



# City Council Regular Meeting Agenda

Monday, December 09, 2024 at 6:00 PM  
City Council Chambers, 401 Virginia Street, New Meadows, ID 83654

PUBLIC NOTICE: THIS MEETING IS RECORDED AND PLACED IN AN ONLINE FORMAT. PERSONS MAY BE ABLE TO EITHER VIEW OR LISTEN TO VIDEO / AUDIO OF THIS MEETING UNTIL WHICH TIME THE RECORDING IS DESTROYED UNDER THE CITY'S RECORD RETENTION POLICY.

## PARTICIPATE VIA ZOOM

Direct Link: <https://us06web.zoom.us/j/88587628673?pwd=Sbann363avYnD9Fh2JW78MQtanlzwK.1>

Call in: 253-215-8782

Meeting ID: 885 8762 8673

Password: 537343

## **ROLL CALL / PLEDGE OF ALLEGIANCE**

1. Field Trip: Meet at City Hall at 6:00pm Travel to Industrial Park for Field Trip

## **PUBLIC INPUT**

(The Public is invited to speak to any item NOT already on the agenda. Items regarding Personnel or Elected Officials should be discussed with the Mayor. The Mayor or Presiding Officer may limit the amount of time). The public **may** be called upon to speak on any item on the agenda.

## **REPORTS**

2. Mayor's Report
3. Staff Reports
4. VCORP Update - Shiloh Ryker

## **DISCUSSION ITEMS**

5. New Meadows Youth Center - Design Walk Through
6. Volunteer Policy

## **ACTION ITEMS**

7. Browns Mountain Recycling
8. Industrial Park Rental
9. Ziplly Right of Way Permit
10. LHTAC Federal Aid Grant FY 25
11. December 23, 2024 Meeting Cancellation
12. Holiday Bonus for City Staff

## **CONSENT AGENDA**

13. Paid & Pending Claims
14. November 2024 Payroll
15. November 25, 2024 Meeting Minutes

## **PRESENTATION**

16. III-A Annual Report - Amy Manning

## **FUTURE MEETING TOPICS**

## **ADJOURNMENT**

Any person needing special accommodation to participate in the above noticed meeting should contact the City Clerk's Office at, 347-2171, at least 24 hours in advance of the meeting date.

City of New Meadows Mission Statement:

***“To provide citizens with a safe and clean community as we develop a vibrant, diverse economy together. Through coordinated and collaborative planning, we will utilize proactive means to provide effective, safe and fiscally responsible municipal programs and services while building and maintaining infrastructure of adequate capacity to accommodate present and future needs. With the overall health of each resident in mind, we will maintain an open and honest government as we plan for the future while preserving, protecting and enhancing our legacy.”***

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

November 2024

**TASKS COMPLETED**

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes
- Close Batches
- IP Invoices

- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for City Council, Parks & Rec and Road/Street Meetings
- Bulk Water Billing/Invoices
- Will Serves
- Alcohol Beverage License

**PROJECTS IN PROGRESS**

- LHTAC FY 26 Signs Grant
- Working on close-out of water project.
- Working on close out of source water protection plan grant
- Working on the Title IV plan for ITD for future federal funding grants
- Childcare Advisory Committee meeting and planning for future meetings
- Working on Childcare Center planning, documents, and contract for the Childcare Center Grant.
- Correspondence with Grae Harper –Keeping him updated on all City Projects and Status.
- Working on Emergency Response Plan & Resilience plan for the Drinking Water System
- Working with developers and answering daily planning and zoning questions
- FY 24 Annual Road and Streets Report

**CHALLENGES / ISSUES**

Currently understaffed

**COMMUNITY INPUT & COMMENTS**

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

**DEPARTMENT**

**MONTH**

Hunter Brown

Public Works

November

**TASKS COMPLETED**

**Equipment and Shop:**  
**Grader's Control Hydraulics Fail Inspection!** – Awaiting mayors' approval before sending for repairs - All-inclusive quote available  
 - Routine Cleaning and Organization Management  
 - Keep up Yellow Iron: P.M. Sheets, general and annual servicing –  
 - Maintain Ford: service calls & Emergencies.  
 - Maintain Chevy: Animal Control, park maintenance, Go-for  
 - Maintain Misc. Equipment: Power & hand tools  
 - Maintain inventory of consumables: Grease, fluids, cleaners & Filters. – Now ordering in bulk to save \$\$\$  
 - Begin Annual oil and filter change on all equipment

**Streets:**  
 - Welcoming Streets committee, Preparing Carbon copies of all known info for next meeting  
 - Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.  
 - Maintain Material Purchase Records & Understand consumability of varied materials  
 - Become familiar with physical maps within City Hall – IRWA recommends copies at WWTP

**Sewer:**  
 - Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)  
 - Maintain WRRF seasonal functions & records  
 - Attend Relevant Wastewater Classes. (Online) (IRWA) – Plan to take Collection 1 & 2 tests early next year.  
 - Complete workshops sent by Kerry Huss IRWA – Extended With assistance from instructor Tom Romesburg

**Park:**  
 - Unlock and clean restrooms  
 - Inventory, stock/replace paper and odor control  
 - Seasonal tasks: Move and reinstate irrigation laterals 1x-3x day  
 - Supervise Jessie and take over when necessary

**Water:**  
 - Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects  
 - Maintain Vigilance for emergencies  
 - Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2  
 - Attain further involvement by increasing communication  
 - Attend Relevant Drinking Water Classes. (Online) (IRWA)  
 - Maintain Water Records (Source Well / Water Meter Data)

**NRWA Apprenticeship Hours:**  
 - Tools, Equipment, and Workplace safety – 397  
 - Vehicles and specialized equipment – 695  
 - System Operations and Maintenance – 1012  
 - Quality Control – 290.75  
 - Logistics, Reports, and Supervision – 353.75  
 - One The Job training hours – 2748.5 of TBD  
 - Related Technical Instruction Hours: – 144 of 229

Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30.  
 Current course: Collections II

Apprenticeship Coordinator: Gary Sievers [gsievers@idahoruralwater.com](mailto:gsievers@idahoruralwater.com)  
 Course Instructor: Tom Romesburg [tromesberg@idahoruralwater.com](mailto:tromesberg@idahoruralwater.com)

**PROJECTS IN PROGRESS**

**Equipment and Shop:**  
 - Routine Cleaning and Organization Management  
 - Keep up Yellow Iron: P.M. Sheets, general and annual servicing –  
 - Maintain Ford: service calls & Emergencies.  
 - Maintain Chevy: Animal Control, park maintenance, Go-for  
 - Maintain Misc. Equipment: Power & hand tools  
 - Maintain inventory of consumables: Grease, fluids, cleaners & Filters. – Now ordering in bulk to save \$\$\$  
 - Begin Annual oil and filter change on all equipment

**Streets:**  
 - Understand responsibility for Streets Repair & Maintenance. Become aware of budgeting.  
 - Maintain Material Purchase Records & Understand consumability of varied materials  
 - Become familiar with physical maps within City Hall – IRWA recommends copies at WWTP

**Sewer:**  
 - Understand responsibility for Water Resource Recovery Facility operation & Shadow Licensed Operator (Kirk)  
 - Maintain WRRF seasonal functions & records – Understand new SCADA System function and operation  
 - Attend Relevant Wastewater Classes. (Online) (IRWA) – Plan to take Collection 1 & 2 tests early next year.  
 - Complete workshops sent by Kerry Huss IRWA – Extended With assistance from instructor Tom Romesburg

**Park:**  
 - Unlock and clean restrooms  
 - Inventory, stock/replace paper and odor control  
 - Manage Holiday lighting and decorative structures  
 - Supervise Jessie and take over when necessary

**Water:**  
 - Understand responsibility for Source Water Facility operation & Shadow Licensed Operator (Kirk) x2  
 - Ensure communication with Infrastructure specialist, Mr. John Stone, regarding all related projects  
 - Maintain Vigilance for emergencies in all potable water equipment and operations  
 - Attain further involvement with increased communication skills  
 - Attend Relevant Drinking Water Classes. (Online) (IRWA)  
 - Maintain Water Records physically as well as though new SCADA System (Source Well / Water Meter Data)

**NRWA Apprenticeship Hours:**  
 - Tools, Equipment, and Workplace safety – 461  
 - Vehicles and specialized equipment – 759  
 - System Operations and Maintenance – 1028  
 - Quality Control – 298.75  
 - Logistics, Reports, and Supervision – 369.75  
 - One The Job training hours – 2916.5 of TBD  
 - Related Technical Instruction Hours: – 156 of 229

Fall semester began September 11 and classes are scheduled Wednesdays and Fridays from 1:00 - 4:30.  
 Current course: Collections II

Apprenticeship Coordinator: Gary Sievers [gsievers@idahoruralwater.com](mailto:gsievers@idahoruralwater.com)  
 Course Instructor: Tom Romesburg [tromesberg@idahoruralwater.com](mailto:tromesberg@idahoruralwater.com)

**CHALLENGES / ISSUES**

Green – Definite Manageability  
 Yellow – Difficult Manageability  
 White – Indeterminate Manageability  
 Red – Unsafe Manageability

**Streets**  
 Status: Yellow  
 Slight complications due to weather, abundance of other time sensitive projects, and extra time consumed by operator-in-training

**Water:**  
 Status: Yellow  
 Changes made to SCADA System and Daily info Logs  
 Will need to learn from Kirk the new functions and Operation

**COMMUNITY INPUT & COMMENTS**

**Community:**  
 ...

**Response:**  
 The Public Works Team will continue to maintain vigilance now that Winter has begun.

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Jessie Wallace

**DEPARTMENT**

Public Works

**MONTH**

November

## TASKS COMPLETED

**Water**

- Meter reading
- Replace meter registers as needed
- Routine water logs
- Installed water line at the daycare
- Identified meters and readings by hand for city hall

**Sewer**

- Ensuring screen room is running efficiently
- Sewer logs

**Park**

- Routine cleaning and garbage removal

**Streets**

- Working with Hunter to maintain and fix roads as the weather permits
- Completed online classes for LHTAC road scholar
- Hauled in stockpile gravel for winter
- Road markers placed in bulb outs on main street

**Equipment**

- Put on loader tire chains
- Put wing on the grader
- Cleaned and greased the backhoe
- Put blade on dump truck

## PROJECTS IN PROGRESS

**Continue winter check list**

- Change oil and filters on all equipment

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Dana Kautz

**DEPARTMENT**

Treasurer

**MONTH**

December

**TASKS COMPLETED**

- Filing payroll
- Claims review
- Working on yearend bank reconciliations
- Transparency Report
- Local Government Registry Reports

**PROJECTS IN PROGRESS**

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**



1356 E Beechcraft Ct. Boise, ID 83716

Brady Walling  
Director of Marketing  
Tates Rents  
12/3/2024

City of New Meadows  
New Meadows, ID 83654

Dear City of New Meadows,

We are pleased to announce that Tates Rents is donating \$4,000 in rental credit to support the development of the New Meadows Childcare Center, a remarkable project being built by DCS. This donation reflects our commitment to strengthening the local community and supporting initiatives that positively impact families and children.

The New Meadows Childcare Center represents an essential resource for the area, providing critical support for working families and fostering the growth and development of future generations. As a community-focused business, we are honored to contribute to this meaningful endeavor.

Our rental credit donation is intended to help offset the equipment needs associated with this project, ensuring its successful completion and long-term operation. We are confident that this childcare center will serve as a cornerstone of support for the community of New Meadows.

Please do not hesitate to reach out if there are additional ways we can assist or if further details about the donation are needed. We look forward to seeing the completion of this project and the positive impact this project will have on the community of New Meadows and are proud to be part of its success.

Thank you for the opportunity to contribute.  
Warm Regards,

Brady Walling  
Director of Marketing | Tates Rents  
(208) 830-3813 | [bwalling@tatesrents.com](mailto:bwalling@tatesrents.com)

*Brady Walling*

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VOLUNTEERS

I. INTRODUCTION

The City of Boise believes that volunteers are a positive force within the organization and provide a tremendous service to the City. The varied talents and expertise of community volunteers greatly enhances the livability of the City. The purpose of this regulation is to establish a uniform process for on-boarding volunteers throughout all departments within the City of Boise. This regulation applies to all City departments who utilize volunteers and to those volunteers who hold a designated volunteer position and are granted some level of authority as a City worker. For the purpose of this regulation unpaid interns are also considered volunteers.

II. TYPES AND TIERS OF VOLUNTEERS

Volunteers can be individuals or organized community groups. Volunteers assist City employees with programs, special events, and service projects, and serve on various boards and committees. Volunteers may serve for a single event, or on a continual basis throughout the year. The type of volunteer used and length of service shall be determined by the volunteer program coordinator or event coordinator.

Volunteers are individuals who perform services for the City of Boise without compensation. Volunteers serve "at-will" and are not considered employees of the City. The City has the discretion to dismiss a volunteer at any time with or without cause and without prior notice or due process.

The City has three levels of volunteers that are referred to as Tier I, Tier II, and Tier III. The first two levels of volunteers, Tier I and Tier II, pertain to *individual citizens* who wish to volunteer their services to the City. The third level of volunteers, Tier III, applies to *community groups* who volunteer their services to the City.

The difference between the individual volunteers in Tier I and Tier II is the degree of their unsupervised accessibility to minors or individuals with disabilities as well as sensitive and/or confidential information. Tier II volunteers are also required to pass a background investigation in accordance with the parameters set forth in City's Background Investigations Regulation.

For the purposes of this regulation "supervised" shall mean under the direction of and, except for momentary periods of time are within sight of a City employee. The term "minor child" shall mean any unmarried person under the age of 18 years of age, who has not been emancipated by order of the court. The term "individuals with disabilities" shall mean persons with a mental or physical impairment who require assistance to perform one or more daily living tasks.



Below are the specific definitions that differentiate Tier I, Tier II, and Tier III volunteers.

- A. Tier I volunteers are *individual citizens* who:
  1. Work with or around minor children or individuals with disabilities, but **are supervised** by a City employee or another volunteer who has passed the City's criminal background and fingerprint check, or are working in the **presence of the parent or adult guardian** of the minor child or the individual with a disability.
  2. Work with or have access to confidential information, but **are supervised** by a City employee.
  3. Provide other volunteer services unrelated to the conditions identified in section A (1) or (2).
  
- B. Tier II volunteers are *individual citizens* who:
  1. Work with or around minor children or individuals with disabilities, but are **not supervised** by a City employee or another volunteer who has passed the City's criminal background and fingerprint check, or are **not working in the presence of the parent or adult guardian** of the minor child or the individual with a disability.
  2. Work with or have access to confidential information, but **are not supervised** by a City employee.
  3. Are required to pass a background investigation in accordance with the City's Background Investigations Regulation.
  
- C. Tier III volunteers are *community groups* that may include:
  1. Service groups such as Rotary, Lions, Boy and Girl Scouts etc.; or
  2. Groups from churches, clubs, and schools; or
  3. Any other organization wishing to volunteer their services in a group capacity.

### III. DEPARTMENT RESPONSIBILITIES FOR TIER I VOLUNTEERS

Departments using the services of a Tier I volunteer have the following responsibilities:

- A. Provide the volunteer with a current City of Boise Volunteer Handbook. The Handbook may be in electronic form or a hard copy.
- B. After they have read the Volunteer Handbook, have the volunteer sign an Individual Volunteer Waiver. This waiver should be retained by the department for two (2) years from the last date of volunteer service.
- C. Review job duties with the volunteer(s) and provide information necessary to perform those duties as well as information on parking, appropriate attire, and citywide regulations.
- D. Provide the volunteer with a badge, t-shirt, hat or other apparel that identifies him or her as a City of Boise volunteer. This is not required for large scale events or when otherwise not practical.
- E. Provide personal protective equipment when appropriate.

In addition to these requirements, departments may choose to maintain a record of attendance for purpose of tracking individual contributions.

#### IV. DEPARTMENT RESPONSIBILITIES FOR TIER II VOLUNTEERS

In addition to the requirements listed above, if the individual is a Tier II volunteer the department is required to perform the following prior to permitting the volunteer to begin their volunteer service:

- A. Contact Human Resources to schedule an appointment for a criminal background and fingerprint check on the volunteer; and
- B. Send a completed Tier II Volunteer Fingerprint Notification Form (see exhibit 2.01s) to Human Resources; and
- C. Notify the volunteer of the scheduled appointment time as well as directions on how to get to Human Resources. There is no cost to the volunteer for this service. Please note that it can take up to seven work days to receive the results.

Departments **shall not** permit Tier II volunteers to begin their volunteer service until the department has been notified by Human Resources that the volunteer's criminal background and fingerprint check is acceptable.

#### V. DEPARTMENT RESPONSIBILITIES FOR TIER III (COMMUNITY GROUP) VOLUNTEERS

When a community group volunteers its services for an organized event the department sponsoring the event shall ensure the volunteer group complies with the following:

- A. Complete a Group Volunteer Waiver that includes a waiver and release of liability prior to beginning the volunteer service.
- B. Obtain and retain a signed Acknowledgment of the Group Volunteer Waiver. This should be kept by the department for two (2) years from the last date of volunteer service.

#### VI. DEPARTMENT RESPONSIBILITIES FOR CURRENT CITY EMPLOYEES WHO VOLUNTEER

Before a current City employee volunteers for a position, the following requirements shall be met:

- A. Before approving a volunteer position for a current City employee, the Department Director or designee of the volunteer position, shall ensure that the employee's volunteer position does not perform the same type of service or similar duties as those performed by the employee in his or her regular position with the City. This could create a liability for the City under the Fair Labor Standards Act (FLSA).
- B. Provide the volunteer a current City of Boise Volunteer Handbook and Individual Volunteer Waiver. The Volunteer Handbook may be in electronic or hard copy form. Send a signed copy of the Individual Volunteer Waiver to Human Resources for inclusion in the employee's personnel file.
- C. Wear a City badge, t-shirt, hat, or other apparel as required by this regulation that identifies him or her as a City of Boise volunteer, when serving as a volunteer.
- D. When volunteering in a Tier II capacity, undergo and pass the City's criminal background and fingerprint check. If the employee underwent fingerprinting and criminal background check when hired into his or her regular position, this screening is not required. The department will inform the volunteer of the necessity of these requirements.

In addition to these requirements, departments may choose to maintain a record of attendance for purpose of tracking individual contributions.

#### VII. WORKER'S COMPENSATION ISSUES WITH VOLUNTEERS

In the event a volunteer is injured in the course of their volunteer service the supervisor or volunteer coordinator shall contact the City's Risk and Safety Division for instruction.

#### VIII. VOLUNTEER SEPARATION

Departments are responsible for collecting all City property at or before the time of separation, including but not limited to:

- A. City uniforms or clothing
- B. Cell phones and/or pagers
- C. Volunteer identification badge (if applicable)
- D. Keys to City vehicles and buildings
- E. Computers, tools or other equipment
- F. City issued parking permit
- G. Any other City property in possession of the volunteer

#### IX. RETURNING VOLUNTEERS

Returning volunteers who underwent a fingerprint check during their previous volunteer service and are returning to the City within six (6) months are not required to undergo a fingerprint check, but are required to undergo a criminal background history check. For more information please refer to the City's Background Investigations Regulation 2.02a.

**AGREEMENT BY VOLUNTEER:**

I agree to volunteer my services to the City of Idaho Falls in accordance with the following understandings:

1. I will offer my services with no expectation of pay, benefits or other privileges of employment of any kind. I certify that I have not been promised and have no expectation that I will receive a paid position as a result of my volunteer work.
2. I understand that placement into volunteer positions are at the sole discretion of the City of Idaho Falls. Accordingly, my volunteer assignment/service may be withdrawn or terminated at any time.
3. My volunteer service will not confer on me the status of a City employee, while acting within the scope of this Agreement.
4. I certify that I have been given and have read the [City](#) of Idaho Falls Volunteer Guidelines. I understand my job duties and the potential hazards/risks that are involved, if any, for this volunteer position. I understand it is my responsibility to be aware of my physical condition and I will not engage in physical activities that are beyond my capabilities. I will notify my volunteer coordinator/supervisor of any significant change in my ability to do the work. If special skills are required for this project, I acknowledge I have been appropriately informed of the required tasks.
5. I grant the City permission to use my image in any and all publicity, advertising, and other materials, including websites and other electronic forms, or any other uses the City may deem proper. I waive any right to payment, royalties or any other consideration for use of the image in perpetuity.
6. I hereby hold harmless and release and forever discharge the City of Idaho Falls, its officers, agents, employees and volunteers from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have which arises out of or is in any way connected with this agreement.
7. If I drive a personal vehicle to and from a volunteer project, I certify that the vehicles are properly insured as required by Idaho State Law.
8. I understand and agree that the City is not responsible for any of my personal property that is lost, damaged or stolen while I am participating as a volunteer.
9. As the parent, guardian, or supervising adult of the applying volunteer (if under the age of 18) I have read the [City](#) of Idaho Falls Volunteer Guidelines, agree to all the City's Volunteer Policies on his/her behalf, and grant permission for my child or ward to perform volunteer services for the City. I will keep informed of any changes in the City's Volunteer Policy that may affect his/her service or changes to his/her service requirements.
10. If representing a group, such as a church/school group, corporation, civic club, or other organization, it is my responsibility to ensure that all group members are given access to

the [City of Idaho](#) Falls Volunteer Guidelines and are informed of the City's Volunteer Policies. By agreeing to the City's Volunteer Policies, I acknowledge that I have informed all volunteers from our group of the City's Volunteer Guidelines and Policies and they have all agreed to the City's policies as a prerequisite of their volunteer service. It is my responsibility to keep my group's membership informed of changes in the City's Volunteer Policies or changes to their service requirements.

1. I Accept the terms of the City of Idaho Falls Volunteer Waiver

**EXHIBIT A**

**CITY OF EAGLE**  
**VOLUNTEER POLICY**



**RESOLUTION 23-05**  
**ADOPTED**  
**By City Council**  
**Approval date:**  
**Effective date:**

### **Introduction:**

Eagle's volunteers continue to make this City a better place to live by assisting with programs and projects that enrich the quality of life for our community. Eagle recognizes all volunteer contributions which make our community stronger and more vibrant.

The City encourages everyone to explore available opportunities. The goal is to place individuals in positions that will provide opportunities for success. This means that candidates will be matched to volunteer positions based on the skills and personality necessary for each position.

This policy outlines what to expect when making a commitment to volunteer for the City of Eagle. When the City of Eagle ("City") is referenced in this Volunteer Policy ("Policy") it means all Departments of the City of Eagle.

This Volunteer Policy and its contents supersedes and replaces all previous policies, except as otherwise provided herein, and any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated/given, even if such prior representation covered areas not addressed in this policy.

A volunteer is an individual or group of individuals who provides their time, talent and abilities to performs tasks at the direction and on behalf of the City, who serve without compensation or expectation of compensation. The City does not recognize paid volunteers.

Volunteers shall not be considered "employees" of the City. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement.

This is not an employment relationship, and the volunteers are under no obligation to provide time, duties or resources, other than what they choose to freely provide.

The Mayor and the City Council reserve the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

### **Purpose:**

The purpose of this Policy is:

- To establish a policy for facilitating volunteerism and connecting volunteers with community groups and organizations with a variety of service opportunities within the City.
- To help effectively engage volunteers to meet the City's visions, missions and values.

### **Right to Reject Services:**

The City reserves the right to limit the use of volunteers, adjust the hours of any volunteer and to reject services, if its sole discretion deems fit, in order to best achieve the City's public purpose and policy.

Grounds for declining volunteer services or discontinuing the utilization of a volunteer may include, but are not limited to:

- Unacceptable background check results.
- Gross misconduct or insubordination, including failure to follow City policies and procedures.

- Suspicion of being under the influence of alcohol or drugs.
- Misuse or theft of City owned equipment, materials, or property.
- Mistreatment of the public, fellow volunteers, or City staff.
- Failure to satisfactorily perform assigned tasks and duties.

### **Recruitment & Management of Volunteers and Recruitment Process**

The recruitment processes are intended to allow equal access to opportunities. The City will offer a variety of volunteer opportunities. It is the responsibility of the volunteers to assess their skills and capabilities to perform said tasks.

What volunteers can expect from the City:

- Provided instruction and guidance for the assigned tasks.
- To be treated with courtesy and respect.
- To be receptive to suggestions and concerns from volunteers.

### **Volunteer Process:**

Individuals or groups wishing to provide their time shall complete a Volunteer Interest form and Liability Waiver.

To comply with laws and for the safety of all program participants and residents, volunteers who will be working directly with minors or vulnerable adults, as well as volunteers with positions involving sensitive and/or confidential information, shall be required to undergo a criminal background check, prior to beginning volunteer work. Volunteers will be notified if their position requires a background check and shall complete a Consent Background Check form.

The City may accept volunteers requiring Court Ordered Community Service. Court Ordered Community Service volunteers are required to be interviewed prior to being accepted for service.

### **Grounds for Disqualification/Dismissal of a Background Check:**

An applicant shall be denied if:

1. Investigation of such application or application materials reveals that provided information is invalid, false, or incomplete;
2. The applicant has been convicted of:
  - (a) A violation of any provision of this section within the five (5) years preceding the date of submission of a Liability Waiver.
  - (b) Reckless driving, eluding a police officer, racing, and/or failure to carry insurance within the five (5) years preceding the date of submission of a Liability Waiver.
  - (c) A misdemeanor charge of driving under the influence of alcohol or drugs within the five (5) years preceding the date of submission of the application, or a felony charge of driving under the influence of alcohol or drugs within the ten (10) years preceding the date of submission of a Liability Waiver.
  - (d) Any misdemeanor charge involving theft or fraud within the five (5) years preceding the date of submission of the application, or any felony charge of theft or fraud within the



fifteen (15) years preceding the date of submission of a Liability Waiver.

(e) A misdemeanor charge of battery, assault, domestic battery or assault, telephone harassment, stalking, or violation of a protective order within the five (5) years preceding the date of submission of the application, or a felony charge of battery, assault, domestic battery or assault, telephone harassment, stalking, or violation of a protective order within the ten (10) years preceding the date of submission of a Liability Waiver.

(f) Any crime involving, or related to, firearms or other weapons.

(g) Any crime involving, or related to, a child or children, elderly persons, and/or other vulnerable persons.

(h) Any crime involving, or related to, prostitution, indecent exposure, obscene conduct, or other sexual conduct or activity.

(i) Any crime involving, or related to, drugs or illicit substances.

(j) Murder; manslaughter; rape; kidnapping; robbery; arson; fraud; or manufacturing, delivery, or trafficking drugs or illicit substance(s).

(k) Any crime resulting in the requirement by any law or legal order that the applicant register as a sex offender.

If an individual is determined eligible to volunteer for the City and is later arrested, indicted, have charges pending or convicted of a crime, they are required to notify the City. The volunteer will be immediately removed from their position until final adjudication of their case.

Failure to notify the City, arrests, indictment, pending criminal charges or convictions will result in the volunteer being immediately removed from all their duties and will be ineligible for volunteering for a minimum of twelve (12) months beginning on the date the failure to notify was discovered.

A volunteer may be released at any time. The City reserves the right to request that a volunteer depart immediately.

### **Minors:**

If a parent or legal guardian wishes for their minor child to volunteer for the City, they must complete and submit a Volunteer Minor Consent Release Agreement and a Liability Waiver. Background checks for minors may be required if working directly with children, vulnerable adults or sensitive information.

Volunteers who are fourteen (14) years of age and under must be accompanied by a parent or legal guardian during their service. Volunteers who are fifteen (15) years or older may provide service without the presence of a parent or legal guardian.

Volunteers who are minors may only work during non-school hours during times of the year when school is in session, unless a written release giving the consent of their school or home school is obtained. The City shall comply with Idaho Department of Labor Guidelines.

**Volunteer Guidelines:**

Volunteers are bound by the rules contained in this Volunteer Policy.

Volunteers are recognized by the public as representatives of the City and shall be guided by the same work and behavior codes as City employees.

Volunteers have no authority to enter into contracts, whether oral or written with vendors, suppliers, merchants and/or members of the general public on behalf of the City of Eagle.

Volunteers will not hold themselves out to the public as having authority to legally bind the City of Eagle.

Volunteers are covered by the City of Eagle Worker's Compensation Insurance.

Volunteers may be asked to work on projects that are supportive of staff efforts. Volunteer opportunities are not guaranteed but are available based on current needs of the City.

Volunteers are required to record their hours of service on a "Volunteer Sign In & Sign Out Log."

The City has the right to decline volunteer services at any time, for any reason.

**Attendance and Punctuality:**

Volunteers are expected to always be prompt and on time in reporting for their assignment. When unforeseen circumstances arise, it is up to the volunteer to notify the City about being late or to give advance notice of the need to be excused. Failure to provide advanced notice of unavailability or tardiness may result in dismissal of volunteer services from the individual.

**Confidentiality:**

Private, sensitive or confidential information discussed or handled within the course of a volunteer assignment must be kept strictly confidential and is not to be shared.

Any question about what information is appropriate to release or discuss should be communicated between the volunteer and the City.

**Community Relations:**

Volunteers act as ambassadors for the City and shall conduct business with City and the public in a friendly and courteous manner. If the volunteer is unsure how to answer a question from a member of the public, they should contact a city staff member for direction.

**Dress Code:**

Attire must be clean and non-offensive and not interfere with personal safety in the work environment. For safety reasons, clothing requirements may be identified for specific duties assigned.

If issued an ID badge, nametag or identifying t-shirt, it shall be worn at all times while volunteering.

**Safety:**

Volunteers should be alert at all times, follow safety precautions and be aware of hazards. Unsafe conditions should be reported to City Personnel. Volunteers are not allowed to operate power tools, machinery or City vehicles.

**Alcohol & Drug Free Workplace:**

Any volunteer who uses, brings, possess or is suspected of being under the influence of alcohol or any form of narcotic, drug or hallucinogen, except prescribed drugs under the direction of a physician, is subject to immediate dismissal.

In addition, any volunteer who transfers, sells or attempts to sell drugs on City property or while on City business, at any time, is subject to immediate dismissal and possible criminal charges under applicable laws.

**Harassment:**

All volunteers have a right to work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

Consistent with the City's respect for the rights and dignity of each volunteer, harassment based on race, color, religion, sex, national origin, age, disability or any characteristic protected by law, will not be sanctioned or tolerated.

Furthermore, any volunteer witnessing acts of harassment or discrimination should immediately report it to their assigned City Personnel.

**Personal Use of City Property:**

Personal use of City property by volunteers is not allowed and will result in dismissal. Personal use includes, but is not limited to, borrowing power tools and hand tools, equipment, supplies, City vehicles, trailers, generators, books and unauthorized duplication of City keys.

**Theft/Property Loss:**

Theft of any kind will not be tolerated and is grounds for dismissal. Removal of City property for personal use is considered to be unauthorized use of or the taking of City property. The crime of theft is subject to prosecution.

**Adherence To All Laws and Rules:**

All volunteers shall adhere to all applicable federal, state and City rules and regulations.

**END OF POLICY**

For dates posted from 11/27/24 to 12/09/24  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6463		580 4 Corner Communications	460.00								
		IT Services and Amcrest for December 2024									
		3920 12/01/24 IT Professional Support	153.33			1		41100	327		10102
		3920 12/01/24 IT Professional Support (W)	153.33			60		43320	327		10102
		3920 12/01/24 IT Professional Support (SWR)	153.34			65		43220	327		10102
		<b>Total for Vendor:</b>	<b>460.00</b>								
6475		563 Adams County Prosecuting	1,500.00								
		November 2024									
		A1073 12/02/24 Municipal Prosecutions- NOV	1,500.00			1		41400	312		10102
		<b>Total for Vendor:</b>	<b>1,500.00</b>								
6473		265 Adams County Treasurer	640.00								
		1245 12/09/24 Solid Waste Fee - Industrial P	640.00			63		43100	320		10102
		<b>Total for Vendor:</b>	<b>640.00</b>								
6474		25 Analytical Labs, Inc.	380.50								
		2408770 11/30/24 Water Sampling / Testing	54.00			60		43320	745		10102
		2408771 11/30/24 Sewer Sampling / Testing	326.50			65		43220	745		10102
		<b>Total for Vendor:</b>	<b>380.50</b>								
		*** Claim from another period (11/24) ****									
6467		E 195 Black Mountain Software	13,053.60								
		01621 12/01/24 Annual Software Maintenance (G)	3,263.40			1		41100	709		10102
		01621 12/01/24 Annual Software Maintenance (W)	3,263.40			60		43320	709		10102
		01621 12/01/24 Annual Software Maintenance (S)	3,263.40			65		43220	709		10102
		01621 12/01/24 Annual Software Maintenance (I)	3,263.40			63		43100	709		10102
		<b>Total for Vendor:</b>	<b>13,053.60</b>								
6478		1 C & M Lumber Co, Inc	601.11								
		11/25/24 Water	122.97			60		43320	324		10102
		11/25/24 Shop - Water	24.66			60		43320	324		10102
		11/25/24 Shop - Sewer	24.67			65		43220	324		10102
		11/25/24 Shop - Streets	24.66			1		41500	324		10102
		11/25/24 Park	16.49			1		41600	324		10102
		11/25/24 Office (GEN)	2.86			1		41100	324		10102
		11/25/24 Office (WTR)	2.86			60		43320	324		10102

For dates posted from 11/27/24 to 12/09/24  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
		11/25/24 Office (SWR)	2.86			65	43220		324		10102
		11/25/24 Streets	72.94			1	41500		324		10102
		11/25/24 Equip.	72.73			60	43320		350		10102
		11/25/24 Sewer	233.41			65	43220		324		10102
		<b>Total for Vendor:</b>	<b>601.11</b>								
6481	E	253 Christensen Inc. dba United Oil	280.47			60	43320		630		10102
		CL73354 11/30/24 Fuel -Streets	23.50			65	43220		630		10102
		CL73354 11/30/24 Fuel - Sewer	23.51			60	43320		630		10102
		CL73354 11/30/24 Fuel - Water	23.50			60	43320		630		10102
		CL73354 11/30/24 Fuel - Grader - Streets	69.98			1	41500		630		10102
		CL73354 11/30/24 Fuel - Grader - Water	69.99			60	43320		630		10102
		CL73354 11/30/24 Fuel - Grader - Sewer	69.99			65	43220		630		10102
		<b>Total for Vendor:</b>	<b>280.47</b>								
6479		29 City of New Meadows	879.46			65	43220		339		10102
		025-00 11/26/24 Chlorinator Room	14.54			1	41600		332		10102
		310-00 11/26/24 Park Irrigation	14.30			1	41600		331		10102
		309-00 11/26/24 Park Restrooms	93.97			63	43100		331		10102
		014-00 11/26/24 Industrial Park	233.58			65	43220		338		10102
		364-00 11/26/24 Auger Room	339.81			1	41100		331		10102
		126-00 11/26/24 City Hall	78.15			1	41600		332		10102
		015-00 11/26/24 Skate Park	14.30			1	41600		332		10102
		012-00 11/26/24 Recycle Center	14.76			1	41600		332		10102
		060-00 11/26/24 Ambulance Shed	76.05			1	41100		331		10102
		<b>Total for Vendor:</b>	<b>879.46</b>								
		*** Claim from another period (11/24) ****									
6462		739 Dalrymple Construction Services,	94,330.88			1	43151		324		10102
		Construction of the Childcare Center									
		PA2 11/15/24 Childcare Center Const.	94,330.88								
		<b>Total for Vendor:</b>	<b>94,330.88</b>								
		*** Claim from another period (11/24) ****									
		400.00									
6468		495 Drake Diversified LLC	200.00			60	43320		310		10102
		Monthly Back-up Operator November 2024	200.00			65	43220		310		10102
		2227 12/01/24 NOV 2024 H2O Back-up Operator	200.00								
		2227 12/01/24 NOV 2024 SWR Back-up Operator	200.00								
		<b>Total for Vendor:</b>	<b>400.00</b>								

For dates posted from 11/27/24 to 12/09/24  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash	
6461		717 Grissom, Hoffman & Mohr, PLLC Design Development / Construction Documentsof the Childcare Center 23-027-012 11/30/24 Childcare Center Design. 3,933.12 <b>Total for Vendor: 3,933.12</b>	3,933.12			1		43151	324		10102	
6472		641 High Mountain Cleaning & OFFICE CLEANING / CITY HALL 11/11/2024, 11/24/2024 11314 11/19/24 OFFICE CLEANING / CITY HALL 107.45 <b>Total for Vendor: 107.45</b>	107.45			1		41100	324		10102	
6470	E	4 Idaho Power 0032879986 12/07/24 Street Lights (Electricity) 0032879987 12/07/24 City Shop (Electricity) Wa 0032879987 12/07/24 City Shop (Electricity) Se 0032879987 12/07/24 City Shop (Electricity) Str 0032879959 12/07/24 Parks (Electricity) 0032879967 12/07/24 Sewer Lift Station (Electr 0032879945 12/07/24 Well #3 (Electric) 0032879933 12/07/24 Well #4 (Electric) 0032879940 12/07/24 Booster Station (Electric) 0032879919 12/07/24 Sewer Plant (Electricity) 0030309892 12/07/24 City Hall (Electricity) Ge 0030309892 12/07/24 City Hall (Electricity) H2O 0030238986 12/07/24 City Hall (Electricity) SWR 0032880160 12/07/24 Sewer Land Ap 0033198570 12/07/24 Childcare Center 0033232987 12/07/24 Well #5 (Electric) <b>Total for Vendor: 3,956.24</b>	3,956.24									
6466		279 J.I. Morgan, Inc. Road Mix STRTS 0000913 11/30/24 Road Mix- Streets <b>Total for Vendor: 2,576.28</b>	2,576.28			1		41500	324		10102	

For dates posted from 11/27/24 to 12/09/24  
\* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
6464	E	37 Jerry's Auto Parts	48.54								
		Hose fittings									
		427935 11/27/24 Equ. Main. (GEN)	16.18			1		41500	350		10102
		427935 11/27/24 Equ. Main (WTR)	16.18			60		43320	350		10102
		427935 11/27/24 Equ. Main (SWR)	16.18			65		43220	350		10102
		<b>Total for Vendor:</b>	<b>48.54</b>								
6465	E	150 Lake Shore Disposal	285.32								
		26975969 12/01/24 Garbage - General	71.33			1		41100	324		10102
		26975969 12/01/24 Garbage - Water	71.33			60		43320	324		10102
		26975969 12/01/24 Garbage - Sewer	71.33			65		43220	324		10102
		26975969 12/01/24 Garbage - Industrial Park	71.33			63		43100	324		10102
		<b>Total for Vendor:</b>	<b>285.32</b>								
6477		642 Raven Waterworks, LLC	2,000.00								
		Monthly Operator Water / Sewer									
		241203 12/01/24 Nov H2O Operator	1,000.00			60		43320	352		10102
		241203 12/01/24 Nov SWR Operator	1,000.00			65		43220	352		10102
		<b>Total for Vendor:</b>	<b>2,000.00</b>								
6471		306 S & S Enterprise	465.00								
		Security Deposit for Industrial Park Lease									
		001 12/09/24 IP Security Deposit	465.00			63		43100	324		10101
		<b>Total for Vendor:</b>	<b>465.00</b>								
6476		659 SMS Inc.	33.00								
		803 11/30/24 Shipping (SWR)	33.00			65		43220	620		10102
		<b>Total for Vendor:</b>	<b>33.00</b>								
6480	E	146 The Record Reporter	71.70								
		Deputy Clerk Hiring Ad									
		4931 11/22/24 Hiring Ad(GEN)	71.70			1		41100	309		10102
		<b>Total for Vendor:</b>	<b>71.70</b>								

For dates posted from 11/27/24 to 12/09/24  
\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6469		603 Wallace, Jessica	220.85								
		Per diem \$50 and Mileage reimbursement for travel to Boise and back for LHTAC T2 course									
		12/05/24 Travel Mileage Reim (H20)	110.43			60		43320	521		10102
		12/05/24 Travel Mileage Reim (SWR)	110.42			65		43220	521		10102
		<b>Total for Vendor:</b>	<b>220.85</b>								
		<b># of Claims</b>	<b>21</b>								
		<b>Total Electronic Claims</b>	<b>17,695.87</b>								
		<b>Total Non-Electronic Claims</b>	<b>108527.65</b>								
		<b># of Vendors</b>	<b>15</b>								



Hunter Brown

Pay Period

11/16/2024 to

11/30/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	11/16/2024								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	11/17/2024			6.18					6.18	
Monday	11/18/2024	11.33							11.33	
Tuesday	11/19/2024	7.25							7.25	
Wednesday	11/20/2024	8.50							8.50	
Thursday	11/21/2024	8.50							8.50	
Friday	11/22/2024	4.42		4.58					9.00	
Saturday	11/23/2024								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>10.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.76</b>	
Sunday	11/24/2024								0.00	
Monday	11/25/2024	9.50							9.50	
Tuesday	11/26/2024	8.00							8.00	
Wednesday	11/27/2024	10.37							10.37	
Thursday	11/28/2024					8.00			8.00	
Friday	11/29/2024						8.00		8.00	
Saturday	11/30/2024								0.00	
<b>Total Week</b>		<b>27.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>43.87</b>	
<b>Total Pay Period</b>		<b>67.87</b>	<b>0.00</b>	<b>10.76</b>	<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>94.63</b>	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

**City of New Meadows Sat Nov 16 - Sat Nov 30, 2024**

**Hunter Brown**

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Sun Nov 17	Public Works		10:19 am - 4:30 pm	0.00	6.18	6.18	6.18	0.00	0.00	\$0.00	\$0.00
Mon Nov 18	Public Works		1:00 am - 3:50 am	0.00	2.83	2.83	2.83	0.00	0.00	\$0.00	\$0.00
Mon Nov 18	Public Works		8:00 am - 4:30 pm	0.00	8.50	8.50	8.50	0.00	0.00	\$0.00	\$0.00
Tue Nov 19	Public Works		8:45 am - 4:00 pm	0.00	7.25	7.25	7.25	0.00	0.00	\$0.00	\$0.00
Wed Nov 20	Public Works		8:00 am - 4:30 pm	0.00	8.50	8.50	8.50	0.00	0.00	\$0.00	\$0.00
Thu Nov 21	Public Works		7:30 am - 4:00 pm	0.00	8.50	8.50	8.50	0.00	0.00	\$0.00	\$0.00
Fri Nov 22	Public Works		7:30 am - 4:30 pm	0.00	9.00	9.00	4.42	0.00	4.58	\$0.00	\$0.00
Mon Nov 25	Public Works		7:00 am - 4:30 pm	0.00	9.50	9.50	9.50	0.00	0.00	\$0.00	\$0.00
Tue Nov 26	Public Works		8:00 am - 4:00 pm	0.00	8.00	8.00	8.00	0.00	0.00	\$0.00	\$0.00
Wed Nov 27	Public Works		7:03 am - 5:25 pm	0.00	10.37	10.37	10.37	0.00	0.00	\$0.00	\$0.00
Totals for Hunter Brown				0.00	78.63	78.63	74.05	0.00	4.58	\$0.00	\$0.00

**Kyla Gardner**

**Pay Period**

**11/16/2024 to**

**11/30/2024**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	11/16/2024								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	11/17/2024								0.00	
Monday	11/18/2024	7.72							7.72	
Tuesday	11/19/2024	7.48							7.48	
Wednesday	11/20/2024	8.73							8.73	
Thursday	11/21/2024	7.80							7.80	
Friday	11/22/2024	2.53							2.53	
Saturday	11/23/2024								0.00	
<b>Total Week</b>		<b>34.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34.26</b>	
Sunday	11/24/2024								0.00	
Monday	11/25/2024	10.75							10.75	
Tuesday	11/26/2024	9.25							9.25	
Wednesday	11/27/2024	1.32					6.00		7.32	
Thursday	11/28/2024					8.00			8.00	
Friday	11/29/2024								0.00	
Saturday	11/30/2024								0.00	
<b>Total Week</b>		<b>21.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>6.00</b>	<b>0.00</b>	<b>35.32</b>	
<b>Total Pay Period</b>		<b>55.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>6.00</b>	<b>0.00</b>	<b>69.58</b>	

**I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

**City of New Meadows Sat Nov 16 - Sat Nov 30, 2024**

**Kyla Gardner**

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Nov 18			7:53 am - 3:36 pm	0.00	7.72	7.72	7.72	0.00	0.00	\$0.00	\$0.00
Tue Nov 19			7:46 am - 3:15 pm	0.00	7.48	7.48	7.48	0.00	0.00	\$0.00	\$0.00
Wed Nov 20			7:44 am - 4:28 pm	0.00	8.73	8.73	8.73	0.00	0.00	\$0.00	\$0.00
Thu Nov 21			7:42 am - 3:30 pm	0.00	7.80	7.80	7.80	0.00	0.00	\$0.00	\$0.00
Fri Nov 22			8:35 am - 11:07 am	0.00	2.53	2.53	2.53	0.00	0.00	\$0.00	\$0.00
Mon Nov 25			7:02 am - 3:08 pm	0.00	8.10	8.10	8.10	0.00	0.00	\$0.00	\$0.00
Mon Nov 25			5:39 pm - 8:18 pm	0.00	2.65	2.65	2.65	0.00	0.00	\$0.00	\$0.00
Tue Nov 26			7:03 am - 4:18 pm	0.00	9.25	9.25	9.25	0.00	0.00	\$0.00	\$0.00
Wed Nov 27			9:11 am - 10:30 am	0.00	1.32	1.32	1.32	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	55.58	55.58	55.58	0.00	0.00	\$0.00	\$0.00

Dana Kautz

Pay Period

11/16/2024 to

11/30/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	11/16/2024								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	11/17/2024								0.00	
Monday	11/18/2024	0.92							0.92	
Tuesday	11/19/2024	1.95							1.95	
Wednesday	11/20/2024	1.73							1.73	
Thursday	11/21/2024	2.72							2.72	
Friday	11/22/2024								0.00	
Saturday	11/23/2024								0.00	
<b>Total Week</b>		<b>7.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.32</b>	
Sunday	11/24/2024								0.00	
Monday	11/25/2024								0.00	
Tuesday	11/26/2024								0.00	
Wednesday	11/27/2024								0.00	
Thursday	11/28/2024								0.00	
Friday	11/29/2024								0.00	
Saturday	11/30/2024								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>7.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.32</b>	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

**City of New Meadows Sat Nov 16 - Sat Nov 30, 2024**

**Dana Kautz**

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Nov 18	City Treasurer		2:45 pm - 3:40 pm	0.00	0.92	0.92	0.92	0.00	0.00	\$0.00	\$0.00
Tue Nov 19	City Treasurer		1:41 pm - 3:38 pm	0.00	1.95	1.95	1.95	0.00	0.00	\$0.00	\$0.00
Wed Nov 20	City Treasurer		1:55 pm - 3:39 pm	0.00	1.73	1.73	1.73	0.00	0.00	\$0.00	\$0.00
Thu Nov 21	City Treasurer		12:53 pm - 3:36 pm	0.00	2.72	2.72	2.72	0.00	0.00	\$0.00	\$0.00
Totals for Dana Kautz				0.00	7.32	7.32	7.32	0.00	0.00	\$0.00	\$0.00

Jessica Wallace

Pay Period

11/16/2024 to

11/30/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	11/16/2024								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	11/17/2024								0.00	
Monday	11/18/2024	8.50							8.50	
Tuesday	11/19/2024	8.60							8.60	
Wednesday	11/20/2024	8.10							8.10	
Thursday	11/21/2024	6.95							6.95	
Friday	11/22/2024	7.85		0.65					8.50	
Saturday	11/23/2024								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>0.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.65</b>	
Sunday	11/24/2024								0.00	
Monday	11/25/2024	7.44							7.44	
Tuesday	11/26/2024							8.00	8.00	
Wednesday	11/27/2024	7.37							7.37	
Thursday	11/28/2024					8.00			8.00	
Friday	11/29/2024							8.00	8.00	
Saturday	11/30/2024								0.00	
<b>Total Week</b>		<b>14.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>16.00</b>	<b>38.81</b>	
<b>Total Pay Period</b>		<b>54.81</b>	<b>0.00</b>	<b>0.65</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>16.00</b>	<b>79.46</b>	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

**City of New Meadows Sat Nov 16 - Sat Nov 30, 2024**

**Jessie Wallace**

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Mon Nov 18	Public Works		1:13 am - 4:23 am	0.00	3.17	3.17	3.17	0.00	0.00	\$0.00	\$0.00
Mon Nov 18	Public Works		10:40 am - 4:00 pm	0.00	5.33	5.33	5.33	0.00	0.00	\$0.00	\$0.00
Tue Nov 19	Public Works		8:24 am - 5:00 pm	0.00	8.60	8.60	8.60	0.00	0.00	\$0.00	\$0.00
Wed Nov 20	Public Works		8:20 am - 4:26 pm	0.00	8.10	8.10	8.10	0.00	0.00	\$0.00	\$0.00
Thu Nov 21	Public Works		8:30 am - 3:27 pm	0.00	6.95	6.95	6.95	0.00	0.00	\$0.00	\$0.00
Fri Nov 22	Public Works		8:27 am - 4:57 pm	0.00	8.50	8.50	7.85	0.00	0.65	\$0.00	\$0.00
Mon Nov 25	Public Works		8:21 am - 9:37 am	0.00	1.27	1.27	1.27	0.00	0.00	\$0.00	\$0.00
Mon Nov 25	Public Works		10:15 am - 4:25 pm	0.00	6.17	6.17	6.17	0.00	0.00	\$0.00	\$0.00
Wed Nov 27	Public Works		8:15 am - 8:31 am	0.00	0.27	0.27	0.27	0.00	0.00	\$0.00	\$0.00
Wed Nov 27	Public Works		9:07 am - 4:13 pm	0.00	7.10	7.10	7.10	0.00	0.00	\$0.00	\$0.00
Totals for Jessie Wallace				0.00	55.46	55.46	54.81	0.00	0.65	\$0.00	\$0.00



Jessica Wallace

Pay Period

11/1/2024 to

11/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	11/1/2024	3.50							3.50	
Saturday	11/2/2024								0.00	
<b>Total Week</b>		<b>3.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.50</b>	
Sunday	11/3/2024								0.00	
Monday	11/4/2024	7.55							7.55	
Tuesday	11/5/2024	7.68							7.68	
Wednesday	11/6/2024	6.50							6.50	
Thursday	11/7/2024	8.48							8.48	
Friday	11/8/2024	8.17							8.17	
Saturday	11/9/2024								0.00	
<b>Total Week</b>		<b>38.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.38</b>	
Sunday	11/10/2024								0.00	
Monday	11/11/2024	0.50				8.00			8.50	
Tuesday	11/12/2024						6.50		6.50	
Wednesday	11/13/2024						6.50		6.50	
Thursday	11/14/2024						7.00		7.00	
Friday	11/15/2024	8.25							8.25	
Saturday									0.00	
<b>Total Week</b>		<b>8.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>20.00</b>	<b>0.00</b>	<b>36.75</b>	
<b>Total Pay Period</b>		<b>50.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>20.00</b>	<b>0.00</b>	<b>78.63</b>	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

**City of New Meadows Fri Nov 1 - Fri Nov 15, 2024**

**Jessie Wallace**

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Nov 1	Public Works		1:06 pm - 4:36 pm	0.00	3.50	3.50	3.50	0.00	0.00	\$0.00	\$0.00
Mon Nov 4	Public Works		8:33 am - 4:06 pm	0.00	7.55	7.55	7.55	0.00	0.00	\$0.00	\$0.00
Tue Nov 5	Public Works		8:47 am - 4:28 pm	0.00	7.68	7.68	7.68	0.00	0.00	\$0.00	\$0.00
Wed Nov 6	Public Works		8:35 am - 3:05 pm	0.00	6.50	6.50	6.50	0.00	0.00	\$0.00	\$0.00
Thu Nov 7	Public Works		8:31 am - 5:00 pm	0.00	8.48	8.48	8.48	0.00	0.00	\$0.00	\$0.00
Fri Nov 8	Public Works		8:36 am - 4:46 pm	0.00	8.17	8.17	8.17	0.00	0.00	\$0.00	\$0.00
Mon Nov 11	Public Works		8:06 am - 8:21 am	0.00	0.25	0.25	0.25	0.00	0.00	\$0.00	\$0.00
Mon Nov 11	Public Works		7:37 pm - 7:52 pm	0.00	0.25	0.25	0.25	0.00	0.00	\$0.00	\$0.00
Fri Nov 15	Public Works		8:19 am - 4:34 pm	0.00	8.25	8.25	8.25	0.00	0.00	\$0.00	\$0.00
Totals for Jessie Wallace				0.00	50.63	50.63	50.63	0.00	0.00	\$0.00	\$0.00

Dana Kautz

Pay Period

11/1/2024 to

11/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	11/1/2024								0.00	
Saturday	11/2/2024								0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Sunday	11/3/2024								0.00	
Monday	11/4/2024								0.00	
Tuesday	11/5/2024	1.72							1.72	
Wednesday	11/6/2024	2.42							2.42	
Thursday	11/7/2024								0.00	
Friday	11/8/2024								0.00	
Saturday	11/9/2024								0.00	
<b>Total Week</b>		<b>4.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.14</b>	
Sunday	11/10/2024								0.00	
Monday	11/11/2024								0.00	
Tuesday	11/12/2024	2.79							2.79	
Wednesday	11/13/2024	0.67							0.67	
Thursday	11/14/2024								0.00	
Friday	11/15/2024								0.00	
Saturday									0.00	
<b>Total Week</b>		<b>3.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.46</b>	
<b>Total Pay Period</b>		<b>7.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.60</b>	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

**City of New Meadows Fri Nov 1 - Fri Nov 15, 2024**

**Dana Kautz**

<b>Date</b>	<b>Role</b>	<b>Wage rate</b>	<b>Time card</b>	<b>Scheduled hours</b>	<b>Actual vs. scheduled</b>	<b>Total paid hours</b>	<b>Regular hours</b>	<b>Unpaid breaks</b>	<b>OT hours</b>	<b>Estimated wages</b>	<b>Cash tips</b>
Tue Nov 5	City Treasurer		1:24 pm - 3:07 pm	0.00	1.72	1.72	1.72	0.00	0.00	\$0.00	\$0.00
Wed Nov 6	City Treasurer		1:16 pm - 3:41 pm	0.00	2.42	2.42	2.42	0.00	0.00	\$0.00	\$0.00
Tue Nov 12	City Treasurer		10:30 am - 10:43 am	0.00	0.22	0.22	0.22	0.00	0.00	\$0.00	\$0.00
Tue Nov 12	City Treasurer		12:57 pm - 3:31 pm	0.00	2.57	2.57	2.57	0.00	0.00	\$0.00	\$0.00
Wed Nov 13	City Treasurer		12:58 pm - 1:38 pm	0.00	0.67	0.67	0.67	0.00	0.00	\$0.00	\$0.00
Totals for Dana Kautz				0.00	7.60	7.60	7.60	0.00	0.00	\$0.00	\$0.00

**Diane Hunter**

**Pay Period**

**11/1/2024 to**

**11/15/2024**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	11/1/2024	2.47							2.47	
Saturday	11/2/2024								0.00	
<b>Total Week</b>		<b>2.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.47</b>	
Sunday	11/3/2024								0.00	
Monday	11/4/2024	7.35							7.35	
Tuesday	11/5/2024	5.22							5.22	
Wednesday	11/6/2024	6.90							6.90	
Thursday	11/7/2024	7.55							7.55	
Friday	11/8/2024								0.00	
Saturday	11/9/2024								0.00	
<b>Total Week</b>		<b>27.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27.02</b>	
Sunday	11/10/2024								0.00	
Monday	11/11/2024					8.00			8.00	
Tuesday	11/12/2024	6.83							6.83	
Wednesday	11/13/2024	6.97							6.97	
Thursday	11/14/2024	8.37							8.37	
Friday	11/15/2024	4.02					60.93	40.12	105.07	
Saturday									0.00	
<b>Total Week</b>		<b>26.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>60.93</b>	<b>40.12</b>	<b>135.24</b>	
<b>Total Pay Period</b>		<b>55.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>60.93</b>	<b>40.12</b>	<b>164.73</b>	

**I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

**City of New Meadows Fri Nov 1 - Fri Nov 15, 2024**

**Diane Ellen Hunter**

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Nov 1	Deputy Clerk		10:47 am - 1:15 pm	0.00	2.47	2.47	2.47	0.00	0.00	\$0.00	\$0.00
Mon Nov 4	Deputy Clerk		8:02 am - 2:23 pm	0.00	6.35	6.35	6.35	0.00	0.00	\$0.00	\$0.00
Mon Nov 4	Deputy Clerk		5:50 pm - 6:50 pm	0.00	1.00	1.00	1.00	0.00	0.00	\$0.00	\$0.00
Tue Nov 5	Deputy Clerk		8:02 am - 1:15 pm	0.00	5.22	5.22	5.22	0.00	0.00	\$0.00	\$0.00
Wed Nov 6	Deputy Clerk		8:01 am - 12:39 pm	0.00	4.63	4.63	4.63	0.00	0.00	\$0.00	\$0.00
Wed Nov 6	Deputy Clerk		12:45 pm - 3:01 pm	0.00	2.27	2.27	2.27	0.00	0.00	\$0.00	\$0.00
Thu Nov 7	Deputy Clerk		7:59 am - 3:32 pm	0.00	7.55	7.55	7.55	0.00	0.00	\$0.00	\$0.00
Tue Nov 12	Deputy Clerk		7:55 am - 1:15 pm	0.00	5.33	5.33	5.33	0.00	0.00	\$0.00	\$0.00
Tue Nov 12	Deputy Clerk		6:10 pm - 7:40 pm	0.00	1.50	1.50	1.50	0.00	0.00	\$0.00	\$0.00
Wed Nov 13	Deputy Clerk		8:06 am - 3:04 pm	0.00	6.97	6.97	6.97	0.00	0.00	\$0.00	\$0.00
Thu Nov 14	Deputy Clerk		8:01 am - 4:23 pm	0.00	8.37	8.37	8.37	0.00	0.00	\$0.00	\$0.00
Fri Nov 15	Deputy Clerk		8:14 am - 12:15 pm	0.00	4.02	4.02	4.02	0.00	0.00	\$0.00	\$0.00
Totals for Diane Ellen Hunter				0.00	55.68	55.68	55.68	0.00	0.00	\$0.00	\$0.00

**Kyla Gardner**

**Pay Period**

**11/1/2024 to**

**11/15/2024**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	11/1/2024	5.12							5.12	
Saturday	11/2/2024								0.00	
<b>Total Week</b>		<b>5.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.12</b>	
Sunday	11/3/2024								0.00	
Monday	11/4/2024	7.80							7.80	
Tuesday	11/5/2024	7.48							7.48	
Wednesday	11/6/2024	7.87							7.87	
Thursday	11/7/2024	7.77							7.77	
Friday	11/8/2024								0.00	
Saturday	11/9/2024								0.00	
<b>Total Week</b>		<b>30.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.92</b>	
Sunday	11/10/2024								0.00	
Monday	11/11/2024					8.00			8.00	
Tuesday	11/12/2024	9.77							9.77	
Wednesday	11/13/2024	7.83							7.83	
Thursday	11/14/2024	7.70							7.70	
Friday	11/15/2024	4.07							4.07	
Saturday									0.00	
<b>Total Week</b>		<b>29.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37.37</b>	
<b>Total Pay Period</b>		<b>65.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>73.41</b>	

**I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payperiod Notes:**

**City of New Meadows Fri Nov 1 - Fri Nov 15, 2024**

**Kyla Gardner**

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Nov 1			8:53 am - 2:00 pm	0.00	5.12	5.12	5.12	0.00	0.00	\$0.00	\$0.00
Mon Nov 4			7:41 am - 3:29 pm	0.00	7.80	7.80	7.80	0.00	0.00	\$0.00	\$0.00
Tue Nov 5			7:43 am - 3:12 pm	0.00	7.48	7.48	7.48	0.00	0.00	\$0.00	\$0.00
Wed Nov 6			7:42 am - 3:34 pm	0.00	7.87	7.87	7.87	0.00	0.00	\$0.00	\$0.00
Thu Nov 7			7:41 am - 3:27 pm	0.00	7.77	7.77	7.77	0.00	0.00	\$0.00	\$0.00
Tue Nov 12			7:51 am - 3:33 pm	0.00	7.70	7.70	7.70	0.00	0.00	\$0.00	\$0.00
Tue Nov 12			5:51 pm - 7:55 pm	0.00	2.07	2.07	2.07	0.00	0.00	\$0.00	\$0.00
Wed Nov 13			7:43 am - 3:33 pm	0.00	7.83	7.83	7.83	0.00	0.00	\$0.00	\$0.00
Thu Nov 14			7:46 am - 3:28 pm	0.00	7.70	7.70	7.70	0.00	0.00	\$0.00	\$0.00
Fri Nov 15			8:54 am - 12:58 pm	0.00	4.07	4.07	4.07	0.00	0.00	\$0.00	\$0.00
Totals for Kyla Gardner				0.00	65.41	65.41	65.41	0.00	0.00	\$0.00	\$0.00



Hunter Brown

Pay Period

11/1/2024 to

11/15/2024

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	11/1/2024	6.90		2.60					9.50	
Saturday	11/2/2024								0.00	
<b>Total Week</b>		<b>6.90</b>	<b>0.00</b>	<b>2.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.50</b>	
Sunday	11/3/2024								0.00	
Monday	11/4/2024	8.00							8.00	
Tuesday	11/5/2024	11.10							11.10	
Wednesday	11/6/2024	8.53							8.53	
Thursday	11/7/2024	8.02							8.02	
Friday	11/8/2024	4.35		3.65					8.00	
Saturday	11/9/2024								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>3.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43.65</b>	
Sunday	11/10/2024								0.00	
Monday	11/11/2024					8.00			8.00	
Tuesday	11/12/2024	7.75							7.75	
Wednesday	11/13/2024	10.32							10.32	
Thursday	11/14/2024	6.70							6.70	
Friday	11/15/2024	7.67							7.67	
Saturday									0.00	
<b>Total Week</b>		<b>32.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.44</b>	
<b>Total Pay Period</b>		<b>79.34</b>	<b>0.00</b>	<b>6.25</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>93.59</b>	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payperiod Notes:

**City of New Meadows Fri Nov 1 - Fri Nov 15, 2024**

**Hunter Brown**

Date	Role	Wage rate	Time card	Scheduled hours	Actual vs. scheduled	Total paid hours	Regular hours	Unpaid breaks	OT hours	Estimated wages	Cash tips
Fri Nov 1	Public Works		7:30 am - 5:00 pm	0.00	9.50	9.50	6.90	0.00	2.60	\$0.00	\$0.00
Mon Nov 4	Public Works		8:00 am - 4:00 pm	0.00	8.00	8.00	8.00	0.00	0.00	\$0.00	\$0.00
Tue Nov 5	Public Works		6:54 am - 6:00 pm	0.00	11.10	11.10	11.10	0.00	0.00	\$0.00	\$0.00
Wed Nov 6	Public Works		7:28 am - 4:00 pm	0.00	8.53	8.53	8.53	0.00	0.00	\$0.00	\$0.00
Thu Nov 7	Public Works		7:59 am - 4:00 pm	0.00	8.02	8.02	8.02	0.00	0.00	\$0.00	\$0.00
Fri Nov 8	Public Works		8:00 am - 4:00 pm	0.00	8.00	8.00	4.35	0.00	3.65	\$0.00	\$0.00
Tue Nov 12	Public Works		7:59 am - 3:44 pm	0.00	7.75	7.75	7.75	0.00	0.00	\$0.00	\$0.00
Wed Nov 13	Public Works		7:32 am - 5:51 pm	0.00	10.32	10.32	10.32	0.00	0.00	\$0.00	\$0.00
Thu Nov 14	Public Works		9:18 am - 4:00 pm	0.00	6.70	6.70	6.70	0.00	0.00	\$0.00	\$0.00
Fri Nov 15	Public Works		8:00 am - 3:40 pm	0.00	7.67	7.67	7.67	0.00	0.00	\$0.00	\$0.00
Totals for Hunter Brown				0.00	85.59	85.59	79.34	0.00	6.25	\$0.00	\$0.00