

# CITY OF IDAHO CITY



## REGULAR CITY COUNCIL MEETING

Wednesday February 9, 2022

6:00 P.M

City Hall, 511 Main Street, Idaho City, ID 83631

### Join Zoom Meeting

<https://us02web.zoom.us/j/4192717240>

Meeting ID: 419 271 7240

#### CALL MEETING TO ORDER

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### I. CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

- A. APPROVAL OF MINUTES: JANUARY 26, 2022, **ACTION ITEM**
- B. IDAHO CITY EVENT CHECKLIST **ACTION ITEM**
  1. 36<sup>TH</sup> ANNUAL IDAHO CITY CHILI COOK – RHONDA JAMESON
- C. BILLS/PAYABLES: JANUARY 27, 2022, THROUGH FEBRUARY 9, 2022, **ACTION ITEM**

#### II. PUBLIC HEARINGS

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. **ACTION ITEM**

#### III. ENGINEER'S REPORT

#### IV. OLD BUSINESS

1. PERSONNEL/COMMUNICABLE DISEASE/SOCIAL MEDIA POLICY UPDATE
2. WATER LEAK FORGIVENESS POLICY
3. SHORT TERM RECREATIONAL VEHICLE USE ORDINANCE UPDATES
4. IDAHO CITY MEMBERSHIP ENROLLMENT WITH LIFEFLIGHT NETWORK FOR CITY EMPLOYEES **ACTION ITEM**
5. IDAHO CITY FILMING INSIDE CITY LIMITS POLICY UPDATE

#### V. NEW BUSINESS

1. THE COMMUNITY PROJECT FUNDING OPPORTUNITY **ACTION ITEM**
2. COUNCIL TO APPROVE NEW COUNCILOR FOR VACANT SEAT WITH RECOMMENDATION FROM MAYOR **ACTION ITEM**
3. MAYOR APPOINTS NEW COUNCILOR **ACTION ITEM**

## VI. ORDINANCES AND RESOLUTIONS

Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements. **ACTION ITEM**

## VII. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter executive session to discuss such matters. **ACTION ITEM**

## VIII. EMPLOYEE UPDATES

- A. PUBLIC WORKS
- B. LAW ENFORCEMENT
- C. CLERK/TREASURER'S OFFICE
  - 1. WATER AND SEWER UPDATES
  - 2. JANUARY BUDGET REPORT
  - 3. COMMISSIONS UPDATES
- D. CITY ATTORNEY

## IX. COUNCIL UPDATES

## X. MAYOR UPDATES

## XI. CITIZEN COMMENTS

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. To ensure adequate public notice, Idaho Law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the mayor, either by subsequent appointment or after tonight's meeting, if time permitting.

## ADJOURNMENT

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 511 Main Street or call 208-392-4584.

<b>Mayor:</b> Ken Everhart	<b>Chief of Police:</b> Mark Otter	<b>Public Works Director:</b> Tami Claus	<b>City Clerk-Treasurer:</b> Nancy L Ptak	511 Main Street PO Box 130
<b>Council members:</b> Tom Secor Jr David Martin Ashley M Elliott tbd	<b>City officers:</b> Mathew Archuleta Ericca Robbins	<b>Public Works:</b> Gene Bettys Dominick Nalley	<b>Deputy Clerk:</b> Sue Robinson	Idaho City, ID 83631 (208)392-4584 <a href="mailto:4cityfolk@gmail.com">4cityfolk@gmail.com</a> <a href="mailto:idahocityclerk@gmail.com">idahocityclerk@gmail.com</a> <a href="mailto:idahocitypublicworks@gmail.com">idahocitypublicworks@gmail.com</a>
		<b>Janitorial:</b> Dale Rutter		



# CITY OF IDAHO CITY



## REGULAR CITY COUNCIL MEETING

Wednesday January 26, 2022

6:00 P.M.

City Hall, 511 Main Street, Idaho City, ID 83631

### Join Zoom Meeting

<https://us02web.zoom.us/j/4192717240>

Meeting ID: 419 271 7240

## MINUTES

CALL MEETING TO ORDER: Mayor Everhart called the meeting to order at 6:01pm

ROLL CALL: Secor, Martin and Elliott present.

PLEDGE OF ALLEGIANCE: Mayor Everhart led the pledge of allegiance.

### I. CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

#### A. APPROVAL OF MINUTES: December 31, 2021, and January 12, 2022, **ACTION ITEM**

Martin made a motion to approve the minutes dated December 31<sup>st</sup>, 2021, and January 12, 2022, seconded by Secor. 3 Ayes, Elliott abstains from December 31, 2021.

#### B. ~~IDAHO CITY EVENT CHECKLIST:~~ **ACTION ITEM**

#### C. BILLS/PAYABLES: January 13, 2022, through January 26, 2022, **ACTION ITEM**

Martin made a motion to pay the bills dated January 13, 2022, through January 26, 2022 in the amount of \$39,375.81, seconded by Elliott. 3 ayes.

### II. PUBLIC HEARINGS

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. **ACTION ITEM**

### III. ENGINEER'S REPORT

#### 1. ALLOW MAYOR SIGNATURE ON 2021 WASTEWATER REUSE ANNUAL REPORT **ACTION ITEM**

Martin made a motion to allow the mayor to sign the 2021 Wastewater reuse annual report, seconded by Elliott. 3 ayes.

#### 2. ALLOW MAYOR SIGNATURE ON PARTIAL PAY REQUEST # 2 ON DW1104 **ACTION ITEM**

Martin made a motion to allow the mayor to sign for a partial pay request #2 for DW1104, seconded by Elliott. 3 ayes.

#### 3. ALLOW MAYOR SIGNATURE ON CHANGE ORDER #1 **ACTION ITEM**

Martin made a motion to allow the mayor to sign change order #1 in the amount of \$5726.00, seconded by Elliott. 3 ayes.

#### 4. ALLOW MAYOR SIGNATURE ON CONTRACTOR PAY APPLICATION #5 **ACTION ITEM**

Martin made a motion to allow the mayor to sign the contractor pay application #5 in the amount of \$5914.70, seconded by Elliott. 3 ayes.

### IV. OLD BUSINESS

#### 1. PERSONNEL POLICY UPDATE

Clerk Ptak presented the council with information regarding the current updates she and the mayor will be working on before presenting the final to them for approval. The older version currently in use has many features to retain and update other areas with the newer version ICRPM provides. Tabled for future action item.

#### 2. LOCAL OPTION TAXES UPDATE

City Attorney Joan Callahan updated the council regarding her intern has made some great progress on this and will be able to present to the council at the February 23<sup>rd</sup> meeting.

#### 3. WATER LEAK FORGIVENESS POLICY UPDATE

Clerk Ptak is asking for guidance from council on how they would like to move forward with a policy regarding water leak forgiveness. Clerk Ptak feels to have a policy in place could be beneficial to the city office, they could

give citizens guidance as to what to expect when a leak has been detected through their billing. A few examples were, should there be a minimum before allowing forgiveness, a time frame to have the leak fixed, making sure the leak is fixed and checked out with public works before allowing the forgiveness?

**4. SHORT-TERM RECREATIONAL VEHICLE USE ORDINANCE UPDATE**

Councilmember Elliott had read through this and had many questions for the council and city officials, i.e.: has planning and zoning done their part in the zoning regulations? Whose properties would be affected. Attorney Callahan explained the planning and zoning still needs to work on and define what regulations RV and Trailer parks would need to meet and what that would mean for existing parks. There were divided feelings on how to pursue this as an action item last year and it was decided to wait until there was a full council before taking any action. The city currently has other ordinances in place that might be able to address the health and safety issue that originally brought this ordinance in front of the council. This item is only up for discussion and updates at this time and will be considered as an action item later.

**V. NEW BUSINESS**

**1. MICHROTECH SYSTEMS EMAIL MIGRATION FOR ALL CITY EMAIL ACCOUNTS  
ACTION ITEM**

Elliott made a motion to allow the clerk to move forward with the Michrotech Systems email migration for all city email accounts and obtain a city domain, seconded by Martin. 3 ayes.

**2. ENGAGEMENT LETTER AND SCHEDULING AUDIT WITH BAILEY AND COMPANY,  
ALLOW FOR CITY CLERK TO SIGN ENGAGEMENT LETTER AND SCHEDULE 2021  
AUDIT. ACTION ITEM**

Martin made a motion to allow the clerk to sign the engagement letter and schedule the 2021 audit with Bailey and Company, seconded by Elliott. 3 ayes. Clerk Ptak thinks it will be possible May 16<sup>th</sup>.

**3. IDAHO CITY MEMBERSHIP ENROLLMENT WITH LIFEFLIGHT NETWORK FOR CITY  
EMPLOYEES ACTION ITEM**

Clerk Ptak will investigate existing budget and give the council an update on whether this is something the city could provide for employees this year and would like to see about getting this in the budget for the following year. This may be an item to offer commission members as an incentive down the road.

**4. IDAHO CITY FILMING INSIDE CITY LIMITS POLICY**

Clerk Ptak was given advice to contact Department of Commerce to see what other cities or towns might have. As it is right now, if someone would like to shoot film in city limits, they are asked to contact the city and if possible, come before council, maybe fill out an event checklist so law enforcement and others are aware of the filming. There has been a recent rise in the number of requests.

**VI. ORDINANCES AND RESOLUTIONS**

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**VII. COMMITTEE REPORTS**

**A. PARKS & RECREATION COMMISSION**

They mayor asked Clerk Ptak to advertise for letter of intent. Council would like to see Parks and Rec move forward with spring around the corner.

**B. HISTORIC PRESERVATION COMMISSION**

None currently.

**C. PLANNING & ZONING COMMISSION**

The current commission will need to update the commissioners and reappoint, either new members or existing with letter of intent. Clerk Ptak will advertise for these positions also. The last meeting was almost cancelled due to lack of quorum. A member came 15 minutes late and they were able to have the meeting. During the meeting it was discussed to have a few different public hearings, first being the interim moratorium on building permits and development applications that require or involve new connections to the City of Idaho City's water system with certain exceptions for pending building permits and permits related to a previously approved plan with documentation of serviceability. Second, regarding the proposed zoning of land upon annexation of a parcel of property located at 6 Proffer Lane, Idaho City. Thirdly, is regarding a zoning map correction for a vacant parcel of property in the Mores Creek Subdivision that was original platted and approved to be commercial property, but it is shown on the current zoning map as residential. All matters are scheduled to be heard February 17<sup>th</sup> to get the matters to council for the February 23 meeting as action items.

**D. IDAHO CITY CHAMBER OF COMMERCE**

None currently.

**VIII. EXECUTIVE SESSION**

Certain City-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter executive session to discuss such matters. **ACTION ITEM**

**IX. EMPLOYEE UPDATES**

**A. PUBLIC WORKS**

Public works director Tami Claus explained a final walk through she will be having with DEQ at the RO, trying to thaw out the hydrant by the RO. She will also have a training meeting at the RO. She asked the council to allow her to get a smaller hopper for the back of the city truck to use for sanding. The BIG sander on the dump truck is ancient and falling apart with not much more room to fix it. Mayor and council agree that it is something she should investigate as it is something that would make work much more productive when sanding the roads.

**B. LAW ENFORCEMENT**

Chief Otter was not available, he has been helping the county with calls on this side of the county. There has been a lot of county workers out due to illness.

**C. CLERK/TREASURER'S OFFICE**

**1. WATER SEWER ACCOUNTS UPDATE**

Not available. All accounts are getting updated and will have a report at the next meeting.

**2. 1<sup>ST</sup> QUARTER BUDGET REPORT**

Clerk Ptak gave the update for the first quarter budget; all departments are under budget and on track. She will share with councilmember Elliott the how's and why's many bills get paid from different funds. Elliott will be part of the next budget process and it is a good thing to understand.

**3. CITY EMPLOYEE ID CARDS**

Clerk Ptak will set everything up with the sheriff's office to get the city employee id cards.

Clerk Ptak also extended to the council a Blue Cross Community Funding Opportunity for a webinar for some grant funding coming available.

**D. CITY ATTORNEY**

Attorney Callahan's updates were already discussed during the council meeting regarding the upcoming public hearings, planning and zoning, local option tax and RV ordinance.

**X. COUNCIL UPDATES**

Martin gave an update on the purchase of a new fire engine for the Idaho City Fire Protection District.

**XI. MAYOR UPDATES**

Mayor Everhart shared about his staff meeting he had earlier that day and then with the department heads later. Just getting himself familiarized with the day to day of city employees.

**XII. CITIZEN COMMENTS**

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Jon Adams addressed the council, he just wanted to stress the importance of the life flight membership, he was glad to see the city take interest. He just wanted to thank all the city employees for the hard work they do and stepping up when they can. He asked if anyone is interested or knows anyone who might be interested in join the EMT's. They need volunteers.

Mayor Everhart also wanted to take the time to thank the EMT's and emergency services for all their dedication and hard work they put into it.

ADJOURNMENT 7:13pm.

ATTEST:

Date approved: , 2022

\_\_\_\_\_  
Nancy L Ptak, City Clerk-Treasurer

\_\_\_\_\_  
Ken Everhart, Mayor

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<b>Mayor:</b> Ken Everhart	<b>Chief of Police:</b> Mark Otter	<b>Public Works Director:</b> Tami Claus	<b>City Clerk-Treasurer:</b> Nancy L Ptak	511 Main Street PO Box 130
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		<b>Janitorial:</b> Dale Rutter		

the 1990s, the number of people in the UK who are employed in the public sector has increased from 10.5 million to 12.5 million (12.5% of the population).

There are a number of reasons for this increase. One is that the public sector has become a more important part of the economy. Another is that the public sector has become a more important part of the labour market. A third is that the public sector has become a more important part of the social structure.

The public sector has become a more important part of the economy because it has become a more important part of the labour market. The public sector has become a more important part of the social structure because it has become a more important part of the labour market.

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City of Idaho City



### IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Idaho City Chamber of Commerce  
DATE(S): 3-5-22 Dawn - 4:00  
EVENT NAME: 36th Annual Chili Cook Off  
PERSON IN CHARGE: Rhonda Jameson - Event Lisa Hanson - President  
ADDRESS: PO Box 507  
PHONE: Daytime [REDACTED] Evenings [REDACTED]

#### 1. PARK POLICY

THE EVENT SPONSOR HAS READ THE IDAHO CITY PARK POLICY AND AGREES TO COMPLY AND TO SEE THAT EVENT PARTICIPANTS COMPLY WITH THE BEST OF THEIR ABILITIES.  
INITIAL HERE RHJ

#### 2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:

Non Profit Vendor Fundraisers  
Contestants cook Chili & serve to visitors  
Awards, Raffle/Auction, Music, Ticket/Bowl Sales

#### 3. SITE PLAN

ATTACH A SITE PLAN SHOWING THE EXACT LOCATION OF ALL THE DIFFERENT FUNCTIONS OR YOUR EVENT (I.E. SHOW PERFORMANCE SPACES; VENDOR AREAS; EMERGENCY SERVICES; TRASH RECEPTACLES; PORTA POTTIES; PROPOSED PARKING USES, ETC.)

#### 4. EVENT HOURS

WHAT ARE THE DAILY HOURS OF OPERATION FOR YOUR EVENT?

11:00 - 2:00 Event  
7:00 AM - 4:00 PM including set-up & clean-up

#### 5. GENERATORS OR AMPLIFIED SOUND SYSTEMS

ARE YOU PROPOSING TO USE ELECTRICAL GENERATORS OR AMPLIFIED SOUND SYSTEMS?

YES  NO

IF SO, PLEASE SHOW THEIR LOCATIONS ON YOUR SITE PLAN AND DESCRIBE IN THE SPACE PROVIDED BELOW WHAT THEY WILL BE USED FOR AND WHAT PRECAUTIONS YOU ARE TAKING TO SEE THAT THEY ARE USED PROPERLY AND SAFELY.

PA system in front of Alta for Announcements  
If there is a band it will be @ ID World but  
more likely individual speaker systems  
low volume playing different decade music @  
each block.



6. \*\*\*DESCRIBE BELOW YOUR PLANS FOR TRASH DISPOSAL. WHAT ARE YOUR PLANS FOR TRASH COLLECTION AND CONTAINMENT, RECEPTACLE LOCATIONS AND AFTER-EVENT CLEANUP?

Pick up truck is parked @ Wall/Main for dumping trash during event. After the event the truck returns and picks up post event trash. Contestants and vendors have been instructed to pick out of go to dump before 5:00

\*\*\*ITEMS 7, 8 AND 9 MUST BE PREAPPROVED BY THE CITY CHIEF OF POLICE AND INITIALED PRIOR TO SUBMITTAL TO THE CITY CLERK FOR COUNCIL REVIEW. \*\*\*

A FEE FOR COUNCIL APPROVED EVENTS WILL BE SET AT \$25.00 AN HOUR PER OFFICER TO COVER ADDITIONAL COVERAGE OF LAW ENFORCEMENT IF DEEMED NECESSARY. THE NUMBER OF HOURS FOR EVENTS WILL BE DETERMINED BY THE IDAHO CITY CHIEF OF POLICE.

7. \*\*\*DESCRIBE BELOW YOUR SECURITY PLAN AND YOUR EMERGENCY SERVICES PLAN FOR THE EVENT:

See side notes on map. Access will be maintained to Main St from side roads. Access to all local traffic will be maintained. City cones and Chamber spray paint and caution tape will be used to block roads and maintain access @ drive ways

CITY CHIEF OF POLICE INITIAL HERE \_\_\_\_\_

8. \*\*\*DESCRIBE BELOW YOUR TRAFFIC CONTROL/PARKING PLAN: See map

pedestrian traffic is in theory clockwise up & down Main St. Montgomery, top & bottom of Main School St Hwy, Centerville Rd. will give traffic access to parking & back out of town.

CITY CHIEF OF POLICE INITIAL HERE \_\_\_\_\_

9. \*\*\*CONSUMPTION OR POSSESSION OF ALCOHOL WILL ALCOHOL BE CONSUMED OR POSSESSED AT THE EVENT?  YES  NO

IF SO, IF MORE THAN A KEG OR THREE (3) CASES ARE POSSESSED BUT NOT OFFERED FOR SALE, A PERMIT MUST BE SECURED FROM THE CITY.

WILL THE ALCOHOL BE OFFERED FOR SALE?  YES  NO ICHF / Treedy's Kitchen

IF YES, PROPER PERMITS MUST BE SECURED FROM THE STATE OF IDAHO AND THE CITY OF IDAHO CITY AND A DESIGNATED AREA FOR SALE AND CONSUMPTION IS REQUIRED. SHOW THE LOCATION OF THIS DESIGNATED AREA ON YOUR SITE PLAN.

CITY CHIEF OF POLICE INITIAL HERE \_\_\_\_\_

**10. PROOF OF INSURANCE**

ATTACH A COPY OF THE FORM SHOWING THE CITY OF IDAHO CITY AS CO-INSURED IN THE AMOUNT OF \$1,000,000.

**11. VENDOR PERMITS**

THE EVENT SPONSOR IS AWARE THAT ANY VENDOR WITHIN THEIR EVENT MUST HAVE A VENDOR'S PERMIT FROM THE CITY PRIOR TO CONDUCTING BUSINESS AND TAKES FULL RESPONSIBILITY HEREIN TO SEE THAT COMPLIANCE IS MET.

INITIAL HERE RHT

**12. FOOD CONCESSIONS**

WILL YOU OR ANY OF YOUR VENDORS BE SERVING, SELLING, OR GIVING AWAY FOOD?  YES  NO

*Non-Profit vendors get their own permits, city*

IF SO, THE PROPER PERMITS FROM THE CENTRAL DISTRICT HEALTH DEPARTMENT MUST BE SECURED. *Non-Profit vendors get their CDH permits,*

*Chamber cover contestants in their application*

**PARKS AND RECREATION FEE SCHEDULE**

WHEREAS, THE CITY COUNCIL WISHES TO SET USE FEES FOR CITY RECREATION FACILITIES AS FOLLOWS:

*N/A*

- 1. COMMERCIAL OR DEDICATED USE OF ANY CITY RECREATIONAL FACILITIES SHALL BE 5% OF GROSS PROCEEDS OR A MINIMUM CHARGE OF \$75.00 PER DAY PLUS 6% USE TAX.

THE FOLLOWING SECURITY DEPOSIT IS REQUIRED, REFUNDABLE IF RENTAL REQUIREMENTS ARE COMPLETED:

50 TO 99 PEOPLE \$50.00, 100 TO 249 PEOPLE \$100.00, 250 PEOPLE OR MORE \$300.00

EXCEPTIONS MAY BE SET BY THE CITY COUNCIL BASED ON RECOMMENDATION FROM THE IDAHO CITY PARKS AND RECREATION COMMISSION.

**VENDORS FEES**

- 1. VENDORS LICENSE DAILY FEE \$15.75.
- 2. VENDORS LICENSE DAILY FEES (NONPROFIT ORG.) \$7.35.
- 3. VENDORS LICENSE YEARLY FEE (NON-REFUNDABLE) \$52.50. *Must be Chamb Annual*
- 4. CARNIVAL OR PUBLIC ENTERTAINMENT WITH LESS THAN 10 CONCESSIONS, RIDES, OR SIDESHOWS, DAILY FEE \$210.00.
- 5. CARNIVAL OR PUBLIC ENTERTAINMENT WITH MORE THAN 10 CONCESSIONS, RIDES, OR SIDESHOWS, DAILY FEE SHALL BE \$21.00 PER CONCESSION, RIDE OR SIDESHOW.

AN ADDITIONAL EVENT LICENSE FEE MAY BE REQUIRED FOR CARNIVALS, PUBLIC ENTERTAINMENT, OR SPONSORED EVENTS IN AN AMOUNT APPROVED BY THE CITY COUNCIL AS MEETING THE CITY'S EXPENSES RELATED TO THE ACTIVITY, INCLUDING BUT NOT LIMITED TO THE PROVISION OF PUBLIC WORKS AND POLICE.

A PERMITTEE FOR A CARNIVAL, PUBLIC ENTERTAINMENT, OR SPONSORED EVENT SHALL ESTABLISH FINANCIAL RESPONSIBILITY IN THE FORM OF AN INSURANCE POLICY ISSUED JOINTLY TO THE OWNER AND THE CITY OF IDAHO CITY IN THE MINIMUM AMOUNT OF ONE MILLION DOLLARS, SINGLE LIMIT.

**COMMUNITY HALL RENTAL FEES**

*N/A*

WHEREAS, THE CITY COUNCIL WISHES TO SET USE FEES FOR THE COMMUNITY HALL AS FOLLOWS:

- 1. NON-PROFIT GROUPS \$42.00 PER DAY PLUS (\$2.52) 6% USE TAX
- 2. PRIVATE GROUPS AND GOVERNMENT AGENCIES \$84.00 FOR 5 OR FEWER HOURS PLUS (\$5.04) 6% USE TAX
- 3. PRIVATE GROUPS AND GOVERNMENT AGENCIES \$157.50 FOR MORE THAN 5 HOURS PLUS (\$9.45) 6% USE TAX

A \$50.00 DEPOSIT REQUIRED; REFUNDABLE IF RENTAL AGREEMENT REQUIREMENTS ARE COMPLETED.

THE COUNCIL CAN WAIVE A PORTION OF THE FEE OR SET A MONTHLY USE FEE FOR GROUPS DESIRING TO USE THE HALL ON A SET SCHEDULE FOR A CLASS OR MULTI-DAY EVENT.

**OFFICE USE ONLY:**

ALL ATTACHMENTS AND/OR PERMITS AND FEES RECEIVED:

SITE PLAN \_\_\_\_\_  
 PROOF OF INSURANCE \_\_\_\_\_  
 ALCOHOL/CATERING PERMITS \_\_\_\_\_  
 VENDOR'S PERMITS \_\_\_\_\_

DATE EVENT CHECKLIST RECEIVED AND FOUND TO BE COMPLETE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

**AFTER EVENT COMMENTS:**

WAS THE SITE CLEANED UP PROPERLY IN A TIMELY FASHION?  YES  NO

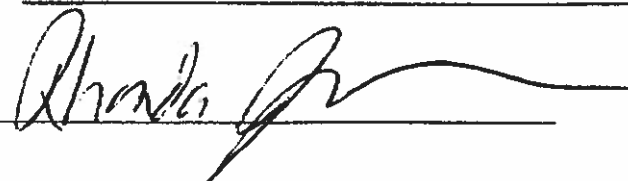
COMMENTS \_\_\_\_\_

DID THE EVENT SPONSOR MEET ALL OF THEIR OBLIGATIONS AND RESPONSIBILITIES?  YES  NO

COMMENTS \_\_\_\_\_

SHOULD THIS PARTY BE ALLOWED TO USE CITY PROPERTY AGAIN?  YES  NO

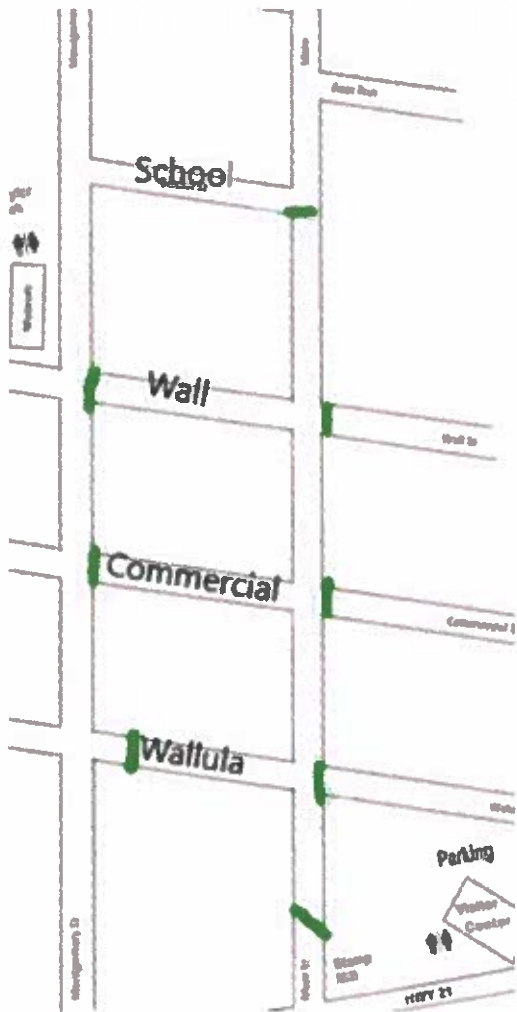
COMMENTS \_\_\_\_\_

SIGNED: 

*2-4-22*

## Event checklist supplements Chamber of Commerce Chili Cook Off 2022

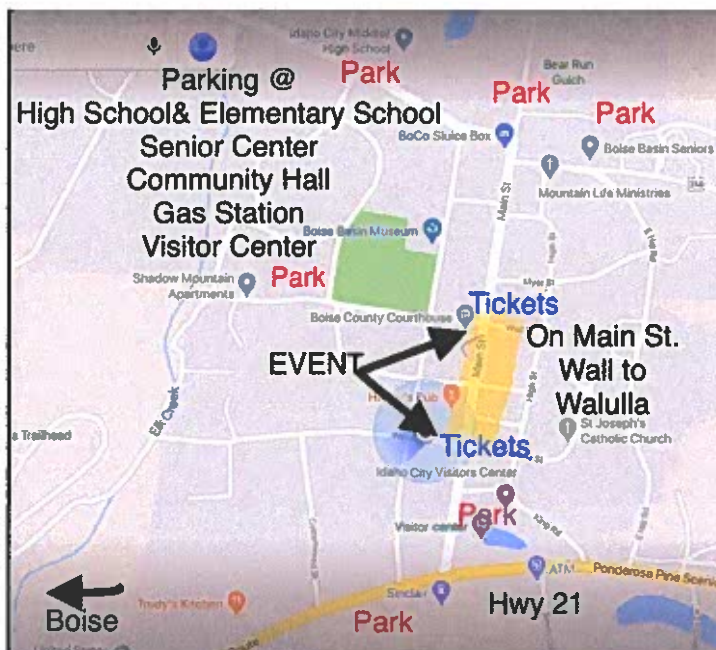
Rhonda Jameson



Roads will be closed at the green location lines, allowing vehicles to move all the way down Montgomery and across side roads School and Centerville Rd.

There will be access to parking at Seasons and Visitor Center. Driveway access will be open for Gehrls and Trading Post apartments. Overflow contestants will be in the middle of the road to allow local driveway access to Prospector and east side of Main.

Now that the event is so spread out, Music will likely be separate speakers playing music by each decade at each block. The volume will be lower than a band would be in a central location. The Gold Mine and Harleys are both having After Party live bands, after the event.



Parking locations are shown in red. Contestants may extend as far along Main St. as from Seasons to Sluice Box .

# Insurance – Chamber of Commerce

<b>REVISION NUMBER: AF0670</b>			
<b>ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, REDUCED BY PAID CLAIMS.</b>			
<b>POLICY EFF</b> (MM/DD/YYYY)	<b>POLICY EXP</b> (MM/DD/YYYY)	<b>LIMITS</b>	
<b>1/02/22</b>	<b>1/02/23</b>	<b>EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Each occurrence)</b>	<b>\$ 1,000,000</b>
		<b>MED EXP (Any one person)</b>	<b>\$ 5,000</b>
		<b>PERSONAL &amp; ADV INJURY</b>	<b>\$ 1,000,000</b>
		<b>GENERAL AGGREGATE</b>	<b>\$ 2,000,000</b>
		<b>PRODUCTS - COM/PROP AGG</b>	<b>\$ INCLUDED</b>
			<b>\$</b>
<b>COMBINED SINGLE LIMIT</b>			

**CERTIFICATE OF LIABILITY INSURANCE**

12/07/2021

THIS IS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY. ANY STATEMENT OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE INSURED AND THE INSURER. A STATEMENT ON THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE INSURED OR THE CERTIFICATE HOLDER.

If a certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. If a certificate holder is required to be an additional insured, certain policies may require an endorsement. A statement on this certificate does not confer rights to the insured or the certificate holder.

<b>INSURED</b> Chamber of Commerce Inc 1540 C 1540 C TERNS CITY ID 83631	<b>AGENT</b> REARITS PAUL 208-310-6100	<b>CLASSIFICATION</b> COMMERCIAL AUTO LIABILITY POLICY NO. 84812402
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**COVERAGE**

TYPE OF COVERAGE	AMOUNT	PERIOD	TERMS
COMMERCIAL AUTO LIABILITY	\$ 1,000,000	1/02/22 - 1/02/23	COMBINED SINGLE LIMIT
PERSONAL & ADV INJURY	\$ 1,000,000	1/02/22 - 1/02/23	COMBINED SINGLE LIMIT
GENERAL AGGREGATE	\$ 2,000,000	1/02/22 - 1/02/23	COMBINED SINGLE LIMIT
PRODUCTS - COM/PROP AGG	\$ INCLUDED	1/02/22 - 1/02/23	COMBINED SINGLE LIMIT

**CERTIFICATE HOLDER**  
Chamber of Commerce Inc  
1540 C  
1540 C  
TERNS CITY ID 83631

**CANCELLATION**  
THIS POLICY IS SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY. THIS POLICY IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE POLICY. THIS POLICY IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE POLICY.

*Paul Rearits*

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**WESTERN COMMUNITY INSURANCE COMPANY**

155566

**GENERAL BILLING**

COMMERCIAL AUTO POLICY 84812402	BILLING DATE 12/07/21
	AMOUNT DUE 8677.00
	DATE DUE 1/02/22

**1540 C CITY CHAMBER OF COMMERCE INC**  
1540 C CITY CHAMBER OF COMMERCE INC  
1540 C CITY CHAMBER OF COMMERCE INC

**WESTERN COMMUNITY INSURANCE COMPANY**

RETURN THIS PORTION WITH PAYMENT

**TO PAY ONLINE, GO TO WWW.WCMI.COM, CLICK ON "MAKE PAYMENTS"**

COMMERCIAL AUTO POLICY 84812402	12/07/21
1540 C CITY CHAMBER OF COMMERCE INC	
PREVIOUS BALANCE - STATEMENT DATED 12/07/20	1693.00
PAYMENTS, CREDITS, OR CHANGES 12/17/20	(837.00)
THANK YOU	
PREMIUM FOR PERIOD 1/02/22 TO 1/02/23	
PROPERTY SECTION 1540 C CITY CHAMBER OF COMMERCE INC	537.00
LIABILITY SECTION 1540 C CITY CHAMBER OF COMMERCE INC	62.00
MINIMUM PREMIUM - SECTION 1	78.00
<b>TOTAL AMOUNT DUE</b>	<b>1677.00</b>

IF PAYMENT IN FULL IS NOT RECEIVED IN OUR OFFICE ON OR BEFORE THE DATE DUE OF 1/02/22, YOUR COVERAGE WILL TERMINATE EFFECTIVE 12:01 AM STD TIME ON 1/02/22.

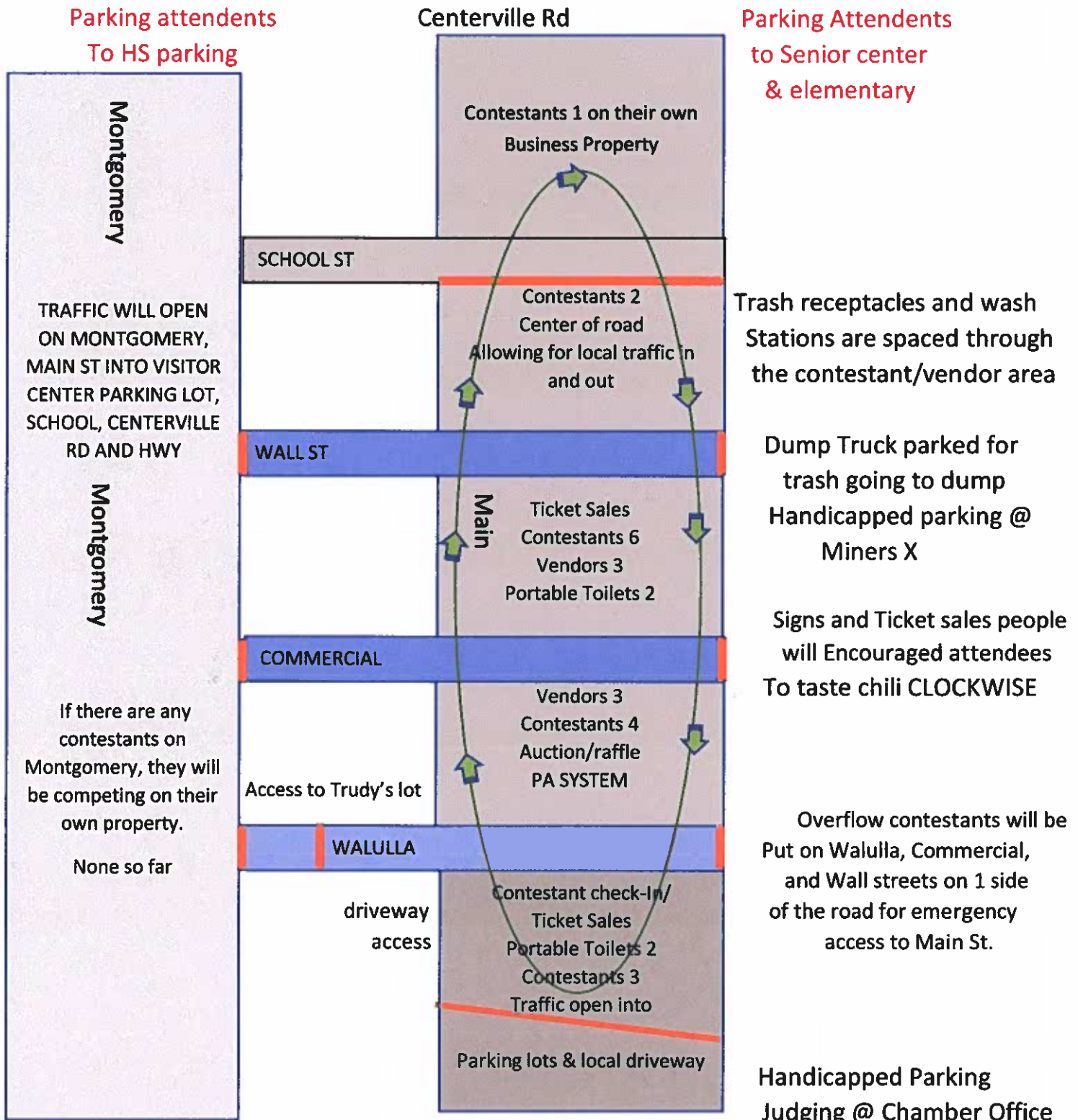
NOTE: A \$20.00 RETURNED CHECK FEE WILL BE ASSESSED FOR ANY CHECK OR ELECTRONIC FUNDS TRANSFER (EFT) THAT IS RETURNED UNPAID TO THE COMPANY.

PLEASE CONTACT YOUR AGENT IF CHANGES NEED TO BE MADE ON YOUR POLICY.  
AGENT: PAUL REARITS 208-310-6100

**THANK YOU,  
INSURED COPY**

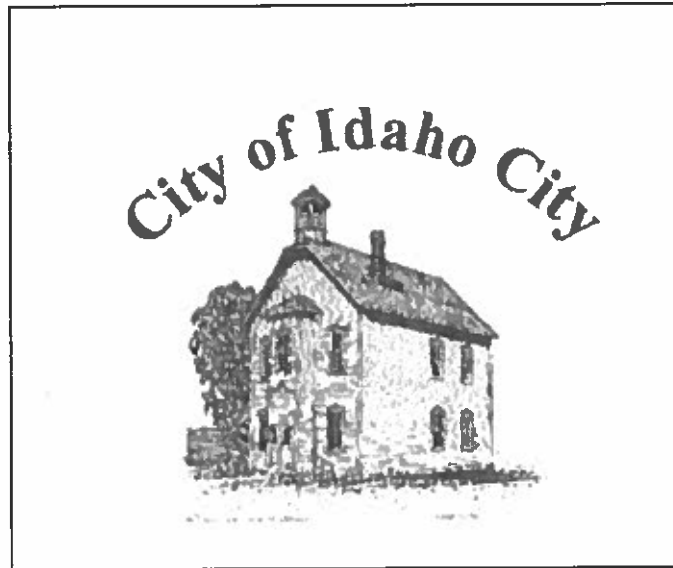
# EVENT HELD ON MAIN ST. (Grey)

and Side roads (blue) as needed



Parking signs & attendant into gas station  
HWY





PO Box 130

Idaho City, ID 83631

Phone (208) 392-4584

# City of Idaho City Personnel Policy

Approved by the City Council

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



## **WELCOME**

It is our privilege to welcome you to The City of Idaho City. We wish you every success in your new job, and we hope that you quickly feel at home. This Personnel Policy was developed to describe some of the expectations we have for all of our employees and what you can expect from us. We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

City Council of the City of Idaho City

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## I. 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.

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 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.

## II. 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 in the sole discretion of the City Council.

### **III. EMPLOYEE CODE OF 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.

#### **A. 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.
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.

## **B. Prohibited Conduct**

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

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 interfere 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
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, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §74-401 *et seq.* (Ethics in Government Act), I.C. §74-501 *et seq.* (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).
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.

#### **IV. 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.

#### **V. UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION**

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.

## A. 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.

## B. 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.

## C. 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:

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

#### **D. 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.

#### **E. 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.



## **F. RESPONSIBILITIES**

### **1. 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
- Human Resources Officer
- 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.

### **2. 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 Human Resources Office 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.

### **3. The City designates the city clerk, or his/her designee, as the Designated Official who will be responsible for directing the procedures of this policy.**

## **G. 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, Elected Official, Human Resources Officer or legal counsel for the City. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to legal counsel for the City.
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 and the Human Resources Officer.
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, in consultation with legal counsel for the City, 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 and legal counsel for the City will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
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, and after consultation with legal counsel for the City, a decision will be made as to what action, if any, should be taken by the Mayor or department 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.

## **H. 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.

## **I. 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.

## **VI. GENERAL POLICIES**

### **A. 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 or the designated manager. 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 department head or his/her designated representative. If the employee must leave a voicemail, he/she must provide a phone number where the employee may be reached if need be.

## **B. 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 Human Resources 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.

## **C. 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.

## **D. 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.

## **VII. EMPLOYEE DISCIPLINE**

### **A. PERFORMANCE/DISCIPLINE FRAMEWORK**

The following framework provides discipline options that may be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to change the at-will nature of the employee's employment or limit the reasons for which the employee may be disciplined, including termination of employment. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. The City may take any of the following disciplinary actions, or any other action, in any order when a supervisor deems an action or performance of the employee to be serious enough to warrant a certain discipline.

### **B. DISCIPLINARY ACTIONS AVAILABLE**

1. The following actions are among the disciplinary actions that may be taken in response to personnel policy violations or performance deficiencies:
  - a. Oral warning
  - b. Written warning or reprimand
  - c. Suspension without pay
  - d. Demotion
  - e. Dismissal
2. Conditions of maintaining employment that relate to particular performance/behavior issues may be established in conjunction with any of these actions.

### **C. OPPORTUNITY TO BE HEARD—NAME-CLEARING HEARING**

1. All employees are at-will. However, an at-will public employee who is being terminated, or demoted with a reduction in pay, based upon allegations of *dishonesty, immorality or criminal misconduct* is constitutionally entitled to a name-clearing hearing when one is requested.
2. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity.
3. Issues involving dishonesty, immorality or criminal misconduct are the only issues that will be heard in this procedure.
4. The procedure for the hearing is as follows:

- a. Within 14 days of his/her termination or demotion, the employee may submit to the City Council a written request for a name-clearing hearing and state the basis for it.
  - b. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
  - c. An employee granted a hearing will meet with the City Council. The hearing will not exceed 1 hour in duration.
  - d. An audio recording of the hearing will be made and maintained as part of the personnel record.
  - e. The employee's supervisor may provide a brief written statement at least 24 hours prior to the hearing. The City Council may require the supervisor to participate in the hearing.
  - f. The employee will be provided an opportunity to present evidence upon which the claims are based.
  - g. The City Council may ask questions during this process.
  - h. The Idaho Rules of Evidence do not apply to this hearing.
5. After the hearing, the City Council will consider the information submitted, and other information as might be in the City's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

## **VIII. HIRING POLICIES**

### **A. 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, supervisor or Human Resources Office, 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, supervisor or Human Resources

Office 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, supervisor or Human Resources Office if he/she requires accommodation for religious reasons.

## **B. PREFERENCE FOR HIRING FROM WITHIN**

Qualified City employees may be given preference over outside applicants to fill vacancies in the work force without following the notice and selection procedures normally required for hiring new employees. If the internal preference process is used, it should be completed prior to seeking outside applicants for the position.

## **C. 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.

## **D. 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).

## **IX. EMPLOYEE PERSONNEL FILES**

### **A. Personnel Records**

1. The official employee records for the City will be kept in the Human Resource Department or by the City Clerk.
2. The personnel files should contain records related to employee performance, employee status, 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.

### **B. Access to 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.
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.

### **C. Management of Information in Personnel Files**

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the Mayor, 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.



## **X. EMPLOYEE CLASSIFICATION**

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.

### **A. Employee Classification for Employment Status**

1. All employees of the City, including part-time and temporary employees, are **at-will employees**, except as otherwise required by law or pursuant to a written contract approved by the City Council.

2. Employed Attorneys.

Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by the City are at-will employees. They serve at the pleasure of the Mayor and City Council and can be appointed or removed at their pleasure.

3. Appointed Officials.

The city clerk, treasurer, and any other officials appointed pursuant to Idaho Code § 50-204 may only be removed pursuant to Idaho Code § 50-206.

### **B. Employee Classification for Benefit Purposes**

The classification of the position an employee holds with the City may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

1. Elected Officials

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

2. Full-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of at least 30 hours are considered full-time regular employees. Full-time regular employees are eligible for employee benefits provided by the City.

3. Part-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of less than 30 hours on a regular basis are considered part-time regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the City Council and as required by federal and state law. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The number of hours worked may

also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

#### 4. Temporary Employees

Employees who work on an irregular, seasonal or temporary basis are temporary employees. Temporary employees receive no benefits provided to regular employees, except those required by law or authorized by the City Council.

## **XI. COMPENSATION POLICIES**

### **A. Establishment of Employee Compensation**

Employees are compensated in accordance with, and subject to, decisions of the City Council as annual budgets are set and are subject to increase, reduction, or *status quo* maintenance for any time period. The Mayor or department head may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the City Council.

### **B. Compliance with State and Federal Pay Acts**

The City will comply with all state and federal pay acts governing compensation of its employees.

### **C. Right to Change Compensation and Benefits**

The City may change general compensation for any reason deemed appropriate by the City Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent city budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as work needs change.

### **D. Overtime/Compensatory Time Policy**

1. In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as exempt (salaried) or non-exempt (hourly) for purposes of complying with the federal Fair Labor Standards Act (FLSA). Exempt employees perform work that qualifies for the professional, executive or administrative exemption and do not qualify for overtime compensation. Employees should contact their department head or the Human Resources Office for further clarification of the employee's FLSA status.
2. Overtime for non-exempt, hourly employees will be allowed only when authorized by the appropriate supervisor or when absolutely necessary in an emergency. Employees may not work any hours outside of their scheduled work day unless the supervisor has given advanced authorization for the unscheduled work. Employees

may not start work early, finish work late, work during meal breaks or perform any other extra or overtime work unless they are authorized to do so, and it is reported on the employee's timesheet. Any employee who fails to report, or inaccurately reports, any hours worked will be subject to disciplinary action, up to and including termination.

3. Non-exempt employees entitled to overtime compensation will either accrue compensatory time or overtime pay, as established by policy adopted by the City Council. Compensatory time or overtime pay for work in excess of 40 hours per week, or in excess of the work period interval established for law enforcement officers or firefighters, will be computed at 1½ hours for each additional hour worked. The City Council has set a maximum accumulation of 80 hours of compensatory time. Any compensatory time over that amount will be paid in the next pay period unless otherwise approved by the Mayor.
4. Compensatory time may be used whenever required by a supervisor or when requested by an employee with the concurrence of a supervisor. Use of requested compensatory time will depend upon the ability of the department to tolerate a requested absence. If repeated requests to use compensatory time are denied by a supervisor, or reasonable opportunities to use such time are unavailing, an employee must be paid for such accrued time.

## **E. Reporting and Verifying Time Records**

1. Each hourly employee is responsible to timely and accurately record time that he/she has worked in accordance with the procedures authorized by the City Council and the payroll office. Each report of non-exempt employees must be signed manually or electronically by both the supervisor and the employee and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. Any changes to the time record made by a supervisor or the payroll office to correct mistakes must be acknowledged by the employee. Exempt employees may be required to document time worked or benefits used for accountability purposes.
2. Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, etc., must communicate such concerns to the payroll office or his supervisor as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.
3. Employees may not falsify their own timesheet or alter another employee's timesheet in any way. Employees must not under- or over-report hours worked by themselves or other employees, or conceal any falsification of time records, even if instructed to do so by a supervisor, department head, an Elected Official or other person. If instructed to do so, the employee must immediately report it to legal counsel for the City.

## **F. Work Periods**

1. The workweek for all non-law enforcement, non-exempt employees who are subject to the FLSA begins at 12:00 a.m. on Monday of each week and concludes at 11:59 p.m. of the succeeding Sunday.
2. The work period for sworn law enforcement officers and firefighters may be up to the 28-day work period allowed by the FLSA, 29 U.S.C. § 207(k), as adopted by the City Council.

## **G. Payroll Procedures and Paydays**

1. Employees are paid bi-weekly throughout the year. Paychecks or direct deposit receipts are issued on every other Thursday. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.
2. Every effort will be made to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. Each employee must monitor the accuracy of compensation received and review his/her paper or electronic paycheck stub when received to make sure it is correct. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the City Council, the policy will prevail. Employees are obligated to call to the City's attention any such errors, whether to the advantage or disadvantage of the employee. When mistakes are made and are called to the City's attention, the City will correct the mistake as soon as possible.

## **H. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding**

1. 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.
2. Employees must show the jury duty summons or notice to their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

## **I. 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).

## **J. 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).

## **K. Travel Expense Reimbursement**

An employee on approved City business will be reimbursed for expenses incurred in completing his/her assignment in accordance with the policies established by the City Council. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested.

## **L. On-the-Job Injuries**

1. Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor as soon as practicable so that a worker's compensation claim can be filed. Return to employment will be authorized on a case-by-case basis in consultation with the supervising official and the State Insurance Fund, and may require a fitness for duty medical review. Concerns associated with injured worker status may be brought before the Mayor or Human Resources Office for review.
2. The City will handle worker's compensation claims for sworn law enforcement officers pursuant to Idaho Code, Title 72, Chapter 11.

# **XII. EMPLOYEE BENEFITS**

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

## **A. Vacation Leave**

1. Vacation leave is available to full-time and part-time regular employees who have completed the equivalent of 12 months of full-time employment. Vacation leave accrues at the following rate for length of service for employees who typically work at least 30 hours per week:

Length of Service	Vacation Accrual
1 to 2 years	40 hours/year
3 to 5 years	80 hours/year
6+ years	120 hours/year

Employees who typically work less than 30 hours per week, accrue leave in proportion to the number of hours worked.

2. Vacation leave can only be accrued up to the maximum of 120 hours. Once an employee reaches accruals of that amount, no additional vacation leave will accrue until the employee's accrued hours are reduced below the maximum.
3. Vacation leave is to be scheduled with consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first-priority will be the orderly functioning of affected departments. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment at the then-current hourly or daily rate.

## B. Sick Leave

1. Sick leave benefits are provided to regular full-time employees at the rate of 8 hours per month. Part-time regular employees accrue sick leave per month at the rate of 1/5 of the hours worked in a typical week. Sick leave is a benefit to provide relief to the employee when an illness or injury prevents the employee from working productively or safely, or when an immediate family member's (spouse, child, parent) illness presents no practical alternative for necessary care. Sick leave must be requested at least within two hours of the time the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. The City may require the employee to provide a doctor's note, or require, at the City's expense, an independent review of reported illness by a competent medical authority.
2. Sick leave can only be accrued up to the maximum of 96 hours. Once an employee reaches the maximum accrual, no additional sick leave will accrue until the employee's accrued hours are reduced below the maximum.
3. Sick leave benefit recipients will receive their normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment.

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## C. Holidays

Ten official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on

Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time regular employees who work on holidays will be scheduled to receive a substitute holiday with pay within 60 days of the date of the holiday they worked. Unscheduled emergency work on holidays will be compensated at a rate of 1½ times the employee's regular rate of pay.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr./Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

#### **D. Bereavement Leave**

Up to 3 days of paid leave of absence will be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters, including in-laws). Employees have the right to use accrued vacation leave beyond the leave of absence allowed by this section.

#### **E. Leaves of Absence**

Up to 30 days of unpaid leave of absence can be granted by the Mayor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of 30 days will require written approval of the City Council.

#### **F. Benefits for Temporary Employees**

All temporary employees will receive benefits as required by law, including worker's compensation insurance. All other benefits are to be determined in the discretion of the City Council.

#### **G. Insurance Coverage Available to Employees**

Various insurance benefits are available to employees and family members in accordance with the terms and conditions of the City's contract for such services. The Human Resource Office should be contacted to learn of sign-up and claims procedures. Other insurance offerings may be available at employee or shared expense.

#### **H. Retirement Program Offering**

The City participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the City to

withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. Contact the Human Resource Office for further information.

### **I. Transfer of Benefits with Employee Transfer**

Accrued benefits continue when the employee transfers from one department to another within the City. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and employment status.

### **J. Miscellaneous Benefits**

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the City Council, that may be available to employees for participation in accordance with the terms of their respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction.
2. Credit union participation.
3. Employee-requested deduction programs.
4. Allowance for uniforms, tools, equipment, etc.
5. Parking privileges.
6. Training and higher education reimbursement or tuition refund.

## **XIII. Family Medical Leave Act (FMLA)**

### **A. Eligibility Requirements**

To be eligible for FMLA benefits, prior to any leave request, the employee:

1. must have worked for the City for at least 12 months;
2. must have worked at least 1,250 hours for the City during the previous 12 months;  
and
3. the City must employ at least 50 employees within 75 miles of the employee's workplace.

### **B. Employees Not Eligible**

**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.**



## **XIV. AMERICANS WITH DISABILITIES ACT**

### **A. Eligibility**

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.

### **B. Reasonable Accommodation**

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 Human Resources Office with any questions or requests for accommodation.

## **XV. FITNESS FOR DUTY EXAMS**

### **A. Safe Work Environment**

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.

### **B. Conditions for Exam**

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 return 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.

## **XII. IDAHO WHISTLEBLOWER PROTECTION**

### **A. 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.

### **B. 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.

### **C. 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.

### **D. 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.

## **XIII. CANDIDACY FOR ELECTIVE OFFICE**

### **A. 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.

### **B. 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.

### **C. 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.

## **XIV. SEPARATION FROM EMPLOYMENT**

### **A. REDUCTIONS IN FORCE (RIF)**

When financial circumstances or changes of workload require, the City may reduce forces in such manner as it deems necessary to maintain the effective functioning of the City services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Mayor, in conjunction with the City Council, may make any changes in the work force or assignment of resources deemed to be in the City's best interests.

### **B. COBRA BENEFITS**

Employees who currently receive medical benefits and who resign or are terminated from their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985

(COBRA). Employees with questions regarding the right to continue health coverage after termination of their employment should contact the Human Resources Office.

### **C. EXIT INTERVIEW**

Each employee who terminates from employment is encouraged to participate in an exit interview with the designated representative of the City. In such interview, the City should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee should be invited to inform the interviewer about his/her impressions of employment. An employee exit form may be completed and will be retained in the employee's personnel file.

### **D. RESIGNATION POLICY**

1. Written and oral resignations are effective upon receipt by a supervisor or Elected Official. Oral resignations should be documented by the supervisor after consultation with the Mayor or department head. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.
2. Employees who have an unexcused or unauthorized absence of 3 or more working days in a row may be considered to have resigned through abandonment of his/her position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of 3 or more working days in a row, the City will consider the employee as having resigned and immediately notify him/her of such.

ADOPTED by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Clerk

**APPENDIX "A"**

**ACKNOWLEDGMENT OF RECEIPT OF the City of Idaho City City PERSONNEL POLICY**

I, \_\_\_\_\_ acknowledge receipt of the \_\_\_\_\_  
Personnel Policy, adopted on \_\_\_\_\_.

- I understand that it is my responsibility to read and review this Policy.
- I understand that I am an at-will employee of the City, that this Policy is not an employment contract, that none of the provisions of this Policy can create a contract and that the Policy is not a guarantee of any particular length or term of employment.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy I and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new Policy.
- I understand that this Policy may be modified without prior notice to me.
- I understand that should this Policy be modified that I will be provided with a copy of the modifications.
- I understand that this Policy may be provided to me in either paper format or by electronic access.

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

\_\_\_\_\_  
(Employee)

I, \_\_\_\_\_, provided a copy (either electronically or by paper) of the [Snake River] City Personnel Policy, as adopted by the City Council on \_\_\_\_\_ to \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name - Title - Department)



**Idaho Counties Risk Management Program, Underwriters**

**3100 Vista Avenue, Suite 300**

**P.O. Box 15249 Boise, ID 83715**

**(208) 336-3100 · 1-800-336-1985 · Fax (208) 336-2100**



City of Idaho City



# City of Idaho City Communicable Disease Policy

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## 1. Definitions:

- a. **Confirmation of Having or Not Having the Disease** means an **employee** receives confirmation that he/she does or does not have the disease by undergoing qualified testing as recommended and/or directed by public health authorities.
- b. **Communicable Disease (also referred to herein as "the disease")** means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible human host.
- c. **Employee** means any person employed full-time or part-time by (city/county/other).
- d. **Employer** means city/county/other.
- e. **Public health authorities** mean a governmental or quasi-governmental public health-oriented agency or body responsible for providing guidance and instruction on **communicable diseases**. Examples of these public health authorities are the Centers for Disease Control (CDC) and local Public Health Districts.
- f. **Quarantine** means a state of isolation in which people who have been exposed or potentially exposed to the disease are secluded to avoid exposing others to the disease.
- g. **Workplace** means a location where the **employee** normally performs the functions of his or her job.

## 2. Declaration of Communicable Disease Emergency

**Employer** may declare a **communicable disease** emergency at any time based on the presence or threatened presence of a **communicable disease** within **employer's** borders, boundaries, or areas of operation. **Employer's** decision to declare a **communicable disease** emergency may be based on the direction and recommendations of **public health authorities** but shall not be bound by the same. **Employer** may declare a **communicable disease** emergency whenever a **communicable disease** affects or threatens to affect the health and safety of **employees** and/or members of the public within **employer's** borders, boundaries, or areas of operation.

## 3. Screening of Employees

**Employer** may conduct screening of **employees** entering the **workplace** to protect against the spread of the disease in the **workplace**. Such screening may include **employees** being asked whether they have the disease, whether they have symptoms of the disease, and whether they have been tested for the disease. **Employees** may also be asked whether they have come into contact with anyone who has been diagnosed with the disease or who may have symptoms of the disease. Such screening may also include **employees** having their temperatures taken and other similar steps. **Employer** may also administer testing for the disease to determine whether **employees** entering the **workplace** have the disease.

An **employee** who refuses any screening measures, including answering the questions set forth above, may be excluded from the **workplace**. **Employees** who refuse screening measures will be required to use paid time off and will not be eligible for emergency paid sick benefits if available. **Employer** may require an **employee** to leave the premises if the screening process indicates the person has or may have the disease.

If an **employee** calls in sick the **employer** may ask the **employee** the screening questions above. Additionally, if an **employee** has missed work, the **employer** may ask the **employee** why he/she has missed work.

In addition to the requirements above, **employees** are required to self-report any positive test or diagnosis of the disease to **employer**, as well as any known or suspected exposure to someone with the disease, and any symptoms of the disease.

If **public health authorities** have recommended **quarantine** for people who travel to specific locations, **employees** must notify **employer** if they have traveled to any such location during applicable **quarantine** periods for those locations. If the **employee** has traveled to one of these locations, **employer** may direct the **employee** to stay away from work premises for the prescribed **quarantine** period. Such requirements will only apply to personal travel during the **communicable disease** emergency.

All such screening will be confined to those measures prescribed by **public health authorities** and consistent with legal limitations. All information obtained from screening will be kept confidential.

#### 4. Attendance and Time Off

Unless otherwise directed by **employer**, **employees** are expected to perform the duties of their positions as they normally would despite the presence or potential presence of the disease. However, **employer** understands that **employees** may be impacted by the disease in ways that necessitate their being away from work at times. The utilization of vacation and/or sick days due to the disease applies to **employees** who become sick with the disease as well as those who undergo **quarantine** because of exposure or potential exposure to the disease. Accordingly, **employees** may utilize **employer's** vacation and sick leave benefits for time off due to the disease as set forth below.

- a. Infection: Time off for **employees** who are confirmed as having the disease shall be given as follows: **Employees** who are confirmed as having the disease may immediately begin taking sick leave. This leave will continue until **employee** provides written clearance from a health care professional stating that **employee** is fit to return to his/her job. **Employer** may also allow an **employee** to return to work under guidelines provided by **public health authorities**.
- b. Quarantine: Time off for **quarantine** shall be limited to the number of days prescribed by **employer** based on recommendations by **public health authorities** at the time of the **quarantine**. At the end of the **quarantine** period **employee** must return to work unless the **employee** has been confirmed as having the disease and further time off is recommended by a health care provider.

- c. Leave to Avoid Exposure: **Employees** who have not been exposed or potentially exposed to the disease may not utilize sick leave days to avoid exposure to the disease. **Employees** may utilize vacation days for the purpose of avoiding exposure only with approval from the **employer**. The decision to grant vacation days for this purpose will be made by **employer** based on the needs of the **employee's** department and that department's ability to function efficiently and properly in the **employee's** absence.

- d. Leave to Care for Family Members:

(IF EMPLOYEE IS FLMA-ELIGIBLE) **Employees** may use **employer's** vacation or sick leave benefits to care for immediate family members affected by the disease if eligible to do so under the Family and Medical Leave Act (FMLA). To do so, **employees** should make a request for FMLA leave with **employer's** human resources department as directed by **employer's** normal FMLA policy.

(IF EMPLOYEE IS NOT FMLA-ELIGIBLE) Unless otherwise provided by law, **employees** should refer to **employer's** emergency leave policy regarding taking leave to care for family members.

- e. Employer Required Time Off

**Employer** may require an **employee** to take time off under this policy in the event an **employee** is confirmed as having the disease, has been exposed to the disease, or has potentially been exposed to the disease. In this event the **employee** shall be charged for sick or vacation leave unless **employer** directs otherwise.

- f. Returning from Time Off

**Employees** who have taken time off due to the disease must return to work when their leave expires except as directed otherwise in this policy or by **employer**. **Employees** whose leave has expired who refuse to return to work may be considered as having abandoned their position.

- g. Discretionary Leave and Unpaid Time Off

In the event an **employee** has no remaining vacation or sick days and needs to take time off related to the disease, the **employer** may allow the **employee** to take discretionary leave in which the **employee** does not report to work but continues to be paid. The **employer's** decision to grant discretionary leave will be made on a case-by-case basis and will be based primarily upon the financial ability of **employer** to grant such leave as a general practice. In the event **employer** does not grant discretionary leave, **employer** may, but is not required to, allow the **employee** to take unpaid leave. Such unpaid leave will be considered by the **employer** on a case-by-case basis.

- h. State and Federal Laws

**Employer** will adhere to all state and federal laws governing **employee** leave and pay during times of emergency, including any laws enacted specifically for the disease.

i. Accommodations

**Employer** may provide accommodations to **employees** that vary from the terms above. Any **employee** who believes they need an accommodation should contact human resources to make a request.

5. Stay-At-Home Orders

In the event **employer** is prohibited from having its **employees** enter the **workplace** by order of the State, **employer** will comply with this order and all **employees** (except those exempted) should remain at home until such time as they are directed to return to work. In this event, **employer** will make separate provisions and issue directives to its **employees** regarding this event and what **employees** should do.

Once a stay-at-home order has been rescinded, **employees** must return to the **workplace** unless otherwise authorized by **employer**.

6. Working Remotely

As a way of preventing the spread of the disease in the **workplace**, and/or to enable an **employee** who is unable to be in the **workplace** to continue working, **employer** may allow an **employee** to perform his or her job duties remotely. However, the decision by **employer** to allow an **employee** to work remotely shall be made on a case-by-case basis, and shall be based on the needs of the **employee's** department, the feasibility of allowing the **employee** to work remotely (including technical and logistical considerations), the security of the **employee's** remote location in light of the **employee's** job duties and the sensitivity of those duties, and other considerations.

**Employees** must obtain authorization to work in a remote location other than the original location approved.

**Employees** who are allowed to work remotely may be required by **employer** to come into the **workplace** when **employer** deems it necessary. **Employer** may require the **employee** to return to working in the **workplace** at any time.

7. High Risk Employees

**Employees** who are deemed by **public health authorities** to be at an increased risk of becoming infected with the disease are urged to consult with their physicians regarding steps they should take to protect their health. Such **employees** may request accommodations due to their status with human resources. However, all accommodations will be considered on a case-by-case basis and considering legal requirements and **employer's** ability to grant such accommodations without undue hardship.

8. Confidentiality of Employee Health Information

If an **employee** tests positive for the disease, **employer** may inform fellow **employees** of their possible exposure to the disease if applicable. However, **employer** will maintain confidentiality with respect to **employee's** health condition as required by applicable laws.

## **9. Masks and other preventative measures in workplace**

The **employer** may issue directives for the wearing of masks and/or other personal protective equipment (PPE) in the **workplace** to stop the transmission of the disease. Such a directive will be made based on the guidance of **public health authorities** and may be amended from time to time as determined by **employer**. A directive from **employer** regarding masks and other PPE will apply to all **employees of employer** except those specifically exempted.

Once a mask directive has been issued, **employees** who are unable to wear a mask for any reason should consult with human resources as soon as possible. **Employees** may be asked to provide documentation from a health care provider regarding their inability to wear masks or other PPE. **Employees** who are unable to wear masks in the **workplace** may be required to perform their duties in alternative workspaces, work remotely, or to take leave with or without pay depending on individual circumstances.

**Employer** may also take additional steps to prevent the spread of the disease in the **workplace** such as requiring social distancing, installation of protective barriers, and other measures. **Employees** are expected to adhere to all such requirements put in place unless excepted from doing so by **employer**.

Because the wearing of masks and/or other PPE is meant to prevent the spread of the disease and represents an important part of protecting **employees** and members of the public in the **workplace**, **employees** who have not been exempted from wearing masks or other PPE by **employer** and who refuse to follow the **employer's** directives regarding the same may be subject to discipline. The same applies to **employees** who refuse to observe or follow other requirements put in place to prevent the spread of disease in the **workplace**.

## **10. ADA/Accommodations**

**Employer** will adhere to all requirements for accommodations as set forth in the Americans with Disabilities Act (ADA). **Employees** who wish to request accommodations that will enable them to fulfill the essential functions of their jobs should make such requests through their human resources office.

## **11. Vaccinations**

**Employer** may implement a separate policy governing **employee** vaccination for the disease.

## **12. Employee Travel**

**Employer** may restrict **employee** travel for official purposes during the **communicable disease** emergency period. Such restrictions will be communicated by **employer** to all affected **employees**.

## **13. Workplace Hygiene and Cleaning Practices**

**Employer** may institute policies and procedures regarding **employee** hygiene and the cleaning of workspaces based on the recommendation of **public health authorities**. **Employer** may require **employees** to take certain steps with respect to personal hygiene and

environmental cleanliness to maintain a clean and safe **workplace** to help prevent the spread of the disease.

#### **14. Exceptions to Policy**

This policy shall not apply to any **employee** or class of **employees** specifically designated by **employer**. **Employer** may add or remove any **employee** or class of **employees** to or from this designation at any time.

#### **15. Violations of Policy**

Because the steps set forth in this policy are necessary for **employer** to prevent the spread of the disease and to protect **employees** and members of the public in the **workplace**, an **employee** who intentionally fails to follow the provisions in this policy may face discipline up to and including termination. Additionally, **employees** who knowingly provide false information to **employer** regarding the directives in this policy, including for the purpose of obtaining benefits, may face the same discipline.



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**ACKNOWLEDGEMENT OF COMMUNICABLE DISEASE POLICY**

I, \_\_\_\_\_, acknowledge that I have read **employer's** Communicable Disease Policy and that I understand it and agree to comply with it. I further acknowledge and understand that it is my responsibility to be familiar with the terms of this policy and to abide by them. I understand that I may be subject to disciplinary action for failing to adhere to these terms.

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

Printed Name: \_\_\_\_\_

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



# City of Idaho City

# Social Media Policy

Approved by the City Council

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

## I. INTRODUCTION

- A. This policy provides guidelines for the use, management, administration, and oversight of City of Idaho City-owned social media for official use. It also provides guidelines for employees' personal use of social media both at work off-duty.
- B. Social media come in many forms and include any method that facilitates electronic communications, including internet forums, blogs, online profiles, wikis, podcasts, pictures, video, email, instant messaging, music sharing, voice over IP, as well as social websites or online communities for business and personal use, such as Facebook, LinkedIn, Yelp, YouTube, Google+, Flickr, Pinterest, Path, Picasa, Twitter, message Boards and chat rooms, among others.

## II. City of Idaho City MEDIA ACCOUNT ACCESS

- A. Creation and use of social media forums on behalf of the City of Idaho City are allowed when there is a clear public entity purpose.
- B. All City of Idaho City-authorized social media must only be created with a City of Idaho City email account and shall be authorized by the mayor and belong to the City of Idaho City. They are overseen and managed at the department level by authorized supervisors.
- C. Specific employees shall be authorized in writing to use the particular social media account on behalf of the City of Idaho City and department, and are the only individuals permitted to access, manage, publish, comment and/or post on behalf of the City of Idaho City on the media. These employees must conduct themselves at all times in accordance with all applicable City of Idaho City policies.
- D. All posts on City of Idaho City social media must be in accordance with this policy and must be monitored by the department. Departments must be able to edit or remove content in violation of this policy.
- E. Authorized employees must not share personal information about him/herself, other City of Idaho City employees or citizens on the social media.
- F. Whenever possible, City of Idaho City social media should link back to the official City of Idaho City website for forms, documents, online services and other information for conducting business with the City of Idaho City.
- G. Content on social media forums must abide by all applicable federal, state, and local laws, regulations and policies, including copyright, trademark and printed material laws.

## III. SOCIAL MEDIA CONTENT

- A. Users of City of Idaho City social media forums must be notified on the forum site that:
  - 1. The intended purpose of the forum is to serve as a medium for communication between the City of Idaho City and members of the public.

2. Submission of comments by members of the public constitutes participation in a limited public forum.
  3. A comment posted by a member of the public is the opinion of the poster only;
  4. Publication of the comment does not imply endorsement of, or agreement by, the City of Idaho City; and
  5. Comments do not necessarily reflect the opinions or policies of the City of Idaho City unless expressly stated by an authorized user.
- B. Comments on the City of Idaho City's social media forums shall only be allowed when comments are consistent with the provisions of this policy.
- C. Posts and comments containing any of the following inappropriate forms of content are not allowed:
1. Comments not topically related to the particular post, thread, topic or article being commented upon;
  2. Profane, obscene, sexual or violent language or content, or links to such;
  3. Defamatory or personal attacks;
  4. Threats of harm to any person or organization;
  5. Content that promotes, fosters or perpetuates harassment or discrimination on the basis of race, color, religion, sex, age, national origin, citizenship, physical or mental disability, genetic information, veteran status, sexual orientation, gender identity/expression or any other characteristic protected by law;
  6. Solicitation of commerce, including but not limited to advertising for any business or product for sale;
  7. Comments in support of or opposition to political campaigns, candidates or ballot measures of any kind;
  8. Encouragement of illegal activity;
  9. Conduct that violates any federal, state, or local law;

10. Information that may compromise the safety or security of the public or public systems;
  11. Content that violates a legal ownership interest of any person or entity, such as trademark, patent or copyright; or
  12. Confidential or proprietary information.
  13. If activity listed in 4, 8, 9 or 10 occurs, employees must secure the information and notify the City of Idaho City police department.
- D. Comments complying with these rules must be allowed to remain, regardless of whether they are favorable or unfavorable to the City of Idaho City.
- E. The City of Idaho City may edit, restrict, or remove, in whole or in part, any content that violates this policy or applicable law. Content that is edited or removed must be retained in accordance with the relevant records retention schedule. This content must be accompanied by a description of the reason it was edited or removed, the date and time of edit or removal, and the identity of the person posting the content, if available.
- F. The City of Idaho City may deny access to City of Idaho City social media at any time and without prior notice to any person who violates these content guidelines.
- G. These content guidelines must be displayed on the social media site or made available by a link to the City of Idaho City's official website.

#### **IV. PERSONAL USE OF SOCIAL MEDIA BY EMPLOYEES**

- A. Employees may access social media while at work within the parameters of the City of Idaho City's policies. They must limit use to personal time, such as breaks, lunch periods and when off-duty. It must not interfere with, or be disruptive to, City of Idaho City business or the employee's job duties.
- B. If an employee speaks about job-related content on personal social media, or refers to the City of Idaho City, people may perceive that the employee is acting on behalf of the City of Idaho City. When making such statements, the employee must clearly state that the statements are the employee's personal views and are not the views of the City of Idaho City. An example

of such disclaimer is “The views, opinions, ideas and information expressed are my own and do not reflect the views of my employer and are not in any way attributable to City of Idaho City.”

- C. Participation in social media, whether through City of Idaho City or non-City of Idaho City internet resources, and whether made while on or off duty, must not violate the privacy rights of other City of Idaho City employees, customers, citizens, or business partners.
- D. When participating in social media, employees must not violate any City of Idaho City policy.
- E. Employees may be disciplined, up to and including termination, for engaging in inappropriate social media activity while either at work or away from work that impacts the work of the City of Idaho City, the employee or any other City of Idaho City employee. Examples of inappropriate social media activity includes, but is not limited to, any of the following:
  - 1. Promoting or taking part in activities which violate federal, state or local law;
  - 2. Making false or misleading statements about any City of Idaho City employee, customer, business partner, vendor, or supplier.
  - 3. Making disparaging remarks toward or about any City of Idaho City employee, customer, business partner, vendor or supplier that are based on race, color, religion, sex, age, national origin, citizenship, physical or mental disability, genetic information, veteran status, sexual orientation, gender identity/expression or any other characteristic protected by law.
  - 4. Using social media to bully, threaten harm, harass, discriminate, or retaliate against any City of Idaho City employee, customer, business partner, vendor, or supplier.
  - 5. Posting content or making comments that purport to express the opinions of the City of Idaho City.
- F. Nothing in this policy grants an individual right to, or may be construed to provide, an expectation of privacy, including while engaged in personal social media:

1. Persons who use social media should be mindful that once content is placed online, it is no longer under their control and content shared through private social media does not always stay private.
  2. Employees have no expectation of privacy while using City of Idaho City digital equipment or facilities for any purpose, including the use of email or other electronic communications of any kind, to download, transmit, post, comment or store information.
  3. Regardless of password use and privacy settings, and without notice to the employee, the City of Idaho City may retrieve, review, monitor or log internet usage and content found on City of Idaho City systems and digital equipment.
- G. Employees are free to express themselves as private citizens on social media sites about matters of public concern as long as their speech does not impair working relationships within the City of Idaho City, impede the performance of duties, impair harmony among co-employees or negatively affect the public perception of the City of Idaho City.
- H. Employees are cautioned that speech on- or off-duty, made pursuant to their official duties, is not protected speech under the First Amendment and may form the basis for discipline if deemed harmful to the City of Idaho City.



**ACKNOWLEDGMENT OF RECEIPT OF *City of Idaho City* SOCIAL MEDIA POLICY.**

I, \_\_\_\_\_ acknowledge receipt of the CITY OF IDAHO CITY Social Media Policy, adopted on \_\_\_\_\_.

Please initial each statement below if it is true.

\_\_\_ I understand that it is my responsibility to read and understand the contents of this Policy.

\_\_\_ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the Policy.

\_\_\_ I understand that this Policy may be modified without prior notice to me.

\_\_\_ I understand that should this Policy be modified that I will be provided with a copy of the modification.

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

\_\_\_\_\_  
(Employee)

I, \_\_\_\_\_, provided a copy (either electronically or by paper) of the *City of Idaho City* Social Media Policy, as adopted by the city council on \_\_\_\_\_ to \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name - Title - Department)





There. When You Need Us.®

Updates Only \_\_\_\_\_

New Member \_\_\_\_\_

# MEMBERSHIP ENROLLMENT FORM

## IDAHO CITY COUNCIL

### MEMBER ENROLLMENT INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse/Domestic Partner: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Additional Eligible Household Members:

*Includes any dependents claimed on your tax return and elderly or disabled family members (age 65+) living in the same household*

	Date of Birth	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Member's Signature: \_\_\_\_\_

#### GROUP DISCOUNT MEMBERSHIP:

- ◆ Annual fee of \$59 per year per household.
- ◆ Discount rate is valid with enrollment through an approved group only.
- ◆ Return completed form to group contact.
- ◆ Complete Statement of Understanding is found on the reverse side of this form.

*This form is valid through 3/31/2022. Contact your employer or group representative for an updated enrollment form if this form is expired. New and lapsed member benefits take effect upon receipt of payment. Life Flight Network transports patients based on medical need, not membership status. Medicaid beneficiaries should not apply for membership. Life Flight Network operates under its own FAA Part 135 Air Carrier Certificate. Updated by: AHM*

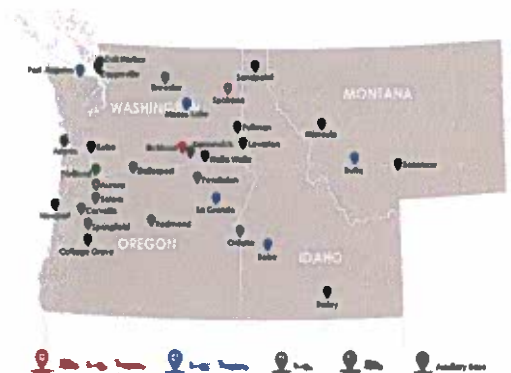
# STATEMENT OF UNDERSTANDING

**By becoming a Life Flight Network Member, you agree to the terms stated below.**

A Life Flight Network Membership relieves you from liability for out-of-pocket costs of emergent, medically necessary transports completed and billed by Life Flight Network. Your membership is not an insurance policy but secondary to insurance carriers and health care cost sharing programs. All available insurances will be billed first including health, auto, workers compensation and third-party insurance. Life Flight Network will accept payment from insurance carriers and other third party payers as payment in full.

Membership benefits are available for those eligible household members listed on the member record at the time of transport if the transport is an emergent, medically necessary transport to the closest, most appropriate facility, performed by Life Flight Network, its contracted agents, or reciprocal partners, subject to the reciprocal program's rules.

Membership benefits are extended to the primary member, his/her spouse or domestic partner and dependents claimed on their income tax return. Dependents must be added to the member record within 30 days of birth or adoption. Elderly (age 65+) and disabled family members living in the same household are also covered. Life Flight Network may require documentation or other verification of membership eligibility.



Emergency medical transports are based on medical need, not membership status. Medical need can only be determined by a physician, EMS provider, hospital or another qualified third-party recognized by Medicare, and is in all cases subject to the final determination of the health insurance carrier, if any. Non-emergent transports are not eligible for Life Flight Network membership benefits.

New and lapsed membership benefits take effect upon receipt of a completed enrollment with payment.

Availability of service cannot be guaranteed due to weather conditions, maintenance and commitment to another transport, out-of-service equipment and other reasons.

Membership fees are non-refundable, non-transferable and are not tax-deductible. Life Flight Network may cease selling and servicing memberships should any governmental body, now or in the future, determine memberships can no longer be offered within their jurisdiction. No refunds will be made for any memberships already purchased.

**I transfer directly to Life Flight Network my rights to insurance payments due to me for services provided by Life Flight Network.** Such payments shall not exceed Life Flight Network's regular charges. Denial of a claim by an insurance provider must be received by Life Flight Network in writing. Membership benefits do not extend to transports deemed not medically necessary or when insurers deny payments due to coordination of benefit issues. Per government regulations, individuals covered by Medicaid are not eligible for Life Flight Network membership and should not apply.

**I specifically release and waive any and all rights, claims or causes of action against Life Flight Network and its employees and agents with respect to my Life Flight Network Membership.**

The Membership Program may be canceled at any time for any reason, including financial feasibility and governmental regulation of such programs. Terms and conditions are subject to change. For current terms see [www.lifeflight.org](http://www.lifeflight.org)



## Life Flight Network Membership Program Group Membership Criteria

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Thank you for your interest in the Life Flight Network Membership Program. A standard one-year membership is \$69. The discounted price for a group is \$59. To receive this discount your group must meet the following criteria:

- Your group must have ten or more people
- Payment and applications must be submitted together with one check

### MEMBERSHIP PROGRAM INFORMATION

- Life Flight Network's Membership Program is designed to benefit patients who are transported by Life Flight Network under emergent, medically necessary circumstances. If you or an eligible member of your household is flown, Life Flight Network will bill your insurance company and accept whatever they pay as payment-in-full. If there is a balance, and there usually is, Life Flight Network will not charge you for the remaining amount. As a member of Life Flight Network you have **no out-of-pocket expense for emergent, medically necessary air transport by Life Flight Network or our reciprocal partners.**
- Membership benefits are extended to the primary member, his/her spouse or domestic partner, and dependents claimed on their income tax return. Elderly (65+) or disabled family members living in the same household are also covered.
- Life Flight Network has aircraft located at bases throughout Idaho, Oregon, Washington, and Montana. EMS helicopters typically operate within a 175-mile radius of their base, but have the capability to fly longer distances. Fixed-wing aircraft can transport patients throughout the nation. A map of Life Flight Network's service area can be viewed here: <https://www.lifeflight.org/service-area/>
- Life Flight Network reciprocates with other flight programs, which means if one our members is transported by a reciprocal program, they receive membership benefits according to that program's rules. A full list of Life Flight Network's reciprocal partners can be found at [www.lifeflight.org/membership](http://www.lifeflight.org/membership).

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***If you have any questions about the Life Flight Network Membership Program, contact the membership services office at 800-982-9299 or go to [www.lifeflight.org/membership](http://www.lifeflight.org/membership).***

***If you are interested in forming a group membership, contact Polli Buzzini at 208-869-0708 or [pbuzzini@lifeflight.org](mailto:pbuzzini@lifeflight.org).***

***To learn more about Life Flight Network, visit [www.lifeflight.org](http://www.lifeflight.org).***



## Group Membership Agreement

There. When You Need Us.®

Thank you for your interest in forming or renewing a group with Life Flight Network. We appreciate your support and look forward to the opportunity to provide your members/employees with financial peace of mind in the event of an unexpected medically necessary emergent transport.

◆ **To enroll or renew a group the following terms must be met:**

1. NEW members and existing members with any changes to their household- must complete an enrollment form.
2. One payment for the entire group; check or credit card must accompany individual enrollment forms.
3. Eligibility for group enrollment and group renewals will be determined solely by Life Flight Network.
4. All memberships belong to the individual and cannot be canceled or transferred to another individual.
5. Membership fees are non-refundable.
6. Group memberships have a term of one year. Renewal instructions will be sent to the group's Primary Contact approximately two months in advance of expiration.
7. Additional members may be added at any time by contacting the Membership Services office to request a prorated rate. This allows the member to be enrolled through the group's current expiration date.
8. Courtesy membership ID cards will be mailed to each individual household following enrollment.
9. This agreement is to be signed annually by the group's representative at time of group enrollment or renewal.

Life Flight Network's full Statement of Understanding is found on the back of this contract. These terms apply to all members of the group and are provided on enrollment forms, membership cards and at [www.lifeflight.org](http://www.lifeflight.org).

Agreed to by: \_\_\_\_\_  
Group or Employer Representative Date

**Group Name** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Primary Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Next Annual Renewal Packet Preference:**

**Mail** \_\_\_\_\_ Future Renewal packet will be mailed two months prior of group renewal date  
**Email** \_\_\_\_\_ Future Renewal packet will be sent as a secure message two months prior to group renewal date

**I request \_\_\_\_\_ decals for members**  
\* Decals will be mailed to group address. ID cards will be mailed to members address.

***Return to Membership Services with enrollment forms and payment:***

**Life Flight Network Foundation**  
**PO Box 3841 Portland, OR 97208-3841**  
**Payment included \$ \_\_\_\_\_** Total households multiplied by applicable rate- found on enrollment form

## STATEMENT OF UNDERSTANDING

**By becoming a Life Flight Network Member, you agree to the terms stated below.**

A Life Flight Network Membership relieves you from liability for out-of-pocket costs of emergent, medically necessary transports completed and billed by Life Flight Network. Your membership is not an insurance policy but secondary to insurance carriers and health care cost sharing programs. All available insurances will be billed first including health, auto, workers compensation and third-party insurance. Life Flight Network will accept payment from insurance carriers and other third party payers as payment in full.

Membership benefits are available for those eligible household members listed on the member record at the time of transport if the transport is an emergent, medically necessary transport to the closest, most appropriate facility, performed by Life Flight Network, its contracted agents, or reciprocal partners, subject to the reciprocal program's rules.

Membership benefits are extended to the primary member, his/her spouse or domestic partner and dependents claimed on their income tax return. Dependents must be added to the member record within 30 days of birth or adoption. Elderly (age 65+) and disabled family members living in the same household are also covered. Life Flight Network may require documentation or other verification of membership eligibility.

Emergency medical transports are based on medical need, not membership status. Medical need can only be determined by a physician, EMS provider, hospital or another qualified third-party recognized by Medicare, and is in all cases subject to the final determination of the health insurance carrier, if any. Non-emergent transports are not eligible for Life Flight Network membership benefits.

Availability of service cannot be guaranteed due to weather conditions, maintenance, commitment to another transport, out-of-service equipment and other reasons.

New and lapsed membership benefits take effect upon receipt of a completed enrollment with payment.

Membership fees are non-refundable, non-transferable and are not tax-deductible. Life Flight Network may cease selling and servicing memberships should any governmental body, now or in the future, determine memberships can no longer be offered within their jurisdiction. No refunds will be made for any memberships already purchased.

**I transfer directly to Life Flight Network my rights to insurance payments due to me for services provided by Life Flight Network.** Such payments shall not exceed Life Flight Network's regular charges. Denial of a claim by an insurance provider must be received by Life Flight Network in writing. Membership benefits do not extend to transports deemed not medically necessary or when insurers deny payments due to coordination of benefit issues. Per government regulations, individuals covered by Medicaid are not eligible for Life Flight Network membership and should not apply.

**I specifically release and waive any and all rights, claims or causes of action against Life Flight Network and its employees and agents with respect to my Life Flight Network Membership.**

The Membership Program may be canceled at any time for any reason, including financial feasibility and governmental regulation of such programs. Terms and conditions are subject to change. For current terms see [www.lifeflight.org](http://www.lifeflight.org)

**By becoming a FireMed Ground Ambulance Program Member, you agree to the above terms as well as these additional terms**

- ◆ FireMed Memberships are honored by participating FireMed Membership programs of Oregon and cover ground ambulance charges only, subject to the reciprocating program's rules.
- ◆ I transfer directly to the FireMed program my rights to ground insurance payments due to me for services provided by FireMed. Such payments shall not exceed FireMed regular charges.
- ◆ **I specifically release and waive any and all rights, claims or causes of action against the FireMed programs, their respective employees and agents with respect to my FireMed membership.**
- ◆ **For additional terms applicable to FireMed programs in Baker City, Eugene Springfield, Lebanon, Molalla and Redmond see [www.lifeflight.org](http://www.lifeflight.org)**



## Life Flight Network Membership Program Frequently Asked Questions

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### **What is the Life Flight Network Membership Program?**

Life Flight Network's Membership Program is designed to benefit patients who are transported by Life Flight Network under emergent, medically necessary circumstances. If you or an eligible member of your household is flown, Life Flight Network will bill your insurance company and accept whatever they pay as payment-in-full. If there is a balance, and there usually is, Life Flight Network will not charge you for the remaining amount. As a member of Life Flight Network you have **no out-of-pocket expense for emergent, medically necessary air transport by Life Flight Network or our reciprocal partners.**

### **Why should I become a member?**

Northwest families live, work, and play in our vast coastal areas, open spaces, scenic mountain passes, and rivers, enjoying all the recreational wonders the Northwest has to offer. This often remote environment can place residents and visitors at risk when they need immediate and specific medical attention, whether it is a pediatric medical emergency, heart attack, stroke or accident. Life Flight Network can quickly dispatch a specialized emergency health care team to an accident or medical emergency to provide critical care life support and accompany the patient on a swift flight to a medically appropriate facility.

### **Who is covered by my membership?**

Membership benefits are extended to the primary member, his/her spouse or domestic partner, and dependents claimed on their income tax return. Elderly (65+) or disabled family members living in the same household are also covered.

### **Do you cover the cost of a ground ambulance?**

Life Flight Network is primarily an air ambulance service. There are a few Life Flight Network ground ambulances that in certain locations may be used for interfacility transports; in lieu of air transport due to weather; or to complete a fixed-wing transport in some instances. General 9-1-1 calls are not responded to by Life Flight Network ground ambulances.

### **Can I be transported more than one time a year on my membership?**

You are not limited by the number of times a year you may be flown by Life Flight Network, but the transport must be medically necessary and emergent.

### **How much do memberships cost?**

A Standard Membership costs \$69 per year; \$130 for two years; \$300 for five years or \$1200 for a Lifetime Membership. There is also a payment plan where four annually consecutive payments of \$300 can be made.

### **Can I buy a membership as a gift?**

Yes, you can purchase a gift membership. To purchase a gift membership call our membership services office at 1-800-982-9299 or go online to [www.lifeflight.org/membership](http://www.lifeflight.org/membership).



### **Are there group pricing options?**

Yes, Life Flight Network offers a discount to groups with ten or more members paying with one check. The discounted price is \$59/year. Contact Polli Buzzini at 208-869-0708 or [pbuzzini@lifeflight.org](mailto:pbuzzini@lifeflight.org) for more information about group pricing.

### **I currently receive a discount membership, can I purchase a gift membership under my discount?**

You can purchase a gift membership under your discount only if the recipient of the gift membership qualifies for group pricing.

### **Does a membership with Life Flight Network cover organ transplant patients?**

A transport must be emergent, medically necessary and to the closest available hospital that can care for that medical emergency. If a transplant patient is in a hospital and needs transport, Membership benefits generally apply to any remaining balance after insurance has been billed for that transport. Transport for patients who are at home are generally not covered by membership benefits. The patient should work with their transplant coordinator for other transport options.

### **Will my insurance cover an emergency air transport?**

Most insurance plans will cover some portion of an emergency air transport. A membership with Life Flight Network will cover any cost beyond what your insurance pays for. To find out exactly how much your insurance may pay, you should contact your insurance company directly.

### **Is my membership tax deductible?**

No, your membership is not tax deductible. Also, membership fees are non-refundable and non-transferable.

### **Once I pay for my membership when will it be activated?**

Membership benefits take effect after receipt of a completed application and payment. By mail, this is the day your completed membership application and payment arrived in the mail. By phone, this is the day you call in with a credit or debit card to pay for your membership. Via our website, this is the day you submit your online form and payment.

### **If I have Medicaid, can I purchase a membership?**

Per government regulations, individuals covered by Medicaid are not eligible and should not purchase a membership. (Life Flight Network must accept payment in full by Medicaid.)

### **Is my membership an insurance policy?**

Life Flight Network membership is not an insurance policy; it is a membership.

### **Does Life Flight Network reciprocate membership with other air medical programs?**

Yes, Life Flight Network reciprocates with other flight programs, which means if one of our members is transported by a reciprocal program, they receive membership benefits according to that program's rules. A full list of Life Flight Network's reciprocal partners can be found at [www.lifeflight.org/membership](http://www.lifeflight.org/membership).

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**To join the Life Flight Network Membership Program, contact the membership services office at 800-982-9299 or go to [www.lifeflight.org/membership](http://www.lifeflight.org/membership).**

**To have someone speak about the Life Flight Network Membership Program, contact Polli Buzzini at 208-869-0708 or [pbuzzini@lifeflight.org](mailto:pbuzzini@lifeflight.org).**

the 1990s, and the 1990s have been a period of rapid growth in the number of people who have been employed in the public sector.

There are a number of reasons why the public sector has grown so rapidly. One reason is that the public sector has become an important part of the economy. In the 1990s, the public sector accounted for about 15% of the economy, but by the early 2000s, it had grown to about 25%. This growth has been driven by a number of factors, including the increasing demand for public services, the expansion of the welfare state, and the growth of the public sector as a source of employment.

Another reason why the public sector has grown so rapidly is that it has become an important part of the political system. In the 1990s, the public sector was largely controlled by the state, but by the early 2000s, it had become an important part of the political system. This growth has been driven by a number of factors, including the increasing demand for public services, the expansion of the welfare state, and the growth of the public sector as a source of employment.

There are a number of challenges facing the public sector in the 2000s. One challenge is the increasing demand for public services, which is putting pressure on the public sector to expand. Another challenge is the expansion of the welfare state, which is putting pressure on the public sector to increase its spending. A third challenge is the growth of the public sector as a source of employment, which is putting pressure on the public sector to increase its budget.

There are a number of ways in which the public sector can meet these challenges. One way is to increase efficiency, which can be done by reducing waste and improving the quality of services. Another way is to increase revenue, which can be done by raising taxes or reducing subsidies. A third way is to increase spending, which can be done by increasing the budget or by borrowing money.

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## Funding Opportunity: The Community Project

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Blue Cross of Idaho Foundation for Health <info@bcidahofoundation.org>  
To: idahocityclerk@gmail.com

Wed, Jan 26, 2022 at 8:30 AM



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### Dear Mayors and City Officials,

The Blue Cross of Idaho Foundation for Health is pleased to announce funding available for "The Community Project." This project unites community leaders and residents to define, design, and create outdoor public spaces that bring people together.

#### HERE'S HOW IT WORKS:

1. Communities IDENTIFY a location that, if improved, could bring neighbors together
2. The Community Project works with your community to COLLABORATIVELY SHAPE the details of the project
3. With our funding and the community's buy-in, we all BRING THE PROJECT to life

This "Call for Collaboration" invites leaders of any incorporated city in Idaho to come together to participate in The Community Project. Participants will walk through a professionally guided process to help them define their wants and needs, select a project type, and design a space that strengthens and enhances their community. Depending on the complexity of the project, construction could begin as early as summer of 2022.

### IMPORTANT DATES AND DETAILS

- The Foundation will conduct two informational webinars on February 8 from 10-11 a.m. (MST) and February 10 from noon-1 p.m. (MST). Visit the Community Project web page below for webinar details.
- The deadline for submitting applications is **6 p.m. MST, February 28, 2022.**
- The Foundation will notify successful applicants by the end of March 2022.
- The Foundation will contribute up to \$85,000 per project. Successful applicants will need to fund ongoing maintenance of the project.

### LEARN MORE ABOUT THE COMMUNITY PROJECT

To view this email as a web page, click [here](#).

*The Blue Cross of Idaho Foundation for Health is a nonprofit dedicated to giving back to Idaho and addressing root causes that impact health.*

[bcidahofoundation.org](http://bcidahofoundation.org)



This email was sent by: Blue Cross of Idaho 3000 Pine Ave Meridian ID 83642, US

[https://cl.S7.exct.net/unsab\\_center.aspx?qs=5e8554ae4a285540d71a0d123a46d53e5c907dc99a90ab12af09f834f59de58ff19327e7ee5668f0ad3b371cc9b61579](https://cl.S7.exct.net/unsab_center.aspx?qs=5e8554ae4a285540d71a0d123a46d53e5c907dc99a90ab12af09f834f59de58ff19327e7ee5668f0ad3b371cc9b61579)

[https://cl.S7.exct.net/profile\\_center.aspx?qs=5e8554ae4a2855404102367dbe8b2fe5ade73683a7c23c6c2bc56044135170e48eb876bfd4311fe9b74b60387d19b5b](https://cl.S7.exct.net/profile_center.aspx?qs=5e8554ae4a2855404102367dbe8b2fe5ade73683a7c23c6c2bc56044135170e48eb876bfd4311fe9b74b60387d19b5b)

This email was sent by: Blue Cross of Idaho  
3000 Pine Ave, Meridian, ID, 83642 US



# *Certificate of Appointment*

City of \_\_\_\_\_, State of Idaho

**THIS IS TO CERTIFY**, that at a meeting held in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of Idaho, on \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ was duly appointed to the office of \_\_\_\_\_ for the City of \_\_\_\_\_, and shall serve until the next general city election.

**IN WITNESS WHEREOF**, this certificate has been signed by the Mayor and Clerk of the City of \_\_\_\_\_, and its corporate seal has been hereto affixed on \_\_\_\_\_, 20\_\_\_\_.

Attest: \_\_\_\_\_

City Clerk

Mayor



10 GENERAL FUND

Account	Object	Description	Current Year			Budget	Variance	%
			Current Month	Current YTD	Current			
31100	Property Taxes		51,678.70	60,979.93	97,287.00	-36,307.07	63	
31200	Property Tax Penalty and Interest		108.19	566.47	2,239.00	-1,672.53	62	
31400	Court Revenue		148.95	1,287.97	4,300.00	-3,012.03	61	
32100	Beer Licenses				1,050.00	-1,050.00	60	
32200	Liquor Licenses				1,200.00	-1,200.00	59	
32300	Wine Licenses				975.00	-975.00	59	
32400	Business Licenses		955.00	3,409.00	3,208.00	201.00	60	
32500	Vendors Permits			1,890.00	1,650.00	240.00	61	
32600	Catering Permits				160.00	-160.00	61	
32700	Building Permits			17,058.81	12,500.00	4,558.81	68	
32800	Animal Licenses		47.00	78.50	532.00	-453.50	68	
32900	Idaho Power Storage Space				500.00	-500.00	68	
33500	State Liquor Appropriation		6,891.00	13,782.00	29,680.00	-15,898.00	64	
33700	State Sales Tax		11,383.29	22,910.81	12,072.00	-12,072.00	59	
33800	State Revenue Sharing				48,172.00	-25,261.19	57	
33940	Law Enforcement Grants				76,000.00	-76,000.00	42	
33950	CLG Grant (Historic)				12,500.00	-12,500.00	40	
33955	PARKS AND REC GRANT REVENUE				2,500.00	-2,500.00	40	
34140	Copy Fees				25.00	-25.00	40	
34210	Event Fees- Law Enforcement				1,000.00	-1,000.00	40	
34410	Cemetery Plots			2,925.00	2,000.00	925.00	40	
34500	PLANNING and ZONING FEES			50.00	2,000.00	-1,950.00	40	
36100	Checking Interest				150.00	-150.00	40	
36200	Savings Interest				176.00	-176.00	40	
36400	LGIP MONTHLY-reinvestment				2,421.00	-2,421.00	40	
36500	Misc Receipts				10,000.00	-10,000.00	39	
36720	Donations-Cemetery			3.05		3.05	39	
37200	Community Hall Rentals		84.00	1,013.92	3,750.00	-2,736.08	38	
37300	Community Hall Cleaning Deposit		150.00	400.00	900.00	-500.00	38	



10 GENERAL FUND

----- Current Year -----

Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
	37800	Power Reimb-Visitor's Center	253.62	910.36	2,250.00	-1,339.64	38
	37900	CARRYOVER			50,604.00	-50,604.00	33
							33
41000		GENERAL GOVERNMENT					
	190	Payroll & Taxes Expense			100.00	100.00	33
		Total Account			100.00	100.00	
41500		Administrative					
	110	Employee Salary	1,170.05	4,930.55	15,853.00	10,922.45	33
	111	Council Salary	300.00	2,100.00	7,200.00	5,100.00	33
	112	Mayor's Expense Account			500.00	500.00	33
	190	Payroll & Taxes Expense			150.00	150.00	33
	210	FICA and Medicare	112.48	537.92	1,763.00	1,225.08	33
	220	Health & Life Insurance	82.95	791.31	840.00	48.69	33
	240	Retirement	115.79	568.25	1,609.00	1,040.75	33
	260	Worker's Compensation		487.00	1,437.00	950.00	33
	300	PURCHASED PROFESSIONAL SERVICES			140.00	140.00	33
	305	Office Supplies	365.39	442.80	2,000.00	1,557.20	33
	310	Postage		110.40	325.00	214.60	33
	320	Website - Municipal Impact			270.00	270.00	33
	330	Office Equipment	330.44	330.44	3,000.00	2,669.56	33
	340	Professional Fees			103.00	103.00	33
	341	Solid Waste Fees	58.15	828.08	1,530.00	701.92	33
	350	IT Services	266.12	1,722.34	4,500.00	2,777.66	33
	360	Community Hall Deposit Refund	50.00	200.00	900.00	700.00	33
	370	Bank Charges		84.60	579.00	494.40	33
	390	Misc Expense			16,000.00	16,000.00	32
	405	DIVISION of BUILDING SAFETY	760.00	2,738.88	5,000.00	2,261.12	32
	410	Historic District Expense			12,500.00	12,500.00	31
	420	Liability/Property Insurance		1,346.24	1,346.00	-0.24	31
	430	Auditor Fees			2,600.00	2,600.00	31
	440	Printing & Printing	18.24	90.55	340.00	249.45	31

10 GENERAL FUND

Account	Object	Description	Current Year			Budget	Variance	%
			Current Month	Current YTD				
450		Travel & Mileage			500.00	500.00	31	
460		Dues & Subscriptions	50.00	50.00	483.00	433.00	31	
470		Training			750.00	750.00	31	
490		Telephone Services - SIMPLII	173.88	421.41	1,000.00	578.59	31	
491		CENTURY LINK - internet services	38.37	115.11	500.00	384.89	31	
492		CELL PHONES - VERIZON WIRELESS	108.90	549.02	1,759.00	1,209.98	31	
493		COUNCIL IPads - VERIZON WIRELESS	120.02	240.04	750.00	509.96	31	
500		OTHER PURCHASED SERVICES		855.00	932.00	77.00	31	
520		Office Equip Repair & Maint.		10.09	1,300.00	1,289.91	31	
560		Cemetery Expense			7,105.00	7,105.00	31	
570		Attorney Fees	1,870.53	3,249.47	7,240.00	3,990.53	31	
590		Sales/Use Tax Payable		28.21	656.00	627.79	31	
600		SUPPLIES			500.00	500.00	31	
610		Supplies - Fund Specific		90.24	200.00	109.76	31	
611		Supplies - Cleaning - Buildings		211.07	1,700.00	1,488.93	31	
620		Repairs - Visitor's Center			1,500.00	1,500.00	31	
621		Repairs - Community Hall	662.00	662.00	5,000.00	4,338.00	31	
623		Repairs - City Hall		122.00	1,500.00	1,378.00	30	
631		Administrative Maintenance	119.51	169.51	350.00	180.49	31	
640		Vehicle Expense	9,780.00	9,780.00		-9,780.00	32	
650		Propane - City Hall	278.68	278.68	500.00	221.32	33	
670		Power - City Hall	785.62	785.62	1,600.00	814.38	33	
673		Power - Community Hall	504.25	1,297.65	4,000.00	2,702.35	33	
674		Power - Visitor's Center	286.27	1,047.58	3,200.00	2,152.42	33	
810		CASH IN BANK Carry over			20,093.00	20,093.00	31	
910		Ordinance Codification			1,893.00	1,893.00	31	
915		PLANNING and ZONING EXPENSES			1,000.00	1,000.00	31	
930		Parks & Rec Expenses	248.68	600.05	2,000.00	1,399.95	31	
940		Historic District Expenses			1,000.00	1,000.00	31	
		Total Account	18,656.32	37,872.11	149,496.00	111,623.89	25	



20 STREET FUND

Account	Object	Description	Current Year			Budget	Variance	%
			Current Month	Current YTD	Current			
	31100	Property Taxes	22,148.02	26,228.59	41,694.00	-15,465.41	32	
	31200	Property Tax Penalty and Interest	46.37	130.73	1,000.00	-869.27	32	
	31300	Personal Property Tax Replacement	2,331.00	2,332.50	4,462.00	-2,129.50	32	
	33100	Restricted Highway Fund		1,484.61	5,292.00	-3,807.39	32	
	33200	Highway Users Revenue	5,721.86	11,823.03	16,872.00	-5,048.97	33	
43200		Street					61	
	110	Employee Salary	596.21	2,328.01	7,378.00	5,049.99	33	
	210	FICA and Medicare	45.59	178.09	564.00	385.91	33	
	220	Health & Life Insurance	212.98	790.52	2,269.00	1,478.48	33	
	240	Retirement	71.22	277.94	881.00	603.06	33	
	260	Worker's Compensation		530.00	530.00		33	
	420	Liability/Property Insurance		336.56	336.00	-0.56	33	
	430	Auditor Fees			600.00	600.00	33	
	440	Publishing & Printing		146.78	117.00	-29.78	33	
	480	Fuel & Oil	174.97	481.95	1,791.00	1,309.05	33	
	540	Equipment Repairs	661.62	755.82	8,000.00	7,244.18	33	
	610	Supplies - Fund Specific		6.99		-6.99	33	
	612	Supplies - SHOP PUBLIC WORKS			500.00	500.00	33	
	613	Small Tools			150.00	150.00	33	
	614	Signs			497.00	497.00	33	
	615	New Equipment			5,000.00	5,000.00	33	
	630	Maintenance and Operations			2,000.00	2,000.00	33	
	632	Dust Abatement			10,000.00	10,000.00	32	
	633	Snow Removal - Streets			2,000.00	2,000.00	32	
	634	Boardwalk Repairs			1,500.00	1,500.00	32	
	635	Street Maintenance			6,890.00	6,890.00	32	
	640	Vehicle Expense		55.53	402.00	346.47	32	
	652	Propane - water and sewer			22.00	22.00	32	

Budget Query

For the Accounting Period: 1 / 22

20 STREET FUND

----- Current Year -----

Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
	<u>675</u>	Power - Shop	16.98	52.66	500.00	447.34	32
	<u>741</u>	Grader Payment		2,886.56	11,547.00	8,660.44	32
	<u>742</u>	Backhoe Payments		367.65	1,136.00	768.35	32
		Total Account	1,942.04	10,171.37	69,320.00	59,148.63	15

51 WATER FUND

Current Year

Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
	34800	Users Fees		67,033.42	282,672.00	-215,638.58	30
	34810	Hook-up Fees		100.00	21,000.00	-20,900.00	29
	34820	On/Off Fees		70.00	250.00	-180.00	29
	34840	Special Users Hook-up Fees			500.00	-500.00	29
	34850	Users Late Fees		719.17	2,500.00	-1,780.83	29
	34860	RV Dump Donations		152.60	1,000.00	-847.40	29
43400		Water					22
	110	Employee Salary	8,801.97	34,700.02	114,957.00	80,256.98	29
	111	Council Salary	300.00	1,200.00	3,600.00	2,400.00	29
	113	Certified Plant Operator	300.00	600.00	5,564.00	4,964.00	29
	210	FICA and Medicare	696.31	2,746.23	9,069.00	6,322.77	29
	220	Health & Life Insurance	2,294.56	8,527.90	24,075.00	15,547.10	29
	240	Retirement	1,086.76	4,286.51	13,336.00	9,049.49	29
	260	Worker's Compensation		671.00	2,451.00	1,780.00	29
	305	Office Supplies	466.62	520.80	750.00	229.20	30
	310	Postage		309.12	900.00	590.88	30
	320	Website - Municipal Impact			206.00	206.00	30
	330	Office Equipment	719.42	719.42	5,000.00	4,280.58	29
	340	Professional Fees			2,000.00	2,000.00	29
	341	Solid Waste Fees	34.13	486.04	800.00	313.96	29
	342	Professional Services			100.00	100.00	29
	350	IT Services	326.50	2,112.09	7,000.00	4,887.91	29
	420	Liability/Property Insurance		6,058.08	6,056.00	-2.08	30
	430	Auditor Fees			4,800.00	4,800.00	30
	440	Publishing & Printing		221.53	350.00	128.47	30
	450	Travel & Mileage			600.00	600.00	30
	460	Dues & Subscriptions			1,186.00	116.00	30
	470	Training	50.00	1,070.00	1,000.00	1,000.00	30

51 WATER FUND

----- Current Year -----

Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
	490	Telephone Services - SIMPLII	231.85	561.90	1,400.00	838.10	30
	491	CENTURY LINK - internet services	117.56	365.68	1,500.00	1,134.32	30
	492	CELL PHONES - VERIZON WIRELESS	181.50	354.08	1,237.00	882.92	30
	493	COUNCIL IPads - VERIZON WIRELESS	195.06	395.12	2,000.00	1,604.88	30
	520	Office Equip Repair & Maint.		21.74	3,000.00	2,978.26	30
	540	Equipment Repairs		686.65	5,000.00	4,313.35	30
	570	Attorney Fees	1,870.53	3,249.47	6,880.00	3,630.53	30
	580	Engineers Fees	213.00	10,848.92	15,000.00	4,151.08	30
	610	Supplies - Fund Specific		461.47	1,000.00	538.53	30
	612	Supplies - SHOP PUBLIC WORKS		28.73	1,200.00	1,171.27	30
	615	New Equipment		6,991.25	8,000.00	1,008.75	30
	630	Maintenance and Operations		7,030.14	13,000.00	5,969.86	31
	631	Administrative Maintenance	108.33	702.13	6,377.00	5,674.87	30
	640	Vehicle Expense			7,000.00	7,000.00	30
	650	Propane - City Hall			54.00	54.00	30
	651	Propane-Shop			600.00	600.00	30
	652	Propane - water and sewer			400.00	400.00	30
	671	Power WATER AND SEWER	2,181.86	5,816.07	16,163.00	10,346.93	30
	680	Chemicals	717.70	7,490.55	6,000.00	-1,490.55	31
	681	Water Tests	268.00	304.00	3,500.00	3,196.00	31
	710	Capital Outlay			26,000.00	26,000.00	30
	720	Water Improvement Project	14,128.78	170,453.57		-170,453.57	41
	742	Backhoe Payments		1,372.57	4,865.00	3,492.43	41
	820	Contingency Fund			4,783.00	4,783.00	41
	850	Water Bond & Reserve-USDA			27,063.00	27,063.00	40
	910	Ordinance Codification		250.00	250.00		40
		Total Account	35,873.68	283,219.33	370,822.00	87,602.67	76
43450		Water Bond			500.00	500.00	40
	430	Auditor Fees			300,000.00	300,000.00	34
	720	Water Improvement Project					





52 SEWER FUND

----- Current Year -----

Account	Object	Description	Current Month	Current YTD	Budget	Variance	%
	34800	Users Fees		39,809.56	160,373.00	-120,563.44	38
	34810	Hook-up Fees		100.00	21,000.00	-20,900.00	38
	34830	Special Users Fees			240.00	-240.00	38
	34850	Users Late Fees		1,731.09	2,000.00	-268.91	38
	34860	RV Dump Donations		65.40	600.00	-534.60	38
43500		Sewer					23
	110	Employee Salary	3,332.07	13,143.11	49,286.00	36,142.89	38
	111	Council Salary	400.00	1,300.00	3,600.00	2,300.00	38
	113	Certified Plant Operator	300.00	600.00	5,000.00	4,400.00	38
	210	FCIA and Medicare	285.50	1,104.89	4,046.00	2,941.11	38
	220	Health & Life Insurance	859.28	3,194.40	9,706.00	6,511.60	38
	240	Retirement	445.61	1,724.57	5,905.00	4,180.43	38
	260	Worker's Compensation		652.00	652.00		38
	305	Office Supplies	161.44	184.68	1,300.00	1,115.32	38
	310	Postage		132.48	348.00	215.52	38
	320	Website - Municipal Impact			90.00	90.00	38
	330	Office Equipment	280.88	280.88	2,800.00	2,519.12	38
	340	Professional Fees			100.00	100.00	38
	341	Solid Waste Fees	34.13	486.04	800.00	313.96	38
	350	IT Services	152.67	987.87	1,600.00	612.13	38
	420	Liability/Property Insurance		5,889.80	5,887.00	-2.80	38
	430	Auditor Fees			3,000.00	3,000.00	38
	440	Publishing & Printing		30.14	140.00	109.86	38
	450	Travel & Mileage		102.35	634.00	531.65	38
	460	Dues & Subscriptions			150.00	150.00	38
	470	Training			500.00	500.00	38
	480	Fuel & Oil	408.26	1,124.58	3,325.00	2,200.42	38
	490	Telephone Services - SIMPLII	173.89	421.42	1,000.00	578.58	38

Budget Query

For the Accounting Period: 1 / 22

52 SEWER FUND

Account	Object	Description	Current Year			Budget	Variance	%
			Current Month	Current YTD				
	492	CELL PHONES - VERIZON WIRELESS	72.60	136.22	913.00	776.78	38	
	493	COUNCIL IPads - VERIZON WIRELESS	80.02	160.04	500.00	339.96	38	
	520	Office Equip Repair & Maint.		4.43	2,742.00	2,737.57	38	
	540	Equipment Repairs		547.90	2,500.00	1,952.10	38	
	570	Attorney Fees	935.27	1,624.73	6,680.00	5,055.27	38	
	580	Engineers Fees			20,000.00	20,000.00	37	
	610	Supplies - Fund Specific		42.63	200.00	157.37	37	
	612	Supplies - SHOP PUBLIC WORKS		28.74	1,500.00	1,471.26	37	
	613	Small Tools			250.00	250.00	37	
	615	New Equipment		2,996.25	7,500.00	4,503.75	37	
	630	Maintenance and Operations	178.48	621.64	10,000.00	9,378.36	37	
	640	Vehicle Expense			8,500.00	8,500.00	37	
	650	Propane - City Hall			47.00	47.00	37	
	651	Propane-Shop			500.00	500.00	37	
	652	Propane - water and sewer			150.00	150.00	37	
	671	Power WATER AND SEWER	605.73	1,901.71	6,500.00	4,598.29	37	
	680	Chemicals			3,654.00	3,654.00	37	
	683	Sewer Tests	275.00	1,689.43	6,500.00	4,810.57	37	
	742	Backhoe Payments		710.79	3,408.00	2,697.21	37	
	910	Ordinance Codification		250.00	500.00	250.00	37	
Total Account			9,133.85	42,532.78	184,213.00	141,680.22	23	

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