to ACHD Construction (for approval by Development Services & Traffic Services). There is a one week turnaround for this approval.

☐ **Working in the ACHD Right-of-Way**

- Four business days prior to starting work have a bonded contractor submit a "Temporary Highway Use Permit Application" to ACHD Construction – Permits along with:
  a) Traffic Control Plan
  b) An Erosion & Sediment Control Narrative & Plat, done by a Certified Plan Designer, if trench is >50' or you are placing >600 sf of concrete or asphalt.

Construction (Subdivisions)
☐ **Sediment & Erosion Submittal**

- At least one week prior to setting up a Pre-Construction Meeting an Erosion & Sediment Control Narrative & Plan, done by a Certified Plan Designer, must be turned into ACHD Construction to be reviewed and approved by the ACHD Stormwater Section.

☐ **Idaho Power Company**

- Vic Steelman at Idaho Power must have his IPCO approved set of subdivision utility plans prior to Pre-Con being scheduled.

☐ **Final Approval from Development Services is required** prior to scheduling a Pre-Con.

Request for Appeal of Staff Decision

1. **Appeal of Staff Decision:** The Commission shall hear and decide appeals by an applicant of the final decision made by the Development Services Manager when it is alleged that the Development Services Manager did not properly apply this section 7101.6, did not consider all of the relevant facts presented, made an error of fact or law, abused discretion or acted arbitrarily and capriciously in the interpretation or enforcement of the ACHD Policy Manual.

    a. Filing Fee: The Commission may, from time to time, set reasonable fees to be charged the applicant for the processing of appeals, to cover administrative costs.

    b. Initiation: An appeal is initiated by the filing of a written notice of appeal with the Secretary of Highway Systems, which must be filed within ten (10) working days from the date of the decision that is the subject of the appeal. The notice of appeal shall refer to the decision being appealed, identify the appellant by name, address and telephone number and state the grounds for the appeal. The grounds shall include a written summary of the provisions of the policy relevant to the appeal and/or the facts and law relied upon and shall include a written argument in support of the appeal. The Commission shall not consider a notice of appeal that does not comply with the provisions of this subsection.

    c. Time to Reply: The Development Services Manager shall have ten (10) working days from the date of the filing of the notice of appeal to reply to the notice of the appeal, and may during such time meet with the appellant to discuss the matter, and may also consider and/or modify the decision that is being appealed. A copy of the reply and any modifications to the decision being appealed will be provided to the appellant prior to the Commission hearing on the appeal.

    d. Notice of Hearing: Unless otherwise agreed to by the appellant, the hearing of the appeal will be noticed and scheduled on the Commission agenda at a regular meeting to be held within thirty (30) days following the delivery to the appellant of the Development Services Manager's reply to the notice of appeal. A copy of the decision being appealed, the notice of appeal and the reply shall be delivered to the Commission at least one (1) week prior to the hearing.

    e. Action by Commission: Following the hearing, the Commission shall either affirm or reverse, in whole or part, or otherwise modify, amend or supplement the decision being appealed, as such action is adequately supported by the law and evidence presented at the hearing.

Request for Reconsideration of Commission Action

1. **Request for Reconsideration of Commission Action:** A Commissioner, a member of ACHD staff or any other person objecting to any final action taken by the Commission may request reconsideration of that action, provided the request is not for a reconsideration of an action previously requested to be reconsidered, an action whose provisions have been partly and materially carried out, or an action that has created a contractual relationship with third parties.

   a. Only a Commission member who voted with the prevailing side can move for reconsideration, but the motion may be seconded by any Commissioner and is voted on by all Commissioners present.

      If a motion to reconsider is made and seconded it is subject to a motion to postpone to a certain time.

   b. The request must be in writing and delivered to the Secretary of the Highway District no later than 3:00 p.m. on the day prior to the Commission's next scheduled regular meeting following the meeting at which the action to be reconsidered was taken. Upon receipt of the request, the Secretary shall cause the same to be placed on the agenda for that next scheduled regular Commission meeting.

   c. The request for reconsideration must be supported by written documentation setting forth new facts and information not presented at the earlier meeting, or a changed situation that has developed since the taking of the earlier vote, or information establishing an error of fact or law in the earlier action. The request may also be supported by oral testimony at the meeting.

   d. If a motion to reconsider passes, the effect is the original matter is in the exact position it occupied the moment before it was voted on originally. It will normally be returned to ACHD staff for further review. The Commission may set the date of the meeting at which the matter is to be returned. The Commission shall only take action on the original matter at a meeting where the agenda notice so provides.

   e. At the meeting where the original matter is again on the agenda for Commission action, interested persons and ACHD staff may present such written and oral testimony as the President of the Commission determines to be appropriate, and the Commission may take any action the majority of the Commission deems advisable.

   f. If a motion to reconsider passes, the applicant may be charged a reasonable fee, to cover administrative costs, as established by the Commission.

CENTRAL DISTRICT HEALTH DEPARTMENT

CENTRAL DISTRICT HEALTH DEPARTMENT

Environmental Health Division

Return to:
- ☐ ACZ
- ☐ Boise
- ☐ Eagle
- ☐ Garden City
- ☒ Kuna
- ☐ Meridian
- ☐ Star

Rezone # _____

Conditional Use # _____

Preliminary / Final / Short Plat 15-02-S

Journeys End Sub

☐ 1. We have No Objections to this Proposal.

☐ 2. We recommend Denial of this Proposal.

☐ 3. Specific knowledge as to the exact type of use must be provided before we can comment on this Proposal.

☐ 4. We will require more data concerning soil conditions on this Proposal before we can comment.

☐ 5. Before we can comment concerning individual sewage disposal, we will require more data concerning the depth of:
- ☐ high seasonal ground water
- ☐ bedrock from original grade
- ☐ waste flow characteristics
- ☐ other _____

☐ 6. This office may require a study to assess the impact of nutrients and pathogens to receiving ground waters and surface waters.

☐ 7. This project shall be reviewed by the Idaho Department of Water Resources concerning well construction and water availability.

☒ 8. After written approval from appropriate entities are submitted, we can approve this proposal for:
- ☒ central sewage
- ☐ community sewage system
- ☐ community water well
- ☐ interim sewage
- ☒ central water
- ☐ individual sewage
- ☐ individual water

☒ 9. The following plan(s) must be submitted to and approved by the Idaho Department of Environmental Quality:
- ☒ central sewage
- ☐ community sewage system
- ☐ community water
- ☐ sewage dry lines
- ☒ central water

☐ 10. This Department would recommend deferral until high seasonal ground water can be determined if other considerations indicate approval.

☐ 11. If restroom facilities are to be installed, then a sewage system MUST be installed to meet Idaho State Sewage Regulations.

☐ 12. We will require plans be submitted for a plan review for any:
- ☐ food establishment
- ☐ swimming pools or spas
- ☐ child care center
- ☐ beverage establishment
- ☐ grocery store

☒ 13. Infiltration beds for storm water disposal are considered shallow injection wells. An application and fee must be submitted to CDHD.

☐ 14. _____ Reviewed By: Rob Bach

Date: 9/4/15

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SEP 10 2015
CITY OF KUNA

EXHIBIT
tabbies
B-6

Review Sheet

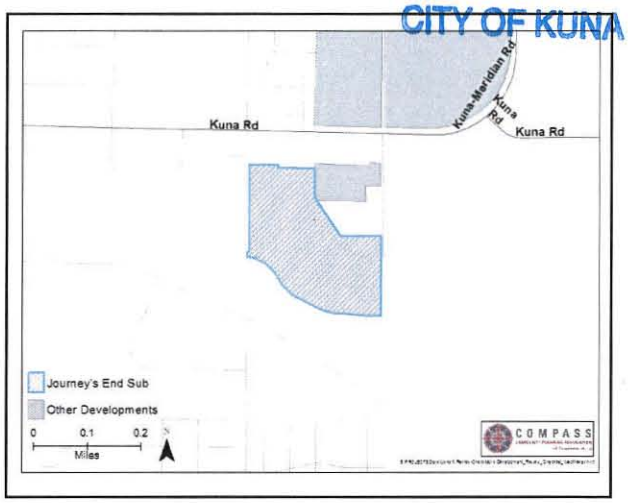
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CITY OF KUNA

Communities in Motion 2040 Development Checklist

The Community Planning Association of Southwest Idaho (COMPASS) is the metropolitan planning organization (MPO) for Ada and Canyon Counties. COMPASS has developed this checklist as a tool for local governments to evaluate whether land developments are consistent with the goals of *Communities in Motion 2040* (CIM 2040), the regional long-range transportation plan for Ada and Canyon Counties. CIM 2040 was developed through a collaborative approach with COMPASS member agencies and adopted by the COMPASS Board on **July 21, 2014.**

This checklist is not intended to be prescriptive, but rather a guidance document based on CIM 2040 goals, objectives, and performance measures. A checklist user guide is available **here**; and more information about the CIM 2040 goals can be found **here**; and information on the CIM 2040 Vision can be found **here**.



Click here for detailed map.

Name of Development: Journey's End Subdivision - 207 residential units on 28.79 acres.

Summary: Located south of Kuna Road between Sailer Place and Kay Ave, the proposed development is within one mile of 3 other current developments. Merlin Ponte Sub (56 residential units and 20 commercial lots), Profile Ridge Subdivision (143 residential units and 5 commercial lots) and Sailor Shores Meadows Sub (26 reisdenital units) The proposal supports 9 CIM 2040 checklist items and does not support 12 CIM 2040 checklist items.

Land Use

In which of the **CIM 2040 Vision Areas** is the proposed development? **(Goal 2.1)**?

○ Downtown	○ Employment Center	○ Existing Neighborhood	○ Foothills
◉ Future Neighborhood	○ Mixed Use	○ Prime Farmland	○ Rural
○ Small Town	○ Transit Oriented Development		

○ **Yes** ◉ **No** ○ **N/A** The proposal is within a CIM 2040 Major Activity Center. **(Goal 2.3)**

Neighborhood (Transportation Analysis Zone) Demographics

TAZ: 1235

Existing		Existi			
Households	Jobs	Households	Jobs	Households	Jobs
34	46	241	46	300	261

◉ **Yes** ○ **No** ○ **N/A** The number of jobs and/or households in this development is consistent with jobs/households in the CIM 2040 Vision in this neighborhood. **(Goal 2.1)**

Area (Adjacent Transportation Analysis Zone) Demographics

TAZs: 1187, 1230, 1321, 1232, 1234, 1236, 1237, 1238

Existing		Existi			
Households	Jobs	Households	Jobs	Households	Jobs
443	747	650	747	1,724	2,327

◉ **Yes** ○ **No** ○ **N/A** The number of jobs and/or households in this development is consistent with jobs/households in the CIM 2040 Vision in this area. **(Goal 2.1)**

More information on COMPASS and *Communities in Motion 2040* can be found at:
www.compassidaho.org
Email: info@compassidaho.org
Telephone: (208) 475-2239

COMPASS
COMMUNITY PLANNING ASSOCIATION of Southwest Idaho

EXHIBIT
B-10

Communities in Motion 2040 Development Checklist

Transportation

○ **Attached** ⊙ **N/A** An Area of Influence Travel Demand Model Run is attached.

○ **Yes** ⊙ **No** ○ **N/A** There are relevant projects in the current Regional **Transportation Improvement Projects** (TIP) within one mile of the development.

Comments: _____

⊙ **Yes** ○ **No** ○ **N/A** The proposal uses appropriate access management techniques as described in the **COMPASS Access Management Toolkit**.

Comments: _____

○**Yes** ○**No** ◔**N/A** This proposal supports Valley Regional Transit's *valley**connect*** plan. See ***Valley Regional Transit Amenities Development Guidelines*** for additional detail.

Comments: A future bus route is proposed from Kuna to Meridian along E Avalon St. See valleyconnect for details.

The **Complete Streets Level of Service (LOS) scoring** based on the proposed development will be provided on an separate worksheet **(Goals 1.1, 1.2, 1.3, 1.4, 2.4)**:

○ **Attached** ◉ **N/A** Complete Streets LOS scorecard is attached.

○ **Yes** ○ **No** ◉ **N/A** The proposal maintains or improves current automobile LOS.

○ **Yes** ○ **No** ◉ **N/A** The proposal maintains or improves current bicycle LOS.

○ **Yes** ○ **No** ◉ **N/A** The proposal maintains or improves current pedestrian LOS.

○ **Yes** ○ **No** ◉ **N/A** The proposal maintains or improves current transit LOS.

○ **Yes** ◉ **No** ○ **N/A** The proposal is in an area with a **Walkscore** over 50.

Housing

◉ **Yes** ○ **No** ○ **N/A** The proposal adds **compact housing** over seven residential units per acre. **(Goal 2.3)**

○ **Yes** ◉ **No** ○ **N/A** The proposal is a mixed-use development or in a mixed-use area. **(Goal 3.1)**

○ **Yes** ◉ **No** ○ **N/A** The proposal is in an area with lower transportation costs than the **regional average** of 26% of the median household income. **(Goal 3.1)**

○ **Yes** ○ **No** ◉ **N/A** The proposal improves the jobs-housing balance by providing housing in employment-rich areas. **(Goal 3.1)**

Community Infrastructure

○ **Yes** ◉ **No** ○ **N/A** The proposal is infill development. **(Goals 4.1, 4.2)**

◉ **Yes** ○ **No** ○ **N/A** The proposal is within or adjacent to city limits. **(Goals 4.1, 4.2)**

◉ **Yes** ○ **No** ○ **N/A** The proposal is within a city area of impact. **(Goals 4.1, 4.2)**

Health

○ **Yes** ◉ **No** ○ **N/A** The proposal is within 1/4 mile of a transit stop. **(Goal 5.1)**

○ **Yes** ◉ **No** ○ **N/A** The proposal is within 1/4 mile of a public school. **(Goal 5.1)**

◉ **Yes** ○ **No** ○ **N/A** The proposal is within 1/4 mile of a grocery store. **(Goal 5.1)**

○ **Yes** ◉ **No** ○ **N/A** The proposal is within 1 mile of a park and ride location. **(Goal 5.1)**

Economic Development

○ **Yes** ◉ **No** ○ **N/A** The proposal improves the jobs-housing balance by providing employment in housing-rich areas. **(Goal 3.1)**

○ **Yes** ◉ **No** ○ **N/A** The proposal provides grocery stores or other retail options for neighborhoods within 1/2 mile. **(Goal 6.1)**

Open Space

○ **Yes** ◉ **No** ○ **N/A** The proposal is within a 1/4 mile of a public park. **(Goal 7.1)**

○ **Yes** ◉ **No** ○ **N/A** The proposal provides at least 1 acre of parks for every 35 housing units. **(Goal 7.1)**

Farmland

◉ **Yes** ○ **No** ○ **N/A** The proposal is outside "Prime Farmland" in the CIM 2040 Vision. **(Goals 4.1, 8.2)**

◉ **Yes** ○ **No** ○ **N/A** The proposal is outside prime farmland. **(Goal 8.2)**

Communities in Motion 2040 Checklist User Guide

Community Planning Association of Southwest Idaho (COMPASS) is a forum for regional collaboration that helps maintain a healthy and economically vibrant region, offering people choices in how and where they live, work, play, and travel. COMPASS serves as the metropolitan planning organization (MPO) for Ada and Canyon Counties, Idaho. More information about COMPASS can be found here.

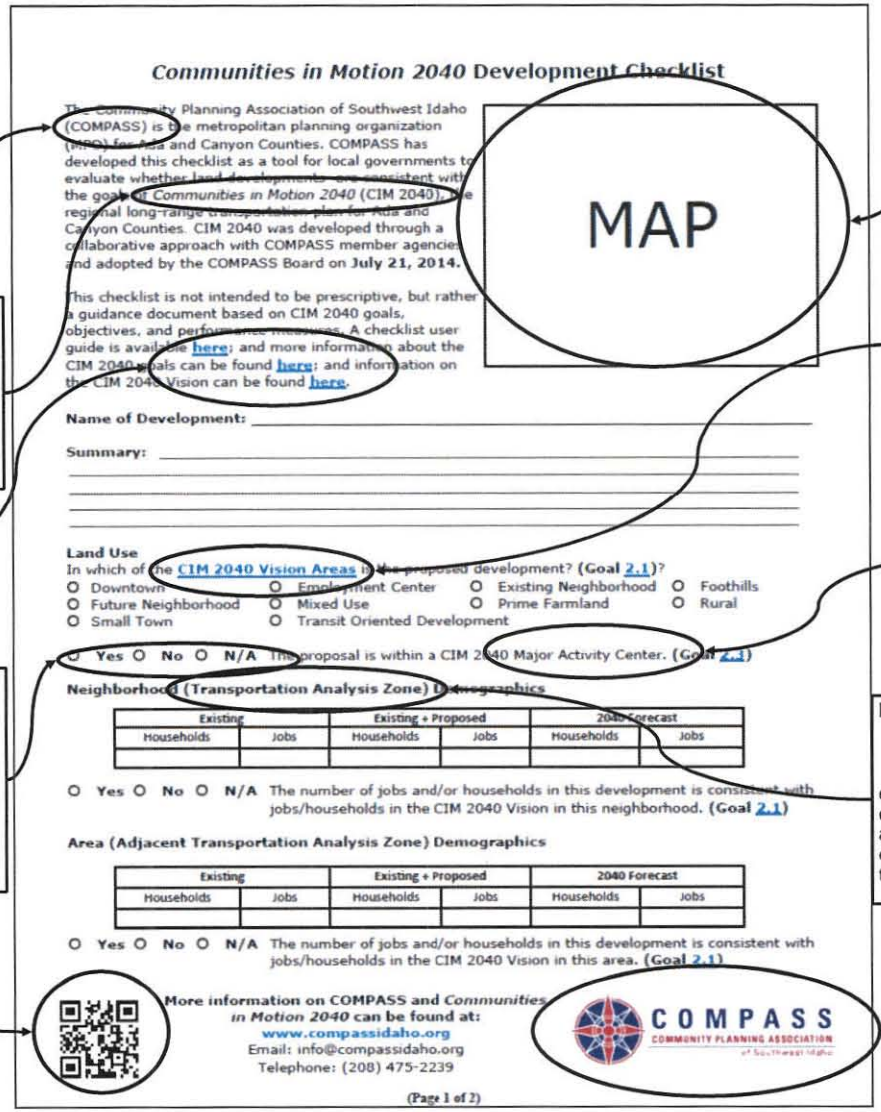
CIM 2040 describes the current transportation system, outlines what is needed to accommodate future growth, explores how to fund future transportation needs, discusses how to maintain a safe and secure transportation system, and examines the environmental issues that have the potential to impact, or be impacted by, transportation investments. More information about the CIM 2040 can be found here.

Highligted text indicates that there is a hyperlink to a document on the internet that further explains the background, topic, or methodology used to develop the information.

Yes and no answers to each of the 8 CIM 2040 elements have been developed to indicate how well a development aligns with the goals and vision of CIM. More information about the eight CIM 2040 goals, objectives, and tasks can be found here and are:

- Transportation
- Land Use
- Housing
- Community Infrastructure
- Health
- Economic Development
- Open Space
- Farmland

QR Codes (or Quick Response Codes) can be scanned with personal electronic device, such asa cell phone or tablet, top open a web page. The QR code on the CIM 2040 land development checklist will take the user to the COMPASS home page (www.compassidaho.org).



Communities in Motion 2040 Development Checklist

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MAP

Name of Development: _____

Summary: _____

Land Use

In which of the CIM 2040 Vision Areas is the proposed development? **(Goal 2.1)**?

O Downtown O Employment Center O Existing Neighborhood O Foothills
O Future Neighborhood O Mixed Use O Prime Farmland O Rural
O Small Town O Transit Oriented Development

O **Yes** O **No** O **N/A** This proposal is within a CIM 2040 Major Activity Center. **(Goal 2.1)**

Neighborhood (Transportation Analysis Zone) Demographics

Existing		Existing + Proposed		2040 Forecast	
Households	Jobs	Households	Jobs	Households	Jobs

O **Yes** O **No** O **N/A** The number of jobs and/or households in this development is consistent with jobs/households in the CIM 2040 Vision in this neighborhood. **(Goal 2.1)**

Area (Adjacent Transportation Analysis Zone) Demographics

Existing		Existing + Proposed		2040 Forecast	
Households	Jobs	Households	Jobs	Households	Jobs

O **Yes** O **No** O **N/A** The number of jobs and/or households in this development is consistent with jobs/households in the CIM 2040 Vision in this area. **(Goal 2.1)**

More information on COMPASS and *Communities in Motion 2040* can be found at:
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Email: info@compassidaho.org
Telephone: (208) 475-2239

COMPASS
COMMUNITY PLANNING ASSOCIATION of Southwest Idaho

(Page 1 of 2)

Location map highlights the location of the proposed development and the nearby 2040 functionally classified roadways. Functional street classification groups roads into classes according to the character of service they are intended to provide. More information on functional classification can be found here.

CIM 2040 Vision Areas highlight the general vision for how the region will grow. Each typology describes different uses and densities as well as approaches to promoting housing, economic development, open space, farmland, health, and community infrastructure. More information about the CIM 2040 Vision is found here.

Major Activity Centers (MACs) are important trip generators and are logical destinations for public transit service. MACs tend to increase productivity and support economic development, reduce land consumption and sprawl, and provide options for those that are carless. More information about Major Activity Centers can be found here.

Traffic Analysis Zones (or TAZs) are designated areas used for travel demand modeling. CIM 2040 was developed using TAZs at the core unit of geography. "Neighborhood demographics" to the exact TAZs where the development will occur, while "area demographics" refer to the neighborhood TAZs plus TAZs adjacent to the development area to provide an overview of the impact ton the broader area. More information about the regional travel demand model can be found here.

COMPASS staff welcome the opportunity to discuss *Communities in Motion*, the checklist, or specific development proposals with stakeholders. Please feel free to contact us at to schedule an appointment using the phone number/email address to the left. More information on the COMPASS member service can be found here.

Communities in Motion 2040 Checklist User Guide

Area of Influence travel demand model runs summarize the impact of the proposed development on the transportation network. More information on the travel demand model can be found here.

Complete Streets Level of Service (CSLOS) refers to the multimodal (automobile, bicycle, pedestrian, and transit) experience and grades a roadway (A-F) according to those modes. COMPASS conducts CSLOS analysis for developments on arterial roads when a traffic impact study is provided. A separate CSLOS worksheet will be provided as applicable. More information on the Complete Streets can be found here.

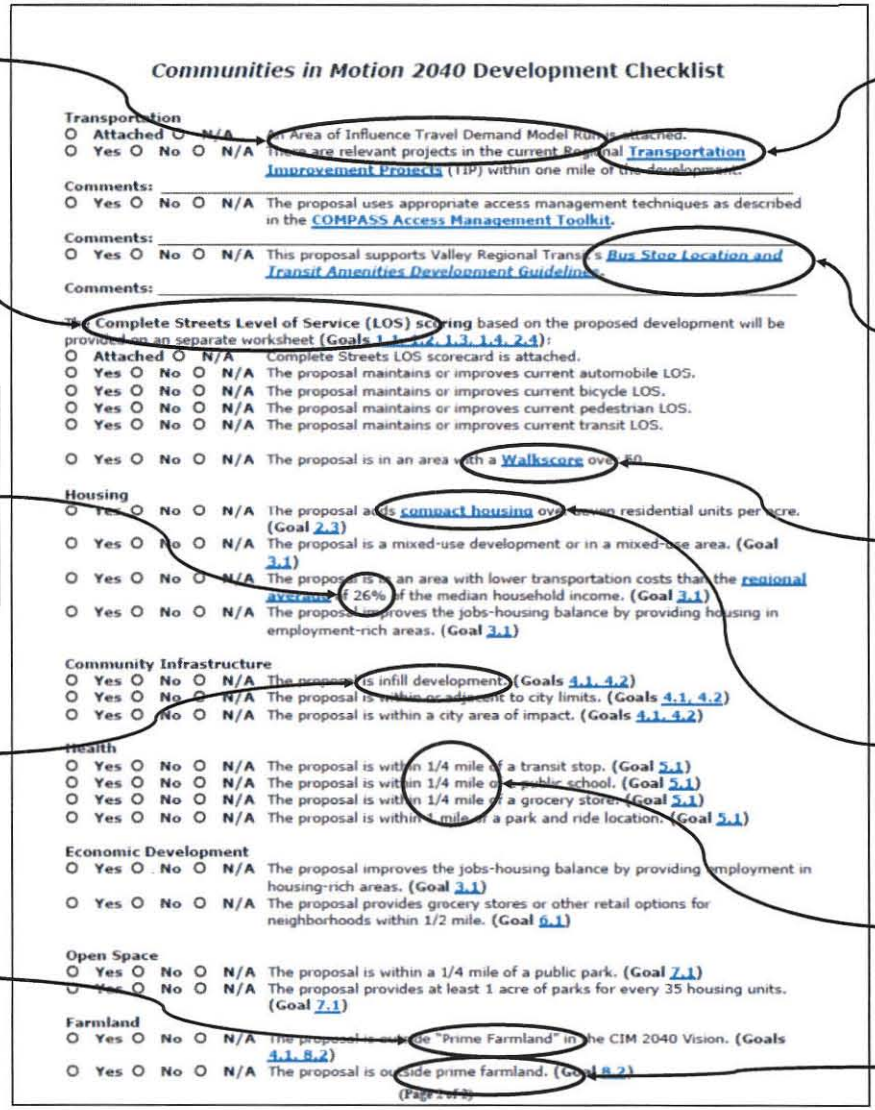
A "location affordability portal" has been developed to determine housing and transportation costs. On average, in Ada and Canyon Counties, 26% of household income is spent on transportation. Developing in areas with existing employment and services will enable households to save on transportation costs." Developing in areas with employment and services will enable households to save. More information on the location affordability portal is available here.

Infill development is using land within already developed areas and meets the following criteria:

- At least 1 job/per acre within 1 mile of the development
- Within city limits (or enclave)
- Within ¼ mile of at least one of the following: public school, public park, transit stop, or retail center.

More information on infill can be found here.

Prime Farmland areas were designated in the CIM 2040 Vision as areas to preserve to enable agricultural production. While not all farmland will be able to be preserved over the next three decades, areas with prime soils and without urban infrastructure are key candidates for preservation. More information about the CIM 2040



Communities in Motion 2040 Development Checklist

Transportation

○ Attached ○ N/A An Area of Influence Travel Demand Model Run is attached.

○ Yes ○ No ○ N/A There are relevant projects in the current Regional Transportation Improvement Projects (TIP) within one mile of the development.

Comments: _____

○ Yes ○ No ○ N/A The proposal uses appropriate access management techniques as described in the COMPASS Access Management Toolkit.

Comments: _____

○ Yes ○ No ○ N/A This proposal supports Valley Regional Transit's Bus Stop Location and Transit Amenities Development Guidelines.

Comments: _____

The Complete Streets Level of Service (LOS) scoring based on the proposed development will be provided on an separate worksheet (Goals 1.1, 1.2, 1.3, 1.4, 2.4):

○ Attached ○ N/A Complete Streets LOS scorecard is attached.

○ Yes ○ No ○ N/A The proposal maintains or improves current automobile LOS.

○ Yes ○ No ○ N/A The proposal maintains or improves current bicycle LOS.

○ Yes ○ No ○ N/A The proposal maintains or improves current pedestrian LOS.

○ Yes ○ No ○ N/A The proposal maintains or improves current transit LOS.

○ Yes ○ No ○ N/A The proposal is in an area with a Walkscore over 50.

Housing

○ Yes ○ No ○ N/A The proposal adds compact housing over seven residential units per acre. (Goal 2.3)

○ Yes ○ No ○ N/A The proposal is a mixed-use development or in a mixed-use area. (Goal 3.1)

○ Yes ○ No ○ N/A The proposal is in an area with lower transportation costs than the regional average of 26% of the median household income. (Goal 3.1)

○ Yes ○ No ○ N/A The proposal improves the jobs-housing balance by providing housing in employment-rich areas. (Goal 3.1)

Community Infrastructure

○ Yes ○ No ○ N/A The proposal is infill development. (Goals 4.1, 4.2)

○ Yes ○ No ○ N/A The proposal is within or adjacent to city limits. (Goals 4.1, 4.2)

○ Yes ○ No ○ N/A The proposal is within a city area of impact. (Goals 4.1, 4.2)

Health

○ Yes ○ No ○ N/A The proposal is within 1/4 mile of a transit stop. (Goal 5.1)

○ Yes ○ No ○ N/A The proposal is within 1/4 mile of a public school. (Goal 5.1)

○ Yes ○ No ○ N/A The proposal is within 1/4 mile of a grocery store. (Goal 5.1)

○ Yes ○ No ○ N/A The proposal is within 1 mile of a park and ride location. (Goal 5.1)

Economic Development

○ Yes ○ No ○ N/A The proposal improves the jobs-housing balance by providing employment in housing-rich areas. (Goal 3.1)

○ Yes ○ No ○ N/A The proposal provides grocery stores or other retail options for neighborhoods within 1/2 mile. (Goal 6.1)

Open Space

○ Yes ○ No ○ N/A The proposal is within a 1/4 mile of a public park. (Goal 7.1)

○ Yes ○ No ○ N/A The proposal provides at least 1 acre of parks for every 35 housing units. (Goal 7.1)

Farmland

○ Yes ○ No ○ N/A The proposal is outside "Prime Farmland" in the CIM 2040 Vision. (Goals 4.1, 8.2)

○ Yes ○ No ○ N/A The proposal is outside prime farmland. (Goal 8.2)

(Page 1 of 3)

The Regional Transportation Improvement Program (TIP) is a short-range (3-5 year) capital improvement program (budget) of transportation projects consistent with federal regulations and area policies and strategies. The TIP lists all projects for which federal funds are anticipated, along with non-federally funded projects that are regionally significant. The TIP represents the transportation improvement priorities of the region and is required by federal law. Relevant projects include those that improve capacity or function of road; studies are not included. More information on the TIP can be found here.

Valley Regional Transit's Bus Stop Location and Transit Amenities Development Guidelines help in designing and placing transit facilities/ amenities. These guidelines are to be considered in within the context of the overall location and project. More information about the guidelines can be found here.

Walkscore is a walkability index that assigns a numerical walkability on a scale from 0 - 100 based on walking routes to destinations such as grocery stores, schools, parks, restaurants, and retail. Scores of 50 or higher are considered at least "Somewhat Walkable" while scores less than 50 are "Car-Dependent." More information on the Walkscore can be found here.

Compact housing, in certain locations, can be an effective way to reduce housing burdens; promote walking, biking, and transit use; reduce infrastructure costs; and preserve valuable prime farmland. Examples of successful compact housing projects in the region can be found here.

While individuals differ, most studies indicate that people are willing to walk up to 1/4 mile for transit, parks, schools, and grocery stores. After that walk distance, most travel is made by motorized vehicles. A map highlighting walkability to key landmarks is found here.

Prime farmland is defined as having irrigable soils and water rights. More information on the farmland preservation can be found here.

Communities in Motion 2040 Vision

The *Communities in Motion 2040* Vision illustrates a preferred growth scenario for the Treasure Valley, specifically Ada and Canyon Counties. Defined by local stakeholders, including the public, the Vision will help guide development of the *Communities in Motion 2040* regional long-range transportation plan.

Vision Statement

The *Communities in Motion 2040* Vision provides new housing and jobs along transit corridors and in major activity centers with a strong focus on maintaining the region's recreation and open space areas. New growth would be comprised of a variety of housing types, served by infrastructure, nearby services, and outside of prime farmland or environmental constraints.

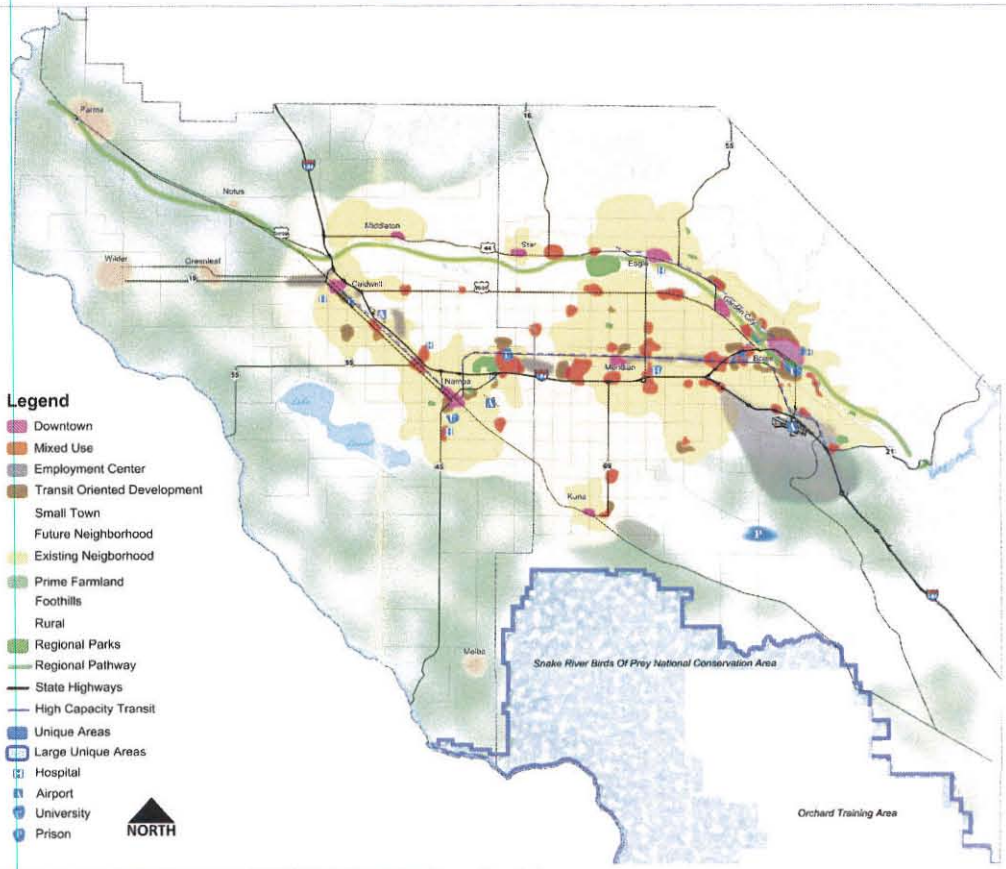
This scenario supports local comprehensive plan goals and densities, and includes entitled developments as of July 2012. This scenario would support high-capacity transit for State Street (Highway 44) and a route parallel to Interstate 84, as well as multimodal infrastructure and services throughout the region.

Key goals include walkability, preserving farmland, minimizing congestion, increasing transportation options, improving jobs-housing balance, better access to parks, and maintaining environmental resources.

Land Use Density and Diversity



Vision Map



Please note: The Vision Map reflects the preferred growth scenario approved by the COMPASS Board. It is not a plan and has no regulatory authority.

Vision Areas

Below are possible interpretations of how the land use types included in *Communities in Motion 2040* could look.



Downtown

This area supports the highest densities and land-use mix, including housing, office, and retail jobs. Downtowns typically are centers for culture and activity. Complete streets for all users would be a priority.

Features: Mixed-use buildings, typically with ground-floor retail; restaurants and eateries with patio seating; pocket parks and plazas; variety in building height and massing; multiple transportation options; right-sized parking areas; mix of high-density housing, including affordable, workforce, market rate, and luxury; and redevelopment potential.

Housing: 20-40% Jobs: 60-80% Other: 5-15%



Employment Center

A center for mostly employment-related business. Freight and mobility would typically be prioritized in these areas.

Features: Light industrial manufacturing aligned along freight routes; energy-efficient buildings; perimeter office buildings serve as noise buffers to nearby neighborhoods; transit connections; eateries within walking distance; pocket parks.

Housing: 0-20% Jobs: 80-100% Other: 5-15%



Mixed Use

Horizontal mix of land uses, including housing and employment, spread out in relatively low density. Complete streets for all users would be a priority.

Features: Mix of residential and employment areas reduce peak traffic and parking demands; work, services, and retail walkable within minutes; variety in housing stock with critical mass to promote transit services; multiple transportation options; bike- and pedestrian-friendly design; road design and traffic signals managed to reduce congestion; frontage or service road when appropriate.

Housing: 20-50% Jobs: 50-70% Other: 10-20%



Transit Oriented Development

Vertical mix of land uses, including housing and employment spread out in relatively higher densities, enabling transit services.

Features: Variety of building heights; moderate to high densities; mixed-use buildings with ground-floor retail; adaptive reuse/redevelopment potential; pocket parks and plazas; right-sized parking areas; appropriately sized roads; bike lanes; transit stops; sidewalks.

Housing: 20-80% Jobs: 20-80% Other: 10-25%



Small Town

Smaller and rural towns with opportunities for sustainable growth while maintaining a small-town feel. Primarily residential but with local services and mostly reliant on the urban area for employment and regional amenities.

Features: Main street businesses serve local needs; opportunities for agri-tourism; park and ride lots; larger back yards with gardens provide local produce; "third places" for community gatherings; proximity to highway.

Housing: 75-95% Jobs: 5-15% Other: 10-25%



Existing Neighborhood

Neighborhoods with existing development, with different opportunities for reuse and infill than in future developments. Primarily housing but with a few services, including parks, schools, and small-scale shopping to support the neighborhood.

Features: Mix of housing styles, ages, and costs; infill potential; retail and services within walking distance; community gardens; transit options; sidewalks and bike lanes.

Housing: 75-95% Jobs: 5-15% Other: 10-25%



Future Neighborhood

Neighborhoods projected to be built, with different opportunities for planned development than in existing developments. Primarily housing but with a few services, including parks, schools, and small-scale shopping to support the neighborhood.

Features: Range of housing types; services within walking distance; pedestrian pathways; parks and recreation; neighborhood gardens; road network with narrow streets, boulevards, and alleys; close to existing infrastructure and preserved farmland.

Housing: 75-95% Jobs: 5-15% Other: 10-25%

Unique Areas

Areas for special consideration, including regional higher education centers and regional medical centers, that have regional impact but that don't fit other center typologies. These areas will differ in types of use, densities, and layout. They include airports (A), hospitals (H), prisons (P), and universities (U). In the Treasure Valley, you'll see:

- Boise State University
- College of Idaho
- Northwest Nazarene University
- College of Western Idaho
- St. Alphonsus Medical Center (Boise, Eagle, and Nampa)
- St. Luke's Medical Center (Boise and Meridian)
- Boise International Airport, Nampa Airport, Caldwell Airport

COMPASS
COMMUNITY PLANNING ASSOCIATION

COMMUNITIES IN MOTION

The Community Planning Association of Southwest Idaho (COMPASS) is an association of local governments working together to plan for the future of the region. COMPASS members consider factors that affect quality of life for area residents when making decisions about transportation and setting priorities for spending federal transportation dollars over the next 25 years.

Communities in Motion is the regional long-range transportation plan for Ada and Canyon Counties.

It offers a vision that addresses:

- How land use affects transportation
- How investments in transportation influence growth
- What the transportation system is supposed to achieve
- How transportation projects are selected
- How transportation projects serve regional needs

It is based on:

Connections: Providing options for safe access and expanded mobility choices in a cost-effective manner in the region.

Coordination: Achieving better inter-jurisdictional coordination of transportation and land use planning.

Environment: Minimizing transportation impacts to people, cultural resources, and the environment.

Information: Coordinating data gathering and dispensing better information.

The complete *Communities in Motion 2040* plan is available online at www.compassidaho.org.

Vision Benefits

Economic Development: A 61% increase in composite population near downtowns and other activity centers. Growth in these areas is typically more sustainable than other locations due to the proximity of features.

Housing: Growth in areas with transportation and other infrastructure improve overall affordability by locating housing near transit routes, employment centers, and basic services.

Land Use: Better jobs-housing balance reduces traffic, improves air quality, and increases discretionary time.

Transportation: Strong transportation infrastructure and services promote economic development and quality of life.

Open Space: Access to parks and open space enables citizens to enjoy the natural beauty of the region.

Health: More transportation options and development near services enables physical activity and improves air quality.

Farmland: Almost 80% of farmland can be preserved by developing infill sites and other non-farm areas. This will increase agricultural economic value in the area and preserve food security.

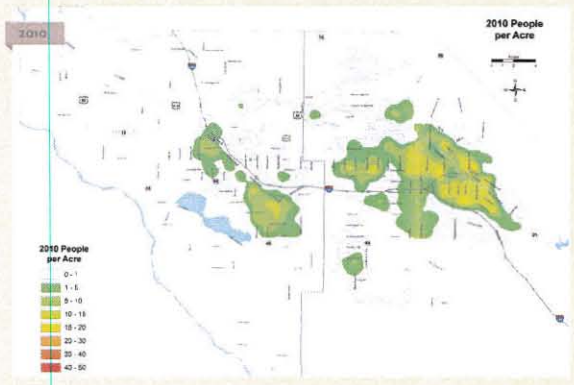
Community Infrastructure: Development in or nearby areas served by infrastructure reduces infrastructure costs and can save municipalities millions of maintenance and operations costs.

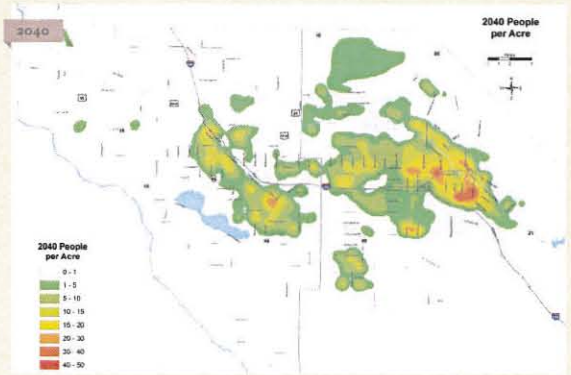
Vision Demographics

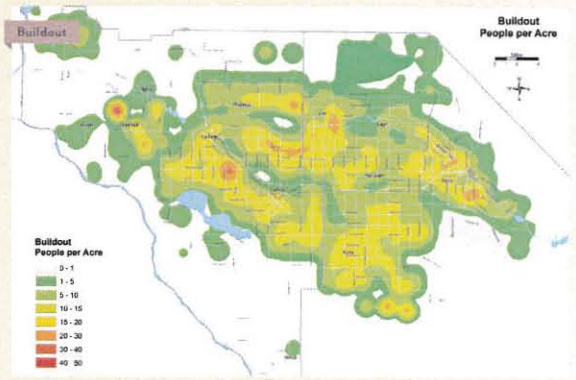
	2010			2040			Buildout		
City Area of Impact	Population	Households	Jobs	Population	Households	Jobs	Population	Households	Jobs
Boise	237,241	96,654	141,628	317,192	140,848	234,520	439,462	174,365	696,293
Eagle	25,122	8,197	5,597	52,246	16,823	15,498	106,603	37,876	47,085
Garden City	11,101	4,949	7,049	18,311	8,911	13,794	41,516	18,747	57,839
Kuna	15,319	4,283	1,806	25,991	10,270	4,950	344,705	124,426	119,170
Meridian	83,386	28,296	30,772	154,780	57,501	65,642	355,201	125,516	159,477
Star	6,472	2,177	564	35,644	12,035	3,114	79,234	28,615	10,079
Ada County (outside areas of impact)	17,426	3,925	7,648	70,153	23,656	13,161	82,941	26,669	21,385
Ada County Total	**392,365**	**148,445**	**190,324**	**674,317**	**272,044**	**350,679**	**1,449,662**	**536,214**	**1,151,328**
Caldwell	50,672	16,540	13,144	109,111	40,098	37,550	271,204	105,252	185,549
Greenleaf	2,748	959	440	5,947	2,145	977	137,984	44,981	31,246
Melba	845	279	205	2,558	801	539	3,009	988	2,966
Middleton	10,348	3,514	1,282	18,475	6,626	1,937	157,666	52,766	25,625
Nampa	96,173	32,829	29,278	160,886	59,886	61,973	412,953	152,131	233,889
Notus	984	332	134	2,452	822	462	12,855	4,340	3,883
Parma	2,568	905	687	6,861	2,456	1,118	50,471	16,971	35,918
Wilder	1,951	612	283	6,760	2,317	729	11,479	3,720	16,160
Canyon County (outside areas of impact)	22,634	7,634	4,729	34,833	12,224	5,693	216,485	71,724	50,777
Canyon County Total	**188,923**	**63,604**	**50,182**	**347,683**	**127,375**	**110,978**	**1,274,106**	**452,853**	**585,753**
Total Region	**581,288**	**212,049**	**240,506**	**1,022,000**	**399,419**	**461,657**	**2,723,768**	**989,067**	**1,737,081**

Note: Totals may not sum due to overlapping areas of impact

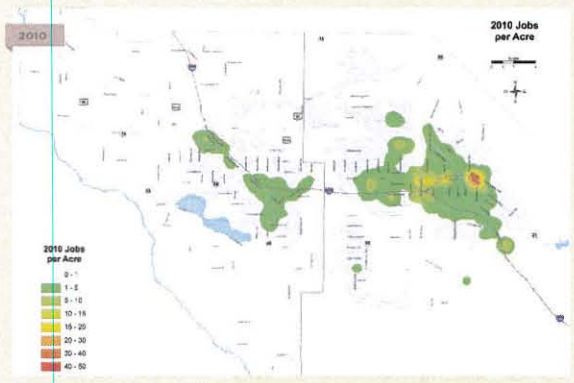
Population Density Maps

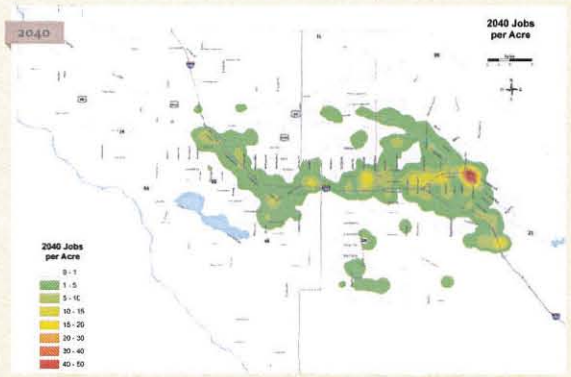


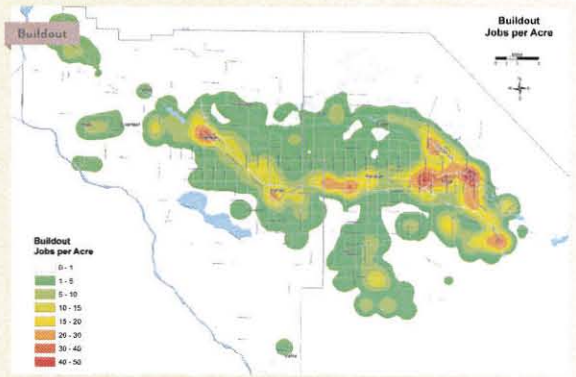




Employment Density Maps







The 2010 maps above were the baseline conditions used in developing the Communities in Motion 2040 Vision. These maps are based on the 2010 census counts and 2010 Idaho Department of Labor employment data.

The above maps show the generalized densities when the Communities in Motion 2040 Vision is implemented.

Buildout is the quantification of local land use (comprehensive) plans. It enables COMPASS to consider long-range corridor preservation and is not constrained by the 2040 population forecast adopted by the COMPASS Board. It is not an official forecast for air quality conformity.

From: Dawn Battles
To: Trevor Kesner
Subject: RE: Journey"s End Subdivision - eliminate stub street to development to the east (Sailer Shores Meadows)
Date: Monday, December 14, 2015 2:07:41 PM
Attachments: image001.png

Trevor,

It was very nice talking to you also. I talked with my supervisor and the requirements on the stub street being eliminated have been met for ACHD. We will not have any other comments. Have a fabulous day.

Thanks,

Dawn Battles
Planner I
Ada County Highway District
3775 Adams St.
Garden City, ID 83714
Tel:208.387.6218
dbattles@achdidaho.org

"We drive quality transportation for all Ada County-Anytime...Anywhere!"

ACHD
Committed to Service

From: Trevor Kesner [mailto:TKesner@cityofkuna.com]
Sent: Monday, December 14, 2015 11:33 AM
To: Dawn Battles
Subject: Journey's End Subdivision - eliminate stub street to development to the east (Sailer Shores Meadows)

Dawn:

Nice to speak with you today.
See attached correspondence regarding Journey's End Subdivision stub street elimination.
Let me know if you have questions or need more info.

Thanks much.

Trevor Kesner
Planner II
KUNA PLANNING & ZONING DEPT.
(208) 387-7731
trevor@cityofkuna.com

Exhibit
B-11

CITY OF KUNA
P.O. BOX 13
KUNA, ID 83634
www.cityofkuna.com

GORDON N. LAW
CITY ENGINEER

Telephone (208) 287-1727; Fax (208) 287-1731
Email: glaw@cityofkuna.com

MEMORANDUM

TO: Mayor Nelson and Members of City Council

FROM: Gordon N. Law
Kuna City Engineer

RE: Pond 7 Blower Room Modification Bid
Award of Bid

DATE: December 30, 2015

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

On December 16, 2015, written bids were received from mechanical contractors for the modification of air piping and blower room in connection with installing a new high-efficiency blower at the lagoons. The bid was tendered to three mechanical contractors in Treasure Valley and two responses were received. The results of the bidding are as follows:

1.	Challenger Companies, Inc.	$ 8,795.00
2.	Star Construction	$ 20,695.17
3.	Rogers Mechanical	no response

The apparent low bid was:

1.	Challenger Companies, Inc.	$ 8,795.00

The apparent low bid (Challenger Companies, Inc.) was reviewed and found to be responsive to the Bid Request. The City has worked with both respondents successfully before. The bid recommendation is submitted based on lowest priced responsive bid.

Available Funds

This project was budgeted from the Sewer Fund in the amount of $215,000, of which $158,000 is already expended or committed for expenditure.

Attachments: Resolution
Challenger proposal
Star proposal

RESOLUTION NO. R01-2016
CITY OF KUNA, IDAHO

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

WHEREAS, City of Kuna, Idaho has received bids for the Pond 7 Blower Room and Air Piping Modifications Project; and

WHEREAS, the apparent low bidder for said Project is CHALLENGER COMPANIES, INC.; and

WHEREAS, the bid submitted by CHALLENGER COMPANIES, INC is responsive to the bid requirements:

BE IT HEREBY RESOLVED by the Mayor and Council of the City of Kuna, Idaho that said City approves the award of bid as follows:

1. Pond 7 Blower Room and Air Piping Modifications Project to CHALLENGER COMPANIES, INC in the amount of eight thousand seven hundred ninety-five dollars ($8,795.00)

BE IT FURTHER RESOLVED that Mayor and Council directs the expenditure of available funds from the Sewer Fund for said project; and

BE IT FURTHER RESOLVED that the Mayor, Clerk and City Engineer of said City are hereby authorized to execute documents for securing the services of said bidder for the Project identified above upon receipt of proper evidence of public works licensure, bonds and acceptable insurance binders to the extent applicable; and directs that a copy of the signed bid of successful bidder is attached hereto, and made a part hereof, as if set forth in full.

PASSED BY THE COUNCIL of Kuna this 5th day of January, 2016.

APPROVED BY THE MAYOR of Kuna this 5th day of January, 2016.

_____
Joe Stear, Mayor

ATTEST:

_____
Chris Engels, City Clerk

Challenger Companies, Inc.

1415 Madison Avenue
Nampa, ID 83687
Ph: 208.461.0608
Fax: 208.461.0650

ELECTRICAL - MECHANICAL - PLUMBING

Bid Proposal

Wednesday, December 02, 2015
Attn: Travis Fleming
Re: Installation of the HST 2500 Blower

Challenger Companies Inc. is pleased to offer a quote for the installation of the HST 2500 Blower at the sewer ponds.

Mechanical Installation Includes:

1. Unload Blower onto back of crane that can access at the ponds
2. Saw cut existing concrete pad flush w/floor, remove concert and dispose of
3. Deliver Blower
4. Unload and install Blower inside of building
5. Build pipe to match new Blower discharge piping and support w/ stand
6. Adapt inlet air piping to new Blower requirements and support from ceiling
7. Anchor Blower down w/ provided anchors

The Above Quotes Exclude:

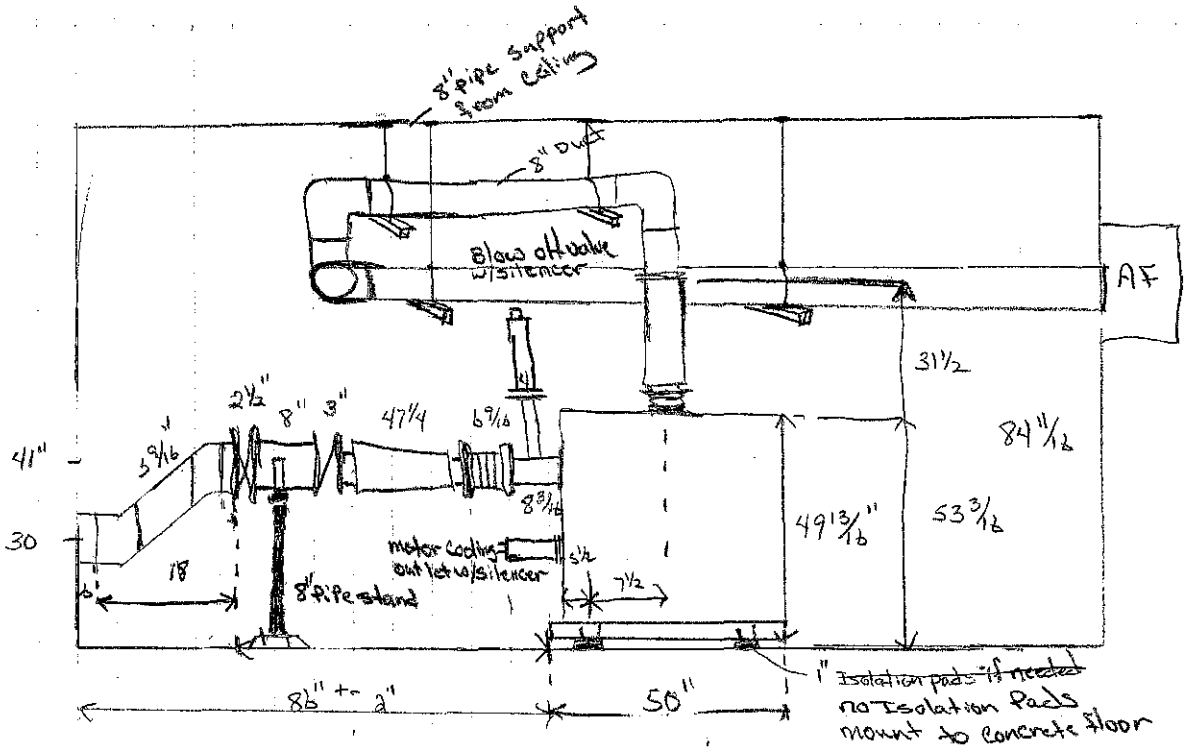
1. Installation of electrical power and signal cables of any kind
2. Purchase of Blower
3. Startup and Training
4. Filters for supply air to Blower

Total Bid $8,795.00

Best Regards,

Fernando Orosco
Mechanical Estimator

Ship Dock


8" pipe support from ceiling
8" Duct
Blow off valve w/silencer
AF
31½
84 11/16
53 3/16
49 13/16"
41"
30
5 9/16
2½"
8"
3"
47¼
6 9/16
8 3/16
18
8" pipe stand
motor cooling out let w/silencer
5½
7½
86" +- a"
50"
1" Isolation pads if needed
no Isolation Pads
mount to concrete floor

PROPOSAL

STAR CONSTRUCTION, L.L.C.

P.O. Box 157 Star, ID 83669
Bus: (208) 286-9198 Ancil - Cell: 867-7082 Fax: (208) 286-7947

Proposal Submitted To: City of Kuna WWTP	Fax: (208) 922-5546	Date: 12/3/15
Street: 6950 N. Ten Mile Road	Job Name: Kuna 2016 ABS Blower Install	
City, State and Zip Code: Kuna, ID 83634	Job Location: Kuna WW Treatment Plant	
Attention: Travis 573-7672	Date of Plans: N/A	Revisions: N/A

We hereby submit specifications and estimates for:

1) Remove existing concrete pad to existing finish floor elevation
2) Haul to site and mount new ABS HST2500-2 Blower (to be supplied by City of Kuna)
3) Remove, modify and re-install existing 8" piping to 5" process air outlet
4) Remove, modify and re-install process air inlet piping
5) Install new blower blow-off silencer
6) Install motor cooling air silencer and piping vented to building exterior
7) Coordinate with electrical contractor on installation
8) Coordinate with system start up

Lump Sum $20,695.17

*****Excludes sales tax, use tax or bonds*****

This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems or adverse weather conditions arise after the work has started.

We hereby propose to furnish labor and materials – complete in accordance with the above specifications, for the lump sum of: Twenty thousand six hundred ninety-five and 17/100's dollars ($20,695.17) with payment to be made as follows:

As per contract or upon completion and or monthly progress estimates paid by the tenth of the month following billing. Any back charges that would affect/decrease this proposal/contract amount must be signed by Star Construction, L.L.C., or they will be considered invalid.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation insurance and construction liability. NOTE: This proposal may be withdrawn by us if not accepted within fifteen days.

Authorized Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Accepted: Signature _____

Date: _____ Signature _____

CITY OF KUNA
P.O. BOX 13
KUNA, ID 83634
www.cityofkuna.com

GORDON N. LAW
CITY ENGINEER

Telephone (208) 287-1727; Fax (208) 287-1731
Email: glaw@cityofkuna.com

MEMORANDUM

TO: Mayor Nelson and Members of City Council

FROM: Gordon N. Law
Kuna City Engineer

RE: Butler Well Site Standby Generator Bid
Award of Bid

DATE: December 30, 2015

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

On November 25, 2015, bids were received for the purchase of a replacement standby generator for Butler Well Site. The bid was tendered to the three major generator equipment and service suppliers in Treasure Valley and two responses were received. The results of the bidding are as follows:

1. EC POWER SYSTEMS (John Deere/Kohler) $ 57,591.00
2. WESTERN STATES CAT (Caterpiller) $ 75,251.00
3. CUMMINS no response

The apparent low bid was:

1. EC POWER SYSTEMS $ 57,591.00

The apparent low bid (EC POWER SYSTEMS) was reviewed and found to be responsive to the Bid Instructions as to the form of the response (ie submitted timely, properly signed, and supplemental information provided) and responsive as to the actual equipment proposed. The second proposer (WESTERN STATES CAT) is responsive as to form, responsive in the equipment proposed but is not the apparent low bidder. Further evaluation is provided below.

Bid Evaluation

The purpose of the project is as follows:

1. Replace an undersized generator with an adequately sized reliable unit;

The City has multiple Caterpiller generator units and is pleased with their dependability and performance. We do not have any John Deere/Kohler based units. If city staff had their preference, based on our personal

knowledge of performance history, we would select the Caterpiller unit. City Council requested that staff enquire into the experience of other cities using the John Deere equipment. Meridian City Water reported excellent performance by John Deere over the last 18 years. Caldwell did not have John Deere Equipment. Bill Crabb of DC Engineering, who designs and specifies generator systems for multiple customers, indicated he has never had a problem with John Deere Equipment. I am awaiting response from one other user.

Council also requested that the indemnification language in the contract of sale be negotiated to more balanced terms for the City. Mr. Roats has been pursuing this issue and seems to be progressing well, but as of submittal of these documents, negotiations were not concluded.

The bid recommendation is submitted based on lowest priced responsive bid. Staff will accept the direction of Council.

Available Funds

This project was budgeted from the Water Fund in the amount of $85,000, an amount which is intended to include pad installation, craft and site work.

Attachments: Resolution
EC Power proposal
Western States proposal

RESOLUTION NO. R90-2015
CITY OF KUNA, IDAHO

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

WHEREAS, City of Kuna, Idaho has received bids for the Butler Well Site Standby Generator; and

WHEREAS, the apparent low bidder for said Project is EC POWER SYSTEMS; and

WHEREAS, the bid submitted by EC POWER SYSTEMS is responsive to the bid requirements as to form of submittal; and

WHEREAS, the equipment proposed by EC POWER SYSTEMS is responsive to the bid requirements; and

WHEREAS, the bid submitted by WESTERN STATES CAT is responsive to the bid requirements as to form of submittal; and

WHEREAS, the equipment proposed by WESTERN STATES CAT is responsive to the bid requirements; and

WHEREAS, the effective cost of the bid submitted by EC POWER SYSTEMS is less than the cost of the equipment submitted by other bidder:

BE IT HEREBY RESOLVED by the Mayor and Council of the City of Kuna, Idaho that said City approves the award of bid as follows:

1. Butler Well Site Standby Generator to EC POWER SYSTEMS in the amount of fifty-seven thousand five hundred ninety-one dollars ($57,591.00)

BE IT FURTHER RESOLVED that Mayor and Council directs the expenditure of available funds from the Water Fund for said project; and

BE IT FURTHER RESOLVED that the Mayor, Clerk and City Engineer of said City are hereby authorized to execute documents for securing the services of said bidder for the Project identified above upon receipt of proper evidence of public works licensure, bonds and acceptable insurance binders to the extent applicable; and directs that a copy of the signed bid of successful bidder is attached hereto, and made a part hereof, as if set forth in full.

PASSED BY THE COUNCIL of Kuna this 5th day of January, 2016.

APPROVED BY THE MAYOR of Kuna this 5th day of January, 2016.

_____
Joe Stear, Mayor

ATTEST:

_____
Chris Engels, City Clerk

ECPowerSystems
YourIndustrialPowerSource
4499 Market Street· Boise, ID 83705-5428
www.ecpower.com

Date: November 25, 2015

Quotation: 26197021

KOHLER POWER SYSTEMS

City of Kuna, ID
Attn: Gordon

E C Power Systems is pleased to submit the following proposal for: City of Kuna Emergency Generator Bid

Kohler Standby Generator Model Number: 250REOZJE

Generator Configuration:

250kW, 277/480V, 3 Phase, 4 Wire, 1800rpm, John Deere Engine
-Modifications-
UL2200 Listed
Fuel: Diesel
24 Hour, 474 Gallon, Sub-base Diesel Fuel Tank (UL 142)
Sound Attenuated Enclosure (75 dba at 23')
Dec3000 Controller with Input/Output Module
Flexible Fuel Lines
2500W, 120V, Block Heater
400A, Line Circuit Breaker, 100% Rated
12V, 6 Amp Float/Equalizing Battery Charger
Battery, Battery Rack and Cables
Remote Emergency Stop Switch (Loose Accessory)

Kohler Automatic Transfer Switch Model Number: KEP-DMTC-1000S-PN

Transfer Switch Configuration:

1000A, 277/480V, 3 Pole, 3 Phase, 4 Wire, Nema 3R
Service Entrance Rated

Misc:

Crankcase Oil and Antifreeze
1 Set, Operation and Maintenance Manuals (Gen & ATS)
2 Year Kohler Warranty on Generator and Transfer Switch
Factory Freight F.O.B. – Kuna, ID
Start Up and Testing is Included (1 trip during regular business hours, 8-5)
*Additional trips resulting from equipment not ready upon callout will result in additional costs

Project Specific Exceptions and Clarifications:

1. Diesel Fuel for testing and final fill are NOT included
2. Additional trips for equipment not being ready upon start up callout will result in additional costs
3. Owner training to be provided during start up visit

ECPowerSystems
YourIndustrialPowerSource
4499 Market Street· Boise, ID 83705-5428
www.ecpower.com

General Exceptions and Clarifications:

1. Off-loading and placement at the job site is excluded.
2. All fuel, fuel piping and connections are excluded.
3. No retainage is allowed.
4. Start-up testing and warranty validation includes one trip to jobsite during normal working hours. If equipment is not ready for start-up when we arrive at the jobsite, there may be additional charges for a return trip.
5. Kohler factory recommended field testing provided. NETA ATS testing, or any other 3rd party testing not included unless otherwise noted.
6. Training to be performed at start-up or subject to additional charges.
7. Additional O & M's will be $50.00 net each.
8. All piping, wiring, anchoring, and permits are by others.
9. Equipment is shipped FOB factory, with freight prepaid and allowed to the job site unless otherwise noted.
10. Compliance with National Electrical Code, NFPA, IFC, and state and local fire codes is the responsibility of the installing contractor. Special fuel tank labeling and venting/ filling equipment may be required, but is excluded unless otherwise noted.
11. Breaker coordination studies excluded.
12. Local codes may require outdoor generators to have a Service Rated disconnect. We are not providing a Service Rated disconnect unless it is specifically noted in this quotation.
13. TVSS devices for the generator or transfer switch(es) are excluded unless otherwise noted.
14. IBC seismic certification excluded unless otherwise noted.
15. Prices do not include any applicable taxes.
16. All orders are subject to E C Power Systems Terms and Conditions.
17. Shipments are subject to manufacturer's lead times and transit times. E C Power Systems assumes no responsibility for delays that are beyond our control and will not pay for liquidated damages.

Proposal summary:

Base Bide: 250kw Generator and 1000A SER ATS

Total net price for above listed equipment: $ 57,591.00 (Taxes Not Included)

***Approximate factory lead times are as follows: 12-14 Weeks Generator, 10-12 Weeks ATS*

ECPowerSystems
YourIndustrialPowerSource
4499 Market Street · Boise, ID 83705-5428
www.ecpower.com

E C Power Systems (EC)
Terms & Conditions

1. WARRANTIES. To the extent that the Goods may be covered by manufacturers' warranty, EC hereby assigns all rights & benefits under such to Buyer, if assignable, and undertakes to assist Buyer in the coordination of any claims under such warranties. Seller makes no further warranty of any kind with respect to the Goods. EC DISCLAIMS ANY AND ALL WARRANTIES. THERE ARE NO EXPRESS WARRANTIES AND THERE ARE NO IMPLIED WARRANTIES INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND THERE ARE NO OTHER IMPLIED OR EXPRESS WARRANTIES OF ANY NATURE WHATSOEVER.

2. LIMITATION OF EC'S LIABILITY. Other than the remedy set forth in this paragraph, Customer agrees that no damages, direct, consequential, liquidated, incidental, or other damages or remedy of any kind arising by reason of or related to this Equipment whether arising out of contract, warranty, late or non-delivery, negligence, strict liability, or tort shall now or any time in the future be recoverable from EC or any of its agents. Customer assumes all risks inherent in the possession or operation of the Equipment. Customer's right, now existing or arising at any time in the future, to recover such damages is hereby fully, finally, irrevocably and unconditionally waived, released and discharged. **Notice of any defect in the Work or Equipment shall be made within 24 hours of the act or omission giving rise to the defect.** The sole and exclusive remedy is replacement of the nonconforming goods or refund of that portion of Customer's payment attributable to such goods at EC's sole option.

3. Payment Terms. Full payment is due 30 days from invoice date, unless otherwise agreed to by both parties in writing. **There shall be NO retainage.** Payments not made on their due date shall accrue interest at the rate of 18% per annum. A cancellation charge of 20% of the price will be imposed if Customer cancels order without prior written consent of EC. **EC must receive 100% payment before start-up services will be performed** (failure to complete proper, authorized startup procedures may void any manufacturer warranty). Terms may not be changed except by written agreement of the parties.

4. Shipping and Delivery. All Equipment shall be shipped F.O.B. manufacturer's factory unless otherwise agreed in writing by EC and Customer. EC is not responsible for goods lost or damaged in transit. In the event EC agrees to delay shipment at Customer's request, Customer is responsible for payment of any storage costs. EC does not agree, will not agree to and is not obligated to provide any specific goods or any delivery dates or times for any goods. All orders are subject to availability to EC at its then existing locations, sources, suppliers and costs. All delivery dates and times which may be provided, if any, are estimates only and do not establish agreed delivery date(s).

5. Indemnity and Hold harmless. To the fullest extent permitted by law, Customer shall fully and forever indemnify, defend (with counsel reasonably acceptable to EC) and hold EC its employees, directors, successors and assigns harmless from any damage, claim, loss, expense and attorney fees (including those prior to any action, in an action and on any appeal) related to the performance or non-performance of Customer's obligations under this Agreement; the ownership, performance or operation of the Equipment; or EC's liability, if any, under CERCLA, RCRA, or any other federal or state statute related to toxic, hazardous or other dangerous substances.

ECPowerSystems
YourIndustrialPowerSource
4499 Market Street· Boise, ID 83705-5428
www.ecpower.com

Thank you for the opportunity to offer quality Kohler products and our service. For over 75 years, Kohler has been recognized as a leader in the manufacture of standby generator systems. By choosing a Kohler generator provided by E C Power Systems, you can be assured you will receive the highest quality standby power system available. E C Power Systems has specialized in providing and servicing generator systems in the Northwest for over 50 years. E C Power Systems – your best choice for power. If you have any questions, please feel free to call or e-mail.

Kevin Lee
(208) 342-6541
(208) 859-7451
kevinl@e-c-co.com

OFFER TOTAL SELL PRICE: $ 57,591.00 (Not Including Taxes)
Price does not include any applicable taxes or installation
OFFER ACCEPTANCE

I hereby authorize E C POWER SYSTEMS to use this form as a bona fide purchase order of the equipment shown on Quotation # **26197021**, which establishes price and bill of materials. Acceptance of this offer is expressly limited to E C power Systems terms and conditions.

Proposed by:

Company: E C Power Systems

Sales Professional: Kevin Lee

Title: Outside Sales

Signature: *Kevin Lee*

Date: November 25, 2015

Accepted by:

Company:

Print Name:

Title:

Signature:

Date:

WESTERN STATES CAT

Proposal

Project: City of Kuna **Date: 11/10/2015** **Quote: 30092179**

Attn: Gordon Law **Valid: 30 days** **From: Jens Jensen**

Generator Set:

Manufacturer: Caterpillar **Model:** C9 **KW:** 250 **Rating:** Standby **Fuel:** Diesel **Voltage:** 277/480 3 ph 4 wire **Frequency:** 60 hz
UL2200 Listed: Yes **IBC Certified:** No **Misc Items:**

Controls:

Control Panel: EMCP 4.2 **Run Contacts:** Form C - 1 set **Speed Control:** Electronic Isochronous **Remote Alarm Panel:** None
Alarm Panel Mounting: Surface Mount **Alarm Contacts:** 1 Set common alarm **Remote Communications:** Modbus RS-485 **Misc Items:**

Cold Weather Systems:

Coolant Heater: Yes 120 vac **Battery Heater:** Not Applicable **Winding Heater:** Not applicable **Battery Charger:** 10 amp NFPA110
Misc Items:

Alternator / Breaker:

Excitation System: AREP Brushless **Voltage Regulator:** Cat standard **Circuit Breaker # 1:** 400 amp **Misc Items:**

Packaging:

Enclosure: Sound Attenuated **Sound Level:** Level 1 **Fuel Tank:** 660 Gallons **Fuel Tank Type:** Double Wall UL142
Exhaust System: Interior Mounted **Enclosure Color:** White **Misc Items:**

Automatic Transfer Switch:

ATS Number: ATS-1 **Manufacturer:** ASCO **Model:** ATC-300 Series **Amperage:** 1000 **Poles:** 3 **Enclosure:** Nema 3R
Voltage: 277/480 3 ph 4w **Type:** Service Entrance Rated **SUSE Rated:** Yes **Control Panel:** 300 series **Exerciser:** Deluxe Programmable
KAIC Rating: ATS Standard **KAIC Cycle:** 3 **Quantity:** 1 **Misc Items:** Secure double doors. Strip heater with thermostat

Total price for above package: ***$75,251.00***

Total price for above package with 400amp transfer switch: ***$67,268.00***

Included:

Startup: 8 hrs - 1 trip - 1 day
Maintenance Program: Available
Spare parts kit: No
Warranty Genset: 24 month standby (parts labor & travel)
Warranty ATS: 24 month standby (parts labor & travel)
Freight: Included to first destination
Site Load test: 100% available building load
Factory Test: 100% load
Owner training: Yes

Not included:

Installation / Anchor Calculations:
Taxes / Permits of any kind / Any engineering
Any fuel or fuel piping
Offloading at jobsite:

Notes and clarifications:

Terms:

100% of payment is required prior to startup and testing on the jobsite.
Additional trips to jobsite due to installation items beyond our control will be additional. A pre-startup check off list is required to be sent to WSECO project manager prior to startup date.
Payment terms are in accordance with WSECO Standard terms upon approved account
No retainer is allowed unless specifically agreed to in writing prior to order placement.
Cancellation charges minimum of 25% once released. No return on manual transfer switches

Thank you for the opportunity to quote quality Caterpillar products and services. Please let me know how we can be of assistance.

Sincerely,

Jens Jensen
Power System Sales
Meridian: 208-947-4578 Office
208-615-3828 Cell

Accepted By:

_____
Signature:

_____
Printed Name:

_____
Company:

1. **METHODS OF ACCEPTANCE and TERMS OF AGREEMENT:** This Machine Sales Order ("MSO") is an offer for the sale of the equipment and attachments described on the face hereof (referred to herein generally as "equipment" and "goods" interchangeably) to Customer under the terms and conditions specified herein. This offer may be accepted by (1) the execution of this MSO by a representative of Customer or (2) Customer's verbal or written authorization or conduct consistent with prior course of dealing between the parts authorizing WSECO to take action to fulfill this order, or (3) the commencement of manufacture or shipment of the goods or services specified in this Order, whichever of the foregoing first occurs. **Acceptance of this offer is limited to the express terms stated in this Order.** Any proposal in Buyer's acceptance for additional or different terms or any attempt by Customer to vary in any degree any of the terms or any attempt by Customer to vary in any degree any of the terms of this offer is objected to and hereby rejected, but such proposals shall not operate as a rejection of this offer, unless such variances are in the terms of the description, quantity, price or delivery schedule of the goods or services, but shall be deemed a material alteration of this Order and this offer shall be deemed accepted by Seller without said additional or different terms. Once accepted, this Order shall constitute the entire agreement between WSECO and Customer with regard to the good and services specified in this Order, and exclusively determines the rights and obligations of the parties, prior course of dealing, customer, usage of trade or course of performance notwithstanding. WSECO is not bound by any representation or agreements, express or implied, oral or otherwise, which are not stated within this agreement or contained in a separate writing supplementing this agreement and signed by authorized agents of both WSECO and Customer.

2. TIME OF DELIVERY and SHIPPING. Orders for equipment are processed in the order of their acceptance by WSECO and WSECO will use its reasonable efforts to deliver the equipment to You on the scheduled delivery date on the face hereof. However, shipping and delivery dates are acknowledged to be estimates only and dependent upon many factors outside of WSECO's control including, but not limited to, the manufacturer's production schedule, material and labor shortages, shipping delays and various other unrelated factors. WSECO is not liable for delays or damages caused by delays in delivery or shipment of the equipment, unless stated on the face of this order to the contrary. You are responsible for all freight, shipping, loading and unloading costs.

3. To secure Customer's obligations under this agreement and to secure all of Customer's present or future debts, obligations or liabilities of whatever nature to WSECO, Customer grants to WSECO a security interest in the goods described on the reverse side hereof, together with any attachments or accessions thereto and proceeds from the sale or lease thereof. Customer agrees to deliver to WSECO, properly executed, any certificate of title or other document or instrument required by WSECO to perfect WSECO's security interest as created in this paragraph. Customer also authorizes WSECO to file financing statement(s) with respect to the security interest granted herein.

4. Risk of loss of the goods shall pass to Customer as soon as the goods are properly loaded on the carrier. WSECO's responsibility for shipment ceases upon delivery of the goods to a transportation company. Customer shall carry such fire and other insurance as necessary to protect its interest and the interest of WSECO. Any claim by Customer for shortage in shipment shall be made within fifteen (15) days after receipt of the shipment. It is specifically agreed that the risk of loss shall not be altered by the fact that the conduct of either party hereto may constitute a default or breach. The shortage in shipment notice must be in writing within fifteen (15) days and further, short age in shipment is not deemed to constitute a nonconformity.

5. Any notices pertaining to rejection or claims of nonconformity must be made in writing specifying in detail Customer's objections and such notices must be delivered within ten (10) days after delivery of the goods. It is agreed that in the event of rejection, Customer may in no event resell the goods, even in the absence of instructions from WSECO, and Customer will store the goods or reship the goods to WSECO. Should Customer sell the goods, such sale shall be deemed an unequivocal acceptance of the goods. If Customer accepts goods tendered under this agreement, such acceptance shall be final and irrevocable; no attempted revocation shall have any effect whatsoever.

6. No right or interest in this agreement shall be assigned by Customer without the written permission of WSECO, and no delegation of any obligation owed or of the performance of any obligation by Customer shall be made without written permission of WSECO. Any attempted assignment or delegation by Customer shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

7. WSECO shall have all rights and remedies provided in the Uniform Commercial Code and in any other documents executed in connection with this agreement. Customer agrees to pay all costs incurred by WSECO in enforcing this agreement or any of its provisions, including without limitation reasonable attorney's fees and costs and all costs of reclaiming the goods, whether or not legal action is commenced. In the event the goods are reclaimed, Customer agrees that WSECO may bid on the goods and that a commercially reasonable price for said reclaimed goods, at a public sale, may be determined by WSECO based upon current national auction values, market trends relating to supply and demand, and related factors, for goods of similar type and condition.

8. **CANCELLATION/TERMINATION:** This Order may be canceled by Customer only with WSECO's written consent and then only upon such terms as will protect Seller from any loss. This Order may be cancelled by WSECO in the event of any default by Customer or in the event Customer fails, upon WSECO's request, to provide reasonable assurances of future performance.

9. **PERMISSIBLE VARIATIONS:** All goods shall be subject to the standard manufacturing and commercial variation and practices of the Manufacturer of the goods or of WSECO. In the event of shipment of non-conforming goods, WSECO shall be given a reasonable opportunity to replace the goods with those which conform to this order.

10. **FORCE MAJEURE:** (a) WSECO shall not be responsible or liable for any delay or failure to delivery any or all of the goods and/or performance of the services if such delay or failure is caused by any act of God, fire, flood, inclement weather, explosion, war, insurrection, riot, embargo, statute, ordinance, regulation or order of any government or agent thereof, shortage of labor, material, fuel, supplies or transportation, strike or other labor dispute, or any other cause, contingency, occurrence or circumstance of any nature, whether or not similar to those herein before specified beyond WSECO's control, which prevents, hinders or interferes with manufacture, assembly, or delivery of the goods or performance of the services. Any such cause, contingency, occurrence or circumstances shall release WSECO from performance of its obligations hereunder.

11. **VENUE:** Venue for any disputes between the parties will be in Ada County, Idaho and in state court for legal proceedings. Purchaser waives right to remove any legal action from the court originally acquiring jurisdiction.

DIESEL GENERATOR SET

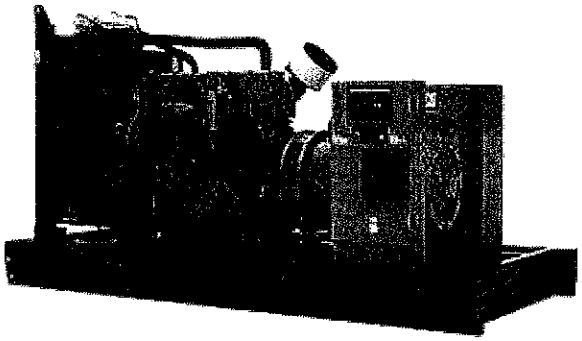


Image shown may not reflect actual package.

STANDBY
250 ekW 313 kVA
60 Hz 1800 rpm 480 Volts

Caterpillar is leading the power generation marketplace with Power Solutions engineered to deliver unmatched flexibility, expandability, reliability, and cost-effectiveness.

FEATURES

FUEL/EMISSIONS STRATEGY
- EPA Certified for Stationary Emergency Application (Emits Equivalent U.S. EPA Tier 3 Nonroad Standards)

DESIGN CRITERIA
- The generator set accepts 100% rated load in one step per NFPA 110 and meets ISO 8528-5 transient response
- Cooling system designed to operate in 50°C / 122°F ambient temperatures with an air flow restriction of 0.5 in. water

UL 2200 / CSA – Optional
- UL 2200 Listed
- CSA Certified

Certain restrictions may apply.

Consult with your Cat® Dealer.

FULL RANGE OF ATTACHMENTS
- Wide range of bolt-on system expansion attachments, factory designed and tested
- Flexible packaging options for easy and cost effective installation

SINGLE-SOURCE SUPPLIER
- Fully prototype tested with certified torsional vibration analysis available

WORLDWIDE PRODUCT SUPPORT
- Cat dealers provide extensive post sale support including maintenance and repair agreements
- Cat dealers have over 1,800 dealer branch stores operating in 200 countries
- The Cat S•O•S℠ program cost effectively detects internal engine component condition, even the presence of unwanted fluids and combustion by-products

CAT C9 ATAAC DIESEL ENGINE
- Utilizes ACERT™ Technology
- Reliable, rugged, durable design
- Field-proven in thousands of applications worldwide
- Four-stroke-cycle diesel engine combines consistent performance and excellent fuel economy with minimum weight
- Electronic controlled governor

CAT GENERATOR
- Matched to the performance and output characteristics of Cat engines
- UL 1446 Recognized Class H insulation
- CSA Certified

CAT EMCP 4 CONTROL PANELS
- Simple user friendly interface and navigation
- Scalable system to meet a wide range of customer needs
- Integrated Control System and Communications Gateway
- Integrated Voltage Regulation

SEISMIC CERTIFICATION*
- Seismic Certification available
- Anchoring details are site specific, and are dependent on many factors such as generator set size, weight and concrete strength.

  IBC Certification requires that the anchoring system used is reviewed and approved by a Professional Engineer
- Seismic Certification per Applicable Building Codes: IBC 2000, IBC 2003, IBC 2006, IBC 2009, IBC 2012, CBC 2007, CBC 2010

*Not available with some options – consult with your Cat Dealer.

STANDBY 250 ekW 313 kVA
60 Hz 1800 rpm 480 Volts

FACTORY INSTALLED STANDARD & OPTIONAL EQUIPMENT

System	Standard	Optional
Air Inlet	• Disposable air filter	[ ] Canister type, dual element [ ] Heavy duty air cleaner
Cooling	• Package mounted radiator	
Exhaust	• Exhaust flange outlet	[ ] Industrial [ ] Residential / Critical
Fuel	• Primary fuel filter with integral water separator • Secondary fuel filters • Fuel priming pump	
Generator	• Matched to the performance and output characteristics of Cat engines • IP23 Protection	[ ] Permanent magnet excitation (PMG) [ ] Anti-condensation space heater [ ] Coastal insulation protection [ ] Internal excitation (IE) / AREP
Power Termination	• Power terminal strips	[ ] Circuit breakers – 100% rated assembly, UL Listed [ ] SUSE (Suitable for use as service equipment)
Control Panels	• EMCP 4.2	[ ] EMCP 4.3 [ ] EMCP 4.4 [ ] Local and remote annunciator modules [ ] Remote monitoring software
Mounting	• Rubber vibration isolators	
Starting/Charging	• 24 volt starting motor & charging alternator • Batteries	[ ] Battery chargers [ ] Oversize batteries [ ] Jacket water heater
General	• Paint – Caterpillar Yellow except rails and radiators gloss black • Narrow skid base	The following options are based on regional and product configuration: [ ] Seismic Certification per Applicable Building Codes: IBC 2000, IBC 2003, IBC 2006, IBC 2009, IBC 2012, CBC 2007, CBC 2010 [ ] UL 2200 Listed package [ ] CSA Certified [ ] Wide skid base [ ] Sound attenuated enclosure [ ] Weather protective enclosure [ ] Integral dual wall UL Listed 8 hr fuel tank [ ] Sub-base dual wall UL Listed 24 hr fuel tank [ ] Sub-base dual wall UL Listed 48 hr fuel tank

STANDBY 250 ekW 313 kVA

60 Hz 1800 rpm 480 Volts

SPECIFICATIONS

STANDARD CAT GENERATOR	
Frame size	LC5014H
Excitation	Self Excitation
Pitch	0.6667
Number of poles	4
Number of bearings	Single bearing
Number of leads	12
Insulation	UL 1446 Recognized Class H
IP Rating	IP23
Alignment	Pilot shaft
Overspeed capability (%)	125
Wave form deviation (%)	2
Voltage regulator	Three phase sensing
Voltage regulation	+/- 0.25% (steady state)
– Consult your Cat dealer for available voltages	

CAT DIESEL ENGINE	
C9 ATAAC, I-6, 4-Stroke Water-cooled Diesel	
Bore	112.00 mm (4.41 in)
Stroke	149.00 mm (5.87 in)
Displacement	8.80 L (537.01 in^3)
Compression ratio	16.1:1
Aspiration	Air-to-air aftercooled
Fuel system	Hydraulic electronic unit injection
Governor type	Caterpillar ADEM™ control system

CAT EMCP 4 SERIES CONTROLS

EMCP 4 controls including:
- Run / Auto / Stop Control
- Speed and Voltage Adjust
- Engine Cycle Crank
- 24-volt DC operation
- Environmental sealed front face
- Text alarm/event descriptions

Digital indication for:
- RPM
- DC volts
- Operating hours
- Oil pressure (psi, kPa or bar)
- Coolant temperature
- Volts (L-L & L-N), frequency (Hz)
- Amps (per phase & average)
- ekW, kVA, kVAR, kW-hr, %kW, PF (4.2 only)

Warning/shutdown with common LED indication of:
- Low oil pressure
- High coolant temperature
- Overspeed
- Emergency stop
- Failure to start (overcrank)
- Low coolant temperature
- Low coolant level

Programmable protective relaying functions:
- Generator phase sequence
- Over/Under voltage (27/59)
- Over/Under Frequency (81 o/u)
- Reverse Power (kW) (32) (4.2 only)
- Reverse reactive power (kVAr) (32RV)
- Overcurrent (50/51)

Communications:
- Four digital inputs (4.1)
- Six digital inputs (4.2 only)
- Four relay outputs (Form A)
- Two relay outputs (Form C)
- Two digital outputs
- Customer data link (Modbus RTU) (4.2 only)
- Accessory module data link (4.2 only)
- Serial annunciator module data link (4.2 only)
- Emergency stop pushbutton

Compatible with the following:
- Digital I/O module
- Local Annunciator
- Remote CAN annunciator
- Remote serial annunciator

STANDBY 250 ekW 313 kVA
60 Hz 1800 rpm 480 Volts

TECHNICAL DATA

Open Generator Set - - 1800 rpm/60 Hz/480 Volts	DM8501	
EPA Certified for Stationary Emergency Application (Emits Equivalent U.S. EPA Tier 3 Nonroad Standards)		
Generator Set Package Performance		
Genset power rating @ 0.8 pf	313 kVA	
Genset power rating with fan	250 ekW	
Fuel Consumption		
100% load with fan	73.3 L/hr	19.4 gal/hr
75% load with fan	58.8 L/hr	15.5 gal/hr
50% load with fan	43.8 L/hr	11.6 gal/hr
Cooling System[1]		
Air flow restriction (system)	0.12 kPa	0.48 in. water
Air flow (max @ rated speed for radiator arrangement)	600 m³/min	21189 cfm
Engine coolant capacity with radiator/exp. tank	46.7 L	12.3 gal
Engine coolant capacity	22.0 L	5.8 gal
Radiator coolant capacity	24.7 L	6.5 gal
Inlet Air		
Combustion air inlet flow rate	25.2 m³/min	890 cfm
Exhaust System		
Exhaust stack gas temperature	456°C	852°F
Exhaust gas flow rate	63.6 m³/min	2246 cfm
Exhaust flange size (internal diameter)	127.0 mm	5.0 in
Exhaust system backpressure (maximum allowable)	10.0 kPa	40.1 in. water
Heat Rejection		
Heat rejection to coolant (total)	104 kW	5914 Btu/min
Heat rejection to exhaust (total)	277 kW	15753 Btu/min
Heat rejection to aftercooler	82 kW	4663 Btu/min
Heat rejection to atmosphere from engine	18 kW	1024 Btu/min
Heat rejection to atmosphere from generator	19.7 kW	1120 Btu/min
Alternator[2]		
Motor starting capability @ 30% voltage dip	543 skV	
Frame	LC5014H	
Insulation class	H	
Temperature rise	150°C	270°F
Lubrication System		
Sump refill with filter	39.0 L	10.3 gal
Emissions (Nominal)[3]		
NOx g/hp-hr	2.91 g/hp-hr	
CO g/hp-hr	0.37 g/hp-hr	
HC g/hp-hr	0.09 g/hp-hr	
PM g/hp-hr	0.081 g/hp-hr	

[1] For site specific ambient and altitude capabilities consult your Cat dealer. Air flow restriction (system) is added to existing restriction from factory.

[2] Generator temperature rise is based on a 40° C (104° F) ambient per NEMA MG1-32.

[3] Emissions data measurement procedures are consistent with those described in EPA CFR 40 Part 89, Subpart D & E and ISO8178-1 for measuring HC, CO, PM, NOx. Data shown is based on steady state operating conditions of 77°F, 28.42 in HG and number 2 diesel fuel with 35° API and LHV of 18,390 btu/lb. The nominal emissions data shown is subject to instrumentation, measurement, facility and engine to engine variations. Emissions data is based on 100% load and thus cannot be used to compare to EPA regulations which use values based on a weighted cycle.

STANDBY 250 ekW 313 kVA
60 Hz 1800 rpm 480 Volts

RATING DEFINITIONS AND CONDITIONS

Applicable Codes and Standards:
AS1359, CSA C22.2 No100-04, UL142,UL489, UL869, UL2200, NFPA37, NFPA70, NFPA99, NFPA110, IBC, IEC60034-1, ISO3046, ISO8528, NEMA MG1-22,NEMA MG1-33, 72/23/EEC, 98/37/EC, 2004/108/EC.

Standby – Output available with varying load for the duration of the interruption of the normal source power. Average power output is 70% of the standby power rating. Typical operation is 200 hours per year, with maximum expected usage of 500 hours per year.

Ratings are based on SAE J1349 standard conditions. These ratings also apply at ISO3046 standard conditions.

Fuel Rates are based on fuel oil of 35° API (16°C or 60°F) gravity having an LHV of 42 780 kJ/kg (18,390 Btu/lb) when used at 29°C (85°F) and weighing 838.9 g/liter (7.001 lbs/U.S. gal.).

Additional Ratings may be available for specific customer requirements. Consult your Cat representative for details.

STANDBY 250 ekW 313 kVA
60 Hz 1800 rpm 480 Volts

DIMENSIONS

Package Dimensions		
Length	2870 mm	113.0 in
Width	1622 mm	63.9 in
Height	2065 mm	81.3 in
Weight*	2106 kg	4643 lb

*With Oil and Coolant.

NOTE: For reference only – do not use for installation design. Please contact your local dealer for exact weight and dimensions.

Performance No.: DM8501

Feature Code: C09DE47

Gen. Arr. Number: 449-0571

Source: U.S. Sourced

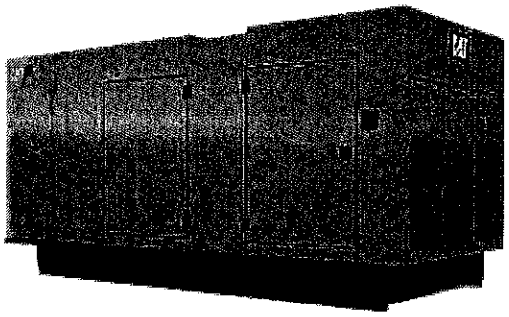
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Picture shown may not reflect actual configuration

C9 ACERT™ Sound Attenuated and Weather Protective Enclosures

U.S. Sourced
180-300 kW 60 Hz

Features

Robust/Highly Corrosion Resistant Construction

- Factory-installed on skid base
- Environmentally friendly, polyester powder baked paint
- Zinc plated or stainless steel fasteners
- Internally mounted, critical exhaust silencing system (sound attenuated only)
- Externally front-mounted, enclosed exhaust silencing system (weather protective only)
- Designed and tested to comply with UL 2200 listed generator set package
- Compression door latches providing solid door seal

Excellent Access

- Large cable entry area for installation ease
- Accommodates side-mounted single or multiple breakers
- Two doors on both sides
- Vertically hinged allow 180° opening rotation and retention with door stays
- Lube oil and coolant drains routed to the exterior of the enclosure base

Transportability

- These enclosures are of extremely rugged construction to withstand outdoor exposure and rough handling common on many construction sites.

Security and Safety

- Lockable access doors which give full access to control panel and breaker
- Cooling fan and battery charging alternator fully guarded
- Fuel fill, oil fill, and battery can only be reached via lockable access
- Externally mounted emergency stop button
- Designed for spreader bar lifting to ensure safety
- Stub-up area is rodent proof

Options

- Caterpillar yellow* or white paint
- Weather protective enclosure constructed with 14 gauge steel
- Sound attenuated Level 1 constructed with 14-gauge steel
- Sound attenuated Level 2 constructed with 14-gauge steel
- Sound attenuated enclosure constructed with 12-gauge aluminum (5052 grade)
- UL listed 203 gallon integral fuel tank
- UL listed 660 or 1002 gallon sub-base fuel tanks
- Seismic certification per applicable building codes:
  IBC 2000, IBC 2003, IBC 2006, IBC 2009, IBC 2012, CBC 2007, CBC 2010
- IBC certification for 150 mph wind loading
- Anchoring details are site specific and are dependent on many factors such as generator set size, weight, and concrete strength. IBC certification requires that the anchoring system used is reviewed and approved by a professional engineer.
- Control panel viewing window**

*Not available with aluminum enclosures
**Steel sound attenuated only

Enclosure Sound Pressure Levels at Standby Ratings

Enclosure Type	Standby ekW	Cooling Air Flow Rate		Ambient Capability*		(dBA) @ 7m (23 ft) at 100% Load
		m^3/min	cfm	°C	°F	
Sound Attenuated Level 2	300	351	12395	46	115	71
	250	351	12395	53	127	71
	200	351	12395	59	138	71
Sound Attenuated Level 1	300	351	12395	46	115	75
	250	351	12395	53	127	74
	200	351	12395	59	138	74
Weather Protective	300	516	18222	49	120	82
	250	516	18222	55	131	82
	200	516	18222	60	140	82
Aluminum Sound Attenuated	300	351	12395	46	115	73
	250	351	12395	53	127	72
	200	351	12395	59	138	72

*Cooling system performance at sea level. Consult your Cat® dealer for site specific ambient and altitude capabilities.

Enclosure Sound Pressure Levels at Prime Ratings

Enclosure Type	Prime ekW	Cooling Air Flow Rate		Ambient Capability*		(dBA) @ 7m (23 ft) at 100% Load
		m^3/min	cfm	°C	°F	
Sound Attenuated Level 2	275	351	12395	50	122	71
	225	351	12395	56	133	71
	180	351	12395	60	140	71
Sound Attenuated Level 1	275	351	12395	50	122	75
	225	351	12395	56	133	74
	180	351	12395	60	140	73
Weather Protective	275	516	18222	52	126	82
	225	516	18222	59	138	82
	180	516	18222	60	140	82
Aluminum Sound Attenuated	275	351	12395	46	115	72
	225	351	12395	56	133	72
	180	351	12395	60	140	72

*Cooling system performance at sea level. Consult your Cat dealer for site specific ambient and altitude capabilities.

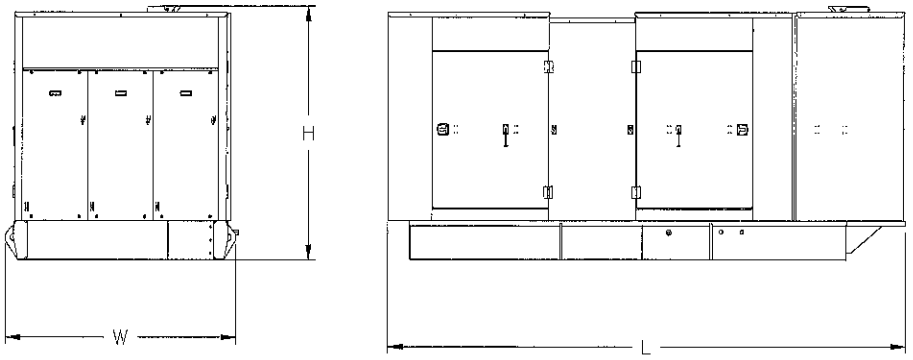
The sound pressure level data shown in the tables above is quoted as free field and is for guidance only. Actual levels produced may vary according to site conditions.

Component Weights to Calculate Package Weight

Narrow Skid		Wide Skid		Steel Enclosures						Aluminum Enclosure	
				Weather Protective		Sound Attenuated Level 1		Sound Attenuated Level 2		Sound Attenuated	
kg	lb	kg	lb	kg	lb	kg	lb	kg	lb	kg	lb
219	483	468	1032	660	1455	1062	2341	1062	2341	629	1387

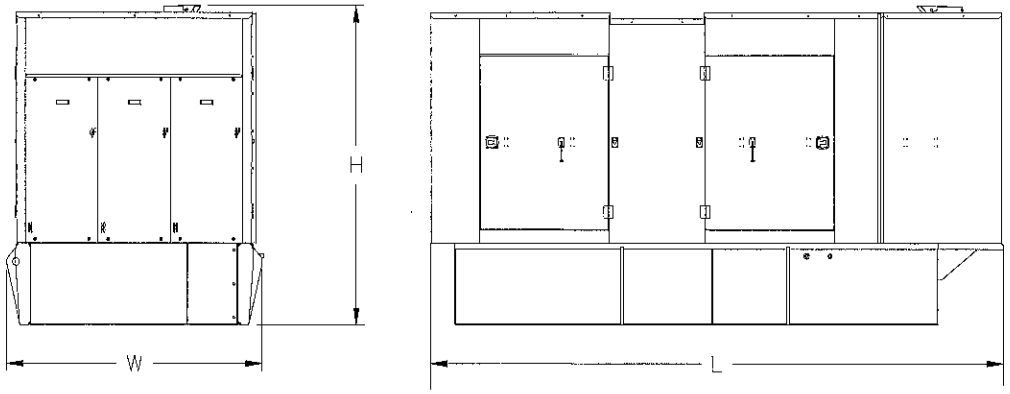
Enclosure Weights and Dimensions

Enclosure on Skid Base



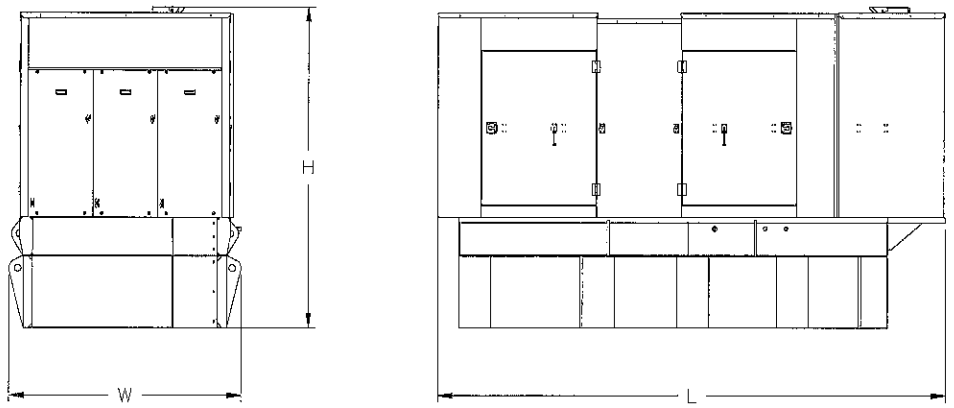
Enclosure Type	Length "L"		Width "W"		Height "H"	
	mm	in	mm	in	mm	in
Sound Attenuated	4515	177.8	2037	80.2	2196	86.5
Weather Protective	4035	158.9	2037	80.2	2142	84.3

Enclosure on a UL Listed 203 Gallon Integral Fuel Tank Base



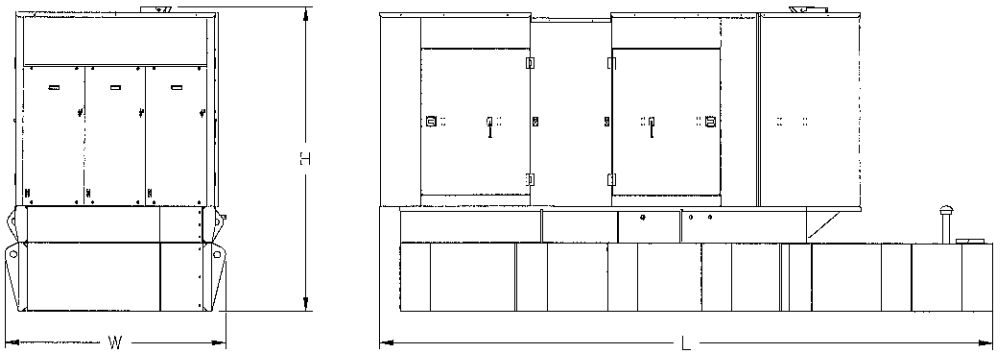
Enclosure Type	Length "L"		Width "W"		Height "H"	
	mm	in	mm	in	mm	in
Sound Attenuated	4515	177.8	2014	79.3	2492	98.1
Weather Protective	4035	158.9	2014	79.3	2438	96.0

Enclosure on a UL Listed 660 Gallon Sub-base Fuel Tank Base



Enclosure Type	Length "L"		Width "W"		Height "H"	
	mm	in	mm	in	mm	in
Sound Attenuated	4515	177.8	2056	80.9	2831	111.5
Weather Protective	4035	158.9	2056	80.9	2777	109.3

Enclosure on a UL Listed 1002 Gallon Sub-base Fuel Tank Base



Enclosure Type	Length "L"		Width "W"		Height "H"	
	mm	in	mm	in	mm	in
Sound Attenuated	5739	225.9	2056	80.9	2831	111.5
Weather Protective	5739	225.9	2056	80.9	2777	109.3

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ATTACHMENTS

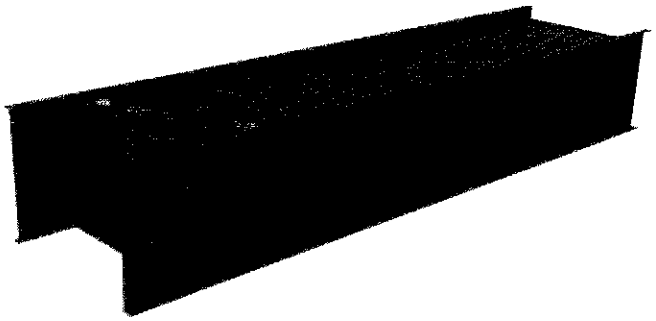


Image shown may not reflect actual package.

C9
Integral and Sub-Base Fuel Tanks

US Sourced
Diesel Generator Set
180 – 300 kW 60 Hz

FEATURES

- UL listed for United States (UL 142) and Canada (ULC S601)
- Compliant with NFPA 30, 37 & 110 and CSA C282-09 & B139-09 standards.
- Dual wall
- Lockable fuel fill cap, 4" (101.6mm) NPT
- Low fuel level warning standard, customer configurable warning or shutdown
- Primary tank leak detection switch in containment basin
- Tank design provides capacity for thermal expansion of fuel
- Fuel supply dip tube is positioned so as not to pick up fuel sediment
- Fuel return and supply dip tube is separated by an internal baffle to prevent immediate re-supply of heated return fuel
- Pressure washed with an iron phosphate solution
- Interior tank surfaces coated with a solvent-based thin-film rust preventative
- Heavy guage steel gussets with internal lifting rings
- Primary and secondary tanks are leak tested at 20.7 kPa (3 psi) minimum
- Compatible with open packages and enclosures
- Gloss black polyester alkyd enamel exterior paint
- Welded steel containment basin (minimum of 110% of primary tank capacity)
- Direct reading fuel gauge with variable electrical output
- Emergency vents on primary and secondary tanks are sized in accordance with NFPA 30

DESCRIPTION – Sub Base

- The sub-base fuel tank mounts below the generator set wide base

DESCRIPTION – Integral

- Integral diesel fuel tank is incorporated into the generator set base frame
- Robust base design includes linear vibtration isolators between tank base and engine generator

OPTIONS

- Audio/visual fuel level alarm panel
- 5 gal (18.9 L) spill containment
- Overfill prevention valve

ATTACHMENTS

INTEGRAL & SUB-BASE FUEL TANK BASE CAPACITIES with Fuel Tank Dimensions & Weights

Integral – Width (W) 2014 mm (79.3 in)
Sub-base – Width (W) 2056 mm (81 in)

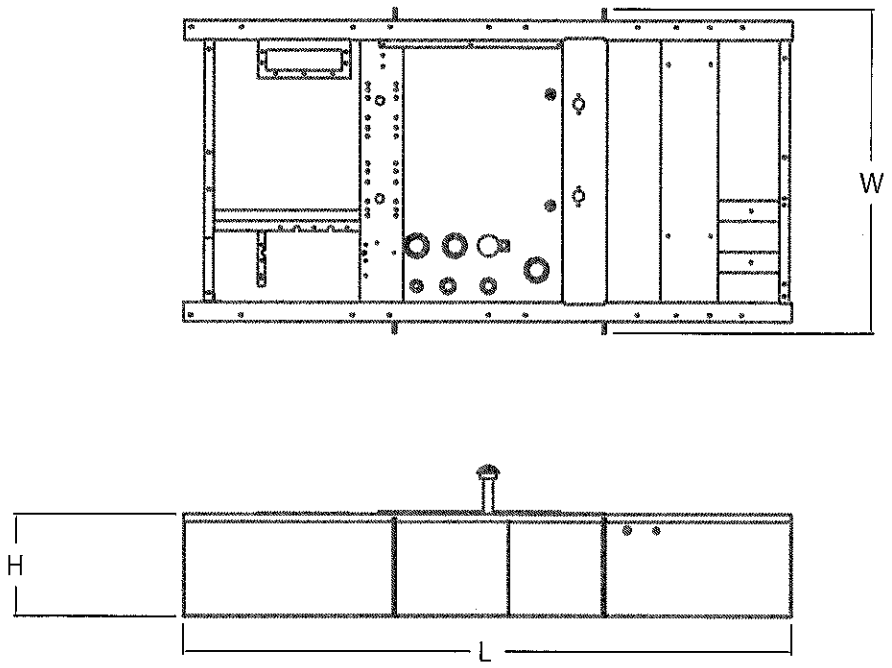
OPEN SET, WEATHER PROTECTIVE ENCLOSURE & SOUND ATTENUATED

Feature Code	Tank Design	Total Capacity		Useable Capacity		TANK ONLY						TANK AND PACKAGE					
						Dry Weight		Length 'L'		Height 'H'		Open PGS Height		WP PGS Height		SA PGS Height	
		Gallon	Litre	Gallon	Litre	kg	lb	mm	in	mm	in	mm	in	mm	in	mm	in
FTDW010	Integral	212	803	203	768	891	1964	3810	150.0	636	25.0	2360	92.9	2438	96.0	2492	98.1
FTDW008	sub base	730	2763	660	2498	1468	3236	3810	150.0	635	25.0	2699	106.3	2777	109.3	2831	111.5
FTDW009	sub base	1036	3922	1002	3793	1832	4038	5550	218.5	635	25.0	2699	106.3	2777	109.3	2831	111.5

ESTIMATED RUN TIMES (hours) AT 100% LOAD

Feature Code	Tank Design	Standby Ratings (ekW)			Prime Ratings (ekW)		
		300	250	200	275	225	180
FTDW010	Integral	9	10	13	10	11	15
FTDW008	sub base	29	34	43	31	36	47
FTDW009	sub base	44	52	65	47	55	72

ATTACHMENTS



The heights listed above do not include lumber used during manufacturing and shipping.
Tanks with full electrical stub-up area include removable end channel. Tanks with RH/LH stub-up include stub-up area directly below the circuit breaker or power terminal strips. Dimensions include weather-protective enclosure exhaust system.

Dual wall sub-base tanks are UL listed and constructed in accordance with Underwriters Laboratories Standard UL142 "Steel Aboveground Tanks for Flammable and Combustible Liquids" and Canada ULC S601 "Shop Fabricated Steel Aboveground Tanks for Flammable and Combustible Liquids."

Fuel tanks comply with the following United States NFPA Codes:
NFPA 30 – Flammable and Combustible Liquids Code
NFPA 37 – Standard for Installation and Use of Stationary Combustible Engine
NFPA 110 – Standard for Emergency and Standby Power Systems

Fuel tanks comply with the following Canadian Codes:
CSA C282-09 – Emergency Electrical Power Supply for Buildings
CSA B139-09 – Installation Code for Oil-Burning Equipment

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LEHE0504-00 (02/14)

CITY OF KUNA
P.O. BOX 13
KUNA, ID 83634
www.cityofkuna.com

GORDON N. LAW
CITY ENGINEER

Telephone (208) 287-1727; Fax (208) 287-1731
Email: glaw@cityofkuna.com

MEMORANDUM

TO: Mayor Nelson and Members of City Council

FROM: Gordon N. Law
Kuna City Engineer

RE: Wastewater Reuse Permit
Request for Workshop

DATE: December 10, 2015

REQUEST: **FYI**

At the request and direction of Council, the City Engineer pursued an application for a wastewater reuse permit. The intent was to reuse the highly treated wastewater from the North Treatment Plant in the City's Pressurized Irrigation System. As of December 7, 2015, the City has been issued a permit and may under terms of the permit begin to reuse the wastewater beneficially.

It is my opinion the State Permit writers have done an excellent work in preparing the permit. They have implemented a great number of our requests as to permit terms and requirements and demonstrated a remarkable willingness to break new ground for Idaho in Kuna's permit. They should be congratulated for their innovations. Copies of the issued permit have been placed in each member of the governing board's mail box.

In spite of the excellent work by the permit writers, WASTEWATER REUSE IS NOT ENTIRELY FREE NOR IS IT ENTIRELY CONVENIENT. It may be the right thing to do, but I think it is time for staff and the governing board to discuss the issues related to implementation and determine whether we have enough sand in our craw to take this task to the end.

The City Engineer requests the City Council propose a time and place for WORKSHOP #1 on this topic.

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KUNA, ID 83634
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GORDON N. LAW
CITY ENGINEER

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Email: glaw@cityofkuna.com

MEMORANDUM

TO: Mayor Nelson/Mayor-Elect Stear and Members of City Council

FROM: Gordon N. Law
Kuna City Engineer

RE: City Construction and Planning Projects
December 2015

DATE: January 5, 2016

REQUEST: **FYI**

The city has a number of capital and planning projects budgeted for FY2015-16. Some projects may ultimately affect traffic mobility or temporarily inconvenience neighborhoods and Mayor and Council may receive comments and questions concerning them. Other projects are simply included for informational purposes. This memo is intended to give a short review of each project.

1. **Well No. 11** – This project is for the purpose of drilling Well 11 to replace Well 3 (Butler) and the conversion of Well 3 to irrigation purposes. The production well is complete. Design of a remodeled well house and adjusted piping layout is in progress.

2. **Well No. 3 Conversion –** This project is to repair Well 3 casing and convert it to pressurized irrigation use. The repair is complete and a new pumping plant is on order.

3. **Butler GenSet** – Project is to replace existing Butler GenSet to accommodate new Well 11. Bidding is in progress.

4. **Replacement Membranes –** Project is to replace three racks of membranes as part of a planned membrane rotation schedule. Membranes will be ordered from Australia this fall and installed in early spring.

5. **Fiber Optic to NWWTP** – This project is to upgrade communications at the north treatment plant by installing fiber in or adjacent to Ten Mile Road and connecting to the School District fiber.

6. **Reuse Permit Application** – The City has applied to DEQ to reuse highly treated wastewater in the City's pressure irrigation system. DEQ has issued the permit. A workshop needs to be scheduled to discuss next steps.

7. **Pond 7 Blower Replacement** – The purpose of this project is to replace an inefficient unreliable roots-type positive displacement blower with an energy efficient turbo-type blower. The funding for this project will partially come from an Idaho Power Grant. Equipment is on-order and scheduled to arrive at the end of January. Bidding is in progress for modifying the blower building and air piping.

8. **Ten Mile-Hubbard PI** – Trunk to connect Chapparosa service area to Sego Prairie service area. Design is in final review in preparation for bidding.

9. **Goiri PI** - Trunk to connect Well 3 to Boise Street Trunk. Design is in final review in preparation for bidding.

10. **Ardell Pump Station –** Project is to develop new irrigation pump station and pond north of Indian Creek. Preparing RFP

11. **Lake Hazel Sewer Project –** Project is to commence sewer collection system to serve Mason Creek drainage. Evaluating sites for Lift Station.

12. **Prospector PI Project** – Project is to serve southwest corner of Prospector 1 Subdivision with pressurized irrigation. Construction is complete except for Boise Street Crossing.

13. **Lift Station Pump Around -**

14. **Subdivisions in Final Plat –** Kromann, Desert Hawk #2

15. **Subdivisions in Construction** - Crimson #7

16. **Subdivision Plans in Review** – Sailor Shores Meadows, Ridleys #2, Crimson Villas #2.

17. **Plans Approved** - Arbor Ridge #3, Silver Trail #2, Patagonia #1, Sorrell, Crimson #8, Merlin Pointe #1

18. **Orchard Sidewalk** – This project provides sidewalk on the west side of Orchard Street south of Avalon to connect to the east Green Belt. Project is delayed for re-bidding.

19. **Main / 3rd Roundabout** – This project is intended to replace the delta-configuration of the intersection with a roundabout. Construction is programmed for 2016-2017.

20. **Linder / Deer Flat Intersection** – This project is intended to construct intersection improvements. The recommendation of ACHD and City staff is to construct an upgraded signal rather than a round-about. ACHD is programming funding for Design for FY2016 and funding for Construction is intended for FY2020. The project will include safety and pedestrian improvements on the east Deer Flat leg of the intersection.

CITY OF KUNA

PERSONNEL POLICY

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

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

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

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

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

CHAPTER 1. GENERAL POLICIES

Section 1.1 THE ORGANIZATION IN WHICH YOU WORK

1.1.1 The city of Kuna is a political subdivision of the state of Idaho. The Kuna City Council serves as the governing body of the City, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council has primary authority to establish terms and conditions of employment with the City.

1.1.2 Each employee should recognize that although he/she may serve as an employee supervised by the Mayor or department Director, he/she remains an employee of the City, and not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official's pledge or promise, without the express action of the City Council. That is particularly true for terms or conditions that would establish a current or future financial obligation for the City.

Section 1.2 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

Section 1.3 VETERAN'S PREFERENCE AND RIGHTS

1.3.1 The City will accord a preference to U.S. Armed Services veterans, or certain members of his/her family, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.

1.3.2 Any qualified veteran who has been restored to his/her position in accordance with Idaho Code § 65-508 will not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran will be entitled to an opportunity to be heard prior to termination. Such returning veteran will also be considered as having been on an unpaid leave of absence during his/her period of military duty. He/she will be restored to his/her position without loss of seniority, status or pay.

Section 1.4 NEPOTISM/HIRING OF RELATIVES

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

A. No person related to the Mayor or a City Council member by blood or marriage within the second degree, as shown on the standard Table of Consanguinity, will be hired or appointed to any compensated office, position, employment or duty.

B. No employee or elected official will appoint or hire, or vote for the appointment or hiring of any person related to him/her by blood or marriage within the second degree, as shown on the Table of Consanguinity, to any compensated office, position, employment or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.

C. No person related by blood or marriage within the second degree, as shown on the standard Table of Consanguinity, will be hired, appointed or supervised by the related employee.

D. An employee whose relative is subsequently elected may be eligible to retain his/her position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

Section 1.5 PREFERENCE FOR HIRING FROM WITHIN

1.5.1 Qualified employees may be given preference over outside applicants to fill job vacancies or for a newly created position approved and funded by City Council.

1.5.2 If the open position is limited to posting within the City (internal), all employees applying shall be required to submit the approved City employment application package and go through the formal interview process, as provided for in Chapter 2.

1.5.3 If the City does not offer the position to an employee, or the City determines that it desires to interview external candidates, the City may proceed to post and advertise the open position as the department Director or supervisor determines to be appropriate.

CHAPTER 2. EMPLOYMENT START-UP

Section 2.1 EMPLOYMENT

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

Section 2.2 APPLICATION

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

Section 2.3 SELECTION PROCESS

2.3.1 The department Director shall appoint a team of employees, consisting of not less than three (3) employees including the department Director or Mayor if required. The team shall evaluate the candidate(s) for employment based upon pre-determined written criteria prepared by the department Director. If the opening is for a department Director position, the Mayor shall sit on the selection team.

2.3.2 The selection process may consist of an evaluation of the candidate(s) through personal interviews, performance, work samples, physical agility tests, written tests, references, medical examinations, or any combination thereof and in no way shall be affected or influenced by race, color, religion, disability, national origin, age, gender, sexual orientation, veteran or current military status.

2.3.3 Selection techniques shall be impartial and shall relate to those areas that will adequately and fairly indicate the ability and quality of the candidate(s) under consideration to execute the duties and responsibilities of the position to which they seek to be appointed.

2.3.4 Upon completion of the selection process, if the position is for department Director, the recommendation for appointment shall be made to the City Council by the Mayor. All other candidates for City employment shall be decided by the selection team based upon the selection criteria and other relevant considerations. All such appointments will become effective after all necessary documents have been signed by the appropriate City officials and the new employee.

2.3.5 All new employees shall be required to submit to and successfully pass an F.B.I. criminal background check and a drug test in compliance with the City's policy on Criminal Background Checks, as adopted, and arranged through the Human Resource Manager prior to commencement of employment.

Section 2.4 INELIGIBILITY OR DISQUALIFICATION

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

A. Failure to meet any of the requirements established for the examination or position for which he/she applies including failure to meet deadlines of the application process.

B. Addiction to the use of drugs, alcohol or controlled substance.

C. Failure to successfully pass a criminal background check in compliance with the City's Criminal Background Check Policy, as adopted. Said policy shall prohibit the employment of any person convicted of any felony, or convicted of a misdemeanor where an element of the crime involves deception, fraud, violence, threats of violence or behavior that is dishonest or immoral.

D. Dismissal from any prior position for any cause which would be cause for dismissal by the City.

E. Resignation from any position to avoid dismissal.

F. Deception or fraud in content of the application.

G. Request by the applicant to be withdrawn from consideration.

H. Disqualification or unsuitability for employment as specified in any City or applicable department rule or regulation.

Section 2.5 CONTINUED EMPLOYMENT/ANNUAL EVALUATION

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

Section 2.6 EMPLOYMENT FORMS TO BE COMPLETED

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

A. Official City of Kuna Employment Application form.

B. Idaho State Police criminal background check form.

C. Pre-employment, post-offer drug testing form.

D. Insurance forms (if coverage is available to and selected by the employee).

E. Immigration form (I-9).

F. Withholding Form (W-4).

G. Any other benefit forms necessary for employee information.

CHAPTER 3. EMPLOYEE PERSONNEL FILES

Section 3.1 PERSONNEL RECORDS

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

Section 3.2 ACCESS TO PERSONNEL FILES

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

Section 3.3 MANAGEMENT OF INFORMATION IN PERSONNEL FILES

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

CHAPTER 4. RULES OF EMPLOYEE CONDUCT

Section 4.1 RULES OF CONDUCT

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

Section 4.2 PERSONAL CONDUCT

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

A. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. **THIS IS THE FIRST PRIORITY FOR ALL EMPLOYEES**.

B. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation, Compensatory Time and Sick Leave.

C. Comply with dress standards established in the office/department for which the employee works. In the absence of any office/departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.

D. Not engage in criminal conduct of any kind while on or off duty. Employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official. An employee who is charged with any felony or serious misdemeanor, including any charge of violence and/or the charge of driving under the influence shall report the criminal charges to his/her supervisor and the Human Resource Manager as soon as practicable, but not later than three (3) days after the charges.

E. Not engage in conduct away from work that, although not criminal, may reflect adversely upon the City or its officials or otherwise impair (excluding physical activities) the employee's ability to perform the job for which the employee is hired.

F. Not use any City equipment for personal use unless specifically permitted in this Personnel Manual.

G. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City and related agencies.

H. Not engage in conduct that violates the laws of the state of Idaho, including but not limited to Idaho Code §18-1356 (accepting gifts that exceed a value of $50.00), Idaho Code §74-401 et seq. (Ethics in Government Act), Idaho Code §74-501 (Prohibitions Against Contracts) and Idaho Code §18-1359 (Using Public Position for Personal Gain).

I. Not accept gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee or official in violation of Idaho Code § 18-1356 and Idaho Code § 18-1357.

J. Not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Mayor, City Council or the office/department for whom he/she works.

K. Give his/her best efforts to accomplish the work of the City for public benefit in accordance with policies and procedures adopted by the Mayor and City Council and elected officials and displaying an attitude of cooperation and constructive participation.

L. Be subject to the administrative authority of the officials who supervise the department where the employee works.

M. Abide by all office/departmental rules whether written or oral. No employee will be required to follow the directive of a supervisor that violates the City, state or federal law.

N. Perform such obligations as are necessary to carry out the work of the City in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

O. All employees shall be attentive to his/her duties and assignments while on the clock for the City.

P. Not engage in malicious gossip, spread rumors, engage in behavior designed to create discord and lack of harmony, willfully interfere with another employee's work output or encourage others to do the same.

Q. Not unlawfully harass a fellow employee or member of the public, as outlined in the section entitled City's Workplace Discrimination, Harassment and Retaliation Policy.

R. Not discriminate in the treatment of fellow employees or members of the public on the basis of race, religion, gender, age, disability or national origin.

S. Not engage in abusive conduct to fellow employees or the public, or use abusive language in the presence of fellow employees or the public. Abusive language includes profanity and loud, threatening or harassing speech.

T. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.

U. Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.

V. Follow the rules regarding the reporting of work hours and comply with the City's procedures for approval of time-keeping records, including any electronic time-keeping program.

W. Follow rules and schedules for breaks and lunch periods, as established by the City.

X. Report all accidents that occur or are observed on the job, or are on or involve City property as soon as possible or within twenty-four (24) hours, whichever is sooner, and cooperate as requested in the reconstruction of any such accident.

Y. Follow all workplace safety rules whether established formally by the office/department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.

Z. Maintain a current appropriate driver's license when work for the City requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.

AA. Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create disadvantage for other members of the public or advantage for the employee.

BB. Not have non-City employment that conflicts with duties performed for the City in any meaningful way.

CC. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record, after consulting with legal counsel for the City or without an order from a court or public agency of competent jurisdiction.

DD. Maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.

EE. Not use work time for personal business, including the selling of goods or services to the general public.

FF. Adhere to any code of ethics in his/her profession.

GG. Not engage in political activities while on duty.

HH. Not provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.

II. Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (Idaho Code §§ 18-3201 and 18-3202).

JJ. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace activities.

KK. Not abuse employee benefit offerings by taking unjustified Sick Leave, unearned vacation, participating in a scheme designed to create incorrect personnel records or to claim benefits that are not deserved in accordance with City policy.

LL. Not violate rules concerning absence from the workplace without proper authorization.

MM. Not engage in prolonged visits with co-workers, children, friends or family members that interfere with work in the office/department in which the employee serves.

NN. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.

Section 4.3 SMOKING, TOBACCO USE AND E-CIGS PROHIBITED

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

4.3.2 Smoking of any kind, including pipes, cigars, and cigarettes, e-cigs, and the use of chewing tobacco is prohibited for employees while on duty. Employees eighteen (18) years of age and over are allowed to smoke only during his/her assigned breaks and lunch, and only in areas designated for that purpose. If the employee is out in the field, the employee may only smoke while on an assigned break and at a location where smoking is permitted. In all circumstances, the employee shall use common sense in determining where it is appropriate to smoke taking into consideration the public perception and the reflection and appearance upon the City.

4.3.3 The City shall establish a smoking area at City Hall and the North Waste Water Treatment Plant. The areas shall be located on the side or back of the buildings and at least fifty (50) feet from any entrance to the building.

CHAPTER 5. DRUG TESTING POLICY

Section 5.1 AUTHORITY

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

Section 5.2 PURPOSE AND INTENT

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

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

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

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

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

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

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

5.3.5 When a supervisor and/or the Human Resource Manager has reasonable suspicion to believe that an employee is in possession of any illegal controlled substance, or the selling or transferring of any controlled substance(s), the supervisor and/or Human Resource Manager shall immediately notify the police.

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

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

Section 5.5 EMPLOYEE'S USE OF ALCOHOL

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

5.5.2 Employee Under The Influence Of Alcohol

A. When a supervisor has reasonable suspicion to believe that an employee is under the influence of alcohol, the supervisor shall immediately notify the Human Resource Manager. The supervisor and/or Human Resource Manager should approach the employee in a private setting, if possible. If, in the judgment of the supervisor and/or the Human Resource Manager, the employee's condition is potentially hazardous to the safety of any individual, the supervisor and Human Resource Manager shall arrange for the employee to be relieved of duty, placed on leave with or without pay status, depending on the circumstances, and transported home.

B. The employee shall be tested pursuant to Section 5.6.

C. If the employee refuses to be tested, the supervisor and/or Human Resource Manager shall advise the employee that a refusal to take a test will be considered a positive test.

D. The supervisor and/or Human Resource Manager will arrange for the employee to be relieved of duty, placed on leave with pay status and transported home.

E. The employee shall not be allowed to drive a City vehicle unless and until the employee is reinstated pursuant to section 5.6.12, infra.

Section 5.6 EMPLOYEES REQUIRED TO SUBMIT TO DRUG AND ALCOHOL TESTING

5.6.1 Employees in SAFETY SENSITIVE POSITIONS will be required to submit to random drug and alcohol testing.

A. The City has a compelling interest to protect the safety of its employees and the general public by ensuring that its employees in safety sensitive positions do not operate equipment or perform his/her job duties where they may injure themselves or the public while under the influence of alcohol or drugs.

B. Safety Sensitive Position Defined. Safety Sensitive positions include those jobs where the duties involve a greater-than-normal level of trust for, responsibility for, or impact on the health and safety of the employee or others; and where errors in judgment, inattention or diminished coordination, dexterity, or composure while performing the duties that could result in mistakes that would endanger the health and safety of the employee or others.

C. Employees in Safety Sensitive positions work with such independence that it cannot be safely assumed, which mistakes such as those described in subsection (B), above, could be prevented by a supervisor or another employee.

D. Employees of the Public Works Department- Safety Sensitive Positions. Employees in the Water Department, Irrigation Department, Sewer Department, Parks Department and Fleet and Maintenance Department are considered Safety Sensitive positions as they are often placed in hazardous situations, such as operating heavy equipment, operating technical equipment and instruments requiring precision, responding to emergencies where broken water, irrigation and sewer lines require that they either are the operator of heavy equipment digging trenches, or they or in the trench repairing broken lines.

E. Other positions within the City that are determined to be safety sensitive, which classification shall be listed on the job description.

5.6.2 Post-offer job applicants shall submit to drug testing upon conditional offer of employment.

5.6.3 An employee where there is a reasonable suspicion of on-duty drug or alcohol use or impairment, including an on the job injury will submit to drug and/or alcohol testing.

5.6.4 An employee who is returning to work, where a return-to-work drug test is required pursuant to subsection 5.6.12, infra.

5.6.5 An employee operating a City vehicle that is involved in a work-related accident will be tested for the use of drugs and alcohol as soon as possible after the accident but no later than two (2) hours in the case of alcohol and no later than thirty-two (32) hours in the case of illegal drugs.

A. Conditions that will require an employee operating a City vehicle to take a drug and/or alcohol test include, but are not limited to, accidents that are caused by a vehicle operator that result in:

1. A fatality.
2. An injury to another person.
3. The injury to the operator of the City vehicle, unless the Police Department determines that there is no reasonable cause to test the driver; or damage to property owned by the City or by a third party that may reasonably be estimated to exceed $1,000.00.

B. The employee must remain readily available for post-accident drug and alcohol testing, and notify the Human Resource Manager of his/her location if he/she leaves the scene of an accident prior to submission to these tests.

C. Failure to remain readily available for post-accident testing constitutes a refusal to test.

D. Post-accident testing may be delayed (briefly) while the employee is providing medical assistance (until the emergency services arrives) or receiving medical attention following the accident.

E. If the employee is unable to voluntarily submit to post-accident drug and alcohol tests (i.e. employee is unconscious, hospitalized, incarcerated, or dead), the City may accept and utilize the test results obtained by the local law enforcement officers. Such test results will only be accepted if the test results are obtained consistent with state and local law.

F. An employee required to take a post-accident drug and alcohol test will be transported to the collection site. The employee must provide a urine and breath sample unless it is determined by a medical examination that the employee is medically unable to provide the required samples. Following the test, the employee will be placed on administrative leave pending receipt of the test results.

G. An employee who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of all medical records or other documentation that would indicate whether drugs or alcohol were present in his/her system at the time of the accident. Any employee required to be tested under this Section must remain readily available for such testing and that employee may not consume alcohol within eight (8) hours of the accident.

H. If the Human Resource Manager, based upon the investigation conducted by law enforcement, determines that an employee's accident was caused by the actions of another and that there were no unsafe actions on the part of the injured employee, the City reserves the right to waive post-accident testing of the injured employee.

5.6.6 Current employees who are transferring to a safety sensitive position will be required to submit to a drug test.

5.6.7 Applicants for safety-sensitive positions, or current employees seeking to transfer to a safety-sensitive position who refuse to submit to a pre-employment drug test; are unable to produce the required specimen volume without a medically valid reason; attempt to alter, taint, or otherwise provide a false sample; or who test positive, may not be hired or transferred into a safety-sensitive position. Such applicants will be provided a list of Substance Abuse Professionals for self-referral.

5.6.8 Applicants or employees, selected for hire or transfer into a safety-sensitive position that have been found to have previously failed an employment-related drug or alcohol test, must present proof of having successively completed a referral, evaluation, and treatment plan before performing the duties of a safety-sensitive position.

5.6.9 An employee or applicant who has not performed a safety-sensitive function for ninety (90) consecutive calendar days, and is not in the random selection pool, shall be required to take a pre-employment drug test and attain a verified negative result.

5.6.10 Applicants or employees, who have sustained a "cancelled test" on a pre-employment drug test, will be required to retest before performing a safety-sensitive function.

5.6.11 An employee or applicant with a diluted negative test results (specimens with creatinines of 5 mg/dl or greater but less than 20 mg/dl and Specific Gravity greater than 1.0010 but less than 1.0030) will be required to retest prior to beginning work.

5.6.12 Return-to-Work Testing. An employee who has tested positive for illegal drugs or alcohol, and, in order to maintain employment, will be given the opportunity to successfully complete a prescribed treatment program under the direction of a Substance Abuse Professional. The employee will be required to take a return-to-duty drug and/or alcohol test at the employee's own expense. Any employee may return to duty only upon verification of a negative test result. The employee will be responsible for all costs associated with the treatment program(s).

Section 5.7 REQUIREMENTS FOR SAMPLE COLLECTION AND TESTING SPECIMEN COLLECTION PROCEDURES

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

A. Testing shall take place at collection sites designated by the City.

B. The collection of the two (2) samples shall be performed under reasonable and sanitary conditions.

C. The City or City's agent who is responsible for collecting the sample shall have received training as to the proper methods of collection.

D. Samples shall be collected and tested with due regard to the privacy of the individual being tested and in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.

E. Sample collection shall be documented and the documentation procedures shall include:

1. Labeling of samples so as reasonably to preclude the possibility of misidentification of the person tested in relation to the test result provided.
2. Handling of samples in accordance with reasonable chain-of-custody and confidentiality procedures.
3. Sample collection, storage and transportation to the place of testing shall be performed so as reasonably to preclude the possibility of sample contamination and/or adulteration.
4. Sample testing shall conform to scientifically accepted analytical methods and procedures.

5. Drug testing shall include a confirmatory test before the result of any test can be used as a basis for action by an employer under Idaho Code §§72-1707 and 72-1708. A confirmatory test refers to the mandatory second or additional test of the same sample that is conducted by a laboratory utilizing a chromatographic technique such as gas chromatography-mass spectrometry or another comparable reliable analytical method.

F. Alcohol testing shall be conducted using an approved evidentiary breath testing device operated by a trained breath alcohol technician. There will be two reviewable levels for alcohol concentration. Any employee who tests with a BAC above .00, will not be allowed to work for at least twenty-four (24) hours and shall be re-tested prior to returning to work. Any employee who tests positive for alcohol will be subject to a disciplinary action.

G. Positive alcohol tests resulting from the use of an initial screen saliva test, must include a confirmatory test that utilizes a different testing methodology meant to demonstrate a higher degree of reliability.

H. Positive alcohol tests resulting from the use of a breath test must include a confirmatory breath test conducted no earlier than fifteen (15) minutes after the initial test; or the use of any other confirmatory test meant to demonstrate a higher degree of reliability, such as a blood test.

I. If the employee is suspected of being under the influence of alcohol or drugs, the employee's supervisor shall contact the Human Resource Manager for arrangements to transport the employee to the designated testing location. In no circumstance, shall the employee be directed to drive to the testing location.

Section 5.8 SUBSTANCES TESTED

5.8.1 Alcohol. An employees subject to alcohol testing may have a sample of his/her breath tested for the presence of the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

5.8.2 Drugs. An employees subject to drug testing will have a sample of his/her urine tested for the presence of the drugs including, but not limited to the following drugs: Marijuana, Cocaine, Phencyclidine (PCP), Opiates, Pharmacological and Amphetamines.

Section 5.9 ADULTERATION OR SUBMISSION OF A CONCEALED SPECIMEN

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

Section 5.10 TEST RESULT NOTIFICATION

5.10.1 All drug test results will be forwarded to the City Attorney/Human Resource Manager. The prospective or current employee's supervisor will be notified if a positive result is received. The prospective or current employee will be offered an opportunity to personally discuss the positive drug test with the City Attorney/Human Resource Manager. The employee's supervisor shall be notified.

5.10.2 Any employee who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If the proper use of the prescription drug is verified, the employee's test result will be reported as negative.

Section 5.11 RANDOM TESTING

5.11.1 The City will maintain a listing of all the safety sensitive position employees who are subject to both random drug and alcohol testing.

5.11.2 Random tests will be unannounced and conducted on all days and hours during which safety-sensitive functions are performed.

5.11.3 A computer-based random number generator, which is a scientifically valid method, is used for random selection. During each calendar year, drug and alcohol tests will be administered to all employees on a continuous, random selection basis. Each covered employee shall have an equal chance of being selected every time selections are made.

5.11.4 Random alcohol tests may only be administered just before, during, or immediately following completion of a safety-sensitive function. Random drug tests can be administered anytime while on duty.

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

Section 5.12 REASONABLE SUSPICION TESTS FOR DRUGS AND/OR ALCOHOL

5.12.1 The City will require an employee to be tested for the use of alcohol, illegal drugs, or the use of prescription medication if an employee's physical appearance or pattern of behavior gives City officials reason to believe the employee is impaired because of substance abuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

5.12.2 If that impairment would compromise the employee's ability to perform his/her assigned job tasks and would endanger his/her well-being or the safety of fellow employees or the general public, that employee will temporarily be relieved of his/her duties.

5.12.3 Employees will be transported to the collection site and will be required to provide a urine and/or breath sample. Following completion of the test(s), the employee will be placed on administrative leave pending the results of the test.

5.12.4 A written record of the observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Human Resources Manager and shall be attached to the forms reporting the test results.

5.12.5 When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred to the substance abuse professional for an assessment. The employee shall be placed on administrative leave in accordance with the provisions of this policy.

Section 5.13 REFUSAL OF TESTING FOR DRUGS OR ALCOHOL

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

Section 5.14 CONSEQUENCES FOR POSITIVE DRUG OR ALCOHOL TEST

5.14.1 A prospective employee who tests positive for illegal drugs will not be offered employment. If the employee has accepted the position under a condition that he/she take the drug test, the conditional employment shall be rescinded. Any current employee who tests positive for illegal drugs or alcohol may be allowed to continue working for the City subject to the terms and conditions of this chapter.

5.14.2 An employee who has a confirmed positive drug and/or alcohol test will be immediately removed from his/her safety-sensitive positions and placed on leave-without-pay status.

5.14.3 An employee who tests positive for illegal drugs or alcohol, and who is allowed to continue to work for the City must first consult with a Substance Abuse Professional to determine if he/she is drug/alcohol dependent. If it is determined that he/she is not drug/alcohol dependent he/she may return to work after he/she takes and passes a drug/alcohol test at his/her expense and completes any counseling or educational programs recommended by the substance abuse professional. Thereafter, that employee will be subject to at least six (6) random drug or alcohol tests during the ensuing twelve (12) month period.

5.14.4 The City will evaluate on a case-by-case basis whether or not an employee will be given the opportunity for rehabilitation and retention.

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

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

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

Section 5.16 EMPLOYEE NOTIFICATION REQUIREMENTS

All employees are:

A. Required to notify his/her supervisor of any moving violation involving drugs or alcohol, occurring on or off the job.

B. If required to drive as part of his/her assigned duties or job specifications, to report to his/her supervisor any restrictions imposed by law on his/her driving privileges due to drug or alcohol use.

C. To be evaluated by his/her supervisor and the Human Resource Manager to determine if they will be retained if they are unable to perform his/her assigned duties due to loss of driving privileges.

D. Required to report to his/her supervisor whenever he/she observes or has knowledge of another employee who poses a risk to the safety and welfare of others.

E. Required to inform his/her supervisor of any use of legal or illegal drugs, including prescription medication, which may impair on-the-job performance.

F. Required to inform his/her physician of this policy when being prescribed medication(s), and he/she will be responsible for using the medically authorized drugs, or over-the-counter medication in a manner that will not adversely affect his/her ability to perform safety-sensitive duties safely, effectively, and responsibly. employees shall provide a “release to work” note from the prescribing physician before performing safety-sensitive functions.

Section 5.17 FOLLOW-UP TESTING

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

Section 5.18 SELF-REFERRAL

5.18.1 The City recognizes that alcoholism and drug abuse are diseases that should be treated as any other health problem. Further, it is the City's desire to help any employee who has a substance abuse problem to resolve that problem before they are found in violation of this policy. All employees who consider themselves drug or alcohol dependent and who voluntarily identify themselves as such will be encouraged to obtain an evaluation by a substance abuse counselor and to seek treatment as recommended by the counselor. The City will provide informational assistance in locating professional substance abuse counseling to any employee who requests it. Requests for this assistance will be treated confidentially and the employee will be directed to professional organizations that can provide in-patient, outpatient and post-treatment care.

5.18.2 An employee who demonstrates successful progress or completion of a recommended course of treatment may return to work after taking and passing a drug and/or alcohol test. An employee returning to work after treatment will be expected to comply with all aspects of this drug/alcohol testing policy. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug result or to avoid taking a drug test when requested to do so under the terms of this policy, including any disciplinary action being taken by the City.

5.18.3 An employee who voluntarily seeks assistance in treating a problem associated with drug and/or alcohol misuse will be afforded the same consideration as any other employee undergoing an illness.

5.18.4 An employee who waits to volunteer for treatment until after they are notified of a scheduled drug or alcohol test, or until a positive test result, will be subject to the same penalties as any other "positive" test result.

Section 5.19 TERMINATION OF EMPLOYMENT FOR A VIOLATION OF THIS CHAPTER

An employee may be terminated if the employee:

A. Uses, sells, possess, purchases, manufactures, or distributes alcoholic beverages, illegal or controlled substances, or other performance impairing substances, while on duty, or on City property.

B. Has a confirmed positive drug test or a positive alcohol test.

C. Consumes alcohol following an accident and before completing a post-accident alcohol and/or drug test.

D. Refuses to submit to a drug and/or alcohol test when directed by the City to do so.

E. Alters, substitutes, tampers, or attempts to tamper with a drug or alcohol test.

F. Submits a urine sample that is not his/her own.

G. Tests positive for drugs and/or alcohol following an accident resulting in death, serious injury, or extensive property damage.

H. Tests positive for drugs and/or alcohol and events surrounding the test(s) preclude rehabilitation and retention.

I. Tests positive for drugs or alcohol during his/her "trial" period. or, as a result of a "return-to-duty" or "follow-up" drug or alcohol test.

J. Fails to notify his/her supervisor of the use of legal or illegal drugs, including prescription medication, that may impair on-the-job performance.

K. Fails to notify his/her supervisor of a citation or conviction under a criminal drug statute within five (5) calendar days of incurring the citation or conviction.

L. Fails to notify his/her supervisor of any moving violation involving drugs or alcohol, occurring on or off the job, causing loss of driver's license.

Section 5.20 REHABILITATION AND RETENTION

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

A. Submit to an evaluation by an approved substance abuse professional.

B. Actively participate in a prescribed treatment or rehabilitation program.

C. Sign a Return-to-Work Agreement.

D. Test negative on a return-to-work drug and/or alcohol test.

E. Undergo unannounced follow-up drug and/or alcohol tests, as recommended by the substance abuse professional, with a minimum of six (6) tests during the first year in addition to any random tests that may be required.

F. Follow any specified after care requirements.

G. Understand that failure to abide by the return-to-work agreement, and/or a subsequent positive drug or alcohol test will result in immediate termination.

Section 5.21 CONFIDENTIALITY

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

A. The employee, if requested in writing.

B. The employer.

C. Decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee.

D. Subsequent employers, if requested in writing by the employee; or other identified individuals or agencies, if requested in writing by the employee.

Section 5.22 PROCEDURES FOR MANAGEMENT, SUPERVISORS AND EMPLOYEES

5.22.1 When a supervisor has reasonable suspicion to believe that an employee is in violation of this policy, the supervisor shall immediately notify the Human Resources Manager to determine further action. If an employee believes another employee is under the influence of an illegal or prescription drug or alcohol while on duty, he/she shall discuss the matter with his/her immediate supervisor. It shall be the supervisor's responsibility to take appropriate action.

5.22.2 If evidence exists that would lead another employee or supervisor to reasonably believe that an employee is under the influence of an illegal or prescription drug or alcohol while on duty, or such are in the employee's possession while on duty, immediate action is required. When such evidence exists, the City will require the employee to undergo a drug or alcohol test consistent with the conditions set forth in this policy.

5.22.3 Any Supervisor/Manager who knowingly disregards the requirements of this policy may be subject to disciplinary action, up to and including termination.

CHAPTER 6. ELECTRONIC USE POLICY

Section 6.1 CITY ELECTRONIC RESOURCES

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

Section 6.2 DEFINITIONS

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

Section 6.3 DIRECTIVES

6.3.1 The City's Resources must not be used knowingly to violate the laws and/or regulations of the United States or the laws and/or regulations of any state or city in any material way. Use of any City Resource for illegal activity is grounds for immediate suspension and/or termination. Likewise, the City will cooperate with all federal, state or local law enforcement agencies investigating any illegal activity while using City Resources.

6.3.2 Software or files downloaded via the Internet into the City's network become the property of City. Any such files or software may be used only in ways that are consistent with his/her licenses and/or copyrights.

6.3.3 The City has installed a variety of security systems to assure the safety and security of its network. Any user who attempts to disable, defeat, or circumvent any security facility may be subject to disciplinary action.

Section 6.4 OVERSIGHT OF THE CITY'S RESOURCES

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

Section 6.5 GENERAL PROVISIONS

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

A. Except as provided below, no employee may use City Resources for personal benefit or gain of the official, employee, or any other person.

B. Except as provided in this policy, an employee may not make private use of City Resources and then reimburse the City so there is no actual cost to the City.

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

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

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

B. Examples of "occasional but limited use."

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

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

6.5.4 Absolute Prohibition on the use of City Resources:

A. Any use for the purpose of conducting an outside business of the employee, or a relative or acquaintance of the employee.

B. Any campaign or political use, unless such use has been determined not to be a violation of state or federal law.

C. Commercial uses such as advertising or selling, whether for personal or business purposes.

D. Any use for private benefit or gain, including use of City contracts with vendors for the purchase of goods or services.

E. Any illegal activity, including any use of the Internet, software, or any other property or resource that violates copyright laws.

F. Employees may not play games on a City-owned computer, even if the game was preloaded on the computer as part of the manufacturer's operating system. Downloaded and interactive games have the potential to undermine the security of City information and systems.

6.5.5 No Expectation of Privacy.

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

6.5.6 Violations – Penalties.

A. In order to safeguard City Resources, violators of this policy may be subject to disciplinary action. Violations of this policy will be handled in accordance with the City's established disciplinary procedures.

B. In addition to any disciplinary actions, the City may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of City computing and network resources, or to protect the City from liability.

C. The City reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

Section 6.6 SPECIAL PROVISIONS REGARDING COMPUTER ACCOUNTS

6.6.1 Security

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

6.6.2 Assignment of Computer Accounts

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

B. Employees may set his/her individual passwords. Passwords are considered secret and shall not be shared with other employees and a violation of this section may result in a disciplinary action by the City. Access to the City Resources shall not be denied to the appropriate employee. Upon termination of employment, all passwords shall be given to the Department head.

C. Users are responsible for all activities conducted with accounts assigned to them. Employees must keep passwords secret. Each user is responsible to maintain the secrecy of the passwords for accounts assigned to him/her.

6.6.3 Access Control

A. User account and passwords are used to control access to City data resources based on an individual employee's need to access specific data. Users are responsible for data accessed, transmitted, copied, deleted, etc. to or from his/her computer account.

B. To prevent unauthorized use, all users should power down at the end of each shift, all employees should log off before leaving said computers or systems unattended.

C. Data will not be copied or transmitted without the same access restrictions as those placed on the original data. This provision is not intended to restrict distribution of data resulting from public disclosure requests or the authorized release of information by the City.

D. The Independent Contractor and other authorized individuals may, by nature of assigned duties and in support of authorized activities, be exempt from any or all of these provisions regarding computer accounts.

Section 6.7 SPECIAL PROVISIONS REGARDING ELECTRONIC MAIL

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

6.7.2 Right of Inspection

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

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

6.7.3 Prohibition of Inappropriate Message Content.

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

6.7.4 Forwarding of Electronic Mail

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

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

6.7.6 Mis-delivered Messages

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

Section 6.8 USER'S RESPONSIBILITY FOR SECURITY

6.8.1 Users are responsible for the security of his/her electronic mail account password and any electronic mail that is sent via a user account. To protect a user account against unauthorized use, the following precautions should be taken: Log off from, or lock access to, the City computer before leaving it unattended. If user id logon is left open, and someone else uses it, it will appear as if user sent the message and user will be held accountable.

6.8.2 Do not give out passwords. Users are responsible for messages sent via user account. Correspondingly, do not use or tamper with someone else's account without his/her knowledge and consent. Unauthorized use of an electronic mail account is in violation of this policy.

Section 6.9 USE OF NON-CITY EMAIL ACCOUNTS

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

Section 6.10 TRANSMISSION OF CONFIDENTIAL INFORMATION

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

Section 6.11 SPECIAL PROVISIONS REGARDING INTERNET WEB SITE ACCESS

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

Section 6.12 CERTAIN USE OF INTERNET PROHIBITED

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

A. Use of City equipment to access pornographic web sites is prohibited at all times.

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

Section 6.13 MONITORING AND REPORTING OF INTERNET USE

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

Section 6.14 DOWNLOADING FILES

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

Section 6.15 UPDATING INFORMATION ON THE CITY'S WEBSITE

6.15.1 The City designates the City Clerk's Department or its designee, as the department responsible for ensuring that the information on the City's website is accurate and up to date.

6.15.2 The Clerk has developed guidelines on how to submit information to the City Clerk for inclusion on the City's website. Except as provided in these guidelines, no other employee of the City has authority to add or delete information on the City's website.

Section 6.16 REMOTE ACCESS TO CITY SYSTEMS

6.16.1 Remote access to certain City systems, applications, and data is maintained for selected employees. City remote access systems require a high level of application and user maintenance as well as monitoring. In addition, they significantly increase the security risks associated with outside access to applications and data. Remote access systems are therefore restricted only to those City Officials and employees who show a demonstrated necessity to access data or applications while away from City facilities and ONLY for City business. Remote access will not be granted for convenience. Users who do not utilize remote access systems may be removed as users. Use of remote access for other than official business will result in immediate removal as a user and, if appropriate, disciplinary action.

6.16.2 Authorization Required

A. Prior to use by any City Official or employee, the appropriate City Official must submit a written request stating what business necessity exists requiring the potential user to utilize remote access. Permission will be based on demonstrated need and subject to the criteria listed below.

B. Directors and supervisors must be aware of and restrict remote access to City systems due to the potential to result in accrual of Comp. Time. An employee's remote access to data or email shall be limited to OnCall or emergency situations, as time spent accessing data or email remotely is considered compensated time for employees subject to FLSA rules.

Section 6.17 CELLULAR TELEPHONES

6.17.1 City departments shall acquire and use City cell phones in accordance with this Section to ensure that employees use cell phones in the most expeditious manner and to provide guidelines in the acquisition and use of such equipment.

6.17.2 The purchase of City cell phones must be approved by the department's Director or City Treasurer to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with a cellular phone.

Section 6.18 General Requirements

6.18.1 Wireless transmissions, including cell phones, should not be considered secure. Therefore, employees using City cell phones or his/her personal cell phones to conduct City business should use discretion in relaying confidential information.

6.18.2 All devices that are being used for City business must have a passcode or password to lock the device.

6.18.3 The City reserves the right to monitor the use of all City Cellular Phones.

Section 6.19 Special Restrictions Related to Driving

6.19.1 Safe driving is an absolute top priority of the City.

6.19.2 Any cell phone use while driving should only be used to report an accident, car trouble, or if there is imminent danger.

6.19.3 Texting while driving is a violation of the law and is strictly prohibited.

6.19.4 If a cell call is received while driving, safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

6.19.5 If acceptance of a cell call is unavoidable and pulling over is not a safe option: use the voice-activated or "speed dial" feature; keep the call short; do not take notes, text message or e-mail while driving; refrain from discussion of complicated or emotional issues; and, and keep eyes and attention on the road.

6.19.6 Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of his/her phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

Section 6.20 Eligibility

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

Section 6.21 Approval

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

Section 6.22 Use of a City's cellular telephone

6.22.1 No City cell phone shall be used in any illegal, illicit, or offensive manner. This includes, but is not limited to, accessing pornographic sites or using the cell phone to harass or make threats to another person.

6.22.2 The City cell phone is to be used only by the individual to whom it is issued.

6.22.3 The use of the City cell phone during work hours to make or receive personal calls should be restricted to emergencies. An employee should limit personal calls to his/her lunch break.

6.22.4 Use of the City cell phone is a privilege that may be revoked at any time for inappropriate usage.

Section 6.23 Employee's Responsibilities

6.23.1 An employee receiving a City cell phone must notify the City of any lost or stolen device so the City may take any action against unauthorized access to City information.

6.23.2 Employees must follow the requirements of policies and directives related to open records, city business related records, and records retention.

6.23.3 An employee who abuses this policy for whatever reason may be subject to disciplinary action including termination.

6.23.4 The employee may be held liable for the cost of a lost, stolen, or damaged city cell phone or equipment. The individual may also be held responsible for calls made while the cell phone is missing.

Section 6.24 City Treasurer's Responsibilities

6.24.1 The City Treasurer will determine an appropriate service provider, equipment needs, and the most cost-effective service plan based on the respective department's needs.

6.24.2 The City Treasurer will review plans periodically with each department Director and users to determine if the most cost-effective plan is being utilized.

6.24.3 The City Treasurer will coordinate the setting up of new users with the cell phone provider.

6.24.4 The City Treasurer will coordinate the canceling, terminating or re-issuing of cell phones and plans with the cell phone provider once notified by the department Director in charge of the employee status.

6.24.5 The City Treasurer will maintain a City wide inventory of all cell phones and equipment. Equipment includes chargers, holders, and PC-to-phone cables.

Section 6.25 PERSONAL CELL PHONE USE.

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

CHAPTER 7. VEHICLE USE POLICY

Section 7.1 CITY-OWNED VEHICLES

7.1.1 This policy provides the basic framework governing the use of City-owned vehicles, and, as such, cannot contain procedures governing every situation that might arise. An employee seeking clarification of or exemption from the provisions of this policy should contact the Human Resource Manager who will provide such clarification and may authorize exceptions to the policy under mitigating circumstances.

7.1.2 Certain positions require employee access to City-owned vehicles, either during the work shift or on a 24-hour on-call basis. City-owned vehicles are not personal vehicles and are not for personal use.

7.1.3 City-owned vehicles should be viewed as belonging to the citizens and are assigned solely for purposes consistent with providing services to those citizens.

Section 7.2 ASSIGNMENT OF CITY-OWNED VEHICLES

7.2.1 The assignment of City owned vehicles during work time is based upon job description. Department heads who have City owned vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and an employee's job function.

7.2.2 Assignment of City owned vehicles for 24 Hour Use (Vehicle Use Approved for Commuting Purposes).

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

1. Officially designated on-call status.
2. Requirement for frequent emergency availability.
3. Emergency or other equipment contained in the vehicle.

7.2.3 Vehicle use is limited to travel to and from the employee's residence and place of work. The vehicle should be driven via the most direct route. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons.

7.2.4 General Rules Governing City-owned vehicle use:

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

B. City-owned vehicles may only be used for legitimate City business.

C. City-owned vehicles will not be used to transport any individual who is not directly or indirectly related to City business. Passengers shall be limited to employees and individuals who are directly associated with City work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in City-owned vehicles. An exception shall be a person is in need of medical care and needs to be transported to an emergency facility for care when an ambulance is not available.

D. Fleet card PINs are personally assigned and shall not be given out to another employee.

E. City-owned vehicles should contain only those items for which the vehicle is designed. The City shall not be liable for the loss or damage of any personal property transported in the vehicle.

F. The use of City-owned vehicles, including all passengers being transported, shall be limited to official business only.

G. Employees are expected to keep City-owned vehicles clean, and to report any malfunction or damage to his/her supervisors immediately.

H. Employees assigned vehicles for commuting purposes are expected to park such vehicles in safe locations. All City property stored in the vehicle shall be secured. The employee shall be responsible for any theft out of the City vehicle while it is parked at the employee's residence.

I. Comply with the City's Tobacco Use Policy, as provided for in Section 4.3.

J. Employees and passengers must wear his/her seatbelt in vehicles so equipped during the operation of the vehicle.

K. Employees shall not operate City-owned vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications that may interfere with effective and safe operation.

L. Employees who operate City-owned vehicles must have a valid driver's license issued by the State of his/her current residence. Employees shall comply with Idaho law in obtaining an Idaho driver's license.

M. Employees driving City-owned vehicles shall obey all applicable traffic and parking regulations, ordinances and laws, and operate the vehicle efficiently in terms of fuel consumption and trip routes.

N. Employees will be reimbursed for parking fees, not including fines.

O. An employee who incurs parking or other fines in City-owned vehicles will generally be personally responsible for payment of such fines.

P. An employee who is involved in a work-related accident requiring medical attention shall inform his/her supervisor of the accident as soon as possible.

Q. An employee who is issued a citations for any offense while using a City-owned vehicle must notify his/her supervisor/Director immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.

R. An employee who is assigned a City vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of his/her driver's license, whether in his/her personal vehicle or in a City-Owned Vehicle, must notify his or her supervisor/department Director immediately when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of City-Owned Vehicle privileges and/or further disciplinary action up to an including termination.

S. No employee may use a City-Owned Vehicle for out of state use without advance approval from the City.

Section 7.3 SANCTIONS

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

Section 7.4 PERSONAL VEHICLE EXPENSE REIMBURSEMENT

7.4.1 It is the policy of the City to reimburse employees for reasonable expenses that they incur as a result of the use of his/her personal vehicle on behalf of the City. Receipts and the employee Reimbursement Form must be submitted in order for an employee to be reimbursed for such expenses.

7.4.2 Expense Reimbursement

A. Expense Reimbursement is intended for travel outside the City.

1. An employee will not be reimbursed for personal automobile use within the City without advance approval by his/her Director.
2. In all cases where there is a City-owned vehicle available, the employee should use the City vehicle instead of his/her own personal vehicle.
3. When an employee is directed to use his/her personal vehicle, the employee will be reimbursed at the IRS mileage reimbursement rate (currently $.555). When an employee elects to use his/her personal vehicle, the employee will be reimbursed at the government reimbursement rate (currently of $.125).
4. The Director is expected to act in the best interests of the City in making the determination for the employee's use of his/her personal vehicle.

B. When an employee is authorized to use a personal automobile for work-related travel, he or she shall be reimbursed at a rate of reimbursement as established by the I.R.S.

C. The mileage rate is intended to include the costs of gasoline, repairs, insurance, and general wear and tear on the automobile.

D. In addition to the mileage rate, the City will reimburse employees authorized to travel outside the City, driving personal vehicles, for parking expenses when receipts are provided.

7.4.3 The City shall require employees who are reimbursed for work- related travel to show proof of the following minimum levels of insurance coverage:

A. Bodily Injury: $100,000.00/$300,000.00.

B. Property Damage $100,000.00.

7.4.4 Employees will not be reimbursed for commuting between his/her homes and offices or other regular work locations.

7.4.5 In order to be reimbursed for personal automobile use, an employee must complete the employee Reimbursement Form.

7.4.6 Automobile Accidents – In the event that an employee's personal vehicle is damaged during an approved, work-related trip, and the damage is not due to the negligence of the employee, the City will reimburse the employee for his/her loss up to a maximum of $250; provided the employee provide proof of loss by a receipt of verification of payment of a deductible (comprehensive or collision) to cover part of the cost of repair, or an estimate to repair the damage.

7.4.7 Tickets, Fines, Towing – In the event an employee's personal vehicle is issued a ticket, fine or towed while on City business, such costs are not eligible for reimbursement.

CHAPTER 8. RELATIONSHIP POLICY

Section 8.1 Personal relationships are a vital part of most people's lives. When personal relationships intersect with employment, an employer may become entangled with the consequences of the choices that employees make. The City has no desire to become involved in such matters. Accordingly, these rules serve as a basic guide to family and romantic relationships in the City's workplace:

Section 8.2 No person related to the Mayor or a City Council member by blood or marriage within the second degree may be hired as a paid employee of the City.

Section 8.3 No employee of the City will hire, supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor by blood or marriage within the second degree.

Section 8.4 Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. An employee involved in a relationship bears a responsibility to the City to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationship in the workplace. Such relationship may result in a change of employment duties.

CHAPTER 9. CANDIDACY FOR ELECTIVE OFFICE

Section 9.1 While the City recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the City's interest in promoting the efficiency of the public services it performs through its employees.

Section 9.2 If an employee initiates candidacy against an Elected Official for whom he/she is a subordinate, the employee must endeavor to avoid any disruption in the workplace.

Section 9.3 The City recognizes that the following factors may contribute disruption in the workplace:

9.3.1 The size of the office in which the employee works—the smaller the office, the greater the likelihood of disruption.

9.3.2 Whether the employee candidate holds a position of trust and confidence to the incumbent—the closer the ties, the greater the likelihood of disruption.

9.3.3 Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor—in such circumstances the likelihood of disruption would be greater.

9.3.4 The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another—the greater the amount of contact and interaction, the greater the likelihood of disruption.

9.3.5 If there is a disruption in the workplace, the Human Resources Department shall meet with the Elected Official and the employee to determine if it is possible to eliminate the disruption. If it is not possible, the City may look to reassign the employee, and if this is not possible, then the employee may be asked to resign. If the employee refuses to resign, he/she may be terminated. The official should set out in writing the factual basis for finding that there is disruption in the workplace. The written findings should be provided to the employee, placed in the employee's personnel file and be made a part of the official record. All other applicable procedures that allow an opportunity to be heard, as set out in this policy, will apply.

CHAPTER 10. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

Section 10.1 CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

10.1.1 Employment Status

A. All employees of the City, including part-time and temporary employees, are AT-WILL EMPLOYEES, except as otherwise provided by this policy, as required by law, or pursuant to a written contract approved by the City Council.

B. Employed Attorneys. Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by the City are considered to be at-will employees, and they serve at the pleasure of the Mayor and City Council. Removal shall require a majority vote of the City Council, upon recommendation of the Mayor.

C. Appointed Officials. The City Clerk, City Treasurer, City Engineer, Public Works Director, Planning and Zoning Director, Parks Director, and Facilities Director are appointed pursuant to Idaho Code §50-204, may only be removed pursuant to Idaho Code §50-206.

D. The City hereby adopts the City of Kuna Employee Organization Chart, attached hereto and incorporated herein by reference, as **Exhibit A**.

10.1.2 Employee Classification for Benefit Purposes

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

10.1.3 The primary classes of employees are:

A. Appointed Officials. Appointed officials are considered Exempt Employees pursuant to the Fair Labor Standards Act (FLSA).

B. Full-Time Regular Employees. Employees, excluding Appointed Officials, whose employment is sustained and continuing and whose typical work-week consists of at least thirty (30) hours are considered full-time regular Employees. Full-time regular Employees are eligible for employee benefits provided by the City.

C. Part-Time Regular Employees. Employees whose employment is sustained and continuing and whose typical work-week consists of less than thirty (30) hours on a regular basis are considered part-time regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the City Council and as required by federal and state law. The number of hours worked may affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

D. Temporary Employees. Employees who work on an irregular, seasonal or temporary basis, either Full-time Seasonal or Part-time Temporary are temporary employees for purposes of employment with the City. Temporary employees receive no benefits, except those required by law or those approved by official action of the City Council.

E. Volunteers. Volunteers may work for the City in various offices and must complete an employment application, submit to a background check and any other requirement of the City.

F. Elected Officials. Elected officials are not considered Full-time or Part-time Employees. Elected Officials receive employment benefits as adopted by resolution of the City Council.

CHAPTER 11. COMPENSATION POLICIES

Section 11.1 Establishment of Employee Compensation

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

11.1.2 Employee's advancement with the City shall be subject to the Step and Grade Implementation Policy as adopted by the City Council, attached hereto and incorporated herein by reference as **Exhibit B**.

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 work in excess of forty (40) hours per week will be compensated with "Compensatory Time", which shall be computed at 1.5 hours for each additional one (1) hour worked over the forty (40) hour work-week. Compensatory Time pay will be allowed only when pre-authorized in writing by the department Director or supervisor or when absolutely necessary in an emergency. Department Directors or the supervisors shall provide the pre-authorization approvals to the Payroll Department at the same time that the timecards are due. Department Directors and supervisors shall monitor his/her employees' Compensatory Time accruals. The target maximum accumulation of total hours of Compensatory Time shall be eighty (80) hours with a use by deadline of April 1 of each year. When an employee reaches the eighty (80) hours limit, the department Director shall schedule the time off with the employee to bring him/her under the limit. Employees are encouraged to use accumulated Compensatory Time during his/her department's off season to minimize the impact to his/her department's productivity. The City Treasurer and the Human Resource Manager shall also monitor the employees' accrual of Compensatory Time, and if they observe an excessive accumulation of Compensatory Time, they shall meet with the employee's Supervisor or department Director in an effort to reduce the accrual of the Compensatory Time.

11.4.3 Compensatory Time may be used whenever required by a supervisor or when requested by an employee with the concurrence of a supervisor.

Section 11.5 OnCall Status and OnCall Pay

11.5.1 OnCall is defined as when an employee is officially scheduled to be available for responding to after hour and weekend emergencies and maintenance duties. It does not apply to work performed beyond the employee's scheduled eight (8) hour shift, or if an employee is hired and/or scheduled where after hours and/or weekends shift(s) are scheduled work shifts.

11.5.2 A department Director and/or supervisor should use discretion in scheduling an employee for OnCall Status; the department Director and/or supervisor should encourage the employee to take the OnCall time off during the week that he/she is scheduled to work. For example, the employee would work a thirty-six (36) hour week plus the four (4) hours of OnCall time to equal a forty (40) hour work week.

11.5.3 Compensation for OnCall status will be granted at the rate of four (4) hours of credit at the employee's normal rate of pay for each assigned week of OnCall duty, where the employee is available for OnCall emergencies and maintenance duties. When called out to perform emergency repairs or maintenance duties while on OnCall status, the employee will receive a minimum credit of one-half (1/2) hour, or for the actual time worked for all time above one-half (1/2) hour, for each call out.

11.5.4 When an employee is scheduled to be available and on call to respond to emergencies, the employee shall be on OnCall status. In no circumstance will an employee receive OnCall compensation while working his/her regular working hours.

Section 11.6 Reporting and Verifying Time Records

11.6.1 All non-exempt Employees shall timely and accurately record time that he/she has worked on his/her own timecard, and each employee's timecard must be signed manually or electronically by both the supervisor and the employee, and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. No employee shall enter time for another employee, and if this does occur, both employees are subject to disciplinary action.

11.6.2 Exempt Employees may be required to document time worked or benefits used for accounting purposes.

11.6.3 Electronic time clock policy.

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

B. Time punched will be actual time worked. The City may, for accounting purposes, round time to the nearest quarter (1/4) hour.

C. Leave time must be entered on time card.

D. Missed punches must be corrected prior to an employee clocking in for a new time period.

E. OnCall Employees clock in under on-call on Saturdays/Sundays and automatically receive credit for two (2) hours for each day worked. Additional hours worked must be entered by punching in/out on time card.

11.6.4 Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, etc., must communicate such concerns to the Payroll Department or his/her supervisor as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.

Section 11.7 Work Periods

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

Section 11.8 Payroll Procedures and Paydays

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

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

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

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

Section 11.10 Military Leave

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

Section 11.11 Maternity Leave

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

Section 11.12 Payroll Deductions

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

Section 11.13 On-the-Job Injuries

11.13.1 Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor as soon as practicable or twenty-four (24) hours, whichever is sooner, so that a worker's compensation claim can be filed. Supervisors are required to immediately report the injury to the Human Resource Manager and the City Treasurer.

11.13.2 An employee requiring (non-emergency) medical attention should go to the City's identified occupational heath care provider. In case of emergency medical attention, the employee may be treated at the facility where transported by emergency personnel.

11.13.3 An employee who is injured and has experienced lost time will be immediately placed on Sick Leave until the lost-time compensation as provided for by the Idaho State Insurance Fund is awarded.

11.13.4 Return to employment will be authorized on a case-by-case basis in consultation with the department Director and the Idaho State Insurance Fund, and may require a fitness for duty medical review. If an employee is able to return to work on "light duty status", the City will make every effort to bring the employee back to work.

11.13.5 Concerns associated with injured worker status may be brought before the appropriate City Official for review.

CHAPTER 12. EMPLOYEE BENEFITS

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

Section 12.2 VACATION LEAVE

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

A. Vacation Leave accrues at the rate of four (4) hours per pay period [one hundred four (104) annual hours] for employees with zero (0) up to the last day of year (6) for service years with the City; six (6) hours per pay period [one hundred sixty (160) hours] for employees with seven (7) years up to the last day of year fourteen (14) for service years with the City; and eight (8) hours per pay period [two hundred eight (208) hours] for employees with fifteen (15) years or more service years with the City.

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

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

D. Lateral hires may be brought in and given credit for prior employment service years for non-City employment at the recommendation of the department director and approval of the City Council.

12.2.2 On March 1, 2016, any unused accrued Vacation Leave will be placed into a separate "bucket" for payout by the City or use by the employee. The City may establish a schedule for the payout by resolution, or the employee may elect to reserve all or a portion of it and a payout for the remaining balance. If the employee elects to reserve Vacation Leave, it will not count against his/her carryover Vacation Leave.

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

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

12.2.5 The City recognizes that there may be unavoidable, however extremely limited circumstances that would cause an employee to exceed the Vacation Leave cap. If this is the case, employee may request a review of the circumstances of the case to the department Director, Human Resource Manager and Treasurer. Any approved extension must be approved by the City Council and it must be used no later than March 31 of the next calendar year.

12.2.6 Vacation Leave is to be scheduled with the consent of the responsible department Director. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected office/departments.

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

Section 12.3 SICK LEAVE

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

12.3.2 Sick Leave is a benefit to provide relief to an employee when:

A. An illness or injury prevents the employee from working productively or safely; or

B. An immediate family member's (spouse, child, parent) illness presents no practical alternative for necessary care; or

C. Attending medical or dental appointments for the employee.

12.3.3 Notification of use of Sick Leave should be made at least fifteen (15) minutes prior to the beginning of the scheduled work shift (unless circumstances outside the control of the employee prevent such notice) and the notification must be made by the employee to the supervisor by 1) phone call, or if not possible, 2) text message.

12.3.4 Employees are expected to use Sick Leave when they are exhibiting signs of an illness, such as excessive coughing, nasal discharge, or a fever, or they are considered contagious. An employee's supervisor shall send an employee to the doctor to get a physician's report that the employee is not contagious, if the employee desires to stay at work.

12.3.5 Department Directors or supervisors may require an employee to provide a physician's note, or require, at the City's expense, an independent review of reported illness by a competent medical authority. If an employee is out for three (3) or more days, a physician's report will be required indicating the employee's current medical illness.

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

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

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

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

12.4.2 In order for an employee to receive transferred Vacation Leave or Compensatory Time donated by another employee for the recipient's Sick Leave, all of the following criteria must be met, the recipient must:

A. Be a Regular Full-time or Exempt Employee.

B. Have used all of his/her accrued Sick Leave, Vacation Leave and Compensatory Time.

C. Have a continuing disability resulting from a serious personal illness or injury and be unable to work.

D. Not be receiving any other form of compensation including social security disability benefits, long-term disability benefits, worker's compensation benefits, or compensation through the PERSI.

12.4.3 Before a recipient employee is eligible to receive donated leave, his/her physician must provide current certification that the employee has a disability resulting from serious personal illness or injury and is unable to work.

12.4.4 Upon receipt of such medical certification, the employee is eligible to receive up to twenty (20) days of transferred Sick Leave.

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

12.4.6 The maximum amount of Leave that may be transferred to an employee is limited to one hundred eighty (180) work days for which the employee would otherwise not be paid as stated above in Paragraph 12.4.1D.

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

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

12.4.9 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.

12.4.10 Criteria for Donating Leave by the donor employee

A. The employee may donate more than one time to a single individual.

B. The identity of the donating employee is not disclosed to the recipient.

12.4.11 Procedural Guidelines

A. In order to facilitate Leave transferred between employees, the following procedures should be followed:

1. The donating employee must complete a Transfer of Leave Form.
2. This form must be signed by the donating employee, the Human Resources Director and the Payroll Department.
3. Leave time transfers are converted to equivalent units on a monetary basis- for example, if the donating employee makes $20.00/hr and the recipient makes $15.00/hr, the conversion rate is 1.33/hr.

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

1. 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.

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

Section 12.5 HOLIDAYS

12.5.1 Regular Fulltime and Exempt Employees receive ten (10) official paid holidays each year. Holidays that fall on Saturday will be observed on the preceding Friday. Holidays that fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

12.5.2 Regular Fulltime and Exempt Employees who work on a Holiday will receive pay at two times (2x) the employee's regular rate of pay as total compensation pay.

12.5.3 Recognized Holidays:

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

Memorial Day
Labor Day
Thanksgiving Day and Friday
Independence Day
Christmas Day

Section 12.6 BEREAVEMENT LEAVE

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

Section 12.7 LEAVES OF ABSENCE

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

Section 12.8 FAMILY MEDICAL LEAVE ACT (FMLA)

12.8.1 Current Eligibility Requirements- See subsection A.4.

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

1. Must have worked for the City for at least twelve (12) months.
2. Must have worked at least 1,250 hours for the City during the previous twelve (12) months.
3. The City must employ at least fifty (50) employees within seventy (75) miles of your place of work.
4. 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:

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

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

12.8.3 FMLA Rights

A. An eligible employee is entitled to job-protected, unpaid leave for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee, 2) care of an immediate family member (spouse, child, parent) who has a serious health condition, or 3) care of the employee's own serious health condition.

B. The employee may request up to twelve (12) weeks of leave during which the City will continue the employee's benefits (employer portion only). The twelve (12) month period is determined using a "rolling" twelve (12) month period measured backward to the date an employee first uses any FMLA leave. If the employee does not return to work at the end of the FMLA leave for reasons other than the continued serious health condition of the employee or eligible family member, the City may recover from the employee the premiums that were paid for the employee's medical coverage during the FMLA leave period.

C. Total FMLA leave for employee spouses/parents who both work for the City is twelve (12) weeks combined if the leave is for reasons other than the employee's own personal serious illness.

D. Concurrent Use of Accrued Leave and Worker's Compensation Required

E. An employee may use his/her accrued Vacation Leave, Sick Leave concurrently with any FMLA leave. If the employee does not have sufficient accrued Vacation Leave and Sick Leave to cover the time out on FMLA leave, the employee may take the remainder of FMLA leave as unpaid leave. An employee will continue to accrue Vacation Leave and Sick Leave while utilizing such leave, but will not accrue such leave during the unpaid portion of his/her leave.

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

G. Employee Obligations

1. An employee is required to give thirty (30) days advance notice or as much time as practical when the need for FMLA leave is foreseeable. The employee may be required to provide medical certification by his/her physician or medical practitioner indicating the diagnosis and probable duration of the employee's or family member's FMLA qualifying medical condition. The City may also require second or third opinions at the City's expense.

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

H. Intermittent Leave Requests

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

12.8.4 Employer's Rights and Obligations

A. The City has the right to determine whether the employee is or is not an "eligible employee" under the Act and to place an employee on FMLA leave without the employee's consent if the employee meets the eligibility requirements under the Act.

B. The City may require periodic notices of the employee's FMLA status and his/her intent to return to work.

C. The City will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the FMLA. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

D. The National Defense Authorization Act

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

Section 12.9 BENEFITS FOR TEMPORARY EMPLOYEES

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

Section 12.10 INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

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

Section 12.11 RETIREMENT PROGRAM

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

Section 12.12 TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

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

Section 12.13 PROVISION FOR UNIFORMS, FOOTWEAR AND SAFETY EQUIPMENT

12.13.1 Employees working in the field will be provided certain safety clothing items that may include identification jackets, safety-toe boots, hardhats, coveralls, safety vests, safety glasses, identification t-shirts and identification hats.

A. All clothing items including uniforms, footwear and other safety equipment shall be purchased according to the Uniform, Footwear and Safety Equipment Purchasing Policy, as provided for in Section 18.2.

B. Replacement of safety clothing shall be determined by the department Director and/or supervisor when a continued use of the worn item is a safety hazard.

C. Every employee receiving safety items shall sign the Uniform, Footwear, Safety Equipment Policy. See Section 18.1.

D. Every employee that may be exposed to any hazardous substances will receive the inoculations, as recommended by his/her supervisor, at City's expense.

12.13.2 Department Directors and/or Supervisors shall prepare a list of regular duties that require safety equipment and mandate that the employees under his/her supervision wear the required safety equipment. Employees shall be required to wear the safety equipment at all times while on duty.

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

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

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

12.14.1 It is the policy of the City that for it to be competitive in the employment market and to be able to attract and retain a competent work force, it is the City's desire to invest in the educational opportunities that allow for its employees to advance his/her career with the City; however with this commitment on the part of the City, the City allows desires that its employees make a long term commitment to the City.

12.14.2 The City will reimburse Full-time and Exempt Employees for each required educational courses and tests for certificates and licenses that allow an employee to advance his/her step classification with the City.

A. Prior to an educational testing and/or expense over two hundred-fifty dollars ($250.00) being approved, the employee must sign an Educational Expense Reimbursement Agreement, on the form approved by City Council.

B. If the employee certifications or licenses are term renewable, the City shall be listed as the address for mailing notification and not the employee's address.

12.14.3 Employee Repayment of Educational Expense Reimbursements.

A. In the event the employee does not remain employed with the City for the required period of employment as stated in Section 1 of the Educational Expense Reimbursement Agreement, whether due to the employee's resignation, termination or otherwise, pursuant to this policy, the employee is liable to repay the City on a prorated basis the amount of each educational expense which the City has paid.

B. All amount shall be repaid pursuant to the terms of each Educational Expense Reimbursement Agreement in the amounts as prorated as set forth below. Unless a shorter time period is specified in the Educational Reimbursement Expense Agreement, if employee's employment with the City ends:

1. Within one (1) year of the employee's official beginning date of employment, the employee shall be required to pay back all (100%) of the reimbursed educational expenses.
2. More than one (1) year but less than two (2) years from the employee's official date of employment, the employee shall be required to pay back half (50%) of the reimbursement.

Section 12.15 TRAVEL EXPENSE REIMBURSEMENT

12.15.1 Meals Reimbursement:

A. Overnight travel. The City will reimburse an employee for meals only while the employee is on City approved travel. An overnight stay is allowed only when the employee is attending a conference or training and the travel time from the City to the location is greater than two (2) hours each way. Dollar limitations shall be governed by the I.R.S. Tax Code that dictates per diem based upon meal rates by geographic area.

B. Training Conference. The City will reimburse an employee for a lunch if the employee is attending an all-day training conference and the training or conference is greater than two (2) hours travel in each direction and a lunch is not provided as part of the training conference. There will be no reimbursement of alcohol.

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

Section 12.16 MISCELLANEOUS BENEFITS

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

12.16.1 Deferred compensation plans handled by payroll deduction.

12.16.2 Employee-requested deduction programs subject to City policy.

CHAPTER 13. EMPLOYEE PERFORMANCE AND DISCIPLINE

Section 13.1 PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

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

Section 13.2 DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

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

Section 13.3 DISCIPLINARY ACTIONS AVAILABLE

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

A. Oral warning.

B. Written warning or reprimand.

C. Suspension without pay.

D. Demotion.

E. Dismissal.

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

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

13.4.1 All employees are employed at-will.

13.4.2 An employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is constitutionally entitled to a name-clearing hearing when one is requested.

13.4.3 Unlawful discrimination and retaliation address actions that are alleged to involve decisions based upon age, sex, race, religion, national origin or disability that is not a bona fide occupational qualification. The City does not condone discrimination on the basis of the foregoing unlawful categories. Unlawful retaliation addresses actions that are taken against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an investigation of such charges.

13.4.4 Failure to pursue this opportunity to be heard or name-clearing hearing procedure constitutes a waiver of this opportunity**.**

13.4.5 Issues involving job performance or employee attitude, without allegations of discrimination, retaliation, dishonesty, immorality or criminal misconduct, are not the proper subject of this procedure and will not be heard.

13.4.6 The procedure for the opportunity to be heard or name-clearing hearing is as follows:

A. Within fourteen (14) days of his/her termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation, or the basis for entitlement to a name-clearing hearing, stating with particularity the basis for the requested hearing. Council shall have the option of extending the time to submit a written allegation for an additional seven (7) days, upon a good cause finding only if the employee requests the extension with the grounds stated therein, in writing prior to the expiration of the fourteen (14) days. Written allegations that are untimely submitted or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.

B. An employee alleging unlawful discrimination or retaliation, or who is legally entitled to a name–clearing hearing, will meet with the City Council. The hearing will be of reasonable duration, however the City Council shall have the right to limit the hearing length or conclude the hearing if the presentation of evidence becomes redundant or cumulative.

C. The employee's department Director or supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing in support of the basis for termination. The City Council may require the employee's department Director or supervisor to participate in the hearing. If upon receipt of the employee's supervisor's written response, the employee needs additional time to prepare, limited to a response to the issues raised in the supervisor's response, the employee shall request, in writing, a reset of the hearing that may be reset based upon a finding of good cause.

D. The employee will be provided an opportunity to present evidence upon which the grounds for termination are based.

E. The City Council may ask questions during this process.

F. The employee may question participants during this process.

G. The hearing shall be conducted in Executive Session.

H. An audio recording of the hearing shall be made and maintained as part of the personnel record.

I. The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing.

J. After the hearing, the City Council will consider the information submitted, and such other information as might be in the City's records, to arrive at a decision concerning the employee's allegations. The decision will set forth in writing the reasons for the City Council's determination and shall be issued not greater than thirty (30) days after the conclusion of the hearing, unless extended based upon a finding of good cause

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

Section 14.1 This section establishes the City's commitment to provide a work environment free from unlawful discrimination, harassment and retaliation, and to set forth the procedures for investigating and resolving internal complaints of such behavior. This policy should be reviewed by each employee on a periodic basis.

Section 14.2 It is important that all employees treat all other employees and members of the public with respect and in a lawful and civil manner. It is the responsibility of every employee, supervisor, office/department Director and Elected Official to deter inappropriate behavior in the workplace. Discriminatory harassing behavior that impacts, or has the potential to impact, the workplace will not be tolerated.

Section 14.3 This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

Section 14.4 POLICY

14.4.1 Unlawful discrimination or harassment of an applicant for employment, a member of the public or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over as provided for by law) or disability is in violation of state and/or federal law and will not be tolerated by the City.

14.4.2 An employee found to be participating in any form of employment-related unlawful discrimination or harassment, or retaliating against another employee for filing a complaint alleging discrimination or harassment or cooperating with an investigation, will be subject to disciplinary action up to and including termination of employment.

Section 14.5 RESPONSIBILITIES

14.5.1 The City

A. It is the responsibility of the City to develop this policy, provide training on it, keep it up to date, and ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this policy.

B. The City designates the Human Resource Manager or his/her designee ("Designated Official"), as the official who will be responsible for directing the procedures of this policy.

14.5.2 Department Directors and Supervisors

A. Department Directors and Supervisors shall enforce this policy, train new employees on it, regularly review it with all employees so that the employees know its provisions, and monitor the workplace for compliance.

B. If a Director or supervisor observes that unlawful discrimination, harassment or retaliation is occurring, he/she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, harassing or retaliatory, consulting with an office/department Director, and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor's area of responsibility or oversight, he/she should notify the office/department Director or other appropriate management employee, who should then take prompt steps to address the allegation.

C. If unlawful discrimination, harassment or retaliation is reported or alleged, it must be followed up by a supervisor. A complaining party is not allowed to retract an allegation of such unlawful actions without proving that it was made erroneously.

14.5.3 Employees

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

14.5.4 DEFINITIONS

A. Unlawful harassment includes, but is not limited to, the following behaviors:

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

C. *Physical Harassment* – Assault, impeding or blocking movement, leering at, physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over) or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.

D. *Visual Harassment* – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, sex, age (40 and over) or disability. This applies to both posted material and material maintained in or on City equipment or personal property in the workplace.

E. *Sexual Harassment* – Any act that is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

14.5.5 There are basically two types of sexual harassment:

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

B. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

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

Section 14.6 COMPLAINT PROCEDURE

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

14.6.1 A person who believes he/she has been unlawfully discriminated, harassed or retaliated against should report it to his/her supervisor, department Director or the Human Resource Manager, or City Attorney. If a department Director or supervisor becomes aware of a complaint in any way that unlawful discrimination, harassment or retaliation is occurring in any City office/department, it must be immediately reported to the Human Resource Manager or City Attorney (Designated Official), unless the Human Resource Manager or City Attorney is the focus of the complaint, in which case the City Treasurer should be informed, and will have the responsibility to direct the investigation.

14.6.2 Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that is was made erroneously.

14.6.3 Promptly upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this policy or law has occurred.

14.6.4 Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official shall initially investigate the complaint to determine if they are a neutral party and able to serve as the investigator in appropriate circumstances, or if the investigation should be conducted by an outside investigator.

14.6.5 The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.

14.6.6 As soon as practicable, the investigator will conclude the investigation and submit a report of the findings to the Designated Official, who will then route it as appropriate.

14.6.7 If it is determined that unlawful discrimination, harassment or retaliation has occurred, the appropriate official will recommend the course of action to be taken by the City. The action will depend on the following factors:

A. The severity, frequency and pervasiveness of the conduct.

B. The conduct of the respective employees.

C. Prior complaints made against the person alleged to have committed the offenses.

D. The quality of the evidence (first-hand knowledge, credible corroboration etc.).

14.6.8 If the investigation is inconclusive or it is determined that there has been no unlawful discrimination, harassment or retaliation, but some potentially problematic conduct is revealed, corrective action may be taken.

14.6.9 Promptly after the investigation is concluded, the Designated Official and/or the appropriate department Director(s) will separately meet with the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.

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

14.6.11 Promptly after the Designated Official and/or department Director and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel, a decision will be made as to what action, if any, should be taken by the Mayor or department Director.

Section 14.7 DISCIPLINARY ACTION

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

14.7.2 RETALIATION

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

Section 14.8 CONFIDENTIALITY

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

Section 14.9 FALSE COMPLAINTS

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

CHAPTER 15. SEPARATION FROM EMPLOYMENT

Section 15.1 REDUCTIONS IN FORCE (RIF)

15.1.1 When financial circumstances or changes of workload require, the City may reduce forces in such manner as it deems necessary to maintain the effective functioning of the City services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Mayor, in conjunction with the City Council may make any changes in the work force or assignment of resources deemed to be in the City's best interests.

15.1.2 Employees who are separated from employment for RIF, who are re-hired, shall be entitled to credited time for years of service with the City for purposes of calculation of benefits.

Section 15.2 RETURNING TO EMPLOYMENT

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

15.2.1 Credit for years of service with the City for purposes of calculation of benefits; and

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

CHAPTER 16. COBRA BENEFITS

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

CHAPTER 17. RESIGNATION POLICY

Section 17.1 Written and oral resignations are effective upon receipt by a supervisor or Elected Official. Oral resignations should be documented by the supervisor after consultation with the Mayor or department Director. Evidence of the accepted written or oral resignation should be provided to the employee and placed in the employee's personnel file.

Section 17.2 Employees who have an unexcused or unauthorized absence of three (3) working days or more may be considered to have resigned through abandonment of his/her position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of three (3) or more working days, the City will consider the employee as having resigned and immediately notify him/her of such.

ADOPTED by the City Council on the ____ day of _____, 20____.

_____, Mayor

Attest:_____

Clerk

CHAPTER 18. City Rules and Regulations

Section 18.1 SAFETY-TOE FOOTWEAR POLICY

A. PURPOSE:

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

B. POLICY

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

C. DEFINITION

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

D. PROCEDURES

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

Section 18.2 PUBLIC WORKS, PARKS AND FACILITIES EMPLOYEE UNIFORM PURCHASING POLICY

A. PURPOSE:

This policy establishes the procedure for purchasing safety-clothing items (uniforms) for the employees of the Public Works, Parks, and Facilities Departments who work out in the field and have a need for safety equipment and identification as a City employee. This policy excludes employees who work predominantly in an office environment. Uniform items provided may include pants, hats, shirts, coats, sweatshirts, and coveralls. All purchased materials for uniforms shall be embroidered, with the exceptions of pants and coveralls.

B. POLICY

1. Employees that are covered by this policy shall receive the required uniform items upon hire and when an item needs to be replaced due to it being worn out or no longer providing the required safety.

C. DEFINITION

Uniform – An article of clothing purchased by the City for its employees for the purpose of safety, and identification as a City employee.

D. PROCEDURES

1. The department Director and/or supervisor shall designate an employee (Purchasing Agent) who shall be responsible for establishing a purchasing and inventory control procedure for the procurement of Uniforms.
2. The department Director and/or supervisor will evaluate the needs of each employee and determine what Uniform items are needed.
3. The Purchasing Agent will select the vendor(s) who offers the best price for the purchase the Uniforms.
4. The Purchasing Agent shall establish a purchasing policy to determine when and in what quantity Uniform items should be purchased to obtain the best price possible.
5. The Purchasing Agent shall establish a Uniform replacement policy where pants, shirts, sweatshirts and hats will be replaced no more than once a year, and only if the item is worn out and no longer provides safety.
6. The Purchasing Agent shall establish a Uniform replacement policy where jackets and cold weather coveralls shall be replaced no more than once every two (2) years, and only if the item is worn out and no longer provides safety.
7. All Uniform purchases require department Director and/or supervisor approval according the department's approved budget.
8. All employees receiving Uniforms shall be required to wear the identifying articles of clothing while at work or representing the city.

9. At all times, employees working in the roadway must wear approved ANSI/ISEA 107 compliant safety outerwear, or any current revisions or amendments thereto.
10. Employees will be responsible for upkeep of his/her uniform.
11. Employees who are terminated or otherwise end their employment with the City shall return their uniforms to their supervisor.
12. Employees shall wear their uniforms for official City work only or when representing the City.
13. Seasonal employees' uniforms will generally be restricted to shirts and hats.

APPENDIX "A"

ACKNOWLEDGMENT OF RECEIPT OF THE CITY OF KUNA PERSONNEL POLICY MANUAL

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

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

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

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

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

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

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

DATED this _____ day of _____, 20____.

_____

(*employee)*

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

_____

(*Name - Title - Office/department*)

CITY OF KUNA
PO BOX 13 KUNA, ID 83643 * 763 AVALON * PH. 208.922.5546 * FAX 208.922.5989 * JMARSH@CITYOFKUNA.COM

TO: Mayor Nelson and Members of City Council

FROM: John Marsh – Kuna City Treasurer

SUBJECT: **CITY OF KUNA EMPLOYEE HEALTH INSURANCE**

DATE: 12/31/2015

SUMMARY DISCUSSION

This is in continuation of the existing discussion on health insurance benefits alignment. Please find the following items attached to assist you with your discussion and decision:

1. Summarized Quick Points
2. Summarized Analytical Options
3. Regence vs. Select Health Comparison

OBJECTIVES

It is important for you to make an informed decision, hopefully the attachments and the information from prior discussions are adequate for you to do so. The primary objectives are to establish the alignment of the health insurance plan, to choose the health insurance carrier, and to adopt a resolution containing at least the following items:

1. Name of the carrier chosen
2. Health insurance plan (i.e., Traditional PPO/Signature, HSA, Dual Option, Etc.).
3. Employer contributions, if any, to employee dependent premiums.
4. Employer contributions, if any, to HSA accounts (if applicable).
5. Abolition or retention of the current City coverage of 50% of appointed-employee only dependent premiums for health, dental, and vision insurance.
6. If an HSA is adopted who (City or employee) will be responsible for the $3.95/month per employee administration fee.
7. Other items as you see fit.

I will not be in physical attendance due to an overlapping event that requires my attendance out of state. However, I will be in virtual attendance via FaceTime and Deputy Treasurer, Linda Mayhugh, will be in physical attendance in my stead.

If there are questions prior to the meeting please feel free to contact me via e-mail at jmarsh@cityofkuna.com. I will respond to each of you and I will make sure it is made part of the public record.

Thank You!

John Marsh
Kuna City Treasurer

RESOLUTION NO. R91-2015
CITY OF KUNA, IDAHO

EMPLOYEE HEALTH INSURANCE PLAN

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

BE IT HEREBY RESOLVED by the Council of the City of Kuna, Idaho that the City Mayor of same is authorized to accept and implement a health insurance plan with

_____

The Mayor of the City is hereby authorized to affix his signature to required forms for acceptance and implementation

PASSED BY THE COUNCIL of Kuna, Idaho this 5th day of January, 2016.

APPROVED BY THE MAYOR of Kuna, Idaho this 5th day of January, 2016.

_____
Joe Stear, Mayor

ATTEST:

_____
Chris Engels, City Clerk

MERCER

City of Kuna
Select Health Options
Effective Date: January 1, 2016

		Regence Current	Regence Renewal*	Select Health Option 1 - Signature	Select Health Option 2 - Signature	Select Health** Option 3 - Health Save
		PPO (Trad) (Non PPO)	PPO (Trad) (Non PPO)	Network (Non Network)	Network (Non Network)	Network (Non Network)
Deductible						
Individual		$750	$750	**$500 ($750)**	**$1,000 ($1,500)**	**$2,000 ($3,500)**
Family		$2,250	$2,250	**$1,500 ($1,500)**	**$2,500 ($3,000)**	**$4,000 ($7,000)**
Office Visit Copayment		$20 ($35) (50%)	$20 ($35) (50%)	**Primary Care: $35** (50%) **Specialist: $50** (50%)	**Primary Care: $35** (50%) **Specialist: $50** (50%)	**Deductible Applies, then:** **Primary Care: $35 (50%)** **Specialist: $50 (50%)**
Coinsurance		70% (50%) (50%)	70% (50%) (50%)	**80%** (50%)	**80%** (50%)	**80%** (50%)
Out of Pocket Maximum						
Individual		$3,000	$3,000	**$4,000 ($6,000)**	**$4,000 ($6,000)**	**$5,000 ($7,000)**
Family		$9,000	$9,000	**$8,000 ($12,000)**	**$8,000 ($12,000)**	**$10,000 ($14,000)**
Prescription Drug		Generics: $5 Preferred Brand: $25 Non Preferred Brand: $50 OOP Max: $3,000	Generics: $5 Preferred Brand: $25 Non Preferred Brand: $50 OOP Max: $3,000	**Generics: $10** **Preferred Brand: 25%** **Non Preferred Brand: 50%** **Specialty: 20%** **OOP Max: combined with medical**	**Generics: $10** **Preferred Brand: 25%** **Non Preferred Brand: 50%** **Specialty: 20%** **OOP Max: combined with medical**	**Deductible Applies, then:** **Generics: $10** **Preferred Brand: 25%** **Non Preferred Brand: 50%** **Specialty: 20%** **OOP Max: combined with medical**
Chiropractic Care		12 Visits	18 Visits	**10 Visits**	**10 Visits**	**10 Visits**
EAP		1-4 Visits per Occurrence	1-4 Visits per Occurrence	**Not Covered**	**Not Covered**	**Not Covered**
Rates						
Employee	19	$552.60	$648.00	$409.30	$403.30	$351.20
Employee + Spouse	2	$1,327.00	$1,556.20	$818.60	$806.70	$702.40
Employee + Child	3	$789.70	$926.00	$777.60	$766.40	$667.20
Employee + Children	1	$1,050.40	$1,231.80	$777.60	$766.40	$667.20
Family	12	$1,649.60	$1,934.50	$1,186.90	$1,169.70	$1,018.40
TOTAL Monthly Premium	**37**	**$36,368.10**	**$42,648.20**	**$26,767.10**	**$26,378.10**	**$22,967.20**
TOTAL Annual Premium		**$436,417.20**	**$511,778.40**	**$321,205.20**	**$316,537.20**	**$275,606.40**
$ Change to Current			$75,361.20	-$115,212.00	-$119,880.00	-$160,810.80
% Change to Current			17.27%	-26.40%	-27.47%	-36.85%
$ Change to Renewal				-$190,573.20	-$195,241.20	-$236,172.00
% Change to Renewal				-37.24%	-38.15%	-46.15%

*Regence rates subject to change based on census change
**H S A is embedded

CITY OF KUNA EMPLOYEE HEALTH INSURANCE
SUMMARIZED QUICK POINTS

QUICK POINTS

CURRENT HEALTH INSURANCE PROVIDER:	REGENCE BLUE SHIELD OF IDAHO
TOTAL CITY BUDGET FOR HEALTH INSURANCE FOR FYE 2016:	**$281,638**
GENERAL FUND:	*$119,128*
WATER FUND:	*$67,000*
SEWER FUND:	*$77,272*
IRRIGATION FUND:	*$18,238*
TOTAL CITY BUDGETED HEALTH INSURANCE INCREASE OVER PRIOR YEAR:	10.00%
ACTUAL REGENCE RATE INCREASE EFFECTIVE DECEMBER 1, 2015:	17.30%
NUMBER OF EMPLOYEES/ELECTED OFFICIALS BUDGETED FOR:	38
OVERALL CITY 17.3% PREMIUM RATE INCREASE IMPACT:	$41,537
MOST COST-EFFECTIVE OPTION FOR NEW INSURANCE PROVIDERS:	SELECT HEALTH

THIS ANALYSIS IS FOR HEALTH INSURANCE ONLY (DOES NOT INCLUDE DENTAL AND VISION INSURANCE). NO CHANGES ARE PROPOSED FOR THE DENTAL & VISION INSURANCE BENEFITS OTHER THAN IT IS RECOMMENDED THAT THE EXISTING CITY COVERAGE OF 50% OF APPOINTED-ONLY EMPLOYEE DEPENDENT PREMIUMS BE ABOLISHED.

THE CURRENT POLICY OF THE CITY PAYING FOR 50% OF DEPENDENT PREMIUMS FOR APPOINTED EMPLOYEES ONLY DOES NOT MEET THE CURRENT AFFORDABLE CARE ACT NONDISCRIMINATION REQUIREMENT AS CONVEYED BY THE IRS UNDER IRS CODE SECTION 105(h)(2). AS SUCH, IT IS RECOMMENDED THAT THE CITY ABOLISH THIS PRACTICE FOR ALL OF HEALTH, DENTAL, AND VISION HEALTH INSURANCE PREMIUMS.

HEALTH INSURANCE APPLICATION FAMILIAL CATEGORY COUNTS: THESE ARE THE RESULTS OF HOW THE EMPLOYEE POPULATION FILLED OUT THE HEALTH INSURANCE APPLICATIONS RECENTLY DURING THE MOST RECENT QUOTATION PROCESS. THIS LIKELY REPRESENTS THE HIGH ESTIMATE OF WHAT THE CITY MAY EXPECT AFTER A DECISION IS MADE. THUS, THIS WILL USED IN THE ACCOMPANYING ANALYSIS AND BE NAMED "CENSUS HIGH ESTIMATE." THE ACTUAL PARTICIPATION RESULTS ARE PARABOLIC IN THAT THE GREATER THE SHARE OF DEPENDENT PREMIUMS BORNE BY THE CITY, THE MORE LIKELY THAT PARTICIPATION WILL INCREASE. IN REALITY, DEPENDING ON THE AMOUNT, IF ANY, OF CONTRIBUTION BY THE CITY FOR DEPENDENT PREMIUMS PARTICIPATION WILL LIKELY FALL SOMEWHERE BETWEEN THE LOW ESTIMATE AND THE HIGH ESTIMATE

*EMPLOYEE ONLY**	*20*
EMPLOYEE + SPOUSE	*2*
EMPLOYEE + CHILD(REN)	*4*
FAMILY	*12*
	38

* BUDGET INCLUDES 38 WITH ONE NEW POSITION IN P&Z WHICH HAS NOT YET BEEN HIRED - PLUGGED IN AS EMPLOYEE ONLY

RECENT PUBLIC WORKS SURVEY OF FAMILIAL CATEGORY COUNTS: THESE ARE THE RESULTS OF A RECENT SURVEY CONDUCTED BY EMPLOYEES WITHIN THE PUBLIC WORKS DEPARTMENTS. THE COUNT IS FACTUALLY LOW AS NOT ALL EMPLOYEES WERE DIRECTLY QUERIED. AS A RESULT, WE HAVE USED THESE NUMBERS TO REPRESENT THE LOW ESTIMATE OF WHAT THE CITY MAY EXPECT AFTER A DECISION IS MADE. THUS, THIS WILL BE USED IN THE ACCOMPANYING ANALYSIS AND BE NAMED "CENSUS LOW ESTIMATE." THE ACTUAL PARTICIPATION RESULTS ARE PARABOLIC IN THAT THE GREATER THE SHARE OF DEPENDENT PREMIUMS BORNE BY THE CITY, THE MORE LIKELY THAT PARTICIPATION WILL INCREASE. IN REALITY, DEPENDING ON THE AMOUNT, IF ANY, OF CONTRIBUTION BY THE CITY FOR DEPENDENT PREMIUMS PARTICIPATION WILL LIKELY FALL SOMEWHERE BETWEEN THE LOW ESTIMATE AND THE HIGH ESTIMATE

EMPLOYEE ONLY	27
EMPLOYEE + SPOUSE	3
EMPLOYEE + CHILD(REN)	3
FAMILY	5
	38

* BUDGET INCLUDES 38 WITH ONE NEW POSITION IN P&Z WHICH HAS NOT YET BEEN HIRED - PLUGGED IN AS EMPLOYEE ONLY

CITY OF KUNA EMPLOYEE HEALTH INSURANCE ANALYSIS
SUMMARIZED ANALYTICAL OPTIONS FYE 2016
JANUARY 5, 2016

NOT LISTED IN ANY PARTICULAR ORDER OR LEVEL OF PREFERENCE

OPTION 1: REMAIN WITH REGENCE: NO CHANGES MADE TO THE EXISTING PLAN

FAMILIAL CATEGORY	RATE/MONTH	CENSUS[1]	ANNUAL CITY COST	O/(U) BUDGET
Employee Only	$648.00	36	$268,265	-
Employee + Spouse	$1,556.20	0	$0	-
Employee + Child	$926.00	0	$0	-
Employee + Children	$1,231.80	1	$11,002	-
Family	$1,934.50	1	$15,115	-
		38	$294,382	**$12,744**

[1] INCLUDES: 50% OF APPOINTED-ONLY DEPENDENT PREMIUMS, 1 ELECTED OFFICIAL FOR 9/12 OF THE YEAR AND 1 NEW P&Z EMPLOYEE FOR 7/12 OF THE YEAR

OPTION 2: REMAIN WITH REGENCE: THE 50% OF APPOINTED-ONLY DEPENENT PREMIUMS PAID BY THE CITY IS TERMINATED

FAMILIAL CATEGORY	RATE/MONTH	CENSUS[1]	ANNUAL CITY COST	O/(U) BUDGET
Employee Only	$648.00	38	$283,435	-
Employee + Spouse	$1,556.20	0	$0	-
Employee + Child	$926.00	0	$0	-
Employee + Children	$1,231.80	0	$0	-
Family	$1,934.50	0	$0	-
		38	$283,435	**$1,798**

[1] INCLUDES: 1 ELECTED OFFICIAL FOR 9/12 OF THE YEAR AND 1 NEW P&Z EMPLOYEE FOR 7/12 OF THE YEAR

OPTION 3: SELECT HEALTH SIGNATURE PLAN: $500/$1,500 (EMPLOYEE/FAMILY) DEDUCTIBLE WITH VARIOUS LEVELS OF DEPENDENT PREMIUMS PAID BY THE CITY

LEVELS OF CITY CONTRIBUTION TOWARD EMPLOYEE DEPENDENT HEALTH INSURANCE PREMIUMS

			0%		50%		60%		70%		80%		90%		100%	
FAMILIAL CATEGORY	RATE/MONTH	CENSUS[1,2] LOW ESTIMATE	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET
Employee Only	$409.30	27	$149,070	-	$149,070	-	$149,070	-	$149,070	-	$149,070	-	$149,070	-	$149,070	-
Employee + Spouse	$818.60	3	$11,870	-	$17,805	-	$18,992	-	$20,178	-	$21,365	-	$22,552	-	$23,739	-
Employee + Children	$777.60	3	$12,279	-	$17,804	-	$18,908	-	$20,013	-	$21,118	-	$22,223	-	$23,328	-
Family	$1,186.90	5	$20,465	-	$39,905	-	$43,793	-	$47,681	-	$51,569	-	$55,457	-	$59,345	-
		38	$193,684	**($87,954)**	$224,583	**($57,054)**	$230,763	**($50,874)**	$236,943	**($44,694)**	$243,123	**($38,515)**	$249,303	**($32,335)**	$255,483	**($26,155)**

LEVELS OF CITY CONTRIBUTION TOWARD EMPLOYEE DEPENDENT HEALTH INSURANCE PREMIUMS

			0%		50%		60%		70%		80%		90%		100%	
FAMILIAL CATEGORY	RATE/MONTH	CENSUS[1,3] HIGH ESTIMATE	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET
Employee Only	$409.30	20	$120,419	-	$120,419	-	$120,419	-	$120,419	-	$120,419	-	$120,419	-	$120,419	-
Employee + Spouse	$818.60	2	$7,777	-	$11,665	-	$12,443	-	$13,220	-	$13,998	-	$14,776	-	$15,553	-
Employee + Children	$777.60	4	$16,372	-	$23,738	-	$25,211	-	$26,684	-	$28,158	-	$29,631	-	$31,104	-
Family	$1,186.90	12	$49,116	-	$95,772	-	$105,103	-	$114,434	-	$123,766	-	$133,097	-	$142,428	-
		38	$193,684	**($87,954)**	$251,594	**($30,043)**	$263,176	**($18,461)**	$274,758	**($6,879)**	$286,341	**$4,703**	$297,923	**$16,285**	$309,505	**$27,867**

[1] INCLUDES: 1 ELECTED OFFICIAL FOR 9/12 OF THE YEAR AND 1 NEW P&Z EMPLOYEE FOR 7/12 OF THE YEAR

[2] REPRESENTS A LOW ESTIMATE OF EMPLOYEE PARTICIPATION BASED UPON A PUBLIC WORKS SURVEY. THE RESULTS ARE PARABOLIC IN THAT THE GREATER THE SHARE OF DEPENDENT PREMIUMS BORNE BY THE CITY, THE MORE LIKELY THAT PARTICIPATION WILL INCREASE. IN REALITY, DEPENDING ON THE AMOUNT, IF ANY, OF CONTRIBUTION BY THE CITY FOR DEPENDENT PREMIUMS PARTICIPATION WILL LIKELY FALL SOMEWHERE BETWEEN THE LOW ESTIMATE AND THE HIGH ESTIMATE (BOTH ABOVE)

3 REPRESENTS A HIGH ESTIMATE OF EMPLOYEE PARTICIPATION BASED UPON ACTUAL EMPLOYEE APPLICATIONS FILLED OUT. THE RESULTS ARE PARABOLIC IN THAT THE GREATER THE SHARE OF DEPENDENT PREMIUMS BORNE BY THE CITY, THE MORE LIKELY THAT PARTICIPATION WILL INCREASE. IN REALITY, DEPENDING ON THE AMOUNT, IF ANY, OF CONTRIBUTION BY THE CITY FOR DEPENDENT PREMIUMS PARTICIPATION WILL LIKELY FALL SOMEWHERE BETWEEN THE LOW ESTIMATE AND THE HIGH ESTIMATE (BOTH ABOVE)

OPTION 4: SELECT HEALTH HSA PLAN: $2,000/$4,000 (EMPLOYEE/FAMILY) DEDUCTIBLE WITH VARIOUS LEVELS OF DEPENDENT PREMIUMS PAID BY THE CITY

LEVELS OF CITY CONTRIBUTION TOWARD EMPLOYEE DEPENDENT HEALTH INSURANCE PREMIUMS

			0%		50%		60%		70%		80%		90%		100%	
FAMILIAL CATEGORY	RATE/MONTH	CENSUS[1,2] LOW ESTIMATE	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET
Employee Only	$351.20	27	$133,558	-	$133,558	-	$133,558	-	$133,558	-	$133,558	-	$133,558	-	$133,558	-
Employee + Spouse	$702.40	3	$10,185	-	$15,277	-	$16,296	-	$17,314	-	$18,333	-	$19,351	-	$20,370	-
Employee + Children	$667.20	3	$10,536	-	$15,276	-	$16,224	-	$17,172	-	$18,120	-	$19,068	-	$20,016	-
Family	$1,018.40	5	$17,560	-	$34,240	-	$37,576	-	$40,912	-	$44,248	-	$47,584	-	$50,920	-
		38	$171,838	**($109,799)**	$198,351	**($83,287)**	$203,653	**($77,984)**	$208,956	**($72,682)**	$214,258	**($67,379)**	$219,561	**($62,077)**	$224,863	**($56,774)**

LEVELS OF CITY CONTRIBUTION TOWARD EMPLOYEE DEPENDENT HEALTH INSURANCE PREMIUMS

			0%		50%		60%		70%		80%		90%		100%	
FAMILIAL CATEGORY	RATE/MONTH	CENSUS[1,3] HIGH ESTIMATE	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET	CITY COST	O/(U) BUDGET
Employee Only	$351.20	20	$108,974	-	$108,974	-	$108,974	-	$108,974	-	$108,974	-	$108,974	-	$108,974	-
Employee + Spouse	$702.40	2	$6,673	-	$10,009	-	$10,676	-	$11,344	-	$12,011	-	$12,678	-	$13,346	-
Employee + Children	$667.20	4	$14,048	-	$20,368	-	$21,632	-	$22,896	-	$24,160	-	$25,424	-	$26,688	-
Family	$1,018.40	12	$42,144	-	$82,176	-	$90,182	-	$98,189	-	$106,195	-	$114,202	-	$122,208	-
		38	$171,838	**($109,799)**	$221,527	**($60,111)**	$231,464	**($50,173)**	$241,402	**($40,235)**	$251,340	**($30,298)**	$261,278	**($20,360)**	$271,215	**($10,422)**

[1] INCLUDES: 1 ELECTED OFFICIAL FOR 9/12 OF THE YEAR AND 1 NEW P&Z EMPLOYEE FOR 7/12 OF THE YEAR

[2] REPRESENTS A LOW ESTIMATE OF EMPLOYEE PARTICIPATION BASED UPON A PUBLIC WORKS SURVEY. THE RESULTS ARE PARABOLIC IN THAT THE GREATER THE SHARE OF DEPENDENT PREMIUMS BORNE BY THE CITY, THE MORE LIKELY THAT PARTICIPATION WILL INCREASE. IN REALITY, DEPENDING ON THE AMOUNT, IF ANY, OF CONTRIBUTION BY THE CITY FOR DEPENDENT PREMIUMS PARTICIPATION WILL LIKELY FALL SOMEWHERE BETWEEN THE LOW ESTIMATE AND THE HIGH ESTIMATE (BOTH ABOVE)

3 REPRESENTS A HIGH ESTIMATE OF EMPLOYEE PARTICIPATION BASED UPON ACTUAL EMPLOYEE APPLICATIONS FILLED OUT. THE RESULTS ARE PARABOLIC IN THAT THE GREATER THE SHARE OF DEPENDENT PREMIUMS BORNE BY THE CITY, THE MORE LIKELY THAT PARTICIPATION WILL INCREASE. IN REALITY, DEPENDING ON THE AMOUNT, IF ANY, OF CONTRIBUTION BY THE CITY FOR DEPENDENT PREMIUMS PARTICIPATION WILL LIKELY FALL SOMEWHERE BETWEEN THE LOW ESTIMATE AND THE HIGH ESTIMATE (BOTH ABOVE)

****SPECIAL NOTE REGARDING THE HSA ANALYSIS: THE NUMBERS ABOVE ASSUME NO EMPLOYER CONTRIBUTION TO EMPLOYEES' HSA ACCOUNTS. IF THAT IS AN OPTION TO BE CONSIDERED BY THE CITY COUNCIL THOSE FUNDS WOULD COME FROM ANY BUDGET SAVINGS REPRESENTED BY THE "O/(U) BUDGET" COLUMNS ABOVE.

OPTION 5: SELECT HEALTH DUAL OPTION PLAN: SIGNATURE $500/$1,500 OR HSA $2,000/$4,000 (EMPLOYEE/FAMILY) DEDUCTIBLE WITH VARIOUS LEVELS OF DEPENDENT PREMIUMS PAID BY THE CITY

THIS OPTION TENDS TO BE CONFUSING AND WOULD LIKELY REQUIRE AN EQUALIZATION OF PREMIUM COSTS (EMPLOYEES WOULD NEED TO PAY FOR PART OF THE PREMIUMS WHICH IS REPRESENTED BY THE DIFFERENCE BETWEEN THE PREMIUMS FOR THE SIGNATURE OPTION AND THE HSA OPTION). IN THIS WAY THE CITY COSTS ARE IDENTICAL REGARDLESS OF WHICH OPTION (SIGNATURE VS. HSA) IS CHOSEN BY EACH EMPLOYEE. AN HSA USED IN THIS MANNER (DUAL OPTION PLAN) IS GENERALLY A TOOL USED TO STEER EMPLOYEES TOWARD THE HSA PLAN, WHICH OVER TIME WILL GENERALLY RESULT IN LOWER PREMIUM INCREASES DUE TO THE FACT THAT IT IS A HIGHER DEDUCTIBLE PLAN AND IS LESS LIKELY TO BE USED FOR WHAT CAN BE CONSIDERED MINOR AILMENTS. THUS, THE MECHANISM USED TO DRIVE THIS PROCESS IS A CONTRIBUTION TO AN EMPLOYEE'S HSA ACCOUNT BY THE EMPLOYER EITHER DIRECTLY OR AS AN EMPLOYEE-MATCHING SCENARIO (i.e., FOR EACH $1 CONTRIBUTED BY THE EMPLOYEE, THE EMPLOYER WILL CONTRIBUTE $1 UP TO A SPECIFIED LIMIT). WHILE THERE IS NO IMMEDIATE BENEFIT FROM A COST STANDPOINT TO THE CITY AT THE OUTSET, THE THEORY IS THAT OVER TIME THE LOWER EXPECTED PREMIUM INCREASES FROM HAVING A LARGER POPULATION WITHIN THE HSA WILL YIELD A PAYBACK SAVINGS TO THE CITY. WHILE IT IS VERY DIFFICULT TO CRAFT A SCENARIO ANALYSIS FOR THOSE THAT MAY OR MAY NOT CHOOSE ONE OPTION OVER THE OTHER, THE GENERAL APPROACH WOULD BE TO ESTABLISH AN "UP TO" CONTRIBUTION AMOUNT BY THE EMPLOYER FOR THOSE THAT CHOOSE THE HSA OPTION TO ENCOURAGE EMPLOYEES TO MOVE TOWARD THE HSA OPTION. THE ADDED BENEFIT TO THE DUAL OPTION IS THAT IT SATISFIES THAT "NOT ONE SIZE FITS ALL" VIEW AS AN EMPLOYEE NOW HAS A CHOICE.

RESOLUTION NO. R02-2016
CITY OF KUNA, IDAHO

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

BE IT HEREBY RESOLVED by the Mayor and Council of the City of Kuna, Idaho, that the Mayor of the City is hereby authorized to execute the irrevocable letter of credit in the amount of $25,000 with the Ada County Highway District as the named beneficiary.

PASSED BY THE COUNCIL of Kuna, Idaho this 5th day of January, 2016.

APPROVED BY THE MAYOR of Kuna, Idaho this 5th day of January, 2016.

_____
Joe L. Stear, Mayor

ATTEST:

_____
Chris Engels, City Clerk

CITY OF KUNA
P.O. BOX 13 • KUNA, IDAHO 83634
PHONE (208) 922-5546

IRREVOCABLE STANDBY LETTER OF CREDIT

Opening Date for Letter of Credit: **January 29, 2016**

Beneficiary: **Ada County Highway District**
318 E. 37th Street
Boise, Idaho 83714

Amount: **$25,000** (Twenty Five Thousand Dollars and no/100)

Expires: **January 28, 2016**

The City of Kuna hereby issues this Irrevocable Standby Letter of Credit in favor of the above-named beneficiary to guarantee payment of claims made against the City of Kuna for work not completed with respect to ACHD Temporary Highway Use Permits issued to the City of Kuna between the dates of January 29, 2016 and January 28, 2017.

The City of Kuna agrees to honor valid claims, if duly presented in a written statement, signed by a person purportedly authorized by the beneficiary, together with supporting documentation.

The City of Kuna guarantees that the sum of Twenty Five Thousand dollars ($25,000.00) will be maintained in the City's checking or investment funds to cover potential claims. A check shall be drawn on the U.S. Bank, Kuna, Idaho, for any valid claim presented to the City of Kuna for work not completed as agreed.

The City of Kuna hereby revokes any and all former Standby Letters of Credit heretofore made and issued to ACHD.

Dated this 5th day of January, 2016.

_____
Joseph L. Stear, Mayor – City of Kuna

ATTEST:

_____
John Marsh, Treasurer - City of Kuna

RESOLUTION NO. R03-2016
CITY OF KUNA, IDAHO

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

WHEREAS, recent City elections have necessitated a change in the authorized signatures for bank drafts drawn on the City's various cash depositories.

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

1. **THAT** the following are authorized to make periodic operational changes as necessary to established City depository accounts:

   Treasurer of the City, AND

   Either of the following:
   Mayor of the City
   Council President of the City

2. **THAT** drafts drawn on the City's depository accounts contain the following signatures:

   Treasurer of the City, AND

   Either of the following:
   Mayor of the City
   Council President of the City

3. **THAT** Willard G. Nelson – outgoing Mayor – will be deleted from the signature cards and Joseph L. Stear – incoming Mayor – will be added to the signature cards for payment transactions approved subsequent to January 5, 2016

4. **THAT** the Treasurer of the City is authorized to use facsimile signatures when processing bank drafts. The facsimile signature device shall be kept secured in a locked safe when not in use and shall be fully protected at all times

PASSED BY THE CITY COUNCIL of Kuna, Idaho this 5th day of January, 2016.

APPROVED BY THE MAYOR of Kuna, Idaho this 5th day of January, 2016.

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Joe L. Stear, Mayor

ATTEST:

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Chris Engels, City Clerk