



City Council Regular Meeting & Public Hearing Agenda

Monday, January 24, 2022 at 6:30 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/81228385934?pwd=T2FGaFczYVd2ZDQyK0NYdkc0SHRYQT09>

Call in: 346-248-7799

Meeting ID: 812 2838 5934

Password: 835577

ROLL CALL / PLEDGE OF ALLEGIANCE

1. Reading of the Mission Statement

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. Park Restroom Heater Update
4. Personnel Policy Review

PUBLIC HEARING

5. East Park Subdivision - Zone Change Request
 - A. Governing Body Disclosures
 - B. Introduction
 - C. Applicant Presentation
 - D. Governing Body Questions to Applicant
 - E. Staff Report
 - F. Governing Body Questions to Staff
 - G. Testimony in Favor of the Application
 - H. Neutral Testimony
 - I. Testimony Opposed to the Application
 - J. Rebuttal from Applicant
 - K. Final Questions from Governing Body
 - L. Close of the Public Hearing

ACTION ITEMS

6. East Park Subdivision Zone Change Request
7. East Park Subdivision Land Change Request
8. Grant Administration Extension Agreement
9. Bank Signature Cards

10. Appointment of Salmon River Watershed Representative
- [11.](#) Alcoholic Beverage Application - Delish Catering
- [12.](#) Adopt A Fire Hydrant Program
- [13.](#) January 10, 2022 City Council Minutes - OLD BUSINESS
14. January 10, 2022 City Council Minutes - NEW BUSINESS

CONSENT AGENDA

- [15.](#) Paid & Pending Claims
- [16.](#) December 2021 Financials

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.”

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.”



January 24, 2022

The heaters for the two Industrial Park units have been installed. I am waiting to get the report back on the status of the heaters in the meat shop. YMC did an awesome job getting the heater issue solved as soon as possible and the tenants are happy with the results.

We will begin looking at the personnel policy but this will take a couple meetings to discuss all the items that need reviewed. It will be good to get the policy updated with current ICRMP recommendations and have a document that can be easily understood and implemented. Kyla will give directions on the process of review at this meeting.

The public hearing that will take place at the meeting is something that a Planning and Zoning Commission would usually do, if the city had a P&Z. I would like to work toward creating a P&Z again, but would like to have individuals on that commission who have received training to carry out their positions in the best way possible. Zoning decisions still ultimately come to City Council for final approval, but the P&Z Commissioners are tasked with the research and discussion needed to make decisions in line with our zoning ordinances and development plans.

I would like the City Council to become more aware of the inner workings of the City. I feel we can all do our jobs better if we are better educated on why things work the way they do and presenting this information at a City Council meeting gives the public the ability to be aware, as well. Also, I would like city staff to be prepared to explain how things work in the City. So, each quarter, a presentation will be given on a specific area of operation in the City. Examples are:

The land app site – What is it and why do we need it

Water quality – How we operate and maintain a system that delivers unchlorinated drinking water

Public Records – What happens when someone asks for paperwork from the City

Meetings – What it takes to put together a City Council meeting

These presentations will be 10 minutes or less, but will allow for questions from City Council and the public (public will need to sign up as usual). I plan to create a separate video of each of these sessions for use on the You Tube channel (edited if needed).

I have spoken with Julia Olsen and the Farmer's Market is on schedule for the coming year. They have some excellent plans and changes that will create a very community-friendly program. I will ask Julia to bring an update on what is ahead once we get closer to their opening date. I would like to include information about the City at this event each Saturday and will be working with Angie on ideas on how best to do that.

"Everybody can be great, because anybody can serve." Martin Luther King Jr

City of New Meadows

Personnel Policy Review Item

2022

1. INTRODUCTORY PERIOD

New employees to The City of New Meadows are subject to a six-month introductory period with a preliminary evaluation to be completed by the Mayor, City Council and other supervisory staff after 3 months of employment. Another evaluation will be completed after the six-month introductory period ends. During this six-month introductory period, either the employee or the City of New Meadows may end the employment relationship at will, with or without cause or advance notice. An employee's supervisor may extend the introductory period for an additional 90 days if they deem it necessary to work with an employee who is only marginally meeting the requirements for their position. Before any employee is released from their introductory period, an evaluation shall be completed.

Current Employees who transfer or promote to another position within the City of New Meadows will be subject to a six-month introductory period for the new position they hold. If the introductory employee is terminated in this situation, they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with the City of New Meadows.

The preliminary evaluation of the employee will be held after **(3) months** of employment. Review of the job description and the employee's adherence to the parameters of the employee's responsibilities will be done with the employee. If deemed appropriate, an increase in wages may be considered by the Mayor, Council, and other supervisory staff.

The evaluation of the employee after **(6) months** of employment will be made if there are any deficiencies noted during this evaluation, an employee's introductory period may be extended by the City for up to ninety (90) days by motion of the City Council and approval by the Mayor. Written notice of the reason(s) for such extension prior to the end of the introductory period will be provided.

- Items from this section to review: City Council may end the introductory period after 3 months, if during the evaluation they feel it is beneficial to the City.
- Add the term current employees in the second paragraph

2. SECONDARY EMPLOYMENT

An employee's Secondary employment, activity or enterprise may be prohibited if it:

- Involves time demands that would impair the employee's mental or physical capacity to perform City duties;
- Involves activities or business dealings that are likely to cause criticism or embarrassment to the City;

City of New Meadows

Personnel Policy Review Item

2022

- Involves working for an employer or doing business with a client who has a contract with the City;
- Promotes the use of the employee's title or position with the City or implies an official City endorsement of the secondary employment's business, service, product, etc.;
- Creates a real or apparent conflict of interest;
- Requires the employee to share or make use of official information that is confidential or not available to the general public except by request.

3. EMPLOYEE RESPONSIBILITIES

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

- Designated Official (Elected)
- Supervisor
- Department Head (Remove)
- City Clerk's Office
- Legal Counsel for the City (Change and list these in the order of reporting?)

4. EMPLOYEE CLASSIFICATION

- The classification of the position an employee holds with the City may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:
- ELECTED OFFICIALS
- Elected Officials are not considered regular employees. Elected Officials receive employment benefits as identified in an ORDINANCE adopted by the City Council.
- FULL-TIME REGULAR EMPLOYEES
- An employees whose typical work schedule calls for at least 140 hours of scheduled work during each 30 calendar-day payroll period is classified as a Full-Time regular employee. Full-time regular employees shall receive all employee benefits provided by the City of New Meadows as such benefits now exist or may be subsequently changed.
- PART-TIME REGULAR EMPLOYEES
- Employees whose typical work schedule calls for less than 139 hours of scheduled work during each 30 calendar-day payroll period are classified as Part-Time Employees. Part-time regular employees shall receive reduced employee benefits in accordance with policies adopted by the City Council and certain mandatory state benefit programs.
- CASUAL / SEASONAL EMPLOYEES
- Employees who provide services for The City of New Meadows on an irregular or temporary basis or whose scheduled hours of employment for the entity are typically fewer than 20 hours in each payroll period are classified as casual/seasonal employees. Casual employees will receive no benefits provided to regular employees,

City of New Meadows

Personnel Policy Review Item

2022

except those required by law or those provided by express written authorization of the Council.

- **PROBATIONARY / INTRODUCTORY EMPLOYEES**
- An employee whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate are classified as a Probationary / Introductory Employee. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.
- **TEMPORARY EMPLOYEES (Add/ Seasonal?)**
- An employee who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as a Temporary Employee. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain this status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Worker's Compensation insurance and Social Security), they are ineligible for all of the City's other benefit programs.
 - All content maintained by New Meadows

(Should there be another type of employee added? Part-time Non- Regular?) Someone who works less than 20 hours a week?)

5. EMPLOYEE COMPENSATION

The City of New Meadows compensates employees in accordance with the level of responsibilities, performance and decisions by the Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period.

The supervising elected official or department head may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the Council. The Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which they think justify changes in entity expenditures. Employees may participate in a performance evaluation system established by the Council or by an individual department with the approval of the governing board. Such evaluation systems may be the basis for allocating changes in compensation in each budget year. Should such an evaluation system be established, records of any such evaluations shall be kept in the personnel file of each employee

6. OVERTIME / COMPENSATORY TIME POLICY

The City of New Meadows allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of 24 hours.

City of New Meadows
Personnel Policy Review Item
2022

7. Maternity/Paternity Leave
We currently have no policy covering this.

8. TRAVEL EXPENSE REIMBURSEMENT

An employee on City business shall be reimbursed for expenses incurred in completing his / her work related assignment in accordance with the policies established by the Council. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested in accordance with Idaho Code § 31-1506 or its successor. All reimbursement requests shall be requested with proper documentation, and on an approved form provided by the City Clerk or Treasurer.

Reimbursement shall be no more than the following, or as set by Resolution from time to time;

- a. Breakfast.....\$10.00
- b. Lunch.....\$15.00
- c. Dinner.....\$15.00
- d. Lodging.....Actual Reasonable Costs
- e. Mileage.....Current Rate as set forth by the IRS
- f. Registration.....Actual Fees

9. VACATION LEAVE

Vacation leave is available to those employees who are classified as Regular Full-Time or Regular Part-Time Employees who have completed the equivalent of 6 months of employment. Vacation accrues from the start of employment in the following manner.

Length of Service Vacation Accrual for Regular Part-Time Employees

For each hour worked, 0.04165 hours are earned.

Vacation leave can only accrue to a 25-day maximum. Any excess, over 5 days, not used during the year in which it accrues will be forfeited, without right of compensation, at the conclusion of the fiscal year in which it became excess. This rule may be subject to an exception for one year's additional accrual upon written permission of the responsible elected official and the Council.

Use of vacation leave of 8 hours or more shall be scheduled with the consent of the employee's immediate supervisor or Mayor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of departments.

City of New Meadows
Personnel Policy Review Item
2022

No employee shall receive pay in lieu of vacation unless specific approval is given by the Mayor and City Council.

10. PAID TIME OFF POLICY

Personal leave benefits are provided to employees at a rate of 1 day per month served. Personal leave is a benefit to the employee and shall be requested at least two hours before the time when the scheduled work period is to begin. Personal leave may be denied if there is no illness or injury that prevents the employee from working productively or safely and the scheduled work duties include imminent and necessary activities that will jeopardize city operations if not carried out in a timely manner. Excessive use of personal leave with no regard for the city's schedule and activities may result in an employee review and a subsequent change in approval requirements.

Personal leave can accrue to a maximum of 90 days. There is no personal leave carry-over provision comparable to that provided in the city's vacation policy. Personal leave benefit recipients will receive their normal compensation when using personal leave benefits. Other provisions of policy regarding personal leave can be found in resolutions adopted by the City Council.

Personal leave shall be allowed to employees only in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours for the employee, spouse, or dependents.

Upon application of a regular employee, the Mayor and the City Council may grant sick leave without pay when earned sick leave is not sufficient on a case by case basis on such conditions and terms as may then be set.

11. HOLIDAYS

Ten official holidays are provided for full-time employees. Employees having full-time active status on the date of any holiday shall receive compensation for that Holiday even though they do not work. Holidays which fall on Saturday shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Council.

12. BEREAVEMENT LEAVE

Up to three days of paid leave of absence shall be granted for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.



City of New Meadows

Adams County, Idaho

Personnel Manual

Compiled: Friday, January 21, 2022

Table of Contents

ADOPTING RESOLUTION

CITY MISSION STATEMENT

PURPOSE OF MANUAL

HIRING POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

VETERAN'S PREFERENCE AND RIGHTS

NEPOTISM / HIRING OF RELATIVE

THE ORGANIZATION FOR WHICH YOU WORK

YOUR EMPLOYMENT RELATIONSHIP WITH THE CITY

EMPLOYMENT STARTUP

EMPLOYMENT FORMS TO BE COMPLETED

PAYROLL REPORTING SYSTEM

DISTRIBUTION OF POLICY

INTRODUCTORY PERIOD

GENERAL POLICIES

FAMILY MEDICAL LEAVE ACT

ELIGIBILITY REQUIREMENTS

FITNESS FOR DUTY EXAMS

SAFE WORKING ENVIRONMENT COMMITMENT

CONDITIONS FOR FIT FOR DUTY EXAMS

IDAHO WHISTLEBLOWER PROTECTION

SCOPE

REPORTING

PROTECTION

ENFORCEMENT OF RIGHTS

CANDIDACY FOR ELECTIVE OFFICE

FIRST AMENDMENT

REASONABLE PREDICTION OF DISRUPTION

EVALUATION AND ACTION

ATTENDANCE AND PUNCTUALITY

RELATIONSHIP POLICY

NO SMOKING POLICY

AMERICANS WITH DISABILITIES ACT (ADA)

SUBSTANCE ABUSE

DRUG AND ALCOHOL TESTING / SCREENING POLICY

SECONDARY EMPLOYMENT

EMPLOYEE CODE OF CONDUCT

EXPECTED CONDUCT

PROHIBITED CONDUCT

WORKPLACE VIOLENCE

UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND
RETALIATION

WORKPLACE DISCRIMINATION

WORKPLACE HARASSMENT

WORKPLACE SEXUAL HARASSMENT

HOSTILE WORK ENVIRONMENT

WORKPLACE RETALIATION

RESPONSIBILITIES

EMPLOYEE RESPONSIBILITIES

SUPERVISOR RESPONSIBILITIES

DESIGNATED OFFICIAL

PROCEDURE FOR REPORTING AND INVESTIGATING

DISCIPLINARY ACTION

CONFIDENTIALITY

EMPLOYEE PERSONNEL FILES

PERSONNEL RECORDS

ACCESS OF PERSONNEL FILES

MANGEMENT OF INFORMATION IN PERSONNEL FILES

EMPLOYEE CLASSIFICATION

EMPLOYEE CLASSIFICATION FOR EMPLOYMENT STATUS

EMPLOYEE CLASSIFICATION FOR BENEFIT PURPOSES

ELECTED OFFICIALS

FULL-TIME REGULAR EMPLOYEES

PART-TIME REGULAR EMPLOYEES

CASUAL / SEASONAL EMPLOYEES

PROBATIONARY / INTRODUCTORY EMPLOYEES

TEMPORARY EMPLOYEES

COMPENSATION POLICIES

EMPLOYEE COMPENSATION

COMPLIANCE WITH STATE AND FEDERAL PAY ACTS

RIGHT TO CHANGE COMPENSATION AND BENEFITS

OVERTIME / COMPENSATORY TIME POLICY

REPORTING AND VERIFYING TIME RECORDS

WORK PERIODS

PAYROLL PROCEDURES AND PAYDAYS

PAYROLL DEDUCTIONS

MILITARY LEAVE

COMPENSATION WHILE SERVING ON JURY DUTY OR AS A WITNESS IN
A COURT PROCEEDING

TRAVEL EXPENSE REIMBURSEMENT

ON-THE-JOB INJURIES

EMPLOYEE BENEFITS

VACATION LEAVE

PAID TIME OFF POLICY

HOLIDAYS

BEREAVEMENT LEAVE

LEAVE OF ABSENCE

TEMPORARY EMPLOYEE BENEFITS

INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO

TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

TRANSFER OF PERSONAL HOURS

EDUCATION BENEFITS

MISCELLANEOUS BENEFITS

REDUCTION OF BENEFITS

EMPLOYEE EVALUATION

STANDARD PROCEDURES

INTERVIEWS (EVALUATION)

EMPLOYEE DISCIPLINE

PURPOSE OF DISCIPLINE POLICY

DISCIPLINARY SYSTEM FRAMEWORK

HIERARCHY OF DISCIPLINE ACTIONS AVAILABLE

APPEAL HEARING

SEPARATION FROM EMPLOYMENT

REDUCTION IN FORCE

REINSTATEMENT POLICY

RETIREMENT

COBRA BENEFITS

EXIT INTERVIEW

RESIGNATION POLICY

ABANDONMENT

ATTACHMENTS

ADOPTING RESOLUTION

ADOPTED BY NEW MEADOWS RESOLUTION #TBD-2021

MONTH DAY YEAR

CITY 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.”

PURPOSE OF MANUAL

The purpose of this handbook is to provide all employees with general information relating to personnel rules, employee benefits, and general obligations. This handbook applies to all employees.

The manual is intended to be used as a guide. There may be occasions when the City must change the rules or give current rules a different interpretation than previously made. The City of New Meadows has the right to modify policies, both written and unwritten, as business requires.

This manual is not an employment contract and both the employee and the City understand that this handbook may be changed with notice to the employee.

This manual and its contents supersede any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated / given, even if such prior representations covered areas not addressed in this guide.

THIS PERSONNEL POLICY IS NOT A CONTRACT. NO CONTRACT OF EMPLOYMENT WILL BE VALID UNLESS IT IS SIGNED IN ACCORDANCE WITH PROPER PROCEDURES BY A SPECIFICALLY AUTHORIZED REPRESENTATIVE OF THE CITY COUNCIL OF NEW MEADOWS AND UNLESS IT IS SIGNED BY AND CONTAINS THE NAME OF THE EMPLOYEE WHO WOULD BE BENEFITED BY THE CONTRACT. CHANGES TO THE POLICIES AND BENEFIT OFFERINGS OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. CHANGES MAY BE MADE AT THE SOLE DISCRETION OF THE CITY COUNCIL OF NEW MEADOWS.

HIRING POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

VETERAN'S PREFERENCE AND RIGHTS

NEPOTISM / HIRING OF RELATIVE

EQUAL EMPLOYMENT OPPORTUNITY

1. All selection of employees and all employment decisions, including classification, transfer, discipline and discharge, will be made without regard to race, religion, sex, age, national origin, or non-job-related disability, or any other characteristic protected by law. 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.
2. All objections to hiring or other employment practices will be brought to the attention of the Mayor, department head or supervisor or in the case of objection to actions undertaken by any of them, to legal counsel for the City.
3. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
4. The City will endeavor to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An employee should advise either the department head or supervisor if he/she requires an accommodation to enable the employee to perform the essential tasks of the job.
5. The City will also endeavor to make reasonable accommodations for its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise either the department head or supervisor if he/she requires accommodation for religious reasons.

VETERAN'S PREFERENCE AND RIGHTS

1. The City will grant a preference to U.S. Armed Services veterans, or certain of his/her family members, 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.
2. Employees who are qualified veterans returning to employment with the City following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, et seq. The returning veteran will be restored to his/her position with the same seniority, status and pay that he/she would have had if there had been no military leave. In addition, in accordance with the provisions of these laws, the

veteran will not be discharged from his/her position without cause for a period of 1 year after the restoration of his/her employment with the City.

NEPOTISM / HIRING OF RELATIVE

1. No person will be employed by the City when the employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. Title 74, Chapter 4, I.C. §18-1359 and their successors. Any employment made in violation of these sections may be void. The appointment or employment of the following persons is expressly prohibited:

a. No person related to the Mayor or a City Council member by blood or marriage within the second degree will be appointed to any compensated office, position, employment or duty; and

b. No public servant, including Elected Officials and employees, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree 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.

2. 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).

THE ORGANIZATION FOR WHICH YOU WORK

The City is a political subdivision of the state of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City, carrying out local legislative duties and fulfilling other obligations as required by law. The City Council is the general policymaker for the City and has primary authority to establish terms and conditions of employment with the City. The Mayor may appoint personnel to help carry out administrative responsibilities. As with all elected public officials, the Mayor and City Council are ultimately responsible to the voters of the City of New Meadows.

Each employee should recognize that although he/she may serve as an employee supervised by the Mayor or department head, he/she remains an employee of the City, and not an employee 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, without the express written authorization of the City Council. That is particularly true for terms or conditions that would establish a current or future financial obligation for the City. You may, however, work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that department.

YOUR EMPLOYMENT RELATIONSHIP WITH THE CITY

This Policy is designed to introduce you to the City, familiarize you with various policies, practices and procedures currently in effect at the City, and help answer many of the questions that may arise in connection with your employment.

This Policy is not a contract of employment and does not create a contract of employment. This Policy does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. Its purpose is simply to provide you with a convenient explanation of present policies and practices of the City.

All employees of the City are at-will and are employed at the discretion of the Mayor and/or the head of the department in which the employee works. Only a signed written contract authorized by the City Council can alter the at-will nature of employment regardless of anything written or spoken by the Mayor or supervisor. Employees have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the City Council. 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.

The City reserves the right to modify any of the policies, benefit offerings, and procedures, including those covered in this Policy, at any time, without prior notice to, and consent of, city employees. Changes may be made at the sole discretion of the City Council.

EMPLOYMENT STARTUP
EMPLOYMENT FORMS TO BE COMPLETED
PAYROLL REPORTING SYSTEM
DISTRIBUTION OF POLICY
INTRODUCTORY PERIOD

EMPLOYMENT FORMS TO BE COMPLETED

The following pre-employment forms must be completed before the employee may begin work for The City of New Meadows:

1. Employment application form.
2. State and Federal Withholding Certificates.
3. Insurance forms.
4. Immigration form (I-9).
5. Insurance information about self & dependents (if applicable).
6. Any other benefit forms necessary for employee information.
7. Any and all Drug & Alcohol Testing Forms (if applicable).

PAYROLL REPORTING SYSTEM

Reports of hours worked and time on and off the job must be completed in a timely manner in accordance with procedures established by the City Clerk or Treasurer. Each report of employee time must be signed by both the supervisor and by the employee and shall contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered.

Each employee may be required to maintain an accurate and detailed record of work performed and hours worked. Other information may also be required. All employees are required to submit monthly status reports to the City Council at their scheduled meeting.

DISTRIBUTION OF POLICY

At time of employment each employee should receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him or herself with the contents of the personnel policy and to acknowledge its receipt. Periodic updates or changes should be distributed and acknowledged.

INTRODUCTORY PERIOD

New employees to The City of New Meadows are subject to a six-month introductory period with a preliminary evaluation to be completed by the Mayor, City Council and other supervisory staff after 3 months of employment. Another evaluation will be completed after the six-month introductory period ends. During this six-month introductory period, either the employee or the City of New Meadows may end the employment relationship at will, with or without cause or advance notice. An employee's supervisor may extend the introductory period for an additional 90 days if they deem it necessary to work with an employee who is only marginally meeting the requirements for their position. Before any employee is released from their introductory period, an evaluation shall be completed.

Employees who transfer or promote to another position within the City of New Meadows will be subject to a six-month introductory period for the new position they hold. If the introductory employee is terminated in this situation, they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with the City of New Meadows.

The preliminary evaluation of the employee will be held after (3) months of employment. Review of the job description and the employee's adherence to the parameters of the employee's responsibilities will be done with the employee. If deemed appropriate, an increase in wages may be considered by the Mayor, Council, and other supervisory staff.

The evaluation of the employee after (6) months of employment will be made if there are any deficiencies noted during this evaluation, an employee's introductory period may be extended by the City for up to ninety (90) days by motion of the City Council and approval by the Mayor. Written notice of the reason(s) for such extension prior to the end of the introductory period will be provided.

GENERAL POLICIES[FAMILY MEDICAL LEAVE ACT](#)[FITNESS FOR DUTY EXAMS](#)[IDAHO WHISTLEBLOWER PROTECTION](#)[CANDIDACY FOR ELECTIVE OFFICE](#)[ATTENDANCE AND PUNCTUALITY](#)[RELATIONSHIP POLICY](#)[NO SMOKING POLICY](#)[AMERICANS WITH DISABILITIES ACT \(ADA\)](#)[SUBSTANCE ABUSE](#)[DRUG AND ALCOHOL TESTING / SCREENING POLICY](#)[SECONDARY EMPLOYMENT](#)**FAMILY MEDICAL LEAVE ACT**[ELIGIBILITY REQUIREMENTS](#)**ELIGIBILITY REQUIREMENTS**

Since the City does not employ at least 50 employees, FMLA DOES NOT apply to City employees, and they are not entitled to 12 weeks of job-protected FMLA leave

FITNESS FOR DUTY EXAMS[SAFE WORKING ENVIRONMENT COMMITMENT](#)[CONDITIONS FOR FIT FOR DUTY EXAMS](#)**SAFE WORKING ENVIRONMENT COMMITMENT**

The City is committed to maintaining a safe and productive workplace. Every employee is required to report to work fit to perform his/her job in a safe, appropriate and effective manner.

CONDITIONS FOR FIT FOR DUTY EXAMS

The City may require a fitness for duty evaluation as part of a physical exam of the employee to determine the employee's physical, mental and emotional readiness to perform the essential functions of his/her job with efficiency and safety for himself/herself and others. Fitness for duty evaluations may be done in the following circumstances:

1. following a conditional offer of employment;

2. prior to returning to work following a leave related to injury or illness;
3. when an employee expresses concern about his/her ability to perform the functions of his/her job; or
4. when there is reasonable belief that the employee cannot safely perform the functions of his/her job.

IDAHO WHISTLEBLOWER PROTECTION

SCOPE

REPORTING

PROTECTION

ENFORCEMENT OF RIGHTS

SCOPE

Idaho Code, Title 6, Chapter 21, provides protections to public employees who experience adverse employment actions as a result of the good faith reporting of the existence of any waste of public funds, property or manpower, or of a violation, or suspected violation, of law, rule or regulation of the City, state of Idaho or the United States of America.

REPORTING

Any such report must be made at a time, and in a manner, which gives the City a reasonable opportunity to correct the waste or violation.

PROTECTION

The City may not take adverse action against an employee because the employee in good faith reports the suspected waste or violation, or participates or gives information in an investigation, hearing, court proceeding or any other form of administrative review of the report.

ENFORCEMENT OF RIGHTS

If the employee believes that he/she has experienced an adverse employment action protected by the Whistleblower Act, he/she may bring a civil action in District Court within 180 days of the occurrence of the violation of the Act.

CANDIDACY FOR ELECTIVE OFFICE

FIRST AMENDMENT

REASONABLE PREDICTION OF DISRUPTION

EVALUATION AND ACTION

FIRST AMENDMENT

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.

REASONABLE PREDICTION OF DISRUPTION

1. If an employee initiates candidacy against an Elected Official and there is a reasonable prediction of disruption, the employee must resign or face possible employment action, including being placed on an unpaid leave of absence or termination.
2. A reasonable prediction of disruption is based upon any of the following factors:
 - a. The size of the department in which the employee works—the smaller the department, the greater the likelihood of disruption;
 - b. Whether the employee candidate holds a position of trust and confidence to the incumbent—the closer the ties, the greater the likelihood of disruption;
 - c. 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; or
 - d. 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.
 - e. Not all of the above factors must be met to find a reasonable prediction of disruption.

EVALUATION AND ACTION

1. The Elected Official should consult with legal counsel for the City in determining whether there exists a reasonable prediction of disruption and the appropriate employment action to take.
2. The Elected Official should set out in writing the factual basis for finding that there exists a reasonable prediction of disruption using the above factors and his reasoning for taking the specific action. The written findings should be provided to the employee and placed in the employee's personnel file.
3. All other applicable procedures that allow an opportunity to be heard, as set out in this policy, will apply.

ATTENDANCE AND PUNCTUALITY

It is important for employees to report to work on time and to avoid unnecessary absences. The City recognizes that illness or other circumstances beyond an employee's control may cause him/her to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on co-workers and can have a negative impact on the success of the City.

Employees are expected to report to work when scheduled. Whenever an employee knows in advance that he/she is going to be absent, the employee should notify his/her immediate supervisor. If the absence is unexpected, the employee should attempt to reach his/her immediate supervisor as soon as possible, but in no event later than one hour before the employee is due at work. In the event the immediate supervisor is unavailable, the employee must speak with the Mayor or department head. If the employee must leave a voicemail, he/she must provide a phone number where the employee may be reached if need be.

RELATIONSHIP POLICY

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. Employees involved in such relationship bear a responsibility to the City to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

NO SMOKING POLICY

The City buildings and facilities are non-smoking in accordance with state and federal requirements. Use of tobacco products of any kind or e-cigarettes is not allowed within all indoor spaces of the City's buildings and facilities or in City vehicles. Smoking is only permitted outside of City buildings and facilities at least 50 feet away from entrances.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities

Amendments Act (ADAAA) prohibit employers with 15 or more employees from discriminating against individuals with disabilities.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless:

1. doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation; or
2. the accommodation creates an undue hardship to the City.

Employees should contact their supervisor or the City Clerk's Office with any questions or requests for accommodation.

SUBSTANCE ABUSE

The City recognizes alcohol and drug abuse as potential health, safety and security problems. The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on City premises or at any time and any place during working hours. While we cannot control the behavior of employees off the premises on their own time, we certainly encourage employees to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Employees may inform their immediate supervisor, department head, or the City Clerk's Office for assistance in seeking help, including possible coverage under the City's medical insurance plan, to address substance abuse.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the City.

DRUG AND ALCOHOL TESTING / SCREENING POLICY

The City of New Meadows complies with Federal Requirements and State guidelines concerning Drug and Alcohol Testing/Screening of applicants and employees. The City of New Meadows has developed a policy in conformity with the Department of Transportation (DOT) Drug and Alcohol Testing Program Regulation 49 CFR Part 40 and Federal Motor Carriers Safety Administration Regulation 49 CFR Part 382.

SECONDARY EMPLOYMENT

The purpose of this policy is to provide a procedure governing Secondary Employment for City Employees. This policy is an attempt to avoid a conflict with performance of assigned duties and responsibilities in situations when a City Employee wishes to accept Secondary Employment.

Secondary Employment includes:

- Employment with an external employer;
- Performing work on a voluntary basis;
- Engaging in a private business in any capacity;
- Self-employment;
- Undertaking any form of paid activity such as lecture fees, director's fees, consultant fees, etc.

It is the policy of the City of New Meadows to permit employees to engage in Secondary Employment when it does not create a conflict of interest or constitute an incompatible activity. This policy shall be considered to be a permissive policy and shall be liberally construed. Each employee is required to complete a Secondary Employment Agreement before engaging in Secondary Employment, as described above. The agreement shall be reviewed and approved by the Mayor and City Council to ensure that the Secondary Employment is compatible with the employee's job and does not impair the employee's ability to perform his/her job for the city or create a potential conflict of interest.

An employee's Secondary employment, activity or enterprise may be prohibited if it:

- Involves time demands that would impair the employee's mental or physical capacity to perform City duties;
- Involves activities or business dealings that are likely to cause criticism or embarrassment to the City;
- Involves working for an employer or doing business with a client who has a

contract with the City;

- Promotes the use of the employee's title or position with the City or implies an official City endorsement of the secondary employment's business, service, product, etc.;
- Creates a real or apparent conflict of interest;
- Requires the employee to share or make use of official information that is confidential or not available to the general public except by request.

EMPLOYEE CODE OF CONDUCT**EXPECTED CONDUCT****PROHIBITED CONDUCT**

Employees are expected to conduct themselves in a professional manner that is both civil and cooperative. City employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. This Code of Conduct has been established to aid employees in understanding both expected and prohibited conduct. Violations of the Code of Conduct will be grounds for disciplinary action up to and including termination of employment. This list is illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed here may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of employment or limit the reasons for which an employee may be disciplined.

EXPECTED CONDUCT

Each employee is expected to conduct himself/herself in a professional manner. In order to accomplish this, each employee must:

1. Be respectful, courteous and professional. Work cooperatively and constructively with fellow workers and members of the public.
2. 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 and sick leave.
3. Comply with dress standards established in the department for which the employee works. In the absence of any departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
4. Abide by all departmental rules and direction of a supervisor whether written or oral. No employee will be required to follow the directive of a supervisor that violates the laws of the local jurisdiction, state or nation.
5. Maintain the confidential nature of records that are not open to the public in accordance with the direction of the responsible official and current State/Federal Code.
6. 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.
7. Follow all workplace safety rules whether established formally by the department or

by outside agencies.

8. Report all accidents that occur or are observed on the job, or that involve City property, and cooperate as requested in the reconstruction of any such accident.
9. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City and related agencies.
10. Adhere to any code of ethics in the employee's profession.

PROHIBITED CONDUCT

Employees are expected to refrain from behaviors that reflect adversely upon the City, to include:

1. Not initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do his/her job.
2. Not engage in abusive conduct or language, including profanity and loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.
3. Not engage in conduct at or away from work that may reflect adversely upon the City or its officials or otherwise impair the employee's ability to perform.
4. Not engage in prolonged visiting with co-workers, children, friends or family members that interferes with work in the department in which the employee serves.
5. Not use work time for personal business, including the selling of goods or services to the general public.
6. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace productivity, including time spent on social media.
7. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.
8. Not have non-City employment, or serve on any board or commission, that conflicts with duties performed for the City in any meaningful way. Individual offices/departments may determine permissible examples of outside employment.
9. Not knowingly make any false report or complaint regarding behavior of others or participate in such report or complaint.
10. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record and State

/Federal Code.

11. 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. If the employee is prescribed a medication 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.
12. 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 (I.C. §§ 18-3201 and 18-3202).
13. Not engage in political activities while on duty. This rule does not apply to Elected Officials.
14. Not provide false or misleading information on employment applications, job performance reports or any other related personnel documents or papers.
15. Not engage in conduct that violates the laws of the state of Idaho.
16. Not accept gifts or gratuities in any personal or professional capacity that, although it may be legal, could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
17. Not engage in criminal conduct of any kind while on or off duty.

WORKPLACE VIOLENCE

The City seeks to provide a violence-free workplace. Violence in the workplace poses a threat to the safety of employees and the public. The City will not tolerate acts and behaviors that are likely to result in workplace violence, including, but not limited to, abusive language, hitting or shoving, threats of bodily harm, threats or acts of violence, brandishing of an object which may be used as a weapon, sending threatening, harassing or abusive e-mail and faxes, using the workplace to violate protective orders and stalking.

All employees are responsible for minimizing workplace violence. All acts or threats of violence should be promptly reported to a supervisor, department head or the Mayor. Employees should also report situations that they believe could lead to workplace violence, including but not limited to protective orders or other no-contact orders.

Any employee who is determined to be responsible for acts or threats of violence, or other conduct listed in this section, will be subject to prompt disciplinary action up to and including termination of employment.

UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION

[WORKPLACE DISCRIMINATION](#)

[WORKPLACE HARASSMENT](#)

[WORKPLACE SEXUAL HARASSMENT](#)

[HOSTILE WORK ENVIRONMENT](#)

[WORKPLACE RETALIATION](#)

[RESPONSIBILITIES](#)

[PROCEDURE FOR REPORTING AND INVESTIGATING](#)

[DISCIPLINARY ACTION](#)

[CONFIDENTIALITY](#)

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

The following defined terms are applicable to this section:

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

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

WORKPLACE DISCRIMINATION

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

Illegal adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to his/her age, not promoting an employee due to his/her religious beliefs, denying an employee a raise due to his/her race, disciplining an employee more harshly than others due to his/her sex, and terminating an employee due to his/her national origin.

WORKPLACE HARASSMENT

Workplace harassment is unwelcome conduct that is directed to one or more persons in a **legally protected class** that interferes with their **participation in the workplace**. The

offensive conduct must be severe or recurring such that it creates a work environment that a reasonable person would consider intimidating, hostile or abusive. Petty slights, annoyance, and isolated incidents (unless extremely serious) will not rise to the level of illegality.

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

WORKPLACE SEXUAL HARASSMENT

Sexual harassment is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here.

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

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

Sexual harassment is unlawful whether it involves co-workers, supervisors, department heads, Elected Officials, or customers of the City.

Sexual harassment may include, but is not limited to:

- Leering, making sexual gestures, or displaying derogatory and or sexually suggestive objects, pictures, cartoons, posters or drawings;
- Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;
- Verbal or non-verbal unwanted sexual advances or propositions;
- Threatening or making reprisals after a negative response to sexual advances;
- Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;
- Unwanted physical conduct such as touching, massaging, pinching, patting, hugging; and
- Physical interference with normal work or movement including impeding or blocking movement.

HOSTILE WORK ENVIRONMENT

A hostile work environment is discrimination or harassment in the workplace in which

comments or conduct based on a **legally protected class**, unreasonably interferes with **participation in the workplace**. To a reasonable person, the comments or conduct must be severe or recurring such that it creates an intimidating or offensive work environment. Isolated incidents, petty slights, occasional teasing or impolite behavior are generally not sufficient to create a hostile work environment.

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

WORKPLACE RETALIATION

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

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

RESPONSIBILITIES

EMPLOYEE RESPONSIBILITIES

SUPERVISOR RESPONSIBILITIES

DESIGNATED OFFICIAL

EMPLOYEE RESPONSIBILITIES

Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence.

Reporting should be made to any of the following:

- Designated Official
- Supervisor
- Department Head
- City Clerk's Office

- Legal Counsel for the City

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

SUPERVISOR RESPONSIBILITIES

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

- Encourage employees to report any violations of this policy before the harassment becomes severe or recurring.
- Make sure the Mayor or legal counsel is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.
- Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment or hostile work environment.
- Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation or hostile work environment to the Designated Official.

DESIGNATED OFFICIAL

The City designates the Municipal Attorney, or his/her designee, as the Designated Official who will be responsible for directing the procedures of this policy.

PROCEDURE FOR REPORTING AND INVESTIGATING

The following steps must be followed to report and investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.

1. A person who believes he/she has been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment or retaliation, should report it to the Designated Official, his/her supervisor, department head or Elected Official. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to legal counsel for the City.

2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. The Designated Official should promptly review the complaint and consult with legal counsel for the City.
4. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
5. The Designated Official, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
6. 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.
7. At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.
8. The Designated Official and/or the appropriate supervisors will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
9. The complainant and the person alleged to have committed the offenses may submit written statements to the Designated Officials and/or supervisors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than 5 working days after the meeting in which the findings of the investigation are discussed.
10. After the Designated Official and/or supervisors have met with both parties and reviewed the documentation, a decision will be made as to what action, if any, should be taken by the Mayor or department head.
11. At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant.

DISCIPLINARY ACTION

1. If it is determined that unlawful discrimination, harassment or retaliation has occurred, an appropriate course of action will be taken by the City. The action will depend on the following factors:
 - a. The severity, frequency and pervasiveness of the conduct;

- b. The conduct of the respective employees;
 - c. Prior complaints made against the person alleged to have committed the offenses; and
 - d. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
2. If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment or retaliation.

CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The City's insurer may also be engaged to assist in all phases of any proceeding or investigation.

EMPLOYEE PERSONNEL FILES
PERSONNEL RECORDS
ACCESS OF PERSONNEL FILES
MANGEMENT OF INFORMATION IN PERSONNEL FILES

PERSONNEL RECORDS

1. The official employee records for the City will be kept by the City Clerk and/or Treasurer
2. The personnel files should contain records related to employee performance, employee status, COPIES of records of training and other relevant materials related to the employee's service with the City.
3. The employee's supervisor, Elected Officials and the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

ACCESS OF PERSONNEL FILES

1. Only the employee's supervisors, the Mayor, the City Council when acting as a board in the course of its official business, attorneys for the City, and the employee are authorized to view materials in a personnel file. Access of others to such files will be allowed only when authorized after consultation with legal counsel for the City and approved by City Council.
2. 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.
3. 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.
4. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

MANGEMENT 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 Mayor and City Council, 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.

EMPLOYEE CLASSIFICATION**[EMPLOYEE CLASSIFICATION FOR EMPLOYMENT STATUS](#)****[EMPLOYEE CLASSIFICATION FOR BENEFIT PURPOSES](#)**

For various reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The City will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

EMPLOYEE CLASSIFICATION FOR EMPLOYMENT STATUS

Except as otherwise provided in this paragraph, employees of The City of New Meadows will not be suspended without pay, demoted with an accompanying change in pay, or discharged from their positions except for cause related to performance of their job duties or other violations of this policy. Cause shall be determined by the employee's supervisor/elected official and shall be communicated in writing to the employee when employee status is changed. (Contract Attorneys of the City of New Meadows are not subject to the personnel appeal procedure, being subject instead to the rules of professional conduct for their profession.) Only suspension without pay, demotion with change of pay, or discharge for cause shall be subject to the appeal procedure set forth in this personnel policy. The appeal procedure is to be construed in a directory manner. It is the duty of the appellant to show by clear and convincing evidence that the factual basis for the personnel action is incorrect or that the reasons for the personnel action are contrary to the public interest or violate existing law. Should the appellant establish such basis, the employee's back wages and benefits shall be restored as if the specified action had not been taken. Changes in employment status which are the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings shall not be subject to the appeal procedure set forth herein. The City of New Meadows retains full authority, with prior notice, to modify the general terms and conditions of employment. Additional information may be obtained in the personnel office or by appointment with the administrator.

EMPLOYEE CLASSIFICATION FOR BENEFIT PURPOSES**[ELECTED OFFICIALS](#)****[FULL-TIME REGULAR EMPLOYEES](#)****[PART-TIME REGULAR EMPLOYEES](#)****[CASUAL / SEASONAL EMPLOYEES](#)****[PROBATIONARY / INTRODUCTORY EMPLOYEES](#)****[TEMPORARY EMPLOYEES](#)**

The classification of the position an employee holds with the City may affect the status of

obligations or benefits associated with his/her employment. The primary classes of employees are:

ELECTED OFFICIALS

Elected Officials are not considered regular employees. Elected Officials receive employment benefits as identified in an ORDINANCE adopted by the City Council.

FULL-TIME REGULAR EMPLOYEES

An employees whose typical work schedule calls for at least 140 hours of scheduled work during each 30 calendar-day payroll period is classified as a Full-Time regular employee. Full-time regular employees shall receive all employee benefits provided by the City of New Meadows as such benefits now exist or may be subsequently changed.

PART-TIME REGULAR EMPLOYEES

Employees whose typical work schedule calls for less than 139 hours of scheduled work during each 30 calendar-day payroll period are classified as Part-Time Employees. Part-time regular employees shall receive reduced employee benefits in accordance with policies adopted by the City Council and certain mandatory state benefit programs.

CASUAL / SEASONAL EMPLOYEES

Employees who provide services for The City of New Meadows on an irregular or temporary basis or whose scheduled hours of employment for the entity are typically fewer than 20 hours in each payroll period are classified as casual/seasonal employees. Casual employees will receive no benefits provided to regular employees, except those required by law or those provided by express written authorization of the Council.

PROBATIONARY / INTRODUCTORY EMPLOYEES

An employee whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate are classified as a Probationary / Introductory Employee. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

TEMPORARY EMPLOYEES

An employee who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as a Temporary Employee. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain this status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Worker's Compensation insurance and Social Security), they are ineligible for

all of the City's other benefit programs.

COMPENSATION POLICIES**EMPLOYEE COMPENSATION****COMPLIANCE WITH STATE AND FEDERAL PAY ACTS****RIGHT TO CHANGE COMPENSATION AND BENEFITS****OVERTIME / COMPENSATORY TIME POLICY****REPORTING AND VERIFYING TIME RECORDS****WORK PERIODS****PAYROLL PROCEDURES AND PAYDAYS****PAYROLL DEDUCTIONS****MILITARY LEAVE****COMPENSATION WHILE SERVING ON JURY DUTY OR AS A WITNESS IN A COURT PROCEEDING****TRAVEL EXPENSE REIMBURSEMENT****ON-THE-JOB INJURIES****EMPLOYEE COMPENSATION**

The City of New Meadows compensates employees in accordance with the level of responsibilities, performance and decisions by the Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period.

The supervising elected official or department head may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the Council. The Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which they think justify changes in entity expenditures. Employees may participate in a performance evaluation system established by the Council or by an individual department with the approval of the governing board. Such evaluation systems may be the basis for allocating changes in compensation in each budget year. Should such an evaluation system be established, records of any such evaluations shall be kept in the personnel file of each employee.

COMPLIANCE WITH STATE AND FEDERAL PAY ACTS

The City of New Meadows shall comply with all State and Federal pay acts regarding the compensation of employees for services performed in the public service.

RIGHT TO CHANGE COMPENSATION AND BENEFITS

The City of New Meadows, through its Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in

any current or future status of benefits except as the law otherwise requires.

OVERTIME / COMPENSATORY TIME POLICY

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as either exempt or hourly for purposes of complying with the Federal Fair Labor Standards Act.

(FLSA). The FLSA is the Federal wage and hour law which governs the obligation of employers to pay overtime compensation. Elected Officials and certain other employees are exempt from operation of this law because they hold positions which are professional or primarily executive or administrative in nature. As such, exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute. Employees who serve as sworn law enforcement officers and as fire fighters will be subject to special exceptions found in the FLSA (See 207K). Please contact your department supervisor or the office of the City Clerk for further clarification of your FLSA status.

The City of New Meadows allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of 24 hours.

REPORTING AND VERIFYING TIME RECORDS

It is the responsibility of each employee to properly record time that he or she has worked during a payroll period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked. These records shall be retained for at least five years following a pay period or the conclusion of an employee's service.

WORK PERIODS

Employment with the City of New Meadows is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency. The work week for all regular employees who are subject to the FLSA will begin at 12:00 (midnight) on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday. For regular employees, hours actually worked in excess of forty in a work week will be computed at one and one-half (1&1/2) times the hours worked. This time will be paid, or compensatory time will be allowed to accrue on the next paycheck following the work period during which it was earned. Sworn law enforcement officers and fire fighters are subject to the special exception for their respective professions (§ 207(k)) which allows establishment of their work period up to twenty-eight days. Overtime compensation is to be paid for qualifying law enforcement hours beyond 171 in a 28-day work period or for qualifying fire fighter's hours beyond 212 in a 28-day work period. For these special exception employees, payment of overtime compensation will

be paid, or authorized compensatory time will accrue, on the paycheck which follows the conclusion of a 28-day work period by at least one week. Questions about overtime and compensatory time should be directed to your supervisor or the personnel/payroll office.

PAYROLL PROCEDURES AND PAYDAYS

- Employees are paid twice each month.
- Paychecks are issued by the office of the City Clerk and/or Treasurer on the First business day of the month and the 16th day of the month. If the 16th falls on a Saturday or Sunday, paychecks will be issued on the next business day.
- Paychecks compensate employees for work performed in that pay period. The 1st-15th and the 16th-the last day of the month.
- Paychecks are to be distributed at the workplace prior to 4:00 p.m. on the days noted above.
- It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only.
- Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City.
- In the event of disagreement between the paycheck stub and official policy as interpreted by the Council with the assistance of the City Clerk and/or Treasurer, the policy shall prevail.

PAYROLL DEDUCTIONS

No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee, or as required by law (Idaho Code § 45-609).

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 46-409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

COMPENSATION WHILE SERVING ON JURY DUTY OR AS A WITNESS IN A COURT PROCEEDING

The City encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Leave will be granted, and full pay provided, to employees called to serve as a court witness in matters specifically related to City operations or called to serve on jury duty.

TRAVEL EXPENSE REIMBURSEMENT

An employee on City business shall be reimbursed for expenses incurred in completing his / her work related assignment in accordance with the policies established by the Council. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested in accordance with Idaho Code § 31-1506 or its successor. All reimbursement requests shall be requested with proper documentation, and on an approved form provided by the City Clerk or Treasurer.

Reimbursement shall be no more than the following, or as set by Resolution from time to time;

- Breakfast.....\$10.00
- Lunch.....\$15.00
- Dinner.....\$15.00
- Lodging.....Actual Reasonable Costs
- Mileage.....Current Rate as set forth by the IRS
- Registration.....Actual Fees

ON-THE-JOB INJURIES

All on-the-job injuries shall be reported to the City Clerk within 24 hours to allow filing of worker's compensation claims in the proper manner. If an employee is disabled temporarily by an on-the-job accident, he/she may be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with an injured worker's status may be brought before the City Council and Mayor.

EMPLOYEE BENEFITS

- [VACATION LEAVE](#)
- [PAID TIME OFF POLICY](#)
- [HOLIDAYS](#)
- [BEREAVEMENT LEAVE](#)
- [LEAVE OF ABSENCE](#)
- [TEMPORARY EMPLOYEE BENEFITS](#)
- [INSURANCE COVERAGE AVAILABLE TO EMPLOYEES](#)
- [PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO](#)
- [TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER](#)
- [TRANSFER OF PERSONAL HOURS](#)
- [EDUCATION BENEFITS](#)
- [MISCELLANEOUS BENEFITS](#)
- [REDUCTION OF BENEFITS](#)

The City of New Meadows offers a number of employee benefits for full-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the City Council. Each is subject to the specific terms of its respective insurance policy and / or official resolution of the City council.

VACATION LEAVE

Vacation leave is available to those employees who are classified as Regular Full-Time or Regular Part-Time Employees who have completed the equivalent of 6 months of employment. Vacation accrues from the start of employment in the following manner:

Length of Service Vacation Accrual for Regular Full-Time Employees

<u>Length of Service</u>	<u>Vacation Accrued</u>
1 - 7 Years	2 Weeks
8-15 Years	3 Weeks
Over 15 Years	4 Weeks

Length of Service Vacation Accrual for Regular Part-Time Employees

For each hour worked, 0.04165 hours are earned.

Vacation leave can only accrue to a 25-day maximum. Any excess, over 5 days, not used during the year in which it accrues will be forfeited, without right of compensation,

at the conclusion of the fiscal year in which it became excess. This rule may be subject to an exception for one year's additional accrual upon written permission of the responsible elected official and the Council.

Use of vacation leave of 8 hours or more shall be scheduled with the consent of the employee's immediate supervisor or Mayor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of departments.

No employee shall receive pay in lieu of vacation unless specific approval is given by the Mayor and City Council.

PAID TIME OFF POLICY

Personal leave benefits are provided to employees at a rate of 1 day per month served. Personal leave is a benefit to the employee and shall be requested at least two hours before the time when the scheduled work period is to begin. Personal leave may be denied if there is no illness or injury that prevents the employee from working productively or safely and the scheduled work duties include imminent and necessary activities that will jeopardize city operations if not carried out in a timely manner. Excessive use of personal leave with no regard for the city's schedule and activities may result in an employee review and a subsequent change in approval requirements.

Personal leave can accrue to a maximum of 90 days. There is no personal leave carry-over provision comparable to that provided in the city's vacation policy. Personal leave benefit recipients will receive their normal compensation when using personal leave benefits. Other provisions of policy regarding personal leave can be found in resolutions adopted by the City Council.

Personal leave shall be allowed to employees only in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours for the employee, spouse, or dependents.

Upon application of a regular employee, the Mayor and the City Council may grant sick leave without pay when earned sick leave is not sufficient on a case by case basis on such conditions and terms as may then be set.

HOLIDAYS

Ten official holidays are provided for full-time employees. Employees having full-time active status on the date of any holiday shall receive compensation for that Holiday even though they do not work. Holidays which fall on Saturday shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Council.

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New Year's Day	Human Right's Day	President's Day	Memorial Day	Independence Day
Labor Day	Columbus Day	Veteran's Day	Thanksgiving Day	Christmas Day

BEREAVEMENT LEAVE

Up to three days of paid leave of absence shall be granted for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.

LEAVE OF ABSENCE

Up to thirty days of unpaid leave can be granted by the Mayor and City Council for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require written approval of the Council.

TEMPORARY EMPLOYEE BENEFITS

Temporary employees shall not receive benefits.

INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

The City of New Meadows provides comprehensive health, dental, and eye insurance to employees and offers family coverage at the employee's option. Insurance coverage begins on the first day of the month following the three-month anniversary of the employees start date. All coverage is subject to policy terms and to change at any time with notice. Claims procedures are administered by the personnel office. Information may be obtained from the personnel office. Limited life insurance coverage and limited disability programs may be provided to full-time employees. The terms of these programs are contained in booklets and administrative policies available for inspection in the personnel office. Worker's compensation insurance covering job related injuries is provided for all employees. Questions about worker's compensation issues should be directed to the City Clerk.

PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO

The retirement plan of The City of New Meadows combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI charges a percentage of an employee's gross salary, which is presently exempt from Federal and State income taxes, and The City of New Meadows matches this with an additional larger contribution. Contact the City Clerk and/or Treasurer for further information.

TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within The City of New Meadows. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

TRANSFER OF PERSONAL HOURS

An employee may transfer accrued personal hours to another city employee as long as the employee receiving the hours is currently receiving hourly wages that are equal or less than the employee making the transfer. The transfer shall be documented by the City Clerk, approved by the Mayor and details placed in both employee's personnel file. No employee shall be required to transfer accrued personal hours to another employee regardless of the situation.

EDUCATION BENEFITS

All regular full-time and regular part-time employees shall be eligible for an annual stipend to reimburse the employee for education costs related to their employment at the city. This stipend is specifically for education and training which will increase the employee's opportunities for advancement in career goals. The stipend is in addition to required training for maintaining licenses and qualifications required for the employee's current position. Education stipends will be reviewed and approved annually by the Mayor and City Council.

MISCELLANEOUS BENEFITS

In addition to the benefits listed, the City Council may offer additional miscellaneous benefits in accordance with the benefit / program policies.

REDUCTION OF BENEFITS

The City of New Meadows, through its Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

EMPLOYEE EVALUATION
STANDARD PROCEDURES
INTERVIEWS (EVALUATION)

STANDARD PROCEDURES

Each employee will be evaluated on an annual basis to assess the performance of that employee in the job being performed for The City of New Meadows. Each evaluation will be given on the basis of the direct supervisor's observations of the employee's performance, the accuracy of the employee's work in addition to the quantity, and additional efforts expended by the employee on behalf of The City of New Meadows. Each supervisor is authorized to use necessary evaluation tools. At the same time the supervisor must fill out a standard The City of New Meadows evaluation form, which shall be placed in the employee's permanent record file.

INTERVIEWS (EVALUATION)

Each evaluation shall be concluded with an interview between the evaluated employee and the immediate supervisor in which the employee will be told what the findings of the employer's evaluation are. Each employee will be given an opportunity to respond to the evaluation both orally, in which case notes may be taken by the supervisor, or the employee may submit a written response to the employer's evaluation to be placed in the employee's personnel file, provided that it is filed with the employer within 10 days of the date of the oral presentation of the evaluation.

EMPLOYEE DISCIPLINE
PURPOSE OF DISCIPLINE POLICY
DISCIPLINARY SYSTEM FRAMEWORK
HIERARCHY OF DISCIPLINE ACTIONS AVAILABLE
APPEAL HEARING

PURPOSE OF DISCIPLINE POLICY

The purpose underlying the discipline policy of The City of New Meadows is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

DISCIPLINARY SYSTEM FRAMEWORK

The City of New Meadows adopts the following framework for actions to be taken in the event that employment policies are violated by any employee subject to this manual. Progressive steps may be implemented in order to invoke disincentives to policy violations. The City of New Meadows reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step. Such steps shall be documented in the record of the disciplinary action. Progressive discipline shall be applied only where the supervisor believes that the potential for improvement and correcting the behavior is possible.

HIERARCHY OF DISCIPLINE ACTIONS AVAILABLE

The following actions are among the progressive disciplinary steps which can be taken by the supervisor in response to personnel policy violations:

1. Oral warning.
2. Written warning or reprimand.
3. Suspension with or without pay.
4. Demotion.
5. Probation.
6. Dismissal.

***All steps may be taken, but some may be skipped depending on the actionable violation.

APPEAL HEARING

The personnel policy of the City of New Meadows establishes the right to a hearing in the event of a discharge or demotion with attendant change in pay or suspension. The elements of procedure to be followed in any such hearing to be undertaken at the direction of the supervisor, unless waived by the employee, are the following:

1. The employee shall be provided notice of the charges against him and the time the hearing is to be conducted.
2. The employee shall be heard before the department supervisor responsible for department management with the oral hearing to last no longer than two hours, unless otherwise approved by the department supervisor.
3. There shall be a record maintained, including a tape recording of the hearing.
4. The employee shall have a right to an explanation of the conduct complained of.
5. The employee shall have an opportunity to be represented by legal counsel at his own expense.
6. The employee shall be provided an opportunity to present evidence and to rebut the information upon which his/her charged misconduct or inadequate performance is based.
7. Every such hearing shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges. Said decision shall set forth the reasons for the personnel action.

Note: Any appointive office responsibilities may be removed by the Mayor for any cause deemed by the Mayor to be sufficient, section 50-206, Idaho Code. The affirmative vote of three (3) members of the Council is required to confirm such dismissal of such responsibilities. Dismissal of the employee from employment with the City of New Meadows shall follow the City's Disciplinary Policy.

SEPARATION FROM EMPLOYMENT

REDUCTION IN FORCE

REINSTATEMENT POLICY

RETIREMENT

COBRA BENEFITS

EXIT INTERVIEW

RESIGNATION POLICY

ABANDONMENT

REDUCTION IN FORCE

When financial circumstances or changes of workload require, The City of New Meadows reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of The City of New Meadows services. Decisions about the functions to be reduced are not subject to the appeal procedure established by The City of New Meadows

REINSTATEMENT POLICY

Employees who leave The City of New Meadows employment due to a reduction in force shall retain a first right to return in the event of work force rebuilding for one year from the date of their separation. Employees shall retain a preference only for work for which they are fully qualified and for which available service requirements can be met.

RETIREMENT

The retirement policy of The City of New Meadows shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee's Retirement System of Idaho (PERSI). No employee shall be compelled to retire except in compliance with said acts.

COBRA BENEFITS

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) benefits are not available to employees or former employees of The City of New Meadows because the City's employment status does not apply according to government rules.

EXIT INTERVIEW

Each employee who terminates from employment with The City of New Meadows is encouraged to participate in an exit interview with the designated person, or in the event of involuntary termination with the personnel officer. In such interview, the employer shall notify the employee when certain benefits will terminate and when final pay will be issued. The employee will inform the interviewer about his/her impressions of employment in such interview. An employee exit form may be completed at this point

and will be retained in the employee's personnel file.

RESIGNATION POLICY

Voluntary resignations will only be accepted if made in writing. Any oral resignations will be treated as leave without approval, unless authorized by the supervising official. Under leave without approval an employee may be terminated for "job abandonment" after 3 days of leave that has not received prior written approval. If the employee wants his formal records to indicate "voluntary resignation", they must do so in writing to their supervisor or the administrator.

ABANDONMENT

Employees who have an unexcused or unauthorized absence of three working days or more may be terminated for job abandonment.

ATTACHMENTS

1. Employee Receipt
2. Employee Review
 - a. Performance Title Page
 - b. Employee Performance Criteria
 - c. Summary Score Sheet
 - d. Employee Comment Sheet
3. Employee Correction
 - a. Coaching Form
4. Travel Reimbursement Form
5. Secondary Employment Agreement
6. Social Media Policy
7. Confidentiality Agreement
8. Information Systems Policy / Acknowledgement
9. Reduction in Force Notice
10. Job Descriptions
 - a. City Clerk / Treasurer
 - b. Executive Assistant (Deputy Clerk)
 - c. Public Works Director
 - d. Pubic Works Assistant
 - e. Animal Control Officer
 - f. Parks Maintenance
11. [Employment Application](#)

RESOLUTION NO.210-2014

*City of New Meadows***ADOPTING LAND USE-RELATED HEARING PROCEDURES**

WHEREAS: Idaho Code requires that jurisdictions maintain a regular set of procedures for land use-related public hearings held by the *New Meadows* Planning and Zoning Commission and governing board; and

WHEREAS: From time to time it is beneficial to review and revise those hearing procedures to better facilitate input from the public and to promote an informative and expeditious hearing;

NOW, THEREFORE, BE IT RESOLVED by the governing board of *New Meadows* to hereby adopt the following land use-related public hearing procedures:

Section 1. Providing Notice of Land Use or Development-Related Public Hearings

- a. If a public hearing is required by law or ordinance, the planning and zoning commission and, when applicable, the governing board, shall hold at least one public hearing in which interested persons shall have an opportunity to be heard. At least fifteen (15) days prior to the hearing, notice of the time and place and a succinct description of the proposal shall be published in the official newspaper of the *City of New Meadows*.
- b. In the case of conditional use permits, rezones, subdivisions, planned unit developments and variances, notice shall also be provided as required by law to property owners within the land being considered; either adjoining or within three hundred feet (300') of the external boundaries of the land being considered as appropriate; and within any additional area that may be substantially impacted by the proposal as might be determined by the planning and zoning commission, governing board or *New Meadows* staff. Contents of the mailed notice should include the basic information required by applicable provisions of law and this Resolution and, when known at the time of mailing or publication, any standards for oral testimony, time limits for testimony, time or length limits for written submissions, and other conditions or requirements governing participation.
- c. When notices are required to be sent to two hundred (200) or more property owners, a notice of public hearing, at least 2 columns wide by 4" in height, published in the official newspaper of *the City of New Meadows* at least fifteen (15) days prior to the hearing, shall be deemed a proper alternative to mailed notices.
- d. Land that is the subject of any required public hearing shall be posted with signs describing the nature of the action to be considered, contact information for the *City of*

New Meadows, and the time, date and location of the hearing. Such on-site signage shall be posted by *the City of New Meadows* at least seven (7) days prior to the hearing.

Section 2. General Standards and Requirements for Oral Testimony:

- a. At the commencement of the public hearing, the presiding officer may establish a time limit to be observed by all speakers, unless spokespersons with different time limits are designated. If no different time limit is established by the presiding officer or by the notice of hearing that has been provided, the time limits shall not exceed fifteen (15) minutes for an applicant's oral presentation, five (5) minutes per person for individual audience testimony and ten (10) minutes for applicant rebuttal. Additional time may be allowed by the presiding officer upon a showing of good cause.
- b. No person shall be permitted to testify or speak before the hearing agency at a public hearing unless such person has signed his name and written his residential address on sign up sheets to be provided at the hearing. This requirement shall not apply to staff or technical witnesses directed by the chairperson to give evidence or information to the hearing agency.
- c. The governing board may suspend or amend any one or more of the discretionary pre-announced hearing procedures by majority vote of the governing board then in attendance upon finding that changes are necessary to conduct orderly or effective proceedings or to assure fundamental fairness.
- d. Spokespersons may be designated in order to allow relevant testimony for a period longer than provided herein or by notice. Anyone who desires to appear as a representative of a group at the hearing should contact the *City of New Meadows* at least five (5) days prior to the hearing with evidence and justification of representative status. *The City of New Meadows* may then evaluate and inform the requestor if s/he will qualify as a representative spokesperson for the hearing.
- b. Any person desiring to speak must first be recognized by the presiding officer.
- c. Testimony must directly address the subject at hand.
- d. Testimony must not be repetitious with other entries into the record.
- e. Testimony must not be personally derogatory to other hearing participants.
- f. Testimony shall comply with time restrictions established by the presiding officer, the governing board or this Resolution.
- g. If oral testimony fails to comply with the aforementioned standards, the presiding officer may declare such testimony out of order and require it to cease.

h. All public hearing proceedings shall be recorded electronically or stenographically and all persons speaking at such public hearings shall speak before a microphone in such a manner as will assure that the recorded testimony or remarks will be accurate and complete.

Section 3. Procedure for a Legislative Public Hearing:

Legislative hearings involve adoption of, or amendment to, the comprehensive plan or land use/development ordinances. A draft legislative proposal must be prepared and available for public inspection when the initial notice of public hearing is published. Legislative public hearings shall generally follow the order of events set forth below:

- a. Brief introduction of the subject of the hearing by *New Meadows city* staff identifying nature of the proposal.
- b. Receipt of testimony by public.
- c. Closure of hearing.
- d. Action on the legislative proposal whenever deemed appropriate by the governing board.

Section 4. Procedure for Quasi-Judicial Public Hearing:

Quasi-judicial hearings involve site-specific decisions (such as considering a subdivision, conditional use permit application or rezoning specific property, as opposed to legislative hearings which require decisions that have a broad application (such as a change in the text of a zoning ordinance or comprehensive plan which does not necessarily affect one specific parcel of land). Quasi-judicial public hearings shall follow the order of events set forth below:

- a. Brief introduction of the subject of the hearing by *New Meadows city* staff identifying nature and location of request – not full staff report.
- b. Presentation by applicant. (decision-makers should address their questions to the applicant at this time, if possible.)
- c. *New Meadows city* staff/consultant report. (decision-makers should address their questions to staff/consultant at this time, if possible.)
- d. Open Public Hearing Testimony from public in the following order: (Questions from the decision-makers should be asked of the person testifying before they leave the podium whenever possible.)
 1. Speakers in favor of the application
 2. Neutral speakers
 3. Speakers opposed to the application
- e. Rebuttal testimony from applicant. (Decision-makers should ask any final questions.) If new facts are elicited from the applicant at any point during rebuttal, the public must be given an opportunity to comment on such new facts.
- f. Close Public Hearing

- g. Discussion of hearing subject among governing board members. Questions may also be directed to staff during this period – focus should be matters in the record. Any procedural rules requiring a motion prior to discussion are hereby suspended for purposes of such discussion. Decision makers may table the matter until later in the meeting or to a later meeting for deliberations.
- h. The recommendation or decision arrived at should state why the result was reached. A reasoned statement that explains the criteria and standards considered relevant, states the relevant facts relied upon, and explains the rationale for the decision based on applicable provisions of the comprehensive plan, relevant ordinance and statutory provisions, pertinent constitutional principles and factual information contained in the record, should be part of the motion to approve or deny or should be developed with staff/consultant assistance for action at a subsequent meeting.

Section 5. Standards for Written Submittals in Quasi-Judicial Hearings:

Written testimony and exhibits from the public to be presented for the record shall comply with the following standards:

- a. Written submittals other than petitions or illustrations must be submitted at least seven (7) calendar days prior to the date of the public hearing.
- b. Written submittals shall include the name, signature or e-mail address, and physical address of the submitter.
- c. Written submittals shall address the issue at hand. Portions of written submittals that raise irrelevant issues or include improper information may be excluded from consideration in whole or in part.
- d. Written testimony shall not be personally derogatory.
- e. As a general rule documentary evidence shall only be admitted to the record in accordance with the terms of this resolution and consistent with the notice given in any particular case. Documents may be submitted at the public hearing only with the approval of the presiding officer upon a showing of necessity or an absence of harm to other interests and only if their introduction will not inject unfair surprise into or unduly delay the hearing. Petitions with gathered signatures may be submitted at a hearing. The presiding officer may require duplication of any accepted documents or may grant continuation of any hearing if necessary to provide an opportunity for response from hearing participants. Documents submitted after the closing date for written comment may be accepted for inclusion in subsequent proceedings if any are to be conducted.
- f. If documentation submitted at a hearing fails to comply with the aforementioned standards, the presiding officer may decline to admit them for consideration during the hearing, but may accept them for subsequent proceedings as herein authorized.

Quasi-Judicial Hearing Disclosures by Governing Board

1. Do you know the applicant? If so, how? (Length of time, type or relationship, etc.)
2. What information do you know about the applicant's proposal? Any information received, even if true, and not received from the city must be disclosed.
3. Did you visit the property site for this hearing?
4. Have you spoken to anyone before this meeting / public hearing regarding the application or the property to which it refers? Any comments regarding the application or property must be disclosed.
5. Do you have any specialized knowledge relevant to this hearing?
6. Do you have a fixed opinion that is not susceptible to change based on what you learn at this hearing?
7. Do you have a financial interest in the outcome of this decision?
8. Do you have any other relevant information that would cause a conflict of interest in your decision?
9. Is there any reason you will not be able to make a decision on this matter using only the information presented at this hearing and the current planning & zoning ordinance? Any reason may require an absence of voting/participating due to bias.

Quasi-Judicial Hearing Disclosures by Governing Board

10. If necessary, the Hearing Body will vote on recusal of members at this time. A member shall not participate in the hearing if the member has a fixed opinion prior to the hearing that is not susceptible to change; has engaged in undisclosed *ex parte* communications; has a close familial, business or other associational relationship with the applicant or an affected person; or has a financial interest in the outcome of the matter.

An Application has been received from Curtis & Stacy Blum, represented by Attorney Susan R. Wilson, regarding the East Park Subdivision, located on East Virginia / Highway 55. The applicants wish to change the zone from current Central Business District to Residential -Three (R-3). This matter requires the New Meadows City Council to conduct a quasi-judicial hearing, which means the Council must find facts and base its decision upon the application of the ordinance standards/criteria and the competent, substantial and material evidence received during this hearing only. All testimony must be competent and not repetitious. Speculative opinions and general expressions of fear of potential increases in crime, traffic or impacts on property values do not constitute competent evidence. At this time, I will introduce...

APPLICATION FOR REZONE
CITY OF NEW MEADOWS
(Not a Business License or Building Permit)

NAME: Curtis and Stacy Blum PHONE NO. (Home) _____
(Owner or Holder of Valid Option) (Business) _____

ADDRESS: _____ ID 83871 _____

GENERAL LOCATION: Highway 55 at East Park Subdivision

LEGAL DESCRIPTION OF PROPERTY (Attach if necessary): Lots 1-5, Block 1 of East
Park Subdivision

ZONING CLASSIFICATION: Present Central Business District Proposed R-3

FEE: A \$ 1000 NON-REFUNDABLE fee must accompany this completed application.

NARRATIVE: Attach a brief statement concerning the following:

1. How the land uses in the requested zone are related to the City of New Meadows Comprehensive Plan;
2. Availability of public facilities such as streets, sewage, water, etc., to support the allowable uses; and
3. Compatibility of the allowable uses with the surrounding area.

VICINITY SKETCH: A vicinity map which is drawn to scale must be attached showing the location of the property under consideration.

PROOF OF OWNERSHIP OR VALID OPTION HOLDER: A copy of your property deed or option agreement should be attached.

Signature J. Curtis Blum Stacy A Blum

The Planning & Zoning Administrator reserves the right to not officially accept this application until local review is accomplished and all required information is submitted. The date of the public hearing will be established by the Planning & Zoning Administrator upon the acceptance of a complete application. This application will follow the requirements of Section 16, City of New Meadows Zoning Ordinance No. 231-96.

-FOR OFFICE USE ONLY-

DATE RECEIVED: 12/6/21 COMMISSION HEARING DATE: 1/24/22

RECEIPT NO: 11268-40 RECEIVED BY: AM

FILE NO:

Narrative for Application for Rezone

Applicant: Curtis and Stacy Blum

Applicant purchased the property because it was marketed as being approved for a 20-residential unit development. Applicant is proposing a sixteen-unit residential development consistent with what has already been approved by the City. Applicant desires to rezone Lots 1 through 4, Block 1 of East Park Subdivision, New Meadows, Adams County, State of Idaho from Central Business District to R-3 Residential to allow the Applicant to build one 4-plex unit on each of the four lots.

The Central Business District zone does not allow residential use without an element of commercial. Here, the Applicant desires to develop infill property with multi-family residential use; allowing for a variety of housing, close to existing infrastructure, and which lessens the impact on the City resources.

The subject property fronts Highway 55 and has access to public facilities. The adjacent property is a less intensive commercial use and the multi-family residential nature of the proposed zone will compliment the intensity of the existing uses in the area. The property already has all of the infrastructure, including the road, fire hydrant, water, sewer, and power.

Further, there is a great need for more housing in New Meadows as the City continues to grow. Providing additional housing opportunities is an element of the Comprehensive Plan as discussed below.

Plus, the additional tax revenue from the properties will help increase the economic vitality of the City.

The Comprehensive Plan has several elements that support the Applicant's request for a rezone:

1. Property Rights – allowing the Applicant to develop and fully utilize their property supports their property rights. "Private property rights encompass not only the right to develop, invest, achieve, and profit from property, but also the right to hold and enjoy property as well." Comp Plan pg 10.
2. Economic Development – The City's Comprehensive Plan supports increasing facilities to accommodate more businesses and to encourage economic growth. You can't have economic growth without having corresponding residential opportunities. They goals go hand in hand. Policy 1.6 states: "The city should encourage efforts to develop and maintain quality neighborhoods and housing, which are recognized as basic infrastructure requirements of economic development."
3. Land Use – The land use designation for this property appears to be commercial, likely due primarily to its frontage on Highway 55. Allowing higher density residential development within this area is consistent with the general nature and intensity of a commercial use. Typically, zoning
4. Housing – The goal for housing under the Comprehensive Plan is to "provide housing opportunities within the community to meet the needs of individuals of all socio-economic backgrounds, the elderly and the disabled." One of the objectives is to "create an environment where a variety in type, size, cost, and location of housing will be encouraged." That is the case here.

The neighbor, owner of Lot 5 of the East Park Subdivision, has consented to the re-plat and rezone of the property to allow for the proposed 4 four-plexes.

The Applicant respectfully requests the Council approve this rezone application.

Instrument # 136737

COUNCIL, ADAMS, IDAHO
1-6-2021 02:23:46 PM No. of Pages: 1
Recorded for: TIMBERLINE TITLE & ESCROW
SHERRY WARD Fee: 15.00
Ex-Officio Recorder Deputy
Index to: DEED

[Handwritten Signature]

WARRANTY DEED

For Value Received, CRAIG ROARK, an unmarried man

the grantor, does hereby grant, bargain, sell and convey unto
CURTIS BLUM and STACY BLUM, husband and wife

the grantees, whose current address is 3831 Highway 8, Moscow, ID 83817

the following described premises, in Adams County, Idaho, to-wit:

Lots 1, 2, 3 and 4 of Block 1, East Park Subdivision, as said lots and block are numbered and designated upon the official plat thereof on file and of record in the Adams County Recorder's Office, Adams County, Idaho in Book 3 of Plats page 19.

TO HAVE AND TO HOLD THE said premises, with their appurtenances unto the said Grantees, their heirs and assigns forever. And the said Grantor hereby covenants to and with the said Grantees, that he is the owner in fee simple of said premises; that they are free from all encumbrances excepting for all easements of record, rights of way, matters visible, and all matters of record and title and that he will warrant and defend the same from all lawful claims whatsoever.

Date: December 28, 2020

[Handwritten Signature]
CRAIG ROARK

STATE OF IDAHO)
 : ss
COUNTY OF ADA)

On this 30 day of December, in the year of 2020, before me, a Notary Public in and for said State, personally appeared CRAIG ROARK known or identified to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he executed the same.



[Handwritten Signature]
Notary Public
Residing at: ADA County
Commission expires: 08/22/2025

#20-1501

TECHNICAL MEMORANDUM

Date: April 9, 2021

Project #: 26106

To: Curtis & Stacy Blum, Blum Construction, LLC

From: Cameron Bennett, E.I.; Nick Foster, AICP, RSP; & John Ringert P.E.

Project: Blum Multifamily Development Turn Lane Analysis

Subject: Traffic Analysis & Turn Lane Evaluation



INTRODUCTION

This memorandum summarizes the results of the traffic analysis and turn lane evaluation performed at the intersection of State Highway (SH) 55 and the proposed Blum multifamily housing development access driveway in New Meadows, Idaho. The following topics are addressed in this memorandum:

- Project description
- Existing traffic volumes
- Trip generation estimates for the proposed development
- Analysis of turn lane warrants at the access driveway intersection
- Evaluation of traffic operations at the access driveway intersection
- Conclusions

DESCRIPTION

Blum Construction, LLC is proposing to build sixteen multifamily housing units (i.e., four fourplexes). Figure 1 shows the site vicinity and SH-55 / Driveway Access intersection. Because the project is in an early planning stage, no site plan was provided. The new development will utilize the existing driveway access onto SH-55 at the southernmost end of the site shown in Figure 1.



Figure 1. Proposed Blum Development Location on SH-55

EXISTING CONDITIONS

Based on discussion with ITD staff, the traffic analysis focused on two weekday PM peak periods, which included:

- Thursday PM Peak Hour: mid-week PM peak hour
- Friday PM Peak Hour: weekday PM peak hour with higher through volumes on SH-55

The volumes on SH-55 from June 2019 and June 2020 were reviewed. June was chosen because it represents an average “summer” month with respect to traffic volumes on SH-55. Because year 2019 and 2020 volumes were similar, the future buildout year 2023 volumes were estimated by growing the 2020 volumes by a 2% annual growth rate.

Hourly traffic counts for the month of June were obtained for SH-55 near the project site from the ITD Packer John permanent traffic counter (ATR #244, Reference 1). Based on a conversation with ITD, it was assumed that this counter would show similar through volumes on SH-55 to those at the project site, given the lack of major access points in between the counter and the site. The counts used for the analysis represent an average of the volumes reported for each day of the week over the course of four weeks (e.g., the values utilized for this analysis represent an ‘average’ Thursday and ‘average’ Friday afternoon in June). Table 1 shows the traffic counts and estimated 2023 traffic volumes used for the analysis. *Attachment A contains the traffic counts summary sheets.*

Table 1. Traffic Volumes on SH-55

Year	Thursday PM			Friday PM		
	Total	EB	WB	Total	EB	WB
2019	408	249	159	413	207	205
2020	405	242	163	410	227	182
Estimated 2023	422	252	170	425	236	189

TRIP GENERATION OF THE PROPOSED DEVELOPMENT

The proposed development will be composed of low-rise multifamily housing in the form of fourplexes. The ITE Trip Generation Manual 10th Edition (Reference 2) was utilized to provide an estimate of trips entering and exiting the development during the weekday PM peak hour. The ITE Trip Generation Manual estimates that 63% of generated trips will be entering the site during the PM peak hour, while 37% will be exiting.

Trip Distribution

Trip distribution was estimated based on the directionality of the counts obtained from the Packer John permanent traffic counter during non-weekend hours and a review of the location of the site with respect to New Meadows and McCall. Based on this review it was assumed that 60% of the trips would be to/from the west (towards New Meadows) and 40% to/from the east (towards McCall) on SH-55.

Table 2 shows the estimated trip generation for the proposed development.

Attachment B contains the trip generation calculations.

Table 2. Estimated Trips from Blum Multifamily Housing Development

Fourplexes	Developed Units	PM Peak Hour Generated Trips	Trips Entering	Left-turns into the Site (EB)	Right-turns into the Site (WB)
4	16	12	7	4	3

Turn Lane Warrant Analysis

An analysis to determine the potential need for left-turn and right-turn lanes on SH-55 was performed for the site access intersection.

Eastbound Left-Turn Lane Warrant Evaluation

For the evaluation of eastbound left-turn lane, the ITD Traffic Manual requires the use of the warrant procedure recommended in American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets (Reference 3). That procedure was developed based on a benefit-cost evaluation that considered safety and operational improvements

resulting from installation of left-turn lanes. Because the project site is located downstream of the speed reduction to 25 miles per hour as SH-55 enters New Meadows, the site was evaluated against AASHTO warrants for both rural highways and urban arterials. The warrants procedure for two-lane rural highways is shown in Figure 2.

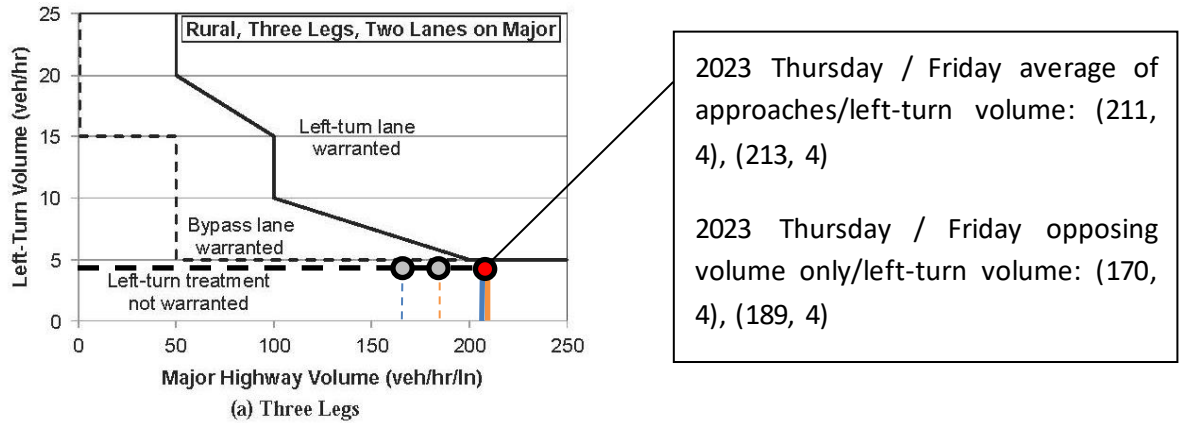


Figure 2. Recommended left-turn treatment warrants for intersections on rural two-lane highways.

Figure 2. Eastbound Left-Turn Lane Warrant on SH-55, Rural AASHTO Warrant

As shown in Figure 2, a left-turn lane is warranted for 5 or more hourly left turning vehicles when the through volume is greater than 200 vehicles/lane/hour. Table 2 shows that there are expected to be four left-turns into the site during the weekday p.m. peak hour. Therefore, a left-turn lane into the site is not warranted.

Since the site is located in an area with a posted speed limit of 25 miles per hour (MPH), the left-turn lane warrant for intersections on arterials in urban areas found in the AASHTO Policy on Geometric Design of Highways and Streets was also evaluated. The procedure for this warrant is shown in Figure 3.

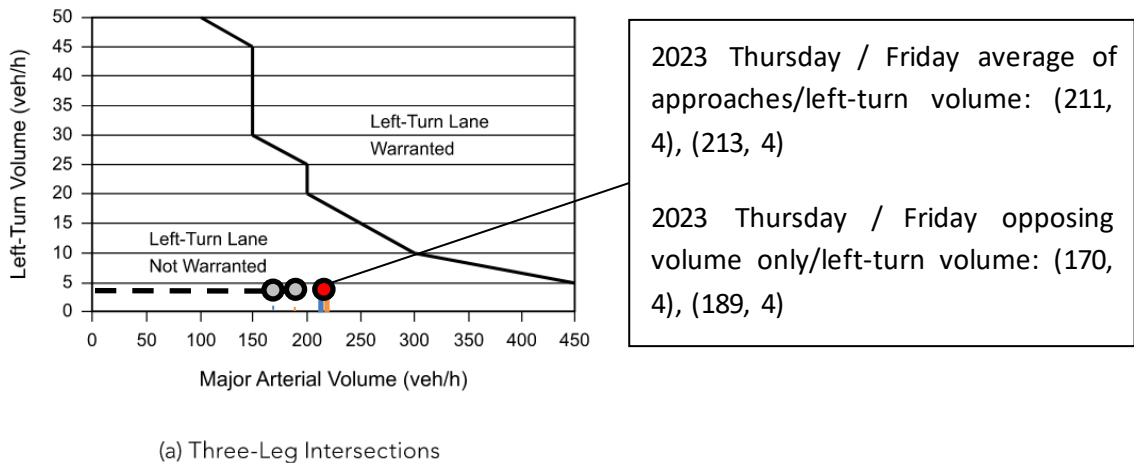


Figure 3. Eastbound Left-Turn Lane Warrant on SH-55, Urban AASHTO Warrant

As shown in Figure 3, a left-turn lane is warranted for 19 or more left turning vehicles at the anticipated 2023 Friday p.m. peak hour through volumes. Therefore, a left-turn lane is not warranted for the proposed development if the urban arterial warrant is used, either.

Westbound Right-Turn Lane Warrant Evaluation

For the evaluation of the westbound right-turn lane, the right-turn lane warrant procedure provided in the ITD Traffic Manual was used (Reference 4). Figure 4 shows the warrant graph.

Traffic Manual: Idaho Supplementary Guidance to the MUTCD

Page 73

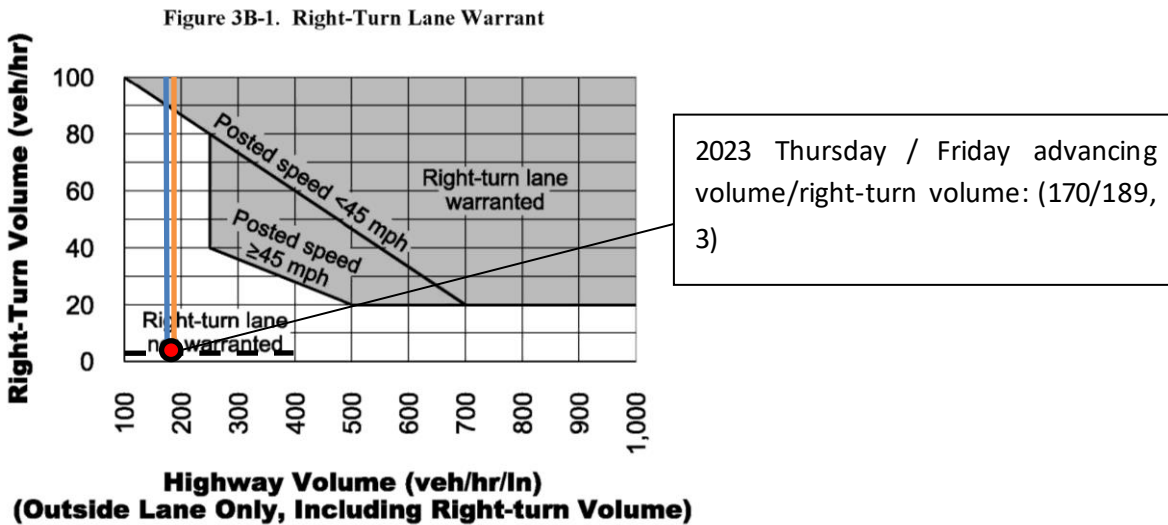


Figure 4. Westbound Right-Turn Lane on SH-55

As shown in Figure 4, turning volumes in excess of 80 entering vehicles would be required to warrant a right-turn lane at the site driveway with through volumes in the range of 130-190 vehicles/hour/lane. Table 2 shows that there is expected to be only three right-turns into the site during the weekday p.m. peak hour. Therefore, a right-turn lane is not warranted.

PEAK HOUR TRAFFIC OPERATIONS

The level of service (LOS) analyses for the unsignalized intersections described in this memorandum were performed in accordance with the procedures outlined in the Highway Capacity Manual 6th Edition (Reference 5), using Synchro 10 to implement the Highway Capacity Manual 6th methodology.

ITD District 3 requires intersections operate at LOS D or better with a maximum volume-to-capacity ratio of 0.90 for the overall intersection and for each lane group.

Table 3 summarizes the existing conditions level of service analysis results for the SH-55 / Blum Development Access intersection under the future year 2023 June conditions.

Attachment B contains the level of service worksheets.

Table 3. SH-55 / Blum Development Access 2023 Projected LOS Conditions

Time Period	Lane Group	Lane Group		
		V/C	LOS	Delay (s)
Thursday PM Peak Hour	EBLT	0.00	A	7.6
	SBLR	0.01	B	10.2
Friday PM Peak Hour	EBLT	0.00	A	7.7
	SBLR	0.01	B	10.3

As shown in Table 3, the SH-55 / Blum Development Access intersection is projected to operate acceptably during the weekday and Friday PM peak hours.

CONCLUSION

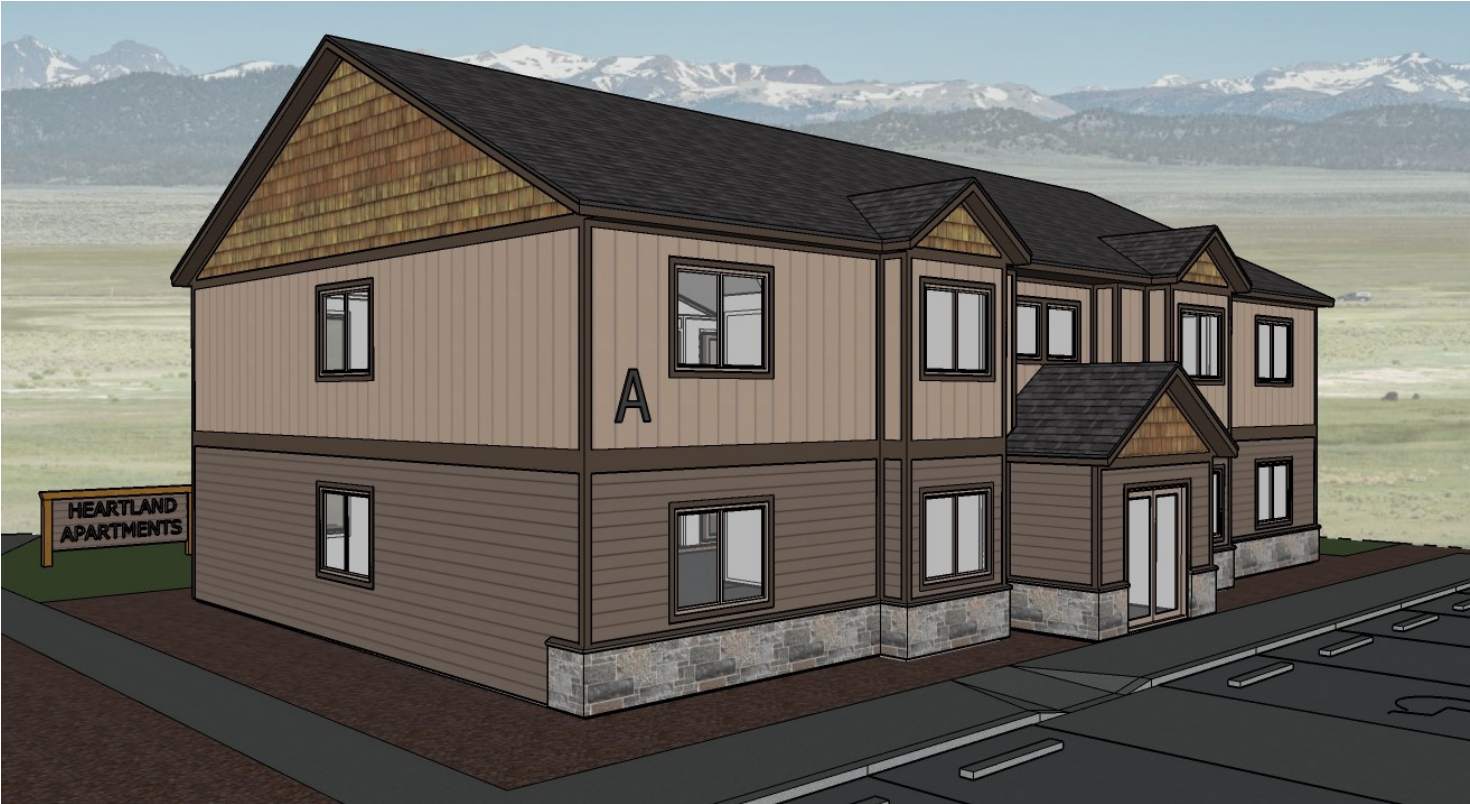
The site access to the proposed Blum Multifamily Housing Development is projected operate acceptably in its current configuration. Turn lane warrants are not projected to be met for the development of four fourplexes (i.e., 16 total units).

REFERENCES

1. Idaho Transportation Department, Automatic Traffic Recorder #244, 2019 & 2020 Monthly Average Hourly Traffic Reports,
<https://apps.itd.idaho.gov/apps/roadwaydata/counters/244/index.html>
2. Institute of Transportation Engineers, Trip Generation Manual, 10th Edition.
3. American Association of State Highway and Transportation Officials, Policy on Geometric Design of Highways and Streets, September 2018.
4. Idaho Department of Transportation, Traffic Manual: Idaho Supplementary Guidance to the MUTCD, December 2016.
5. Transportation Research Board. Highway Capacity Manual 6th Edition. 2016.

Attachment A Traffic Count Data

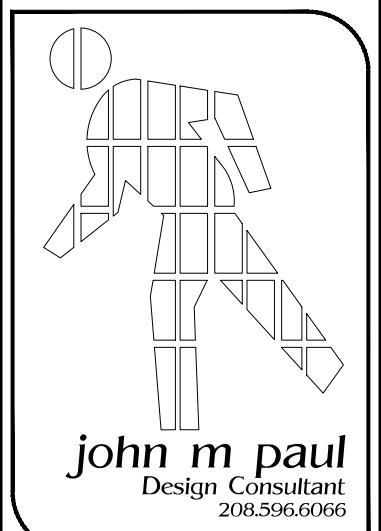
Attachment B Level-of-Service Worksheets



THESE DRAWINGS ARE COPYRIGHTED AND ARE NOT SUITABLE FOR USE ON OTHER PROJECTS OR IN OTHER LOCATIONS WITHOUT THE APPROVAL AND PARTICIPATION OF THE DESIGN PROFESSIONAL.

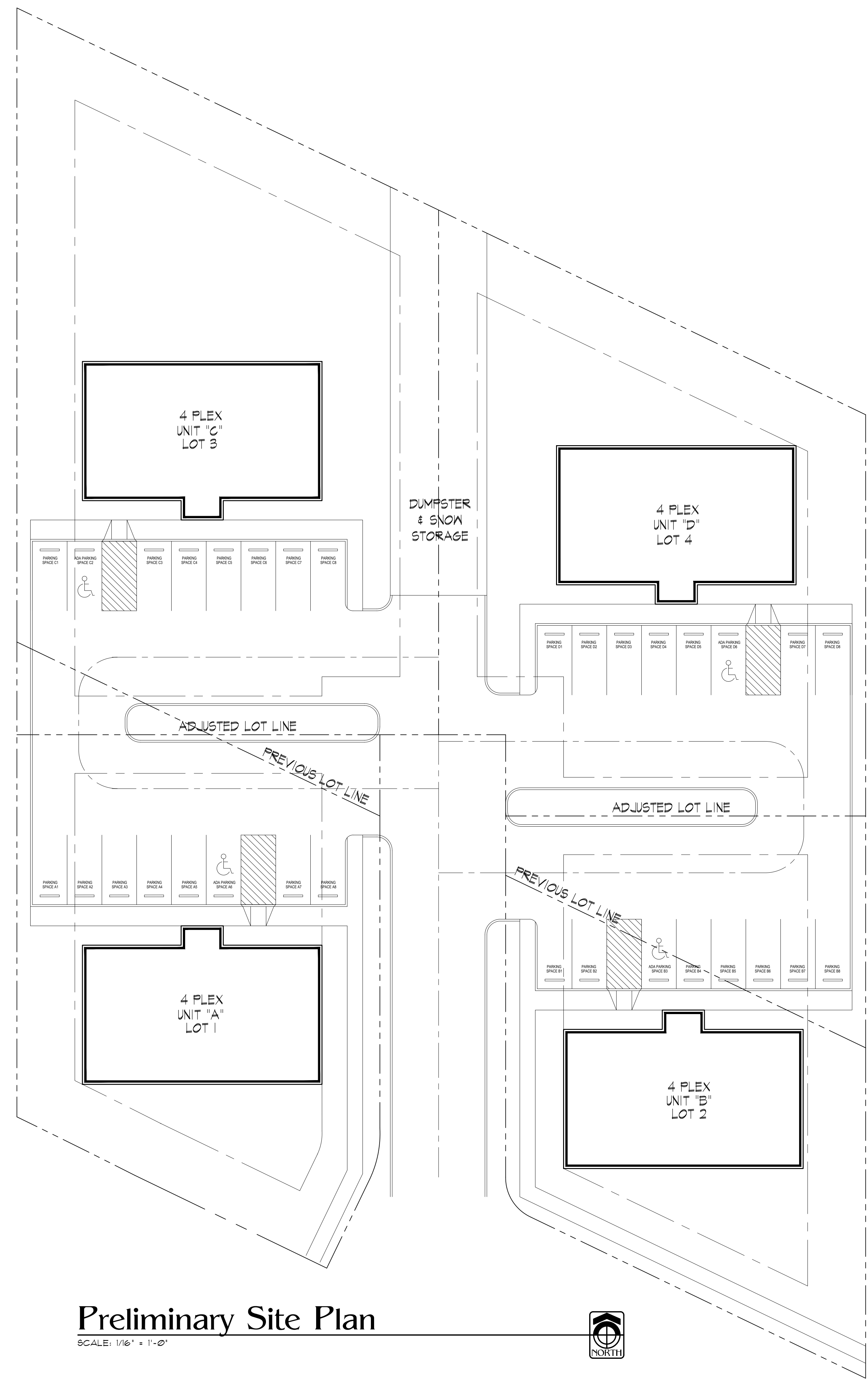
East Park
New Meadows, Idaho

East Park ~ new Meadows
Curtis & Stacy Blum

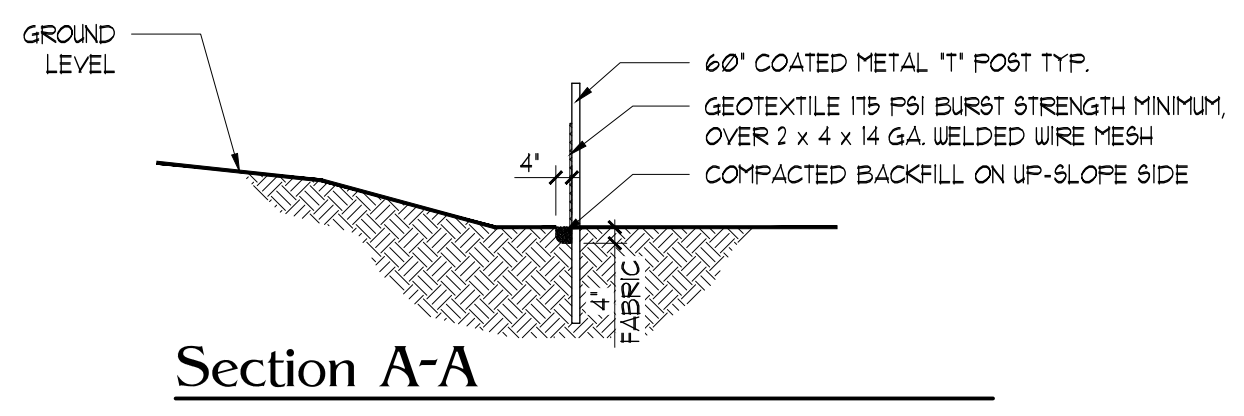


Job Number: 00-130722
Date: 01/15/22
Sheet Contents:
Site Plan
Site Details
Perspectives

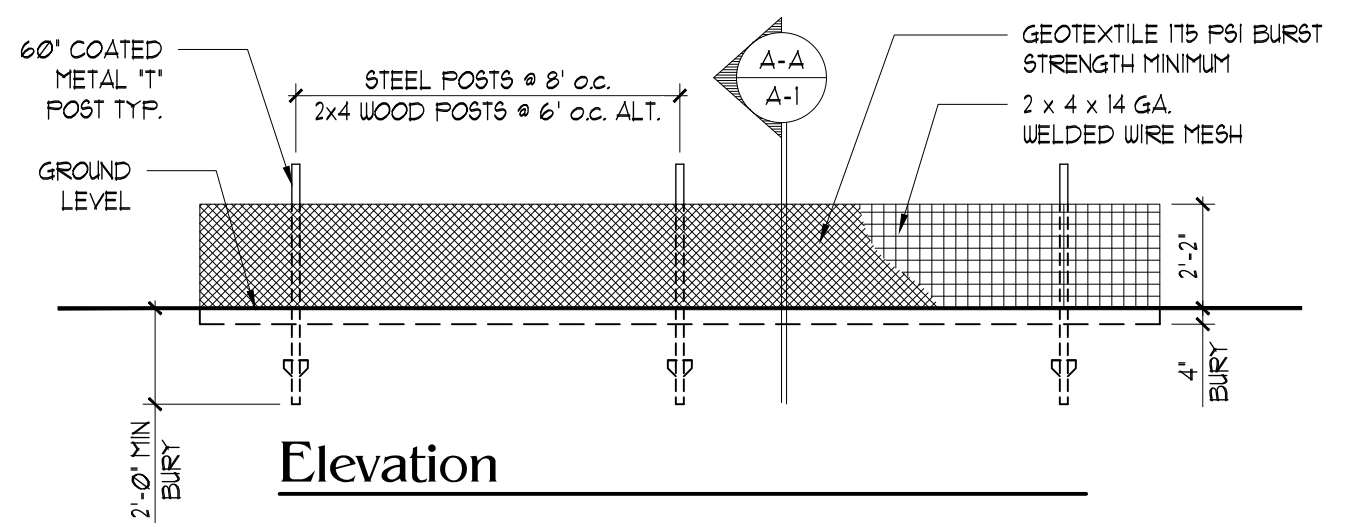
A-1



Preliminary Site Plan
SCALE: 1/16" = 1'-0"



Section A-A



Elevation

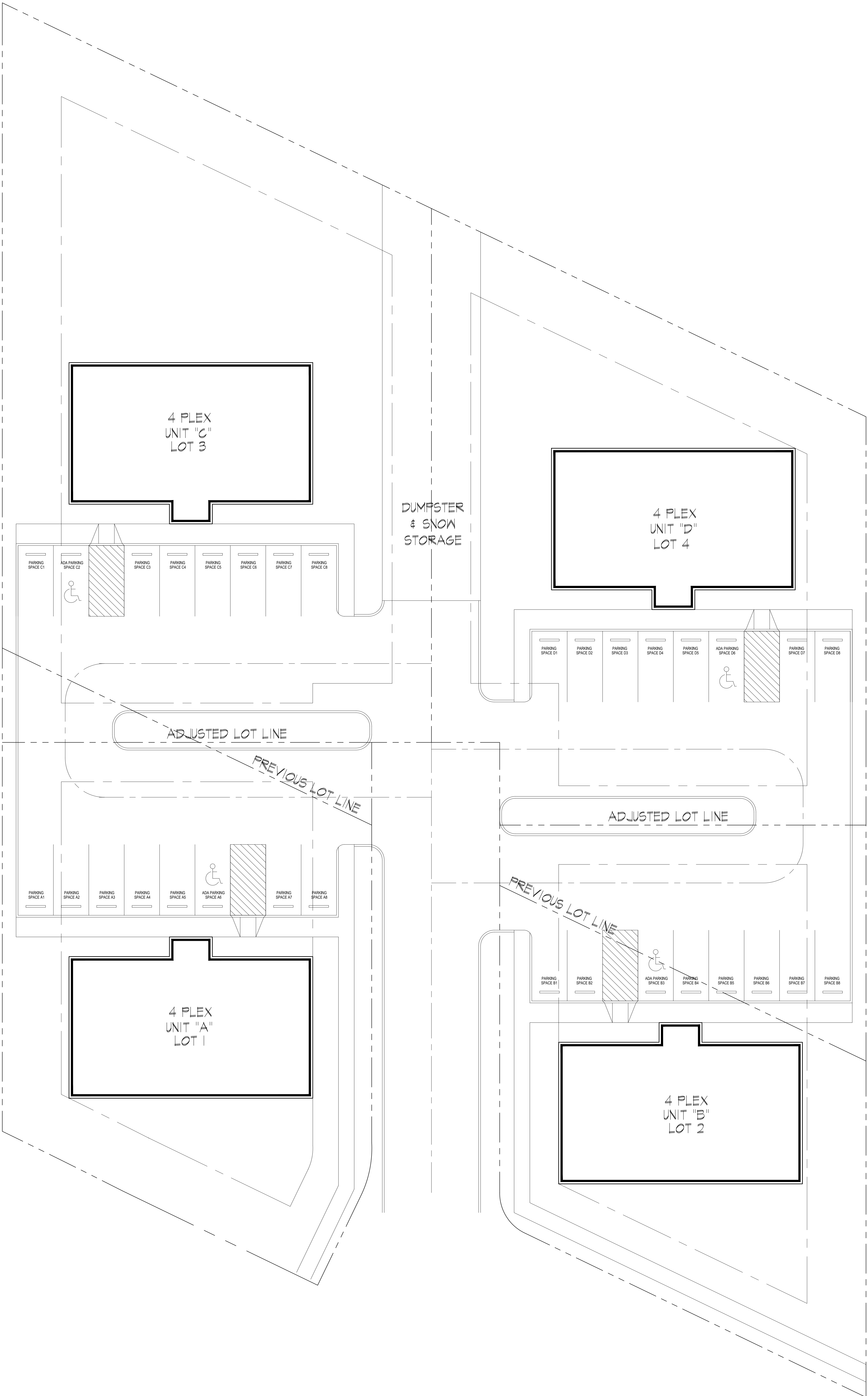
Silt Fence Notes:

1. ATTACH WIRE MESH TO POSTS W/ APPROVED METAL DEVICES
2. ATTACH GEOTEXTILE FABRIC TO THE UP-SLOPE SIDE OF POSTS AND WIRE MESH TOP AND BOTTOM W/ APPROVED METAL FASTENERS @ 24" O.C. MAXIMUM SPACING
3. GEOTEXTILE FABRIC TOP EDGE SHALL BE 26" MINIMUM ABOVE GROUND
4. OVERLAP VERTICAL SILT FENCE SPLICES 8" MINIMUM (POST TO POST). SEE ELEVATION ABOVE. AVOID BUMPS AND OTHER LOW POINTS

Silt Fence Detail

1

N.T.S.



4 PLEX
UNIT "C"
LOT 3

DUMPSTER
& SNOW
STORAGE

4 PLEX
UNIT "D"
LOT 4

ADJUSTED LOT LINE

PREVIOUS LOT LINE

ADJUSTED LOT LINE

PREVIOUS LOT LINE

4 PLEX
UNIT "A"
LOT 1

4 PLEX
UNIT "B"
LOT 2

- PARKING SPACE C1
- ADA PARKING SPACE C2
- PARKING SPACE C3
- PARKING SPACE C4
- PARKING SPACE C5
- PARKING SPACE C6
- PARKING SPACE C7
- PARKING SPACE C8

- PARKING SPACE D1
- PARKING SPACE D2
- PARKING SPACE D3
- PARKING SPACE D4
- PARKING SPACE D5
- ADA PARKING SPACE D6
- PARKING SPACE D7
- PARKING SPACE D8

- PARKING SPACE A1
- PARKING SPACE A2
- PARKING SPACE A3
- PARKING SPACE A4
- PARKING SPACE A5
- ADA PARKING SPACE A6
- PARKING SPACE A7
- PARKING SPACE A8

- PARKING SPACE B1
- PARKING SPACE B2
- ADA PARKING SPACE B3
- PARKING SPACE B4
- PARKING SPACE B5
- PARKING SPACE B6
- PARKING SPACE B7
- PARKING SPACE B8



STAFF REPORT

Item 5.

TO: New Meadows City Council
FROM: New Meadows City Staff
REPORT DATE: January 20, 2022
MEETING DATE: January 24, 2022
SUBJECT: Zone Change
ACTION: Approve / Deny / Table Zone Change

SUMMARY: The purpose of this application is to consider a request to change the zoning of the East Park Subdivision from Central Business District (CBD) and Business Residential to Residential Three (R-3).

OWNER: Curtis & Stacy Blum

APPLICANT: Curtis & Stacy Blum

LEGAL DESCRIPTION: Situated in the SW 1/4 of the NE 1/4 of Section 24, T. 19 N., R. 1 E., B.M., a portion of Vacated Blocks 6,7, 26, and 27 and Vacated Ford and Virginia Avenues of the New Meadows Townsite, City of New Meadows, Adams County, Idaho.

LOT 1: RPM01400010010

LOT 2: RPM01400010020

LOT 3: RPM01400010030

LOT 4: RPM01400010040

PRIVATE DRIVE: RPM01400010990

CURRENT ZONING DISTRICT: Central Business District / Business Residential

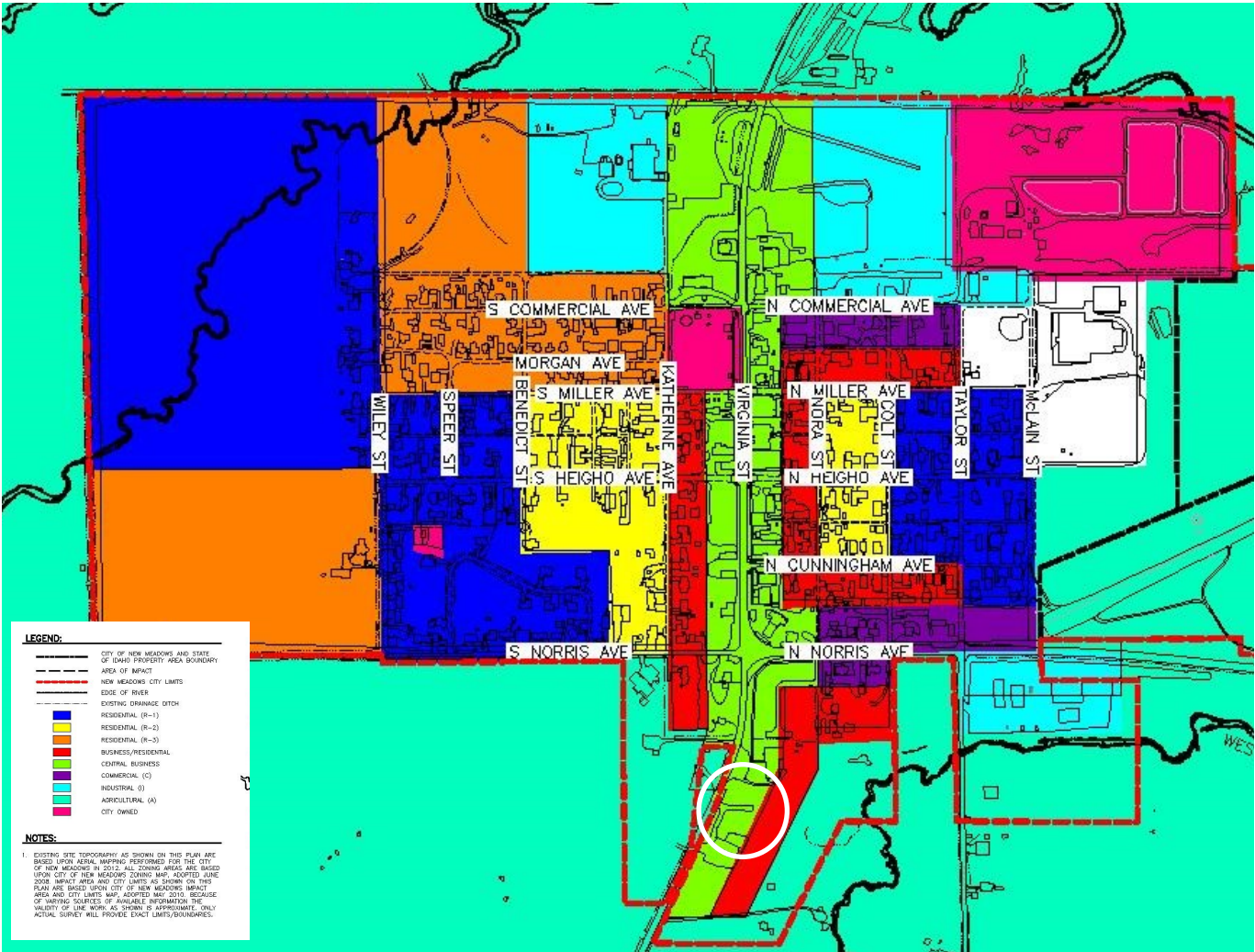
PROPOSED ZONING DISTRICT: Residential Three (R-3)

PROPERTY SIZE: Approximately 1.478 acres

VICINITY MAP



CURRENT ZONING MAP



BACKGROUND

The East Park lots, located on East Virginia Street / Highway 55, were annexed into the City of New Meadows in 1970. In 2005, an application was submitted for the East Park Subdivision, which included 6 lots. A Conditional Use Permit was approved to develop multi-family residential units. At that time, underground power was installed, a fire hydrant, and water/sewer lines. The owners of the East Park subdivision pay an annual Will Serve on each lot.

After review of the original East Park Conditional Use Permit and development agreement, staff concluded that the permit should never have been granted, as the conditional use sought was not permitted within City Code. Currently, the Blum’s would like to request a zone change so that multi-family units might be built at this location.

CURRENT / PROPOSED ZONING

Current Zone - Central Business District / Business Residential :

Lots 1 & 2, and the majority of lots 3 & 4, are located in the Central Business District. A very narrow strip along the north side of lots 3 & 4 is zoned Business Residential.

The purpose of the Central Business District is to *“provide a location for groups of compatible commercial uses having the common characteristics of not involving more than incidental and minimal assembly, fabrication or storage of commodities; for example, enterprises dispensing retail commodities and those providing professional and personal services to the individual. The Central Business District is the most intensive commercial district that promotes pedestrian use” (New Meadows City Code).*

In the Central Business District, residential use is only permitted where a commercial use is present on the first floor, and residences are placed above. Conditional uses do not include residences in this zone.

Proposed Zone - Residential 3:

The proposed rezone would change Lots 1-4 to Residential Three (R-3).

The purpose of an R-3 District is to *“preserve and enhance residential neighborhoods in accordance with the comprehensive plan, provide for high density residential development and, in certain appropriate areas, upon City approval, permit mobile home park development.” (New Meadows City Code).*

Per City Code, *“Multiple-family dwellings require an eight thousand (8,000) square foot lot (.18 acre), and each dwelling unit above two (2) shall require an additional one thousand two hundred fifty (1,250) square feet to the minimum lot size requirement (.21 acre total).”*

Site Area Requirements

The following site area requirements apply to the R-3 High Density Residential District;

Footprint:

The footprint of the primary structure plus the accessory structures shall have a maximum lot coverage of no more than forty percent (40%).

Parking:

Two (2) off street parking spaces per dwelling unit are required. Lots on arterial and collector streets shall have alleys to provide off street parking access from the alley to the parking in the rear of the lot.

Sidewalk:

A five foot (5') wide sidewalk shall be required at the edge of the street right-of-way abutting each lot. The lot owner/renter shall be responsible for keeping the sidewalk clear and open for pedestrian traffic and for the maintenance, up keep and reconstruction of said sidewalk. (Ord. 313-08, 6-9-2008)

Setbacks:

Front Yard: No building or structure shall be erected nearer than fifteen feet (15') from the right-of-way line of the street.

Side Yards: No building shall be erected closer than ten feet (10') from any side property line; except corner lots shall maintain a fifteen foot (15') side yard adjacent to the street which intersects the street upon which the building fronts.

Rear Yard: There shall be a rear yard having a depth of not less than fifteen feet (15'). (Ord. 313-08, 6-9-2008)

No building within the R-3 District shall be constructed greater than a height of two (2) stories not to exceed thirty five feet (35'). (Ord. 313-08, 6-9-2008)

All new buildings and structures, other than single-family homes, in the R-3 District are subject to design review by the City Planning and Zoning Commission and City Council and shall meet the design review guidelines as set forth in chapter 4 of this title.

REVIEW CRITERIA

Conditions may be attached to a Quasi- Judicial approval (or recommendation) including, but not limited to, conditions that:

- A. Minimize adverse impact on other development;
- B. Control the sequence and timing of development;
- C. Control the duration of development;
- D. Assure that development is maintained properly;
- E. Designate the exact location and nature of development;
- F. Require the provision of on-site or off-site public facilities or services;
- G. Require more restrictive standards than those generally required in this Land Development Code;
- H. Require mitigation of effects of the proposed development upon service delivery by any governmental agency/district, including school districts, providing services within the planning jurisdiction.

Development Agreements

- A. A development agreement, as specified in Sec. 67- 6511A, Idaho Code, is allowed as a condition of a Rezone Map amendment or Conditional Use Permit.

Rezone Application Review

This review is intended to provide standards and oversight to mitigate negative effects a change in zoning may have on the public, neighborhood, or surrounding property owners. Recommendations and decisions of the Council shall be made a matter of public record in accordance with sections 67-6511, 67-6519 and 67-6535 of the Idaho Code.

Approval Criteria for a Rezone Map Amendment

1. The Zoning Map Amendment substantially conforms to the Comprehensive Plan.
2. The Zoning Map Amendment substantially conforms to the stated purpose and intent of the New Meadows Zoning Code.
3. This rezone will reinforce the existing or planned character of the area.
4. The subject property is appropriate for development allowed in the proposed district.

5. There are substantial reasons why the property cannot be used according to the existing zoning.

6. There is a need for the proposed use at the proposed location.

7. The City and other service providers will be able to provide sufficient public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply and stormwater facilities, police, fire and emergency medical services, while maintaining sufficient levels of service to existing development.

8. The rezone will not significantly impact the natural environment, including air, water, noise, stormwater management, wildlife and vegetation.

9. The rezone will not have a significant adverse impact on property in the vicinity of the subject property.

COMPREHENSIVE PLAN

The following information regarding housing is found in the Comprehensive Plan.

Housing Goal Statement

To provide housing opportunities within the community to meet the needs of individuals of all socio-economic backgrounds, the elderly, and the disabled. Along with ensuring decent and safe housing in sufficient quantity to accommodate the various housing needs of present and future residents of New Meadows.

Objectives

- ☒ Create an environment where a variety in type, size, cost, and location of housing will be encouraged.
- ☒ Avoid unnecessary development of agricultural land or land with valuable natural or historic features by residential development.
- ☒ Encourage the upgrade and maintenance of the existing housing.
- ☒ Maintain a proper environment for residential purposes in all residential zones.
- ☒ Provide for lower income housing such as mobile home parks, manufactured housing subdivisions, and manufactured housing on private lots.

COMPREHENSIVE PLAN HOUSING IMPLEMENTATION

1. Sufficient undeveloped land within and adjacent to the city should be available for future residential uses. Designating land for residential uses is the first step in making lands for residential development available. Substantially more land than will actually be needed must be made available to give locational choice, to account for landowners not wishing to develop, to account for undevelopable land due to floodplains, drainages and steep slopes, and to maintain reasonable land prices. Currently within city limits there is approximately 140 acres of undeveloped land that is zoned to allow residential construction.

2. Lengthy extension of road and utilities could encourage sprawl and needless interruption of agricultural lands and should be avoided. The city encourages a careful approach that can balance residential and agricultural needs.

3. Flexibility in developmental regulations should be provided to allow a greater variety of housing and to make more efficient use of the land.

4. The city should encourage safe,

sanitary, and attractive housing that enhances the general appearance of the neighborhood and the community.

5. Excessive land requirements for residential developments should be avoided.

6. Land requirements for residential construction should be examined carefully by the city for excessive demands. Minimum lot size is the major land requirement. Other regulations affecting the amount of land necessary for development are minimum street and lot widths and requirements for setbacks, off-street parking, and usable open space.

PUBLIC COMMENT

A public hearing notice was mailed to property owners within 300' of the subject property, posted on site, and published in the newspaper. As of the date of this report, no public comment has been received.

FINDINGS OF FACT FOR APPROVAL / DENIAL

The Council will record finding of fact for their decision based on the review criteria found in the New Meadows City Code and Idaho State Code.

COUNCIL MOTION

Approve:

- I move to approve the rezoning of the East Park Subdivision lots 1-4 located on Virginia Street from Central Business District / Business Residential to Residential-Three. The approval is based on the findings of fact that the rezone complies with the goals and objectives of the Comprehensive Plan and complies with the approval criteria as outlined in the Staff Report.

Approve with Conditions

- I move to approve the rezoning of the East Park Subdivision lots 1-4 located on Virginia Street from Central Business District/Business Residential to Residential-Three. The approval is based on the findings of fact that the rezone complies with the goals and objectives of the Comprehensive Plan and complies with the approval criteria as outlined in the Staff Report. The approval is subject to the following conditions, which will be memorialized in a Development Agreement. (List conditions)

Table the Decision and Request more information

- I move to table the decision for a Rezone of the East Park Subdivision and request the following additional information.

Deny:

- I move to deny the rezoning of the East Park Subdivision lots 1-4 located on Virginia Street from Central Business District to Residential-Three. The denial is based on the findings of fact that the rezone does NOT comply with the goals and objectives of the Comprehensive Plan and does NOT comply with the approval criteria as outlined in the Staff Report. (List areas not in compliance)

Deny:

- I move to deny the rezoning of the East Park Subdivision lots 1-4 located on Virginia Street from Central Business District / Business Residential to Residential-Three. The denial is based on the findings of fact that the rezone does NOT comply with the goals and objectives of the Comprehensive Plan and does NOT comply with the approval criteria as outlined in the Staff Report. (List areas not in compliance)

From: Sarah Arjona <Sarah.Arjona@itd.idaho.gov>

Subject: RE: [EXTERNAL] Easement Agreement New Meadows Blum East Park property

Date: June 22, 2021 at 6:58:28 AM PDT

To: Stacy Blum <sblum@moscow.com>, Victoria Skomarokha <Victoria.Skomarokha@itd.idaho.gov>

Cc: Ken Couch <Ken.Couch@itd.idaho.gov>, Erika Gaskill <EGaskill@hahnrental.com>

Hello Stacy,

I apologize for the delayed response. Thank you for reaching out about the parcel at 600 East Virginia on State Highway 55 near SH-55 and Norris Ave and following up on access to the State Highway System and the permit process. The location you have inquired about is along a section of highway identified by ITD as a Regional Highway Corridor type. Per the Idaho Administrative Procedures Act (IDAPA) approaches in an urban area must have 660' of separation upstream from a public road, 250' of separation downstream from any public road and 250' of separation between un-signalized accesses other than public roads.

After speaking with the Technical Engineer and the Development Services team, we may have an answer to your question about what it would take to eliminate the need for turn lanes.

Currently, your development and the parcel to the east share a private drive that connects to two separate approaches. Per your analysis, if the proposed fourplexes use a single approach that approach doesn't warrant right of left turn lanes. Idaho Transportation Department (ITD) is willing to consider issuing a full access approach permit without any turn lane construction mitigation if you can restrict access between your parcel and the neighbor to the east on the private drive. This would match what you presented to ITD in the analysis.

You will need to provide ITD a site plan of how you proposed to restrict cross access between the parcels with positive separation. (i.e. fence, landscape, wall, curbing, trees, etc). In addition, you will need to provide ITD documentation that you can and have legally restricted the road. It's unclear to ITD who owns the road or whether there are agreements in place defining which parcels have access to the private drive and associated approaches. Some avenues you might want to explore are: whether the private road and access is included in a deed, working with the New Meadows planning and zoning department to see if they have documentation regarding a public road or perhaps a development agreement for East Park Subdivision, or reaching out to the assessor's office.

Once you are able to provide ITD documentation showing that the parcel to your east does not

have legal access to the "private drive" on your parcel please submit a drawing that identifies what positive separation feature will be installed between the two parcels. With these two pieces of information ITD can go ahead and move forward with your application.

Also, the technical analysis that you provided is missing the Appendix. ITD will need those for our documentation.

If you discover that you cannot restrict your neighbors access to the private drive across your parcel we will need to have a separate conversation about what additional analysis and possibly mitigation is needed to permit the two existing approaches. If it comes to that point, please reach out to Sarah Arjona at sarah.arjona@u.boisestate.edu or 208-334-8338 to start that conversation.

In order to proceed further with discussing this parcel, ITD needs the following:

1. Documentation that the private drive can be and will be restricted. This includes design for positive separation.
2. Appendix for the technical analysis
3. Deed for the parcel
4. \$100 non-refundable application fee (Payable by phone at 208-334-8300 ext. 2 between 8 am and 3 pm Monday through Friday, \$1.50 electronic payment fee; other payment arrangements maybe made by calling 208-334-8300 ext. 2). Please submit a copy of your receipt to expedite permit processing. If you have a Traffic Impact Study there may be an additional cost.

It will likely take about 30 days to process your application once we have all the correct documents.

Please submit applications and documents to Ken Couch at Ken.Couch@itd.idaho.gov

Thank you,

Sarah Arjona
Development Services Coordinator
ITD District 3
(208) 334-8338



City of New Meadows LAND CHANGE REQUEST

1. APPLICANT INFORMATION

Name: Curtis and Stacy Blum Phone: _____

Address: _____

City: Troy State: Idaho Zip: 83843

Email: _____

2. REQUEST DETAILS

Split Combine Lot Line Adjustment Other: Replat of East Park

Parcel Number(s): _____

Is there a water right associated with this property? YES NO

Is there a lien holder on this property? YES NO (may require approval from lienholder)

Will the above changes cause any portion of this property to be in non-compliance with the zoning code?

Yes No If yes, explain: _____

Describe the proposed changes, including resulting parcel size(s).

Applicant proposes to modify the plat to incorporate the existing separate access parcel into the existing 4 parcels and to eliminate the turn lane which is no longer required by ITD. Please see attached.

Describe any impact this change will have on neighboring properties.

The proposed change will benefit the neighbor to the east by eliminating potential congestion, providing for additional property to the neighbor, and will have no impact on any other neighbor.

By my signature below, I acknowledge that I have requested the action to be considered by the New Meadows Planning & Zoning Committee. I understand that all requests will be reviewed and evaluated for compliance with the zoning and building regulations of the City of New Meadows.

Owner Signature: J. Curtis Blum

Date: 12/1/21

Owner Signature: Stacy A Blum

Date: 12/1/21

3. **PLANNING & ZONING APPROVAL** Approved Denied

Signature: _____ Date: _____

4. **NEW MEADOWS CITY COUNCIL APPROVAL** Approved Denied

Signature: _____ Date: _____

Narrative for Land Change Request Form

Applicant: Curtis and Stacy Blum

Applicant understands the need for more housing options in New Meadows and is looking to develop the Property for multi-family residential use.

In pursuit of developing this Property to maximize its use for residential purposes, Applicant desires to remove the existing platted Private Drive associated with East Park plat (see Exhibit A), which is attached hereto. Idaho Transportation Department has approved the removal of the requirement for a turn lane (the Private Drive) on the condition that there be two separate access points serving the current property to the east (Lot 5) and the four lots (Lots 1 – 4) owned by the Applicant. The removal of the turn lane would result in the boundaries of Lot 5 being expanded to incorporate that portion of the turn lane. Lot 5 will retain its existing access to the east and the Owners of Lot 5 have consented to the proposal.

The four lots (Lots 1 through 4) of East Park will be accessed via a single access point and a shared driveway. A shared driveway and maintenance agreement will be prepared and recorded against the property to run with the land.

It is understood that the approval of the proposed replat/lot line adjustment will be conditioned upon the approval of Idaho Transportation Department of the shared access for Lots 1 through 4 and the retention of the existing access of Lot 5, removing the requirement of the Private Drive.

The Applicant proposes, with consent of the owner of Lot 5, that that portion of the Private Drive adjacent to Lot 5 will ultimately be conveyed to Lot 5 and that portion of the Private Drive adjacent to Lot 2 shall be conveyed to Lot 2. Further that portion of the Private Drive that extends east adjacent to Lots 1 and 2 and providing access to Lots 3 and 4 will be incorporated into those adjacent Lots as shown on the attached Exhibit B.

Further, the Applicant desires to modify the lot lines so that the front lots, Lots 1 and 2, are larger lots so that the buildings on those lots can be located as far from the highway as possible and still meet the setbacks under the zone. The goal is to make all the parcels about the same size. The Applicant is working on a preliminary plan to show where the building envelope will be on each lot. The Applicant also understands the need for sufficient parking and is preparing a parking plan that will accommodate areas where snow can be plowed and stored during the winter months and still allow for sufficient parking.

The Applicant understands concerns regarding the proximity to the highway, which is why they are hoping to push the building envelope as far back from the highway as possible. Further, they are planning on planting bushes along the frontage of the highway to help create a buffer between the building and the highway itself.

Upon approval from the Council, the Applicant will retain the services of a surveyor to complete a final re-plat appropriate for recording consistent with the standards of Adams County.

The Applicant respectfully requests the Council approve this land use change.

ATTACHMENT B: CONTRACT PERFORMANCE DATE EXTENSION ADDENDUM

The undersigned parties to the Grant Administration Contract dated October 29, 2018 for administration services related to the New Meadows Water Project, ICDBF 18-III-PF agree to amend the contract as follows:

The performance period end date referenced in section 5 “Effective Date and Time of Performance” is amended to read “will be completed no later than December 31, 2023, unless extensions are required.”

The reason for the extension is delays in project completion related to funding and construction constraints.

All other terms and conditions of the Grant Administration Contract remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the _____ day of _____, 20____.

CLEARWATER ECONOMIC
DEVELOPMENT ASSOCIATION

CITY OF NEW MEADOWS

BY: _____

BY: _____

Dodd Snodgrass
Executive Director

Julie Good
Mayor

Date

Date

Attest: _____

Attest: _____

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

To the HONORABLE MAYOR and CITY COUNCIL of the City of New Meadows, Idaho.

I/WE, the undersigned, do hereby make application for a license to sell Alcoholic Beverages under the provisions of City of New Meadows Code Title 3, Chapter 2, passed and approved on December 11, 2017 and amended on January 27, 2020, as follows:

Note: FEE FOR EACH CATEGORY OF ALCOHOLIC BEVERAGE(S) SOLD ON THE PREMISES FOR WHICH THIS APPLICATION IS BEING MADE SHALL APPLY.

- BEER: Bottled, Canned, AND/OR Keg/Draught, Not to be consumed on the premises (\$50.00)
- BEER: Bottled, Canned, AND/OR Keg/Draught, To be consumed on the premises (\$100.00)
- RETAIL WINE: Not to be consumed on the premises (\$100.00)
- N/A WINE BY THE DRINK: To be consumed on the premises (\$100.00)
- LIQUOR BY THE DRINK: (\$225.00)

The sum of \$ 150⁰⁰ is herewith tendered in payment of said license fee(s) for the year ending January 31, 2022 for the following establishment:

BUSINESS NAME & PHYSICAL ADDRESS of premises, room or building where such alcoholic beverages will be sold:

Delish Catering LLC
700 Virginia St Suite D New Meadows, ID

APPLICANT'S NAME AND TITLE: Shannon Berry - owner 83654

APPLICANT'S RESIDENCE ADDRESS:
(If Partnership, list **name** and **address** of **each partner**):

Shannon Berry PO Box 2711 McCall, ID 83638
Steve Berry PO Box 819 New Meadows ID 83654

CITY OF NEW MEADOWS
PO BOX 324
NEW MEADOWS, IDAHO 83654

Please verify your eligibility for licensing as follows by dating and signing this form where indicated. Return the form, the required fees, and copies of your State and County licenses for the corresponding year to City Hall. No alcoholic beverages can be sold until a valid Alcoholic Beverage License has been issued by the City of New Meadows.

I hereby verify that I possess all of the qualifications necessary to obtain a license for the sale of alcoholic beverages from the Director of Idaho State Police, as prescribed by the laws of the State of Idaho.

I am of good moral character and am over the age of twenty-one (21) years.

I have not been convicted of any felony or of any crime involving moral turpitude or of the violation of any of the laws of and/or regulating, governing or prohibiting sales of alcoholic beverages.

I will abide by the laws of the State of Idaho, Adams County, and the City of New Meadows, and by all the terms and conditions of Title 3, Chapter 2 of the New Meadows City Code.

Dated this 13th day of January, 20 22

Signed: [Signature]
(Applicant's Signature)

[Signature]

(Signature of each partner, if Partnership)

Business Mailing Address and Phone #:

State and County licenses must be presented by applicant at time of application

*****DO NOT WRITE BELOW THIS LINE*****

Application Received on <u>January 13</u> , 20 <u>22</u>		Fee Paid \$ <u>150⁰⁰</u>	
Copies Submitted:	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> County	Granted <input type="checkbox"/> Rejected <input type="checkbox"/>
City Hall	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
	<input type="checkbox"/> Filed	City License # _____	Effective Date: _____
		Expiration Date: _____	New Meadows City Clerk

2022

ADAMS COUNTY
STATE OF IDAHO

No. 20

RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT DELISH CATERING LLC
 doing business as DELISH CATERING LLC
 at 700 VIRGINIA ST. STE D, NEW MEADOWS, ID 83654
 a(n) LLC is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of
 Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the
 regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of
 said County, on file in the office of the Clerk of the Board at the Adams County Courthouse, Council, Idaho.

dated: Beer: 07/14/1947 Retail Liquor: 07/14/1947 Retail Wine: 06/14/1971 Wine By Drink: 09/08/1975.

Draft and Bottled or Canned Beer	30.00
Bottled or Canned Beer to be consumed on premises	0.00
Bottled or Canned Beer not to be consumed on premises	0.00
Retail Liquor- 20	0.00
Retail Wine	15.00
Wine by the Drink	25.00
Special Wine (Sunday)	0.00
TOTAL FEE:	70.00

Signature of Licensee or Officer of Corporation

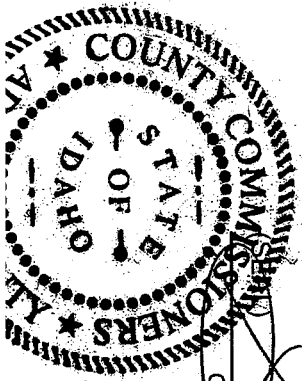
This license is TRANSFERABLE. VALID as of 01/01/2022
 and EXPIRES 12/31/2022.
 Witness my hand and seal this 3rd day of January, 2022.

[Signature]
 Chairman

[Signature]
 Commissioner

[Signature]
 Commissioner

Clerk of the Board of County Commissioners



Idaho State Police

Cycle Tracking Number: 129908

Premises Number: 2A-18615 **Retail Alcohol Beverage License**

License Year: 2022

License Number: 18615

This is to certify, that **Delish Catering LLC**
doing business as: **Delish Catering**

is licensed to sell alcoholic beverages as stated below at:
700 Virginia, Ste D, New Meadows, Adams County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.

County and city licenses are also required in order to operate.

Liquor	No	
Beer	Yes	<u>\$50.00</u>
Wine by the bottle	No	
Wine by the glass	Yes	<u>\$100.00</u>
Kegs to go	No	
Growlers	No	
Restaurant	Yes	<u>\$0.00</u>
On-premises consumption	Yes	<u>\$0.00</u>
Multi-purpose arena	No	
Plaza	No	

TOTAL FEE: \$150.00

Signature of Licensee, Corporate Officer, LLC Member or Partner

DELISH CATERING LLC
 DELISH CATERING
 PO BOX 2711
 MCCALL, ID 83638
 Mailing Address

License Valid: 01/01/2022 - 12/31/2022

Expires: **12/31/2022**

Director of Idaho State Police



Adopt-A-Hydrant

ADOPTION CERTIFICATE



THIS CERTIFIES THAT _____

HAS ADOPTED FIRE HYDRANT # _____

LOCATED AT _____

AND BY OFFERING TO KEEP THE HYDRANT CLEAR OF SNOW AT ALL TIMES, IS HELPING TO KEEP OUR COMMUNITY SAFE.

JULIE GOOD, MAYOR

DATE: _____



**CITY OF NEW MEADOWS CITY COUNCIL MEETING MINUTES – OLD BUSINESS
HELD MONDAY, JANUARY 10, 2022 AT 6:30 P.M.
CITY COUNCIL CHAMBERS, 401 VIRGINIA STREET, NEW MEADOWS**

Item 13.

Welcome / Roll Call / Pledge of Allegiance

Present were Council Members Shiloh Ryker, Darla Weber, Jeff Parnett, Kaytlyn Gilliam and Mayor Julie Good.

Staff present at City Hall were Kyla Gardner and Angie Mettie. Present via Zoom were City Attorney Dick Stubbs and Dana Kautz.

Public present at City Hall were Phillip Good, Kayrene Brown, Amy Manning of III-A, and Daniel Hendley.

Mayor Good opened the meeting at 6:35 P.M. and Council Member Ryker led the Pledge of Allegiance.

Presentation

Mayor Good presented Council Member Darla Weber with a certificate for her service to New Meadows as a Council Member.

Action Items

Meeting Minutes

Council Members were individually polled, and all confirmed that they had read the minutes of December 27, 2021 and December 31, 2021.

- Council Member Gilliam moved to approve the December 27, 2021 and December 31, 2021 City Council meeting minutes; Council Member Weber seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Consent Agenda

The Consent Agenda included paid and pending claims and December 2021 Payroll.

- Council Member Ryker moved to approve the consent agenda items; Council member Weber seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

These items concluded the business of 2021.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

ROLL CALL / PLEDGE OF ALLEGIANCE

Present were Council Members Shiloh Ryker, Darla Weber, Jeff Parnett, Kaytlyn Gilliam and Mayor Julie Good.

Staff present at City Hall were Kyla Gardner and Angie Mettie. Present via Zoom were City Attorney Dick Stubbs and Dana Kautz.

Public present at City Hall were Phillip Good, Kayrene Brown, Amy Manning of III-A, and Daniel Hendley.

Mayor Good opened the meeting at 6:35 P.M. and Council Member Ryker led the Pledge of Allegiance. Old Business was conducted with a separate agenda at 6:35 P.M.

PRESENTATION

Declaration of Sine Die

Mayor Good declared Sine Die at 6:41 P.M.

Swearing In – Elected Mayor Julie Good

City Clerk Gardner swore in newly elected Mayor Julie Good.

Oath of Office Subscription – Mayor Julie Good

Newly elected Mayor Good signed the Oath of Office.

Swearing In – Elected Council Members

City Clerk Gardner swore in newly elected Council Members Kaytlyn Gilliam and Shiloh Ryker to 4-year terms.

Oath of Office Subscription – Council Members

Council Members Gilliam and Ryker signed the Oath of Office.

Certificate of Election

City Clerk Gardner presented Good, Ryker, and Gilliam with Certificates of Election.

Second Roll Call

City Clerk Gardner called Roll of the newly elected 2022 Council at 6:46 P.M. Present were Council Members Jeff Parnett, Kaytlyn Gilliam, Shiloh Ryker, and Mayor Julie Good.

City Council President Selection

Mayor Good stated that Council President will take care of city business and run meetings in her absence.

- Council Member Parnett nominated Shiloh Ryker for Council President; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion Carried.

Council Member Ryker consented to this position.

Reports

III-A

Amy Manning of III-A gave a summary report of 2021. This is their 11th year in operation, with 4,810 members, 83 agencies, and 100% retention. She discussed new benefits that were added, how mental health programs have helped members, and the effects of COVID over the last year.

Park Restrooms Update

Council Member Gilliam stated that the student who volunteered to paint the park restrooms should be able to start in the next two weeks. Mayor Good stated that the heaters will also be inspected and/or replaced.

Staff Reports

The Council reviewed staff reports. Mayor Good stated that Public Works has been busy, as the auger room was hit with illegal dumping once again. She also stated that the weather has not cooperated with clearing of the roadways, as the snow thawed, and then froze.

Mayor's Report

Mayor Good stated that she met with Southwest District Health, who is working on a coalition for Adams County that will pool resources for mental health, drug and alcohol addiction, and more.

Industrial Park Heaters

Mayor Good stated that the Industrial Park heaters are set to be installed tomorrow, and the heaters in the meat shop will also be inspected so that they can be replaced at the same time, if necessary.

Hale Property Update

The Mayor and Council discussed the Hale property and options for cleanup. Because there is no written lease, and the residence is owned separately, all parties were unsure of how to proceed. One suggestion was that the property owner might give notice and then remove items from his property that were in violation of city code. Also discussed was the idea that a verbal lease could most likely be terminated, following law.

Training

Council Members were sent training videos regarding quasi-judicial hearings. Because New Meadows does not currently have a Planning & Zoning Commission, the Council will act as Planning & Zoning for a hearing at the next meeting. A summary of the videos was reviewed during the meeting.

Discussion Items

Evacuation Plan

Mayor Good stated that the City does not have an evacuation plan. She will work with the fire department on a plan. Council Member Gilliam suggested that the Idaho State Police, Adams County, and the school all be a part of the plan.

Elected Officials Photograph

Mayor Good would like a photo of the full council and staff members to place on the website and also to hand out to new residents.

Adopt a Fire Hydrant Program

Phillip Good has been helping to shovel out hydrants and promote the program. The certificate, brochure, and information will be available for approval at the next meeting.

Action Items

Appointment of City of New Meadows Representative to WCMEDC

Mayor Good stated that she is currently treasurer of WCMEDC and would like to continue as New Meadows' representative. She gave an update of activities of the WCMEDC, stating that they are working on broadband, and also possibly hiring a housing professional.

- Council Member Ryker moved to approve Julie Good as the WCMEDC representative; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Appointment of City of New Meadows Stibnite Foundation Representative

Mayor Good stated that she is currently secretary of this Foundation and would like to continue as New Meadows' representative. She was impressed that Adams County received the bulk of the grants last year and would like to continue her work with the Foundation.

- Council Member Parnett moved to approve Julie Good as the New Meadows representative for the Stibnite Foundation; Council Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Appointment of City of New Meadows Stibnite Advisory Council Representative

Mayor Good stated that she is currently the Chair of this Council and would like to continue. She noted that a water quality monitoring program has been created. The Advisory Council has representatives from Idaho County, Riggins, Council, New Meadows, Adams County, Donnelly and Cascade.

- Council Member Gilliam moved to appoint Julie Good as the New Meadows representative to the Stibnite Advisory Council; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Appointment of City of New Meadows Payette River Scenic Byway Committee Representative

Mayor Good stated she would like to appoint Kyla Gardner for this position.

- Council Member Ryker moved to appoint Kyla Gardner as representative of New Meadows to the Payette River Scenic Byway Committee; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Ordinance 375-2021: RV Use Amendment

Ordinance 375-2021 was re-approved so that it could meet publication deadlines.

- Council Member Gilliam moved to introduce Ordinance 375-2021, amending Title 4, Chapter 5, Section 6 of the New Meadows City Code, and suspend the rules requiring three separate readings on three separate days and read by title only once; Council Member Ryker seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

City Clerk Gardner read the ordinance amendment by title only.

- Council Member Ryker moved to approve Ordinance 375-2021, amending Title 4, Chapter 5, Section 6 of the New Meadows City Code; Council Member Parnett seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Alcoholic Beverage License Applications

The Council reviewed alcoholic beverage license applications for Family Dollar, Kuzns Kahili Club, and The Intersection.

- Council Member Parnett moved to approve Alcoholic Beverage Licenses for Family Dollar, Kuzns Kahili Club, and The Intersection; Council Member Gilliam seconded the motion. Voice Vote indicated no opposition to the motion with all members signifying yes. Motion carried.

Veterans Memorial Park Project

High School Senior Daniel Hedley shared about a fundraiser set for Friday, February 18th. He is planning on having a movie night at the school, which will be donation only. Food and beverages will be served at the movie with all proceeds going toward his project. Mayor Good suggested asking for sponsors at that time or handing out information to get people excited about the project. The Council approved of this fundraiser.

Future Meeting Topics

Future meeting topics included reviewing the Comprehensive Plan, personnel policy, fire hydrant program, and delinquent utility accounts. A water project update will also be given at the next meeting.

Adjournment

Mayor Good adjourned the meeting at 8:23 P.M.

Julie A. Good, Mayor

ATTEST: _____
Kyla Gardner, City Clerk

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
5171	E	405 CORE & MAIN LP	1,572.51								
		VBH77-21-11-77NL HOR IN/OUT									
		BALL VLV IN CHECK									
		OUT 21" TALL NO BYPASS (For fixing lines by the school)									
		Q239366 01/20/22 WTR VALVE BY SCHOOL	1,572.51			60		43320	324		10102
		Total for Vendor:	1,572.51								
5170	E	416 De Lage LANDEN FINANCIAL	128.92								
		Photocopier Lease									
		74995353 01/07/22 Photocopier Lease	42.97			1		41100	324		10102
		74995353 01/07/22 Photocopier Lease	42.98			60		43320	324		10102
		74995353 01/07/22 Photocopier Lease	42.97			65		43220	324		10102
		Total for Vendor:	128.92								
5172	E	594 DUBOIS CHEMICAL, INC	354.01								
		Sales Order 3026792									
		IN-1988098									
		1988098 06/24/20 STERICLEAN DRUM	208.82			65		43220	324		10102
		1988098 06/24/20 SHIPPING	145.19			65		43220	324		10102
		Total for Vendor:	354.01								
		*** Claim from another period (12/21) ****									
5166		642 Kunderick, Kirk	300.00								
		Monthly Back-up Operator									
		CNM-2112 01/10/22 DEC 2021 H2O Back-up Operato	150.00			60		43320	310		10102
		CNM-2112 01/10/22 DEC 2021 SWR Back-up Operato	150.00			65		43220	310		10102
		Total for Vendor:	300.00								
		*** Claim from another period (12/21) ****									
5165	E	162 Norco Inc.	294.97								
		12/31/21 Welding Gas & Supplies	98.32			1		41500	324		10102
		12/31/21 Welding Gas & Supplies	98.32			60		43320	324		10102
		12/31/21 Welding Gas & Supplies	98.33			65		43220	324		10102
		Total for Vendor:	294.97								

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
				Line \$								Account
5169		288 Pat's Glass, Overhead Door Inc.		125.00								
		Shop door repair - straightened track, screwed off bottoms of both.										
		122.43 01/10/22 Industrial Park SRVC Doors		106.25			63		43100	324		10102
		122.43 01/10/22 Shop Door SRVC Door (G)		6.25			1		41500	324		10102
		122.43 01/10/22 Shop Door SRVC Door (W)		6.25			60		43320	324		10102
		122.43 01/10/22 Shop Door SRVC (SWR)		6.25			65		43220	324		10102
		Total for Vendor:		125.00								
		*** Claim from another period (12/21) ****										
5167	E	514 PERKINS MITCHELL		130.00								
		27235 01/13/22 City Matters		130.00			1		41100	312		10102
		Total for Vendor:		130.00								
5162	E	500 SPARKLIGHT formerly Cable One		93.23								
		Internet Services										
		01/12/22 Internet - General		31.08			1		41100	308		10102
		01/12/22 Internet - Water		31.07			60		43320	308		10102
		01/12/22 Internet - Sewer		31.08			65		43220	308		10102
		Total for Vendor:		93.23								
5161	E	13 The Star-News		341.00								
		2022 Meeting Schedule										
		Annual Streets Finance Report										
		57606 01/06/22 Meeting Schedule (G)		77.00			1		41100	324		10102
		57606 01/06/22 Meeting Schedule (W)		77.00			60		43320	324		10102
		57606 01/06/22 Meeting Schedule (SWR)		77.00			65		43220	324		10102
		57607 01/06/22 Streets Finance Report		110.00			1		41500	309		10102
		Total for Vendor:		341.00								
5168	E	253 United Oil		687.11								
		984072 01/15/22 Fuel - Grader - Streets Gradin		73.02*			1	11	41500	630		10102
		984072 01/15/22 Fuel - Grader - Water		73.02			60		43320	630		10102
		984072 01/15/22 Fuel - Grader - Sewer		73.02*			65		43220	630		10102
		984072 01/15/22 Fuel - Backhoe - STRTS		156.01			1		41500	630		10102
		984072 01/15/22 Fuel - Backhoe - Water		156.02			60		43320	630		10102
		984072 01/15/22 Fuel - Backhoe - Sewer		156.02*			65		43220	630		10102
		Total for Vendor:		687.11								

* ... Over spent expenditure

Claim/	Check	Invoice #/Name/ Vendor #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5163	E	617 ZIPLY FIBER	236.95								
		City Shop & Sewer Internet / Phone									
		01/07/22 Phone/Internet - Water	118.47			60		43320	308		10102
		01/07/22 Phone/Internet - Sewer	118.48			65		43220	308		10102
		Total for Vendor:	236.95								
		# of Claims	11								
		Total Electronic Claims		4,263.70							
		Total Non-Electronic Claims		3,838.70							
				425.00							

1 GENERAL

	Beginning	Debit	Credit	Net Change	Ending Balance
REVENUE					
31010 Taxes-Property	6,051.13	0.00	0.00	0.00	6,051.13
31020 Taxes-Penalty	120.74	0.00	0.00	0.00	120.74
31030 Taxes-Interest	521.64	0.00	0.00	0.00	521.64
31060 Taxes-Personal Property Replacement	0.00	0.00	0.00	0.00	0.00
32110 City Liquor	0.00	0.00	1,125.00	1,125.00	1,125.00
32210 Building Permits	1,704.15	0.00	0.00	0.00	1,704.15
32260 Dog Licenses	20.00	0.00	0.00	0.00	20.00
32400 Review & Solid Waste Fees	428.60	0.00	0.00	0.00	428.60
32700 P&Z Review / Permit Fees	0.00	0.00	0.00	0.00	0.00
32750 Airport Commission Reveiw Fees	0.00	0.00	0.00	0.00	0.00
33010 Transportation Plan Grant	0.00	0.00	0.00	0.00	0.00
33318 ARPA Grant	57,753.30	0.00	0.00	0.00	57,753.30
33500 State Revenue Sharing	13,861.10	0.00	0.00	0.00	13,861.10
33510 State Liquor Fees	6,949.00	0.00	0.00	0.00	6,949.00
33520 State HWY Users Fee (Existing)	5,308.55	0.00	0.00	0.00	5,308.55
33521 State HWY Users Fee (New Money)	1,707.15	0.00	0.00	0.00	1,707.15
34010 Franchise Fees - Idaho Power	3,205.80	0.00	0.00	0.00	3,205.80
34011 Franchise Fees - Cable One	0.00	0.00	0.00	0.00	0.00
35002 Notary Fees	0.00	0.00	0.00	0.00	0.00
35004 Burn Permits	0.00	0.00	0.00	0.00	0.00
35006 RV Permits	0.00	0.00	0.00	0.00	0.00
36100 Criminal Fines	30.16	0.00	69.75	69.75	99.91
36101 Animal Control Fines	28.43	0.00	14.77	14.77	43.20
37110 Interest	0.00	0.00	530.04	530.04	530.04
37140 Dividends/Refunds	0.00	0.00	0.00	0.00	0.00
37500 Grant - ADA (504)	0.00	0.00	0.00	0.00	0.00
37510 Grant - Airport Kiosk (Sponsors)	0.00	0.00	0.00	0.00	0.00
37511 Grant - Airport Pedestrian Pathway	0.00	0.00	0.00	0.00	0.00
37512 Grant - Airport Helipad	0.00	0.00	0.00	0.00	0.00
37513 GRANT- LHTAC Remainder	0.00	0.00	0.00	0.00	0.00
37522 GRANT - LRHIP	0.00	0.00	0.00	0.00	0.00
37600 Donations	0.00	0.00	425.00	425.00	425.00
37644 Youth Sports Donations	0.00	0.00	0.00	0.00	0.00
37645 Youth Sports Sponsors	0.00	0.00	0.00	0.00	0.00
37646 Youth Sports Sign-Up Fees	0.00	0.00	0.00	0.00	0.00
Total REVENUE	97,689.75	0.00	2,164.56	2,164.56	99,854.31
EXPENDITURES					
41100 City Hall Expenses	4,835.59	4,479.90	0.00	4,479.90	9,315.49
41200 Wages	14,389.95	4,896.96	0.00	4,896.96	19,286.91
41300 Planning & Zoning	0.00	0.00	0.00	0.00	0.00
41400 Public Safety Enforcement	3,000.00	35,397.93	0.00	35,397.93	38,397.93
41500 Street Department	31,927.80	10,334.62	0.00	10,334.62	42,262.42
41600 Park Department	883.01	300.33	0.00	300.33	1,183.34
45200 Youth Sports Baseball / T-Ball	0.00	0.00	0.00	0.00	0.00
45600 Airport Projects	0.00	0.00	0.00	0.00	0.00

1 GENERAL

	Beginning	Debit	Credit	Net Change	Ending Balance
Total EXPENDITURES	55,036.35	55,409.74	0.00	55,409.74	110,446.09
		Revenue less Expenditures Current Month (53,245.18)
		Revenue less Expenditures Year to Date (10,591.78)

8 MV ROUNDUP UTILITY ASSISTANCE PROGRAM

	Beginning	Debit	Credit	Net Change	Ending Balance
REVENUE					
37499 MV Roundup Donations	20.00	0.00	46.39	46.39	66.39
Total REVENUE	20.00	0.00	46.39	46.39	66.39
EXPENDITURES					
45001 MV Roundup PAYOUTS	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES	0.00	0.00	0.00	0.00	0.00
		Revenue less Expenditures Current Month			46.39
		Revenue less Expenditures Year to Date			66.39

9 Weiser River Trail Passthrough

	Beginning	Debit	Credit	Net Change	Ending Balance
REVENUE					
39002 USDA Project Grant/Loan	0.00	0.00	0.00	0.00	0.00
39003 ID Dept Commerce Grant	0.00	0.00	0.00	0.00	0.00
39011 WRT-Friends	0.00	0.00	0.00	0.00	0.00
39012 Midas Gold	0.00	0.00	0.00	0.00	0.00
Total REVENUE	0.00	0.00	0.00	0.00	0.00
EXPENDITURES					
41700 Community Improvement	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES	0.00	0.00	0.00	0.00	0.00
			Revenue less Expenditures Current Month		0.00
			Revenue less Expenditures Year to Date		0.00

60 WATER FUND

	Beginning	Debit	Credit	Net Change	Ending Balance
REVENUE					
33315 DEQ Loan / Grant Water Project	0.00	0.00	0.00	0.00	0.00
34610 Water Collection Fees	20,542.04	0.00	8,659.75	8,659.75	29,201.79
34611 Water Admin Fees	2,346.50	0.00	1,173.25	1,173.25	3,519.75
34612 Water Capital Improvement Fees	758.10	0.00	379.05	379.05	1,137.15
34613 Water Debt Repay Fees	4,779.00	0.00	2,389.50	2,389.50	7,168.50
34614 Water Debt Reserve Fees	708.00	0.00	354.00	354.00	1,062.00
34615 Water Short Lived Asset Fees	1,416.00	0.00	708.00	708.00	2,124.00
34616 Water Depreciation Fees	177.00	0.00	88.50	88.50	265.50
34640 Water Delinquency Charge	572.00	0.00	272.00	272.00	844.00
34660 Water Hook Up Fees	0.00	0.00	0.00	0.00	0.00
37110 Interest	62.81	0.00	29.66	29.66	92.47
Total REVENUE	31,361.45	0.00	14,053.71	14,053.71	45,415.16
EXPENDITURES					
43310 Water Personnel Services	8,215.23	6,665.83	0.00	6,665.83	14,881.06
43320 Water Operating Expenses	12,001.85	8,787.32	0.00	8,787.32	20,789.17
43330 Water Improvement	0.00	0.00	0.00	0.00	0.00
43331 Water Capital Projects	12,638.84	0.00	0.00	0.00	12,638.84
43332 Water Equipment Replacement	0.00	0.00	0.00	0.00	0.00
43400 Depreciation	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES	32,855.92	15,453.15	0.00	15,453.15	48,309.07
		Revenue less Expenditures Current Month (1,399.44)	
		Revenue less Expenditures Year to Date (2,893.91)	

63 INDUSTRIAL PARK FUND

	Beginning	Debit	Credit	Net Change	Ending Balance
REVENUE					
33316 Skate Park	0.00	0.00	0.00	0.00	0.00
34501 A/R Lease Agreements	0.00	0.00	0.00	0.00	0.00
34502 A/R Lease Solid Waste	0.00	0.00	0.00	0.00	0.00
34504 A/R Reimburse MNTC Costs	0.00	0.00	0.00	0.00	0.00
37110 Interest	10.58	0.00	4.89	4.89	15.47
Total REVENUE	10.58	0.00	4.89	4.89	15.47
EXPENDITURES					
43100 Industrial Park	3,831.77	4,085.16	0.00	4,085.16	7,916.93
43400 Depreciation	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES	3,831.77	4,085.16	0.00	4,085.16	7,916.93
Revenue less Expenditures Current Month (4,080.27)					
Revenue less Expenditures Year to Date (7,901.46)					

65 SEWER FUND

	Beginning	Debit	Credit	Net Change	Ending Balance
REVENUE					
33317 Land App Irrigation Well Grant	0.00	0.00	0.00	0.00	0.00
34710 Sewer Collection Fees	26,292.00	0.00	13,615.50	13,615.50	39,907.50
34711 Sewer Admin Fees	2,275.00	0.00	1,137.50	1,137.50	3,412.50
34712 Sewer Capital Improvement Fees	735.00	0.00	367.50	367.50	1,102.50
34713 Sewer Depreciation Fees	240.10	0.00	120.05	120.05	360.15
34714 Sewer Debt Reserve Fees	240.10	0.00	120.05	120.05	360.15
34715 Sewer Debt Repayment	7,560.00	0.00	3,780.00	3,780.00	11,340.00
34716 Sewer Short Lived Asset Fees	1,360.00	0.00	680.00	680.00	2,040.00
34740 Sewer Delinquency Fees	568.00	0.00	272.00	272.00	840.00
34760 Sewer Connection Fee	0.00	0.00	0.00	0.00	0.00
37110 Interest	34.36	0.00	17.41	17.41	51.77
39002 USDA Project Grant/Loan	0.00	0.00	0.00	0.00	0.00
Total REVENUE	39,304.56	0.00	20,110.01	20,110.01	59,414.57
EXPENDITURES					
43210 Sewer Personnel Services	8,314.82	5,863.05	0.00	5,863.05	14,177.87
43220 Sewer Operating Expenses	9,839.53	7,312.84	0.00	7,312.84	17,152.37
43222 Sewer Equipment Replacement	0.00	0.00	0.00	0.00	0.00
43230 Sewer Improvement	0.00	0.00	0.00	0.00	0.00
43231 Sewer Capital Projects	0.00	0.00	0.00	0.00	0.00
43400 Depreciation	0.00	0.00	0.00	0.00	0.00
Total EXPENDITURES	18,154.35	13,175.89	0.00	13,175.89	31,330.24
		Revenue less Expenditures Current Month			6,934.12
		Revenue less Expenditures Year to Date			28,084.33
		Grand Total Revenue less Expenditures Current Month (51,744.38)
		Grand Total Revenue less Expenditures Year to Date			6,763.57

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1 GENERAL						
10101 Cash - Umpqua Checking	-11.30	0.00	0.00	0.00	0.00	-11.30
10102 Cash - Idaho First	-20,802.46	2,154.95	0.00	0.00	33,451.96	-52,099.47
10105 Jumbo Money Market	101,896.89	3.58	0.00	0.00	0.00	101,900.47
10110 Cash - Local Government	37,885.87	6.03	0.00	0.00	0.00	37,891.90
10111 Daily Safe Float	500.00	0.00	0.00	0.00	0.00	500.00
Total Fund	119,469.00	2,164.56			33,451.96	88,181.60
8 MV ROUNDUP UTILITY ASSISTANCE PROGRAM						
10102 Cash - Idaho First	-22.63	46.39	0.00	0.00	23.76	0.00
10103 Cash - MV Roundup	2,836.55	0.00	23.76	0.00	0.00	2,860.31
Total Fund	2,813.92	46.39	23.76		23.76	2,860.31
9 Weiser River Trail Passthrough						
10102 Cash - Idaho First	-34,500.00	0.00	0.00	0.00	0.00	-34,500.00
60 WATER FUND						
10101 Cash - Umpqua Checking	-1,864.75	0.00	0.00	0.00	0.00	-1,864.75
10102 Cash - Idaho First	161,420.60	14,375.93	0.00	0.00	15,377.40	160,419.13
10105 Jumbo Money Market	28,908.64	11.04	0.00	0.00	0.00	28,919.68
10110 Cash - Local Government	180,472.32	18.62	0.00	0.00	0.00	180,490.94
Total Fund	368,936.81	14,405.59			15,377.40	367,965.00
63 INDUSTRIAL PARK FUND						
10101 Cash - Umpqua Checking	-2,306.15	0.00	0.00	0.00	1,758.75	-4,064.90
10102 Cash - Idaho First	-2,981.79	1,988.11	0.00	0.00	2,459.23	-3,452.91
10110 Cash - Local Government	102,166.78	4.89	0.00	0.00	0.00	102,171.67
Total Fund	96,878.84	1,993.00			4,217.98	94,653.86
65 SEWER FUND						
10101 Cash - Umpqua Checking	-83.33	0.00	0.00	0.00	0.00	-83.33
10102 Cash - Idaho First	78,374.68	18,337.43	595.04	0.00	13,473.80	83,833.35
10105 Jumbo Money Market	34,768.25	6.48	0.00	0.00	0.00	34,774.73
10110 Cash - Local Government	103,516.57	10.93	0.00	0.00	0.00	103,527.50
Total Fund	216,576.17	18,354.84	595.04		13,473.80	222,052.25
71 PAYROLL CLEARING FUND						
10102 Cash - Idaho First	1,913.26	0.00	25,798.75	18,356.97	0.00	9,355.04
73 CLAIMS CLEARING FUND						
10102 Cash - Idaho First	65,159.14	0.00	40,127.35	83,806.59	0.00	21,479.90
Totals	837,247.14	36,964.38	66,544.90	102,163.56	66,544.90	772,047.96

*** Transfers In and Transfers Out columns should match, with the following exceptions:
 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

1 GENERAL

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
31000 TAXES					
31010 Taxes-Property	0.00	6,051.13	158,769.00	152,717.87	4 %
31020 Taxes-Penalty	0.00	120.74	200.00	79.26	60 %
31030 Taxes-Interest	0.00	521.64	1,000.00	478.36	52 %
31060 Taxes-Personal Property Replacement	0.00	0.00	7,389.00	7,389.00	0 %
Account Group Total:	0.00	6,693.51	167,358.00	160,664.49	4 %
32000 PERMITS AND LICENSES					
32110 City Liquor	1,125.00	1,125.00	1,900.00	775.00	59 %
32210 Building Permits	0.00	1,704.15	6,000.00	4,295.85	28 %
32260 Dog Licenses	0.00	20.00	600.00	580.00	3 %
32400 Review & Solid Waste Fees	0.00	428.60	1,000.00	571.40	43 %
32700 P&Z Review / Permit Fees	0.00	0.00	300.00	300.00	0 %
32750 Airport Commission Reveiw Fees	0.00	0.00	100.00	100.00	0 %
Account Group Total:	1,125.00	3,277.75	9,900.00	6,622.25	33 %
33000 STATE SOURCES					
33010 Transportation Plan Grant	0.00	0.00	30,000.00	30,000.00	0 %
33318 ARPA Grant	0.00	57,753.30	57,753.00	-0.30	100 %
33500 State Revenue Sharing	0.00	13,861.10	41,492.00	27,630.90	33 %
33510 State Liquor Fees	0.00	6,949.00	30,270.00	23,321.00	23 %
33520 State HWY Users Fee (Existing)	0.00	5,308.55	15,650.00	10,341.45	34 %
33521 State HWY Users Fee (New Money)	0.00	1,707.15	9,000.00	7,292.85	19 %
Account Group Total:	0.00	85,579.10	184,165.00	98,585.90	46 %
34000 FRANCHISE FEES					
34010 Franchise Fees - Idaho Power	0.00	3,205.80	20,681.00	17,475.20	16 %
34011 Franchise Fees - Cable One	0.00	0.00	580.00	580.00	0 %
Account Group Total:	0.00	3,205.80	21,261.00	18,055.20	15 %
35000 Administrative Fees					
35002 Notary Fees	0.00	0.00	80.00	80.00	0 %
35004 Burn Permits	0.00	0.00	50.00	50.00	0 %
35006 RV Permits	0.00	0.00	200.00	200.00	0 %
Account Group Total:	0.00	0.00	330.00	330.00	0 %
36000 FINES AND FORFEITS					
36100 Criminal Fines	69.75	99.91	2,176.00	2,076.09	5 %
36101 Animal Control Fines	0.00	0.00	210.00	210.00	0 %
Account Group Total:	69.75	99.91	2,386.00	2,286.09	4 %
37000 OTHER REVENUE					
37110 Interest	14.77	43.20	300.00	256.80	14 %
37140 Dividends/Refunds	530.04	530.04	0.00	-530.04	** %
37500 Grant - ADA (504)	0.00	0.00	1,100.00	1,100.00	0 %
37510 Grant - Airport Kiosk (Sponsors)	0.00	0.00	3,000.00	3,000.00	0 %
37511 Grant - Airport Pedestrian Pathway	0.00	0.00	1,400.00	1,400.00	0 %
37512 Grant - Airport Helipad	0.00	0.00	8,000.00	8,000.00	0 %
37513 GRANT- LHTAC Remainder	0.00	0.00	47,400.00	47,400.00	0 %
37522 GRANT - LRHIP	0.00	0.00	100,000.00	100,000.00	0 %
37600 Donations	425.00	425.00	0.00	-425.00	** %

1 GENERAL

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
37644 Youth Sports Donations	0.00	0.00	1,000.00	1,000.00	0 %
37645 Youth Sports Sponsors	0.00	0.00	1,000.00	1,000.00	0 %
37646 Youth Sports Sign-Up Fees	0.00	0.00	1,000.00	1,000.00	0 %
Account Group Total:	969.81	998.24	164,200.00	163,201.76	1 %
Fund Total:	2,164.56	99,854.31	549,600.00	449,745.69	18 %

8 MV ROUNDUP UTILITY ASSISTANCE PROGRAM

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
37000 OTHER REVENUE					
37499 MV Roundup Donations	46.39	66.39	5,000.00	4,933.61	1 %
Account Group Total:	46.39	66.39	5,000.00	4,933.61	1 %
Fund Total:	46.39	66.39	5,000.00	4,933.61	1 %

9 Weiser River Trail Passthrough

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
39000 OTHER FINANCING SOURCES					
39002 USDA Project Grant/Loan	0.00	0.00	18,500.00	18,500.00	0 %
39003 ID Dept Commerce Grant	0.00	0.00	15,000.00	15,000.00	0 %
39011 WRT-Friends	0.00	0.00	5,000.00	5,000.00	0 %
39012 Midas Gold	0.00	0.00	1,000.00	1,000.00	0 %
Account Group Total:	0.00	0.00	39,500.00	39,500.00	0 %
Fund Total:	0.00	0.00	39,500.00	39,500.00	0 %

60 WATER FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
33000 STATE SOURCES					
33315 DEQ Loan / Grant Water Project	0.00	0.00	2,011,820.00	2,011,820.00	0 %
Account Group Total:	0.00	0.00	2,011,820.00	2,011,820.00	0 %
34000 FRANCHISE FEES					
34610 Water Collection Fees	8,659.75	29,201.79	150,000.00	120,798.21	19 %
34611 Water Admin Fees	1,173.25	3,519.75	13,621.00	10,101.25	26 %
34612 Water Capital Improvement Fees	379.05	1,137.15	4,423.00	3,285.85	26 %
34613 Water Debt Repay Fees	2,389.50	7,168.50	28,430.00	21,261.50	25 %
34614 Water Debt Reserve Fees	354.00	1,062.00	4,212.00	3,150.00	25 %
34615 Water Short Lived Asset Fees	708.00	2,124.00	8,424.00	6,300.00	25 %
34616 Water Depreciation Fees	88.50	265.50	1,053.00	787.50	25 %
34640 Water Delinquency Charge	272.00	844.00	2,800.00	1,956.00	30 %
34660 Water Hook Up Fees	0.00	0.00	6,000.00	6,000.00	0 %
Account Group Total:	14,024.05	45,322.69	218,963.00	173,640.31	21 %
37000 OTHER REVENUE					
37110 Interest	29.66	92.47	750.00	657.53	12 %
Account Group Total:	29.66	92.47	750.00	657.53	12 %
Fund Total:	14,053.71	45,415.16	2,231,533.00	2,186,117.84	2 %

63 INDUSTRIAL PARK FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
33000 STATE SOURCES					
33316 Skate Park	0.00	0.00	10,000.00	10,000.00	0 %
Account Group Total:	0.00	0.00	10,000.00	10,000.00	0 %
34000 FRANCHISE FEES					
34501 A/R Lease Agreements	0.00	0.00	21,615.00	21,615.00	0 %
34502 A/R Lease Solid Waste	0.00	0.00	521.00	521.00	0 %
34504 A/R Reimburse MNTC Costs	0.00	0.00	200.00	200.00	0 %
Account Group Total:	0.00	0.00	22,336.00	22,336.00	0 %
37000 OTHER REVENUE					
37110 Interest	4.89	15.47	800.00	784.53	2 %
Account Group Total:	4.89	15.47	800.00	784.53	2 %
Fund Total:	4.89	15.47	33,136.00	33,120.53	0 %

65 SEWER FUND

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
33000 STATE SOURCES					
33317 Land App Irrigation Well Grant	0.00	0.00	100,000.00	100,000.00	0 %
Account Group Total:	0.00	0.00	100,000.00	100,000.00	0 %
34000 FRANCHISE FEES					
34710 Sewer Collection Fees	13,615.50	39,907.50	140,616.00	100,708.50	28 %
34711 Sewer Admin Fees	1,137.50	3,412.50	13,313.00	9,900.50	26 %
34712 Sewer Capital Improvement Fees	367.50	1,102.50	4,322.00	3,219.50	26 %
34713 Sewer Depreciation Fees	120.05	360.15	1,441.00	1,080.85	25 %
34714 Sewer Debt Reserve Fees	120.05	360.15	1,441.00	1,080.85	25 %
34715 Sewer Debt Repayment	3,780.00	11,340.00	46,305.00	34,965.00	24 %
34716 Sewer Short Lived Asset Fees	680.00	2,040.00	8,232.00	6,192.00	25 %
34740 Sewer Delinquency Fees	272.00	840.00	2,712.00	1,872.00	31 %
34760 Sewer Connection Fee	0.00	0.00	12,000.00	12,000.00	0 %
Account Group Total:	20,092.60	59,362.80	230,382.00	171,019.20	26 %
37000 OTHER REVENUE					
37110 Interest	17.41	51.77	500.00	448.23	10 %
Account Group Total:	17.41	51.77	500.00	448.23	10 %
39000 OTHER FINANCING SOURCES					
39002 USDA Project Grant/Loan	0.00	0.00	35,518.00	35,518.00	0 %
Account Group Total:	0.00	0.00	35,518.00	35,518.00	0 %
Fund Total:	20,110.01	59,414.57	366,400.00	306,985.43	16 %
Grand Total:	36,379.56	204,765.90	3,225,169.00	3,020,403.10	6 %

1 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41100	City Hall Expenses						
41100	City Hall Expenses						
308	Telephone & Internet Services	99.51	367.30	1,216.00	1,216.00	848.70	30 %
309	Advertising	0.00	86.86	1,000.00	1,000.00	913.14	9 %
311	Audit	0.00	0.00	1,337.00	1,337.00	1,337.00	%
312	Attorney Fees (Professional)	130.00	559.00	1,000.00	1,000.00	441.00	56 %
321	Building Inspection	0.00	0.00	2,250.00	2,250.00	2,250.00	%
324	M&O (Materials)	216.01	995.56	5,000.00	5,000.00	4,004.44	20 %
327	Information Technology Fees	72.00	216.00	500.00	500.00	284.00	43 %
330	Utilities - Electric	72.41	175.48	900.00	900.00	724.52	19 %
331	Utilities - W/S	77.49	230.35	360.00	360.00	129.65	64 %
457	Depreciation Expense	0.00	0.00	602.00	602.00	602.00	%
511	Municipal Insurance	0.00	2,253.75	2,254.00	2,254.00	0.25	100 %
520	Training	0.00	500.00	1,000.00	1,000.00	500.00	50 %
521	Travel Expenses	0.00	0.00	1,000.00	1,000.00	1,000.00	%
610	Office Supplies	201.62	201.62	850.00	850.00	648.38	24 %
620	Postage	18.71	137.42	500.00	500.00	362.58	27 %
709	Equipment and Software	3,592.15	3,592.15	2,730.00	2,730.00	-862.15	132 %
	Account Total:	4,479.90	9,315.49	22,499.00	22,499.00	13,183.51	41 %
	Account Group Total:	4,479.90	9,315.49	22,499.00	22,499.00	13,183.51	41 %
41200	Wages						
41200	Wages						
110	Wages	3,649.90	8,147.64	44,352.00	44,352.00	36,204.36	18 %
120	Mayor & Council	0.00	6,400.00	6,600.00	6,600.00	200.00	97 %
210	Social Security	226.08	901.42	3,325.00	3,325.00	2,423.58	27 %
211	Medicare	52.87	210.82	784.00	784.00	573.18	27 %
212	Retirement	435.32	1,592.58	6,131.00	6,131.00	4,538.42	26 %
213	Unemployment Compensation	0.00	0.00	500.00	500.00	500.00	%
215	Medical Insurance	532.79	992.79	4,524.00	4,524.00	3,531.21	22 %
217	State Insurance	0.00	1,041.66	1,250.00	1,250.00	208.34	83 %
	Account Total:	4,896.96	19,286.91	67,466.00	67,466.00	48,179.09	29 %
	Account Group Total:	4,896.96	19,286.91	67,466.00	67,466.00	48,179.09	29 %
41300	Planning & Zoning						
41300	Planning & Zoning						
324	M&O (Materials)	0.00	0.00	300.00	300.00	300.00	%
	Account Total:	0.00	0.00	300.00	300.00	300.00	%
	Account Group Total:	0.00	0.00	300.00	300.00	300.00	%
41400	Public Safety Enforcement						
41400	Public Safety Enforcement						
310	Contract Services	0.00	0.00	1,500.00	1,500.00	1,500.00	%
312	Attorney Fees (Professional)	1,500.00	4,500.00	18,000.00	18,000.00	13,500.00	25 %
313	Code Enforcement (ACSO)	33,660.00	33,660.00	33,660.00	33,660.00	0.00	100 %
314	Animal Control (Wages & 75%)	0.00	0.00	300.00	300.00	300.00	%
324	M&O (Materials)	237.93	237.93	2,100.00	2,100.00	1,862.07	11 %
630	Fuel	0.00	0.00	200.00	200.00	200.00	%
	Account Total:	35,397.93	38,397.93	55,760.00	55,760.00	17,362.07	69 %
	Account Group Total:	35,397.93	38,397.93	55,760.00	55,760.00	17,362.07	69 %

1 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41500	Street Department						
41500	Street Department						
	110 Wages	6,300.90	13,010.03	41,596.00	41,596.00	28,585.97	31 %
	210 Social Security	388.10	800.80	2,644.00	2,644.00	1,843.20	30 %
	211 Medicare	90.77	187.30	625.00	625.00	437.70	30 %
	212 Retirement	752.32	1,553.37	4,819.00	4,819.00	3,265.63	32 %
	215 Medical Insurance	762.06	1,595.04	7,033.00	7,033.00	5,437.96	23 %
	309 Advertising	0.00	0.00	200.00	200.00	200.00	%
	310 Contract Services	0.00	11,776.68	147,400.00	147,400.00	135,623.32	8 %
	319 Engineering Fees	0.00	0.00	35,000.00	35,000.00	35,000.00	%
	324 M&O (Materials)	400.13	8,577.21	37,400.00	37,400.00	28,822.79	23 %
	330 Utilities - Electric	799.47	2,201.83	9,395.00	9,395.00	7,193.17	23 %
	350 Shared Equip Maintenance	272.97	1,476.89	6,350.00	6,350.00	4,873.11	23 %
	457 Depreciation Expense	0.00	0.00	2,503.00	2,503.00	2,503.00	%
	630 Fuel	567.90	1,083.27	2,500.00	2,500.00	1,416.73	43 %
	632 Storm Drain Cleaning	0.00	0.00	600.00	600.00	600.00	%
	633 Grading & Blading	0.00	0.00	732.00	732.00	732.00	%
	701 Equipment Rental	0.00	0.00	500.00	500.00	500.00	%
	711 Dust Abatement	0.00	0.00	22,000.00	22,000.00	22,000.00	%
	803 Transportation Plan	0.00	0.00	30,000.00	30,000.00	30,000.00	%
	Account Total:	10,334.62	42,262.42	351,297.00	351,297.00	309,034.58	12 %
	Account Group Total:	10,334.62	42,262.42	351,297.00	351,297.00	309,034.58	12 %
41600	Park Department						
41600	Park Department						
	110 Wages	0.00	0.00	7,617.00	7,617.00	7,617.00	%
	210 Social Security	0.00	0.00	681.00	681.00	681.00	%
	211 Medicare	0.00	0.00	329.00	329.00	329.00	%
	212 Retirement	0.00	0.00	1,105.00	1,105.00	1,105.00	%
	215 Medical Insurance	0.00	0.00	2,372.00	2,372.00	2,372.00	%
	324 M&O (Materials)	0.00	62.63	17,500.00	17,500.00	17,437.37	%
	330 Utilities - Electric	195.68	365.71	2,163.00	2,163.00	1,797.29	17 %
	331 Utilities - W/S	76.05	267.53	1,060.00	1,060.00	792.47	25 %
	332 Utilities - Irrigation	28.60	487.47	1,500.00	1,500.00	1,012.53	32 %
	350 Shared Equip Maintenance	0.00	0.00	200.00	200.00	200.00	%
	457 Depreciation Expense	0.00	0.00	2,050.00	2,050.00	2,050.00	%
	630 Fuel	0.00	0.00	300.00	300.00	300.00	%
	Account Total:	300.33	1,183.34	36,877.00	36,877.00	35,693.66	3 %
	Account Group Total:	300.33	1,183.34	36,877.00	36,877.00	35,693.66	3 %
45200	Youth Sports Baseball / T-Ball						
45200	Youth Sports Baseball / T-Ball						
	310 Contract Services	0.00	0.00	300.00	300.00	300.00	%
	324 M&O (Materials)	0.00	0.00	1,290.00	1,290.00	1,290.00	%
	340 Youth Sports Equipment	0.00	0.00	750.00	750.00	750.00	%
	342 Youth Sports Ins. & Misc	0.00	0.00	600.00	600.00	600.00	%
	610 Office Supplies	0.00	0.00	60.00	60.00	60.00	%
	Account Total:	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	Account Group Total:	0.00	0.00	3,000.00	3,000.00	3,000.00	%

1 GENERAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
45600	Airport Projects						
45600	Airport Projects						
130	Volunteer Labor (Cash	0.00	0.00	1.00	1.00	1.00	%
324	M&O (Materials)	0.00	0.00	12,400.00	12,400.00	12,400.00	%
	Account Total:	0.00	0.00	12,401.00	12,401.00	12,401.00	%
	Account Group Total:	0.00	0.00	12,401.00	12,401.00	12,401.00	%
	Fund Total:	55,409.74	110,446.09	549,600.00	549,600.00	439,153.91	20 %

8 MV ROUNDUP UTILITY ASSISTANCE PROGRAM

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
45000 SPECIAL							
45001 MV Roundup PAYOUTS							
809 MV Roundup Object		0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Group Total:	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Fund Total:	0.00	0.00	5,000.00	5,000.00	5,000.00	%

9 Weiser River Trail Passthrough

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
41700	Community Improvement						
41700	Community Improvement						
319	Engineering Fees	0.00	0.00	39,500.00	39,500.00	39,500.00	%
	Account Total:	0.00	0.00	39,500.00	39,500.00	39,500.00	%
	Account Group Total:	0.00	0.00	39,500.00	39,500.00	39,500.00	%
	Fund Total:	0.00	0.00	39,500.00	39,500.00	39,500.00	%

60 WATER FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
43300	WATER						
43310	Water Personnel Services						
110	Wages	5,078.15	11,603.88	48,118.00	48,118.00	36,514.12	24 %
210	Social Security	313.91	717.33	2,983.00	2,983.00	2,265.67	24 %
211	Medicare	73.43	167.78	697.00	697.00	529.22	24 %
212	Retirement	578.54	1,328.64	5,745.00	5,745.00	4,416.36	23 %
213	Unemployment Compensation	0.00	0.00	500.00	500.00	500.00	%
215	Medical Insurance	621.80	1,063.43	9,297.00	9,297.00	8,233.57	11 %
	Account Total:	6,665.83	14,881.06	67,340.00	67,340.00	52,458.94	22 %
43320	Water Operating Expenses						
217	State Insurance	0.00	1,041.67	1,250.00	1,250.00	208.33	83 %
308	Telephone & Internet Services	218.73	733.86	3,107.00	3,107.00	2,373.14	24 %
309	Advertising	0.00	38.46	0.00	0.00	-38.46	%
310	Contract Services	350.00	1,050.00	1,800.00	1,800.00	750.00	58 %
311	Audit	0.00	0.00	1,338.00	1,338.00	1,338.00	%
312	Attorney Fees (Professional)	0.00	0.00	400.00	400.00	400.00	%
319	Engineering Fees	0.00	0.00	3,150.00	3,150.00	3,150.00	%
324	M&O (Materials)	1,350.54	4,809.28	24,400.00	24,400.00	19,590.72	20 %
327	Information Technology Fees	72.00	216.00	200.00	200.00	-16.00	108 %
330	Utilities - Electric	237.35	473.74	2,200.00	2,200.00	1,726.26	22 %
331	Utilities - W/S	0.00	0.00	300.00	300.00	300.00	%
333	Utilities - Electric - Booster	252.40	752.46	4,500.00	4,500.00	3,747.54	17 %
334	Utilities - Electric - Well#3	311.20	875.16	4,500.00	4,500.00	3,624.84	19 %
335	Utilities - Electric - Well#4	375.74	1,205.63	4,500.00	4,500.00	3,294.37	27 %
348	Utilities - Electric - Well #5	0.00	0.00	4,500.00	4,500.00	4,500.00	%
350	Shared Equip Maintenance	146.79	1,350.74	1,500.00	1,500.00	149.26	90 %
511	Municipal Insurance	0.00	2,253.75	2,254.00	2,254.00	0.25	100 %
520	Training	500.00	370.00	1,000.00	1,000.00	630.00	37 %
521	Travel Expenses	0.00	0.00	1,000.00	1,000.00	1,000.00	%
610	Office Supplies	0.00	0.00	200.00	200.00	200.00	%
620	Postage	18.71	187.41	600.00	600.00	412.59	31 %
630	Fuel	364.26	773.01	1,430.00	1,430.00	656.99	54 %
709	Equipment and Software	4,508.85	4,508.85	5,104.00	5,104.00	595.15	88 %
745	Testing	80.75	149.15	1,000.00	1,000.00	850.85	15 %
	Account Total:	8,787.32	20,789.17	70,233.00	70,233.00	49,443.83	30 %
43330	Water Improvement						
324	M&O (Materials)	0.00	0.00	1,400.00	1,400.00	1,400.00	%
741	External Antennas	0.00	0.00	735.00	735.00	735.00	%
819	Bond Payment - DEQ	0.00	0.00	9,274.00	9,274.00	9,274.00	%
820	Bond Payment - USDA	0.00	0.00	26,733.00	26,733.00	26,733.00	%
823	H20 DEQ Buildup Reserve	0.00	0.00	927.00	927.00	927.00	%
824	Short Lived Asset Expense	0.00	0.00	5,717.00	5,717.00	5,717.00	%
825	H20 USDA Build Up Reserve	0.00	0.00	2,321.00	2,321.00	2,321.00	%
	Account Total:	0.00	0.00	47,107.00	47,107.00	47,107.00	%

60 WATER FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
43331	Water Capital Projects						
312	Attorney Fees (Professional)	0.00	0.00	100,000.00	100,000.00	100,000.00	%
319	Engineering Fees	0.00	7,638.84	120,317.00	120,317.00	112,678.16	6 %
321	Building Inspection	0.00	0.00	42,455.00	42,455.00	42,455.00	%
727	Water Capital Project, Booster	0.00	0.00	25,000.00	25,000.00	25,000.00	%
829	H2O Line Replacement	0.00	0.00	125,000.00	125,000.00	125,000.00	%
882	New H2O SCADA System	0.00	0.00	60,000.00	60,000.00	60,000.00	%
883	New H2O Reservoir	0.00	0.00	500,000.00	500,000.00	500,000.00	%
884	New H2O Well House	0.00	5,000.00	367,558.00	367,558.00	362,558.00	1 %
885	Update H2O Booster Station	0.00	0.00	670,000.00	670,000.00	670,000.00	%
	Account Total:	0.00	12,638.84	2,010,330.00	2,010,330.00	1,997,691.16	1 %
43332	Water Equipment Replacement						
324	M&O (Materials)	0.00	0.00	5,000.00	5,000.00	5,000.00	%
350	Shared Equip Maintenance	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	Account Total:	0.00	0.00	6,500.00	6,500.00	6,500.00	%
	Account Group Total:	15,453.15	48,309.07	2,201,510.00	2,201,510.00	2,153,200.93	2 %
43400	Depreciation						
43400	Depreciation	0.00	0.00	30,023.00	30,023.00	30,023.00	%
457	Depreciation Expense	0.00	0.00	30,023.00	30,023.00	30,023.00	%
	Account Total:	0.00	0.00	30,023.00	30,023.00	30,023.00	%
	Account Group Total:	15,453.15	48,309.07	2,231,533.00	2,231,533.00	2,183,223.93	2 %

63 INDUSTRIAL PARK FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
43100	Industrial Park						
43100	Industrial Park						
	110 Wages	55.78	138.78	1,700.00	1,700.00	1,561.22	8 %
	210 Social Security	3.42	8.49	151.00	151.00	142.51	6 %
	211 Medicare	0.80	1.98	73.00	73.00	71.02	3 %
	212 Retirement	6.66	16.57	247.00	247.00	230.43	7 %
	215 Medical Insurance	12.10	22.11	329.00	329.00	306.89	7 %
	311 Audit	0.00	0.00	1,337.00	1,337.00	1,337.00	%
	320 Solid Waste Fees	0.00	520.00	520.00	520.00	0.00	100 %
	324 M&O (Materials)	48.87	141.87	2,500.00	2,500.00	2,358.13	6 %
	330 Utilities - Electric	55.34	161.76	500.00	500.00	338.24	32 %
	331 Utilities - W/S	310.04	919.47	2,820.00	2,820.00	1,900.53	33 %
	350 Shared Equip Maintenance	0.00	0.00	200.00	200.00	200.00	%
	511 Municipal Insurance	0.00	2,253.75	2,254.00	2,254.00	0.25	100 %
	610 Office Supplies	0.00	0.00	200.00	200.00	200.00	%
	620 Postage	0.00	0.00	100.00	100.00	100.00	%
	630 Fuel	0.00	140.00	600.00	600.00	460.00	23 %
	709 Equipment and Software	3,592.15	3,592.15	2,137.00	2,137.00	-1,455.15	168 %
	711 Dust Abatement	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	713 Skate Park Improvements	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	Account Total:	4,085.16	7,916.93	28,668.00	28,668.00	20,751.07	28 %
	Account Group Total:	4,085.16	7,916.93	28,668.00	28,668.00	20,751.07	28 %
43400	Depreciation						
43400	Depreciation						
	457 Depreciation Expense	0.00	0.00	4,468.00	4,468.00	4,468.00	%
	Account Total:	0.00	0.00	4,468.00	4,468.00	4,468.00	%
	Account Group Total:	0.00	0.00	4,468.00	4,468.00	4,468.00	%
	Fund Total:	4,085.16	7,916.93	33,136.00	33,136.00	25,219.07	24 %

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
43200 SEWER OPERATIONS							
43210	Sewer Personnel Services						
110	Wages	4,289.45	9,795.36	48,118.00	48,118.00	38,322.64	20 %
210	Social Security	264.64	604.12	2,983.00	2,983.00	2,378.88	20 %
211	Medicare	61.89	141.28	697.00	697.00	555.72	20 %
212	Retirement	511.82	1,168.81	5,745.00	5,745.00	4,576.19	20 %
213	Unemployment Compensation	0.00	0.00	500.00	500.00	500.00	%
215	Medical Insurance	735.25	1,426.63	9,297.00	9,297.00	7,870.37	15 %
217	State Insurance	0.00	1,041.67	1,250.00	1,250.00	208.33	83 %
	Account Total:	5,863.05	14,177.87	68,590.00	68,590.00	54,412.13	21 %
43220 Sewer Operating Expenses							
308	Telephone & Internet Services	218.75	733.91	3,307.00	3,307.00	2,573.09	22 %
309	Advertising	0.00	38.48	250.00	250.00	211.52	15 %
310	Contract Services	350.00	1,050.00	1,800.00	1,800.00	750.00	58 %
311	Audit	0.00	0.00	1,338.00	1,338.00	1,338.00	%
312	Attorney Fees (Professional)	0.00	0.00	350.00	350.00	350.00	%
319	Engineering Fees	0.00	0.00	1,650.00	1,650.00	1,650.00	%
324	M&O (Materials)	614.52	2,851.11	37,377.00	37,377.00	34,525.89	8 %
325	SWR Line Cleaning & CCTV	0.00	0.00	10,000.00	10,000.00	10,000.00	%
326	Manhole Rehabilitation	0.00	0.00	10,000.00	10,000.00	10,000.00	%
327	Information Technology Fees	72.00	216.00	500.00	500.00	284.00	43 %
329	Utilities - Electric - Land	0.00	0.00	1,500.00	1,500.00	1,500.00	%
330	Utilities - Electric	293.06	632.74	4,900.00	4,900.00	4,267.26	13 %
331	Utilities - W/S	0.00	0.00	300.00	300.00	300.00	%
336	Utilities - Electric SWR	488.46	1,457.56	6,000.00	6,000.00	4,542.44	24 %
337	Utilities - Electric - SWR	5.90	17.59	120.00	120.00	102.41	15 %
338	Utilities - W/S - Auger Room	58.59	233.57	1,800.00	1,800.00	1,566.43	13 %
339	Utilities - W/S - Chlorinator	14.39	43.20	600.00	600.00	556.80	7 %
350	Shared Equip Maintenance	146.79	1,350.74	3,015.00	3,015.00	1,664.26	45 %
511	Municipal Insurance	0.00	2,253.75	2,254.00	2,254.00	0.25	100 %
520	Training	0.00	0.00	1,000.00	1,000.00	1,000.00	%
521	Travel Expenses	0.00	0.00	1,000.00	1,000.00	1,000.00	%
610	Office Supplies	0.00	0.00	200.00	200.00	200.00	%
620	Postage	18.71	187.43	800.00	800.00	612.57	23 %
630	Fuel	365.26	524.31	750.00	750.00	225.69	70 %
701	Equipment Rental	0.00	0.00	3,000.00	3,000.00	3,000.00	%
709	Equipment and Software	4,508.85	4,508.85	0.00	0.00	-4,508.85	%
745	Testing	157.56	1,053.13	13,000.00	13,000.00	11,946.87	8 %
	Account Total:	7,312.84	17,152.37	106,811.00	106,811.00	89,658.63	16 %
43222 Sewer Equipment Replacement							
324	M&O (Materials)	0.00	0.00	500.00	500.00	500.00	%
350	Shared Equip Maintenance	0.00	0.00	5,500.00	5,500.00	5,500.00	%
	Account Total:	0.00	0.00	6,000.00	6,000.00	6,000.00	%

65 SEWER FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
43230	Sewer Improvement						
324	M&O (Materials)	0.00	0.00	2,000.00	2,000.00	2,000.00	%
820	Bond Payment - USDA	0.00	0.00	32,995.00	32,995.00	32,995.00	%
821	Bond Payment #2 (92-05)	0.00	0.00	4,570.00	4,570.00	4,570.00	%
822	Bond Payment #3 (92-07)	0.00	0.00	5,850.00	5,850.00	5,850.00	%
824	Short Lived Asset Expense	0.00	0.00	4,342.00	4,342.00	4,342.00	%
827	SWR USDA Buildup Reserve 92-05	0.00	0.00	457.00	457.00	457.00	%
828	SWR USDA Buildup Reserve 92-07	0.00	0.00	585.00	585.00	585.00	%
846	Land App Infrastructure	0.00	0.00	26,216.00	26,216.00	26,216.00	%
858	Lagoon Testing Setback	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	0.00	0.00	82,015.00	82,015.00	82,015.00	%
43231	Sewer Capital Projects						
886	Land App, Irrigation Well	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Total:	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Group Total:	13,175.89	31,330.24	363,416.00	363,416.00	332,085.76	9 %
43400	Depreciation						
457	Depreciation Expense	0.00	0.00	2,984.00	2,984.00	2,984.00	%
	Account Total:	0.00	0.00	2,984.00	2,984.00	2,984.00	%
	Account Group Total:	13,175.89	31,330.24	2,984.00	2,984.00	2,984.00	%
	Fund Total:	88,123.94	198,002.33	3,225,169.00	3,225,169.00	3,027,166.67	6 %