CITY OF IDAHO CITY

AGENDA

REGULAR CITY COUNCIL MEETING
Wednesday, April 8, 2026
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Team's Meeting
Idaho City Council Regular Meeting | Meeting-Join | Microsoft Teams

CALL MEETING TO ORDER
ROLL CALL TO ESTABLISH QUORUM
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: MARCH 24, MARCH 25, & MARCH 30, 2026 ***ACTION ITEM***
B. IDAHO CITY EVENT CHECKLIST: ***ACTION ITEM***
C. BILLS/PAYABLES: MARCH 26, 2026 THROUGH APRIL 8, 2026 ***ACTION ITEM***

II. 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***

A. IC SECTION 74-206(1)(B) TO CONSIDER PERSONNEL MATTERS RELATED TO PERFORMANCE.

III. 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***

IV. ENGINEER'S REPORT

V. 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***

VI. OLD BUSINESS

VII. NEW BUSINESS

A. NEW PERSONNEL POLICY
B. SET DATE FOR NOTICE OF PUBLIC BUDGET HEARING ***ACTION ITEM***
C. WEEK OF THE YOUNG CHILD PROCLAMATION ***ACTION ITEM***
D. CLEARWATER ANNUAL RETAINER RENEWAL ***ACTION ITEM***

VIII. EMPLOYEE UPDATES

A. PUBLIC WORKS
B. LAW ENFORCEMENT
C. CLERK/TREASURER'S OFFICE
    1. BUDGET UPDATES
    2. WATER AND SEWER UPDATES, ***ACTION ITEM***
    3. CLEARWATER UPDATE
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.

XII. UPCOMING MEETINGS

A. NEXT REGULAR MEETING: APRIL 22, 2026

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.

Mayor:

idahocitymayor1@cityofic.org

Council members:
Tom Secor Jr
Ashley M Elliott
Mari Adams
Bobby Mathews

Chief of Police:
Brent Watson
idahocitypd.194@cityofic.org

City officers:
Jake Nye

Public Works Director:
Tami Claus
idahocitypublicworks@cityofic.org

Public Works:
Nick Mancera

City Clerk-Treasurer:
Nancy L Keeton
idahocityclerk@cityofic.org

Deputy Clerk
Kaleb Goodlett
idahocityoffice@cityofic.org

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
operating hours
Monday- Thursday
8 am – 4:30 pm
Friday 9am -3pm

CITY OF IDAHO CITY

WORKSHOP NOTICE

Tuesday March 24, 2026
6:00 pm
City Hall, 511 Main Street, Idaho City, ID 83631

MINUTES

Join Team's Meeting
Clearwater Training Workshop | Meeting-Join | Microsoft Teams

WORKSHOP ITEMS

PUBLIC WELCOME
NO CITIZENS INPUT

1. CLEARWATER TRAINING
   A. OPEN MEETING LAW
   B. ROLES & RESPONSIBILITIES OF APPOINTED & ELECTED OFFICIALS

Abbey Erquiaga with Clearwater provided some background information on Clearwater and their role with the city. Erquiaga went on to provide training on Roles (Mayor vs. Council vs. staff), open meeting law, public records basics, communication risks, running a meeting, executive session basics, and general governance.

ATTEST:

Date approved:

Nancy L Keeton, City Clerk-Treasurer

Tom Secor Jr., Council President

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CITY OF IDAHO CITY

AGENDA

REGULAR CITY COUNCIL MEETING
Wednesday, March 25, 2026
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

MINUTES

Join Team's Meeting
Idaho City Council Regular Meeting | Meeting-Join | Microsoft Teams

CALL MEETING TO ORDER: Council President Secor called the regular city council meeting to order at 6:00 PM.
ROLL CALL TO ESTABLISH QUORUM: Council President Secor called roll. Adams, Elliott, Mathews, Secor in attendance. Adams joined via Team's
PLEDGE OF ALLEGIANCE: Council President Secor 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: MARCH 11, 2026 ***ACTION ITEM***

Councilor Elliott made a motion, seconded by Mathews, to approve the minutes March 11, 2026. 3 ayes. Motion carried.

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

1. 2026-4 BOISE RIDGE RIDERS – IDAHO CITY 100, MAY 29, THROUGH MAY 31, 2026

Scott Trosper was available for questions and explained the ingress and egress for each day. Chief Watson was available via phone and explained that it looked good and he would sign on Thursday. Councilor Elliott made a motion, seconded by Mathews, to approve the event checklist for the Boise Ridge Riders, Idaho City 100, May 29 through May 31, 2026, contingent on insurance and the signature from the Chief. Elliott aye, Mathews aye, Adams aye, Secor aye. Motion carried.

C. BILLS/PAYABLES: MARCH 12, 2026 THROUGH MARCH 25, 2026 ***ACTION ITEM***

Councilor Elliott made a motion, seconded by Mathews, to approve the bills dated March 12, 2026 through March 25, 2026 in the amount of $57,746.36. Mathews aye, Adams aye, Elliott aye, Secor aye. Motion carried.

II. MAYOR APPOINTMENT ***ACTION ITEM***

Council President Secor explained that there have been some conversations, and he does not believe he could do the job effectively, and believed they should solicit for letters of intent. Councilor Elliott, Adams, and Mathews all did not want the position as well. Councilor Secor added that he thought the council should interview each candidate when the letters come in. Clerk Keeton explained that going forward the city would advertise with a press release and request letters of intent. The process should be around 60 days. All of April to gather letters of intent, and most of May to interview. The second meeting in May is the goal for council to appoint a Mayor. Discussion on time, letters of intent, and deadlines ensued. A deadline of May 1st was set to receive letters of intent and then interviews could happen after that. Discussion on open meetings and virtual options ensued. Clerk Keeton added that she would be working with the City Attorney and Clearwater to put together the interview and meeting options.

III. 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***

IV. 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***

V. ENGINEER'S REPORT

Derek Probst with Consor joined via Team's and asked for points of contact currently. Secor explained that he would be the point of contact and Keeton added that the Mayor email should still be used to allow the future Mayor access to those communications. Probst brought up the annual reuse permit proposal. Council decided to hold a special meeting Monday March 30, at 6pm to discuss that item. Secor asked where the engineers are with the design of the new water wells. Probst explained they are working through it and should have something for council at the next regular meeting.

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***

A. Resolution 2026-01 All Hazards Mitigation Plan

Councilor Elliott made a motion, seconded by Mathews, to authorize the Mayor to sign Resolution 2026-01 All Hazards Mitigation Plan. Elliott aye, Mathews aye, Secor aye. Motion carried.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. PARTNER WITH IDAHO CONSERVATION CORPS

Clerk Keeton explained that they had reached out but unfortunately, with the cost it was not affordable for the city.

B. OPERATION CONTRACT OF THE IDAHO CITY WATER SYSTEM ***ACTION ITEM***

Council President explained that the previous Mayor Kenny Everhart was operating the water system under his license at no cost to the city. Going forward the city would need to contract with an operator to be in compliance. This contract covers that and has been looked at by the City Attorney. Kenny Everhart explained that he has been the responsible charge operator since 2017 and has done the job pro-bono. With council's approval Everhart would like to continue. Everhart explained all of the services he could offer. Councilor Elliott added that council is voting on this tonight because it is under the dollar amount required to solicit bids. Councilor Elliott made a motion, seconded by Mathews, to authorize the Mayor to sign the Operation Contract of the Idaho City Water System with Kenny Everhart dba BCWSM Inc. Elliott aye, Mathews aye, Adams aye, Secor aye. Motion carried.

IX. COMMITTEE REPORTS

A. PARKS & RECREATION COMMISSION

Nathan Druffel with Parks & Rec explained that little league is starting. Parks & Rec is looking for fund-raising ideas. There has been no movement on the BLM, or Forest Service leases, but they will be in contact. Discussion on fund-raising ideas ensued.

B. HISTORIC PRESERVATION COMMISSION

C. PLANNING & ZONING COMMISSION

D. IDAHO CITY CHAMBER OF COMMERCE

Councilor Elliott added that the Chamber is doing an Easter egg hunt on Saturday the 4th and are looking for vendors.

X. EMPLOYEE UPDATES

A. PUBLIC WORKS

Nick Mancera explained that Public Works has been trying to focus on maintaining the water plant. Roads such as Montgomery and Centerville have been a priority. Mancera has been in contact with Core and Main regarding the PRV's and Dan Hawkins will tentatively be up the week of the 6th. There are several work orders for meter pit repairs, but due to lack of employees they are on hold for now. IRWA classes are going smoothly. Boardwalk repairs are also a priority and Mancera is waiting on confirmation from the lumber supplier. Public Works is also planning on some tree removal at the cemetery for future burials, and trimming trees on the side streets. Discussion on help for Public Works ensued. Mancera added that Public Works is in need of a tool cabinet, but more importantly a ¾-1 ton pickup. Discussion on leases ensued.

B. LAW ENFORCEMENT

Chief Watson explained that he will be back to work tomorrow. Watson will be reducing the hours per day but working 5-6 days a week. ICPD is just shy of 300 calls for the month. Councilor Mathews asked if it is worth contacting ISP regarding the motorcycle issues. Watson explained that he has been in contact and they do provide some assistance but are also short on officers.

C. CLERK/TREASURER'S OFFICE

1. WATER AND SEWER UPDATES, ***ACTION ITEM***

Clerk Keeton went over the water sewer updates in the packet and explained that there is an adjustment report that would need to be signed off on.

2. CLEARWATER UPDATE

Clerk Keeton explained that the Facebook page is close and we are looking to launch on April 10th. Clearwater is finishing the personnel policy, and will put together a proposal for the HR Policy for council to review. Keeton is also having Clearwater work on a records retention policy. Councilor Elliott asked about the T-Mobile grant and Keeton explained that she is waiting on two more letters, and an email was sent to the County for the budget and time schedule.

D. CITY ATTORNEY

XI. COUNCIL UPDATES

Councilor Mathews thanked Boise County who donated a half a pallet of cold mix for the roads. Mathews added that the VFW is looking to do a VFW day on May 16th. They would like to place flags up and down Main Street and are seeking

approval. Discussion on flags and senior banners ensued. Clerk Keeton added that the VFW would need to contact the County and business owners. Councilor Mathews also thanked all of the citizens in the audience for attending. Councilor Elliott explained that her and Meaghan Bedal had a booth at the Chili Cook off that raise over $1000 for Community Hall.

XII. MAYOR UPDATES

XIII. CITIZEN COMMENTS

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Eva Polizzi explained that she is running for the County Clerk and wanted to introduce herself.

Ryan Heffington explained he lives in Idaho City and is submitting his letter of intent for Mayor.

Peter Scarborough asked if anyone from the city has been approached about the bike trail expansion. Council explained that they have heard of the issue, but the city has not been contacted. Steve Shay explained that the bike trail was a concept that was taken out of context. The Boise Forest District Ranger was asked to do a meet and greet at the hall in the next 30 days to talk about the concept.

XIV. UPCOMING MEETINGS

A. NEXT REGULAR MEETING: APRIL 8, 2026

ADJOURNMENT 7:13 PM

ATTEST:

Date approved:

Nancy L. Keeton, City Clerk-Treasurer

Tom Secor Jr., Council President

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CITY OF IDAHO CITY

AGENDA

SPECIAL CITY COUNCIL MEETING
Monday, March 30, 2026
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

MINUTES

Join Team's Meeting
Idaho City Council Special Meeting | Meeting-Join | Microsoft Teams

CALL MEETING TO ORDER: Council President Secor called the special city council meeting to order at 6:00 PM.
ROLL CALL TO ESTABLISH QUORUM: Clerk Keeton called roll. Mathews, Elliott, Adams, Secor in attendance.
PLEDGE OF ALLEGIANCE: Council President Secor led the pledge of allegiance.

I. ENGINEER'S REPORT

A. 2025 ANNUAL WASTEWATER REUSE REPORT ***ACTION ITEM***

Councilor Elliott made a motion, seconded by Adams to authorize the Mayor to sign the 2025 Annual Wastewater Reuse Report with Consor. Adams aye, Elliott aye, Mathews aye, Secor aye. Motion carried.

II. 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***

A. IC SECTION 74-206(1)(B) TO CONSIDER PERSONNEL MATTERS RELATED TO PERFORMANCE.

Counselor Elliott made a motion, seconded by Adams, to adjourn to Executive Session pursuant to Idaho Code section 74-206(1)(B) to consider personnel matters related to performance. Elliott aye, Mathews aye, Secor aye, Adams aye. Called into session/adjourned at 6:02pm. Council President Secor called back into regular session at 7:05pm.

ADJOURNMENT 7:05 PM

ATTEST: Date approved:

Nancy L. Keeton, City Clerk-Treasurer

Tom Secor Jr., Council President

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For Pay Date = 04/08/26, Cash - Checking
* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
3574	28259S	287 Clearwater Financial LLC	74.68							
1		3448 03/31/26 Travel 032526 meeting	24.90			10	41500	342		10100
2		3448 03/31/26 Travel 032526 meeting	24.89			51	43400	342		10100
3		3448 03/31/26 Travel 032526 meeting	24.89			52	43500	342		10100
3575	28260S	303 tickioT, Inc.	105.53							
1		149-2772 04/02/26 Phones	36.94			10	41500	490		10100
2		149-2772 04/02/26 Phones	42.21			51	43400	490		10100
3		149-2772 04/02/26 Phones	26.38			52	43500	490		10100
3576	28261S	265 T-Mobile	773.27							
Council Ipads										
Cell Phones										
Internet - City Hall										
Phones / VOIP - T-Mobile										
1		Mar 2026 03/22/26 Council ipads	37.85			10	41500	493		10100
2		Mar 2026 03/22/26 Council ipads	43.26			51	43400	493		10100
3		Mar 2026 03/22/26 Council ipads	27.04			52	43500	493		10100
4		Mar 2026 03/22/26 Cell phones	78.85			10	41500	492		10100
5		Mar 2026 03/22/26 Cell phones	90.11			51	43400	492		10100
6		Mar 2026 03/22/26 Cell phones	56.32			52	43500	492		10100
7		Mar 2026 03/22/26 Law Enforcement	192.16			10	42100	492		10100
8		Mar 2026 03/22/26 City Hall Internet	33.92			10	41500	491		10100
9		Mar 2026 03/22/26 City Hall Internet	38.77			51	43400	491		10100
10		Mar 2026 03/22/26 City Hall Internet	24.23			52	43500	491		10100
11		Mar 2026 03/22/26 City Hall phones	17.71			10	41500	494		10100
12		Mar 2026 03/22/26 City Hall phones	20.24			51	43400	494		10100
13		Mar 2026 03/22/26 City Hall phones	12.65			52	43500	494		10100
14		Mar 2026 03/22/26 Water Plant Internet	39.96			51	43400	491		10100
15		Mar 2026 03/22/26 Water Plant Phone	10.12			51	43400	494		10100
16		Mar 2026 03/22/26 Sewer Plant Internet	39.96			52	43500	491		10100
17		Mar 2026 03/22/26 Sewer Plant Phone	10.12			52	43500	494		10100
3577	28262S	171 US BANK	69.61							
1		1402012033 03/01/26 HP Ink	23.99			10	41500	305		10100
2		1402012033 03/01/26 Sales tax	1.44			10	41500	590		10100
3		1402450242 03/02/26 HP Ink	23.99			10	41500	305		10100
4		1402450242 03/02/26 Sales tax	1.44			10	41500	590		10100
5		0278560 03/17/26 Life Flight new member	18.75			10	41500	220		10100

For Pay Date = 04/08/26, Cash - Checking
* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
3578	28263S	195 CONTROL ENGINEERS	687.50							
1		32107 03/19/26 Engineering services	687.50			51	43400	580		10100
3579	28264S	182 XEROX FINANCIAL	121.30							
1		41811157 03/25/26 Copier lease	42.45			10	41500	330		10100
2		41811157 03/25/26 Copier lease	48.52			51	43400	330		10100
3		41811157 03/25/26 Copier lease	30.33			52	43500	330		10100
3580	28265S	311 BCWSM, Inc.	960.00							
1		478 03/31/26 Water System Operator Contract	960.00			51	43400	113		10100
3581	28266S	298 Kendall Ford of Meridian	1,020.60							
1		3039033 03/23/26 21 Explorer repair	1,020.60			10	42100	640		10100
3582	28267S	152 GEM COUNTY	3,000.00							
1		04-06 04/01/26 Prosectuting Attorney fees	3,000.00			10	42100	570		10100
3583	28268S	52 RUSCHMAN SAND, GRAVEL, INC	715.70							
1		2680 04/01/26 Road material	715.70			20	43200	635		10100
3584	28269S	1 VALLEY WIDE COOP NAMPA PROPANE	620.78							
Propane - Wtr/Sew										
1		05464 03/19/26 Propane	434.55			51	43400	652		10100
2		05464 03/19/26 Propane	186.23			52	43500	652		10100
3585	28270S	304 Nelson	Williams	1,851.00						
1		11558 Mar 03/30/26 Attorney fees	277.65			10	41500	570		10100
2		11558 Mar 03/30/26 Attorney fees	925.50			51	43400	570		10100
3		11558 Mar 03/30/26 Attorney fees	647.85			52	43500	570		10100
3586	28271S	81 OXARC	117.04							
1		62263582 03/31/26 Cylinder rent	117.04			52	43500	680		10100
3587	28272S	38 IDAHO DEPARTMENT OF HEALTH AND	63.00							
1		100133-2 04/01/26 Water tests	63.00			51	43400	681		10100
3588	28273S	247 ANDERSON HARDWARE SUPPLY	330.23							
Shop Supplies										
Shop Supplies										
1		45228 03/05/26 Propane for potholes	19.83			20	43200	635		10100
2		45376 03/09/26 Parks & Rec materials	238.93			10	41500	930		10100
3		45673 03/19/26 Misc supplies	2.47*			20	43200	612		10100
4		45673 03/19/26 Misc supplies	9.07*			51	43400	612		10100
5		45673 03/19/26 Misc supplies	4.95*			52	43500	612		10100

For Pay Date = 04/08/26, Cash - Checking
* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6	45676	03/19/26 Tools	8.25*			20		43200	612		10100
7	45676	03/19/26 Tools	30.24*			51		43400	612		10100
8	45676	03/19/26 Tools	16.49*			52		43500	612		10100
3589	28274S	257 Boise County	846.75								
1	0008	04/01/26 2026-01 Plan review	345.52			10		41500	405		10100
2	0008	04/01/26 2026-02 Plan review	376.23			10		41500	405		10100
3	0008	04/01/26 2026-01 Inspection	75.00			10		41500	405		10100
4	0008	04/01/26 2026-03 Plan review	50.00			10		41500	405		10100
3590	28275S	10 ANALYTICAL LABORATORIES, INC	1,306.00								
1	2602471	03/31/26 Waste water monitoring	1,306.00			52		43500	683		10100
3591	28276S	312 KICK BACK TIMBER	695.85								
1	1621	03/25/26 Material for boardwalks	695.85*			20		43200	634		10100

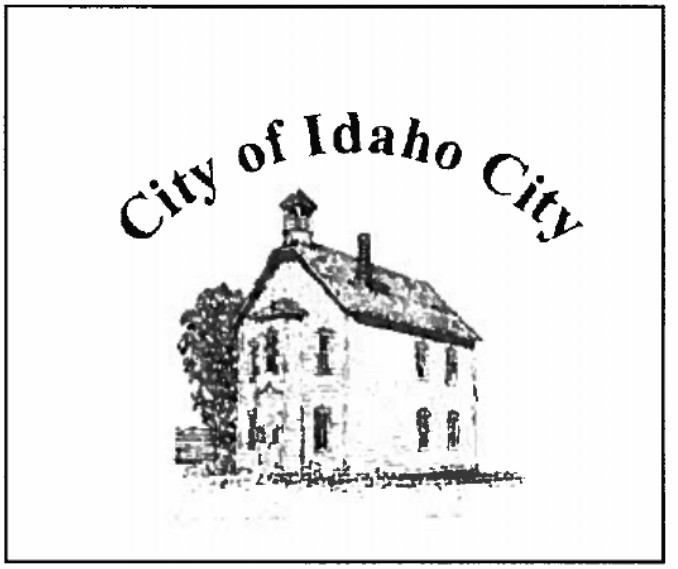
# of Claims 18 Total: 13,358.84

Fund/Account	Amount
10 GENERAL FUND	
10100 Checking-Cash in Bank	5,918.32
20 STREET FUND	
10100 Checking-Cash in Bank	1,442.10
51 WATER FUND	
10100 Checking-Cash in Bank	3,467.94
52 SEWER FUND	
10100 Checking-Cash in Bank	2,530.48
Total:	**13,358.84**

Ciy of Idaho City
PO Box 130
511 Main Street
Idaho City, Idaho 83631-0130

CASH VOUCHERS

Authorized by: _____ Date: _____



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Phone (208) 392-4584

City of Idaho City Personnel Policy

Approved by the City Council

Date:

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Section 1.00: Introduction to the Employee Handbook

Policy 1.01: Introduction

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 fulfill 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 they may serve as an employee supervised by the Mayor or department head, they remain an employee of the City, and not of the official who supervises their work. The terms and conditions set forth in this Policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official, without the express written authorization of the City Council. That is particularly true for terms or conditions that would establish a current or future financial obligation for the City. You may, however, work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that department.

Your Employment Relationship with the City

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

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

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

interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail.

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

Policy 1.02: Definitions

The terms and provisions used in this Policy shall have the meanings ascribed below unless the context expressly indicates otherwise. All pronoun references in this policy are intended to be gender-neutral and gender-inclusive, and any pronoun shall include all genders. All references to the singular form shall be deemed to include the plural.

1. Terms used within this Policy shall have the meanings ascribed below:

   A. "Casual Employee" means any regular employee who is assigned to work nineteen and a half (19.5) or fewer hours per work week. A casual employee has an unlimited length of service as long as they remain under the nineteen and a half (19.5) hours per work week and shall not be eligible for benefits (see Table 1).

   B. "Child" means a natural born child, a legally adopted child, or a child for whom an employee or their spouse has been appointed as guardian by a decree issued by a Court of Competent Jurisdiction.

   C. "City" means the City of Idaho City."

   D. "Employee" means a person who is employed by the City for compensation, but excluding elected officers, volunteers, and independent contractors.

   E. "Exempt Employee" means a salaried employee who is exempt from the overtime requirements of the Fair Labor Standards Act.

   F. "Non-Exempt Employee" means an hourly employee who receives time and a half pay for any hours worked over forty (40) in a work week.

   G. "Regular Full-Time Employee" means any regular employee who is assigned to work thirty (30) or more hours during a work week and is eligible for full benefits.

   H. "Hours of Work" means the normal workday for full-time employees shall be eight (8) hours and the normal work week will be forty (40) hours, except in certain circumstances approved by the Department Director.

I. "Human Resources Office" means the City Clerk or other official designated by the Mayor or City Council to perform human resources functions."

J. "Immediate Family" means

1) The spouse of an employee.

2) A father or mother of the employee or a father or mother of the employee's spouse; this includes the stepparent of an employee or spouse of an employee.

3) A sister or brother of the employee or a sister or brother of the employee's spouse.

4) A child of an employee or a child of an employee's spouse.

5) A grandparent or grandchild of an employee or a grandparent or grandchild of an

employee's spouse.

6) A son-in-law or daughter-in-law of an employee.

K. "Regular Part-Time 30 Employee" means any regular employee who is assigned to work between thirty (30) and thirty-four (34) hours per work week and have the option to participate in health insurance benefits at a pro-rated premium (see table 1). "Regular Part Time 20 Employee" is any regular employee who is assigned to work between twenty (20) and twenty-nine (29) hours per work week and are not entitled to receive insurance benefits. Regular Part-Time 20 employees who are enrolled in insurance benefits prior to September 30, 2024, will have the option to continue only the same insurance benefits they are enrolled in at a pro-rated premium until their employment status changes.

L. "Regular Employee" means any full or part-time employee who is assigned to work a continuous and indefinite tour of duty.

M. "Retirement" means a termination of employment while eligible to receive retirement benefits under the Idaho Public Employees Retirement System.

N. "Seasonal Employee" means any employee assigned a limited position that is weather-related and with a firm start and end date. Seasonal employees work no longer than six (6) consecutive months (see Table 1). A Seasonal employee must be terminated before the end of the six (6) months fixed term of service but can be rehired after a break of not fewer than thirteen (13) consecutive weeks.

O. "Stepchild" means a child of the spouse of an employee, but who is not the natural-born or adopted child of such an employee.

P. "Temporary Employee" means any employee assigned a limited position that is not weather-related and with a firm start and end date. Temporary employees work no longer than five (5) consecutive months (see Table 1). A Temporary Employee shall be terminated before the end of the five (5) months fixed term of service but can be rehired after a break of not fewer than thirty-teen (13) consecutive weeks.

Section 2.00: 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.

Policy 2.01: Code of Conduct

Expected Conduct

Each employee is expected to conduct themselves 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 their responsibilities. Each such employee must report any state-imposed driving restrictions to their immediate supervisor and notify their supervisor if their driving abilities are impaired.

7. Follow all workplace safety rules whether established formally by the department or by outside agencies.

8. Report all accidents that occur or are observed on the job, or that involve City property, and cooperate as requested in the reconstruction of any such accident.

9. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City and related agencies.

10. Adhere to any code of ethics in the employee's profession.

Prohibited Conduct

Employees are expected to refrain from behaviors that reflect adversely upon the City, 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 their 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. The Department Head shall make any determinations related to non-City employment, boards, and commissions.

9. Not knowingly make any false reports or complaints regarding the behavior of others or participate in such reports or complaints.

10. Not release any public records, 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 their 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 their 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 their 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.

    a. Additional information regarding the City substance abuse policy may be found in Policy 2.04 on page 12.

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.

Policy 2.02: 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 non-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.

Policy 2.03: 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 them 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 they are going to be absent, the employee should notify their immediate supervisor or the designated manager. If the absence is unexpected, the employee should attempt to reach their 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 their designated representative. If the employee must leave a voicemail, they must provide a phone number where the employee may be reached if necessary.

Policy 2.04: 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.

Policy 2.05: Relationship Policy

Any supervisor involved in a romantic relationship with a subordinate must immediately notify their 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 a 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 a relationship may result in a change of employment duties.

Policy 2.06: Tobacco 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.

Policy 2.07: Employee Discipline

Performance and Discipline Framework

The following framework provides discipline options that may be taken when an employee violates employment policies or fails to adequately perform their duties. Nothing contained herein is intended to change the at-will nature of the employees' at-will.
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.

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 and behavior issues may be established in conjunction with any of these actions.

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 their 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 the 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.

6. Nothing in this section creates a right to continued employment or alters the at-will nature of employment; the hearing process is limited solely to constitutional reputational interests

Policy 2.08: Idaho Whistleblower Protection

Scope

Idaho Code, §6-2101, provides protections to public employees who experience adverse employment actions as a result of the good faith reporting of the existence of any waste of public funds, property, or manpower, or of a violation, or suspected

violation, of law, rule or regulation of the City, state of Idaho, or the United States of America.

Reporting

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

Protection

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

Enforcement of Rights

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

Policy 3.00: Unlawful Workplace Harassment, Discrimination 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.

Workplace Discrimination is when one or more people 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 their age, not promoting an employee due to their religious beliefs, denying an employee a raise due to their race, disciplining an employee more harshly than others due to their sex, and terminating an employee due to their national origin.

Policy 3.01: Workplace Harassment

Workplace harassment is unwelcome conduct that is directed to one or more people 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 are 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.

Policy 3.02: 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.

Policy 3.03: 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.

Policy 3.04: 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, 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.

Policy 3.05: Reporting Responsibilities

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:

1. Designated Official
2. Supervisor
3. Department Head
4. Human Resources Officer
5. 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 a supervisor, co-worker, vendor, visitor, or customer committed the act.

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:

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

The City designates the city clerk, or their designee, as the Designated Official who will be responsible for directing the procedures of this policy.

Policy 3.06: Procedure for Reporting and Investigation

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 they have 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, their 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 is 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 are prevented, 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.

Policy 3.07: Disciplinary Action

If it is determined that unlawful discrimination, harassment, or retaliation has occurred, an appropriate course of action will be taken by the City. The action will depend on the following factors:

1. The severity, frequency, and pervasiveness of the conduct;
2. The conduct of the respective employees;
3. Prior complaints made against the person alleged to have committed the offenses; and
4. The quality of the evidence (first-hand knowledge, credible corroboration etc.).

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.

Policy 3.08: 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.

Section 4.00: Employment Policies

Policy 4.01: 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 they require 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 they require accommodation for religious reasons.

Policy 4.02: Hiring Preferences

Preference for Hiring Within

1. Qualified City employees may be given preference over outside applicants to fill vacancies in the workforce 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.

Veterans' Preference and Rights

1. The City will grant a preference to U.S. Armed Services veterans, or certain of their family members, in accordance with provisions of Idaho Code, §65.100. 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 their position with the same seniority, status and pay that they 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 their position without cause for a period of one (1) year after the restoration of their employment with the City.

Policy 4.03: Nepotism (Hiring a 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 Idaho Code 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 them 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 who's relative is subsequently elected may be eligible to retain their position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

Policy 4.04: Employee Classification for Employment Status

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.

Employed Attorneys

Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and their 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.

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.

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 their 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.

Policy 4.05: Separation from Employment

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.

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 their impressions of employment. An employee exit form may be completed and will be retained in the employee's personnel file.

RESIGNATION POLICY

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.

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 their 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 having resigned and immediately notify them of such.

Reduction in Force (RIF)

When financial circumstances or changes in workload require, the City may reduce forces in such a 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 changes in staffing and work needs. The Mayor, in conjunction with the City Council, may make any changes in the workforce or assignment of resources deemed to be in the City's best interests.

Policy 4.06: Candidacy for Elective Office

First Amendment Protections

While the City recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the City's interest in promoting the efficiency of the public services it performs through its employees.

Reasonable Prediction of Disruption

1. If an employee initiates candidacy against an Elected Official and there is a reasonable prediction of disruption, the employee must resign or face possible employment action, including being placed on an unpaid leave of absence or termination.
2. A reasonable prediction of disruption is based upon any of the following factors:
    a. The size of the department in which the employee works—the smaller the department, the greater the likelihood of disruption;
    b. Whether the employee candidate holds a position of trust and confidence to the incumbent—the closer the ties, the greater the likelihood of disruption;
    c. Whether the employee candidate is running for a position in which they would replace or become superior to their current supervisor—in such circumstances the likelihood of disruption would be greater; or
    d. The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another—the greater the amount of contact and interaction, the greater the likelihood of disruption.
    e. Not all of the above factors must be met to find a reasonable prediction of disruption.

Evaluation and Action

1. The Elected Official should consult with legal counsel for the City in determining whether there exist 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.

Policy 4.07: Americans With Disabilities Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) prohibit employers with fifteen (15) or more employees from discriminating against individuals with disabilities.

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.

Policy 4.08: Employee Personnel Files

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 employees' service with the City.
3. The employee's supervisor, Elected Officials, and the employee themselves may contribute materials to the personnel files deemed relevant to the employee's performance.

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.

Management of Information in Personnel Files

Each employee will be provided an opportunity to contest the contents of their 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.

Policy 4.09: No Expectation of Privacy

The City of Idaho City and its employees are subject to the Idaho Public Records Act, Idaho Code § 74-100. There is no personal privacy on City information resource systems. Use of City computers and systems may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed by authorized officials. It is understood that employees may unintentionally come across non-work-related material; however, if this happens, they are to exit the site or terminate access immediately and notify their manager or supervisor as soon as possible of the circumstances that led to the situation.

This policy does not apply to Personnel Files, ongoing investigations, health & medical records, or legal advice. Further information on the Public Records Act can be found at: https://legislature.idaho.gov/statutesrules/idstat/title74/t74ch1/

Policy 4.10: Fitness for Duty Exams

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 their job in a safe, appropriate, and effective manner.

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 their job with efficiency and safety for themselves 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 employee expresses concern about their ability to perform the functions of their job; or
4. When there is reasonable belief that the employee cannot safely perform the functions of their job.

"All fitness-for-duty evaluations will be conducted in compliance with the ADA and after consideration of reasonable accommodation where applicable."

Section 5.00: Leave & Benefits

Policy 5.01: Leave

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).

Jury Duty or a Witness in a Court Proceeding

1. The City encourages employees to fulfill their civic responsibilities by serving on jury duty when required.
2. 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.
3. 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.

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 to 10 years	120 hours/year
11 plus	160 hours/year

   a. 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 a maximum of 160 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 the consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee during 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.
4. Compensatory (comp) time may be used in lieu of vacation time if the employee has adequate comp time to cover the requested leave.

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 one fifth (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.
    a. 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.
    b. 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 a maximum of 320 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

Bereavement Leave

Up to one week of pay in proportion to the number of hours worked 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.

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 for more than 30 days will require written approval from the City Council.

Medical and Family Leave (non-FMLA)

The City of Idaho City is not a covered employer under the federal Family and Medical Leave Act (FMLA) because it does not employ fifty (50) or more employees within a seventy-five (75) mile radius.

The City may, at its discretion, approve unpaid medical or family-related leave as a personnel accommodation, subject to operational needs and budgetary considerations.

Approval of such leave does not create any entitlement to job-protected leave, reinstatement, or continuation of benefits beyond what is required by law.

Each request will be evaluated on a case-by-case basis by the Mayor or designee, in consultation with legal counsel if appropriate.

Policy 5.02: Holidays

Eleven 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 following 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 one-and-a-half (1.5) times the employee's regular rate of pay.

Recognized Holidays:

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

Policy 5.03: Benefits

Benefits for Temporary Employees

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

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.

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, up to (XX%) 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.

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.

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, which 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. Direct Deposit 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.

Section 6.00: Compensation & Payroll

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.

Policy 6.01: Compliance with State and Federal Pay Acts

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

Policy 6.02: 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 dismissed as necessary to meet budgetary constraints or as work needs to change.

Policy 6.03: Overtime & Compensatory Time

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 workday 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, as established by policy adopted by the City Council. Compensatory time for work in excess of forty (40) hours per week, or in excess of the work period interval established for law enforcement officers in policy XX, will be computed at 1½ hours for each additional hour worked. The City Council has set a maximum accumulation of **forty (40) 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 the 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.

Policy 6.04: Reporting and Verifying Time Records

1. Each hourly employee is responsible for timely and accurately recording time that they have 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 period covered.

    A. Any changes to the time record made by a supervisor or the Payroll Office to correct mistakes must be acknowledged by the employee.
    B. Exempt employees may be required to document time worked or benefits used for accountability purposes.

2. Any employee concerned about their 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.

    A. 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.

Policy 6.05: 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 is covered in policy XX (new policy)

Policy 6.06: Payroll Procedures and Paydays

Employees are paid bi-weekly throughout the year. Paychecks or direct deposit receipts are issued every other Thursday. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.

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 their paper or electronic paycheck stub when received to make sure it is correct. Information shown on the employee's paycheck stub is provided only for information. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the City Council, the policy will prevail. Employees are obligated to call 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 mistakes as soon as possible.

Policy 6.07: 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).

Policy 6.08: Travel Expense Reimbursement

An employee on approved City business will be reimbursed for expenses incurred in completing their 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.

BOISE COUNTY TAXING DISTRICT
NOTICE OF PUBLIC BUDGET HEARING

Taxing District: City of Idaho City

Hearing Date: August 26th, 2026 Hearing Time: 6 P.M.

Hearing Location & Address:

511 Main Street, Idaho City, ID 83631

City Hall

Contact Person: Nancy L Keeton

POC Phone: 208-392-4584 POC Email: idahocityclerk@cityofic.org

This report is due by April 30, 2026 to the Boise County Clerk. Please also submit the following information.

Board Member	Phone No.	Email	Length of term	Term Expires
TBD		idahocitymayor1@cityofic.org	2	1/28
Gary Secor Jr	208-392-4584	idahocitycouncil1@cityofic.org	4	1/28
Ashley M Elliott	208-392-4584	idahocitycouncil02@cityofic.org	4	1/30
Mari Adams	208-392-4584	idahocitycouncil3@cityofic.org	4	1/28
Bobby Mathews	208-392-4584	Idahocitycouncil4@cityofic.org	4	1/30

As required in Idaho Code Section 63-802A(1), not later than April 30 of each year, each taxing district shall set and notify the county clerk of the date and location set for the budget hearing of the district. If no budget hearing is required by law, the county clerk shall be so notified. All notifications must be in writing.

Tax districts that fail to comply with this law will lose the ability to increase the amount of property tax revenue over the previous year's approved amount. This freeze will apply to property taxes for school maintenance and operation, as well as to all non-school district property taxes that are subject to the provisions of section 63-802. For non-school districts, in addition to elimination of the 3% increase, no new construction or annexation related to otherwise allowable increases would be permitted. Also, no district will be permitted to use previously accrued foregone amounts and existing forgone amounts, to compensate for the freeze.

WEEK OF THE YOUNG CHILD

Join us for a fun week made just for kids!

MUSIC MONDAY

Come ring the bell at City Hall!

Stop by and give it a ring — let your voice be heard!

TASTY TUESDAY

Afterschool Snack at City Hall

Swing by after school for a free snack — on us!

WORKING WEDNESDAY

Tour the Water Treatment Center

Join us after school for a behind-the-scenes look at how we keep our water clean!

ARTSY THURSDAY

Art Contest: Draw a Local Building & Turn It Into City Hall!

Show us your creativity! Winners may be featured at City Hall.

FAMILY FRIDAY

MOVIE GIFT CARD

Enter All Week for a Chance to Win a Movie Gift Card!

One entry per child — winners announced Friday!

WE CAN'T WAIT TO SEE YOU ALL WEEK LONG!

Proclamation by Mayor/Local Government Entity for Week of the Young Child™

WHEREAS, the Idaho Association for the Education of Young Children (Idaho AEYC) and other local organizations are celebrating the Week of the Young Child™, April 11-17, 2026; and

WHEREAS, these organizations are working to promote and inspire high-quality early childhood experiences for our state's youngest citizens, that can provide a strong foundation of learning and lifelong success for Idaho's youngest citizens; and

WHEREAS, young children thrive when they have access to developmentally appropriate, affordable, and high-quality early care and education settings; and

WHEREAS, early childhood educators and those who work with or on behalf of young children birth through age eight, who make a meaningful difference in the lives of young children in Idaho City deserve our thanks, support and recognition; and

WHEREAS, public policies that support early learning for all young children are critical to young children's futures and to the prosperity of Idaho's families, communities, and our economy;

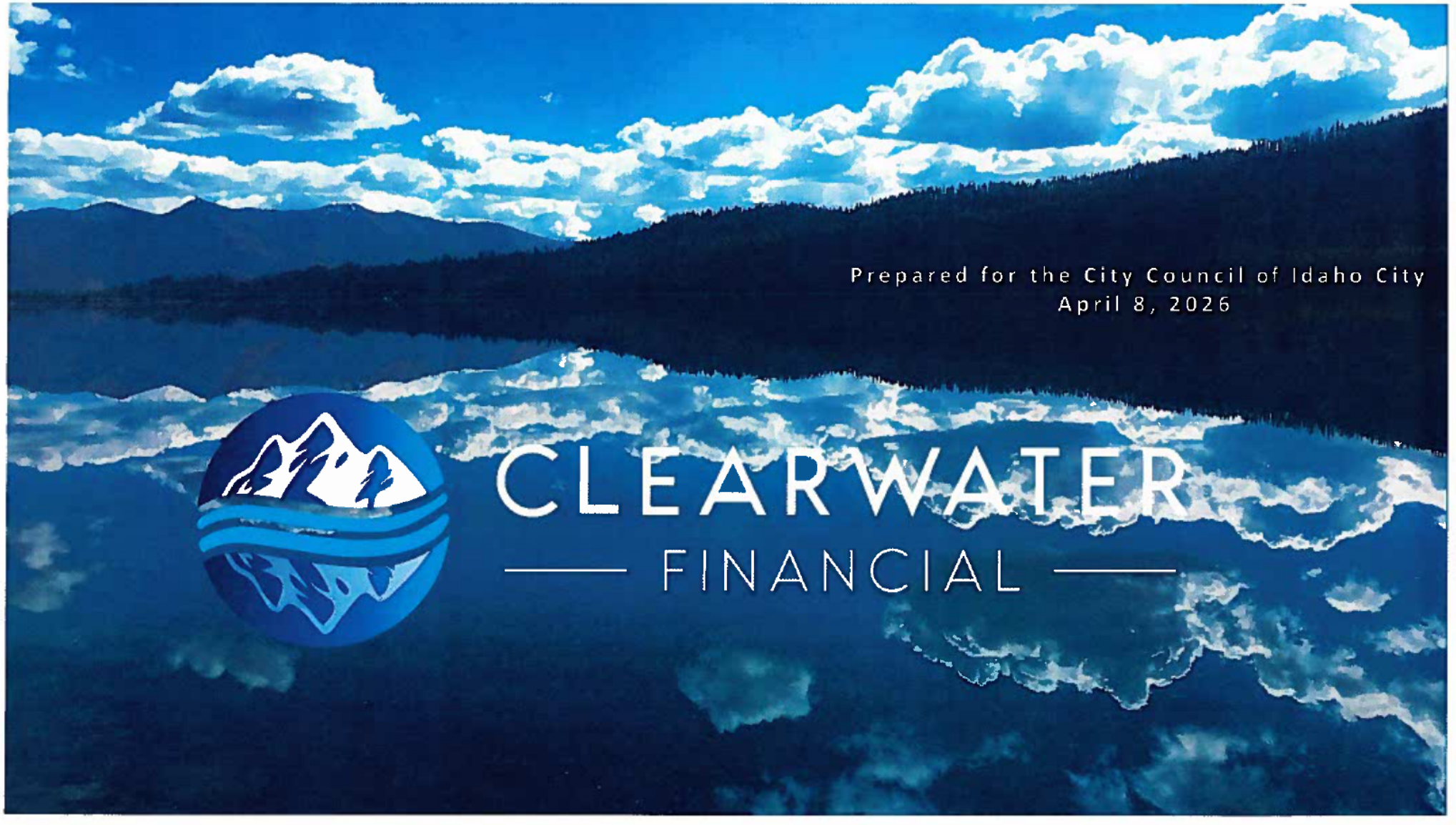
NOW, THEREFORE, I, Tom Secor Jr., Interim Mayor of the City of Idaho City, do hereby proclaim April 11-17, 2026 as the Week of the Young Child™ in Idaho City, ID, and do hereby recognize that when our community invests in early childhood care and education, we also invest in our children, families and the future of our community.

Dated this ____ day of _____, 2026.

_____
Mayor

Attest:

_____
City Clerk



Prepared for the City Council of Idaho City
April 8, 2026

CLEARWATER
FINANCIAL

GUIDING PRINCIPLES

WHY WE EXIST, WHERE WE ARE GOING, HOW WE GET THERE

Our Mission

Helping individuals and governments achieve their potential

Our Vision

Go-to for government support

Our Values

C.A.R.E - Connection, Accountability, Respect, Ethics

VALUES

FUNDAMENTAL IN EVERYTHING WE DO

Connection

We consider the customer in all we do.

Accountability

We do what we say we will do.

Respect

We seek to understand differences.

Ethics

We maintain the highest standards of integrity.

ABOUT US

INSPIRED TO SERVE

2016

Established

MSRB Registered

Idaho's first
and only headquartered
municipal advisory firm.
We have a fiduciary duty to
you and your goals!

80+

Years combined experience

Clearwater Financial's fiduciary duty to you:

Duty of Loyalty: We act in your best interest.

Duty of Care: We possess the knowledge and expertise needed to provide the services we offer.

Master Services Agreement

PUBLIC ENGAGEMENT ELECTIONS, SURVEYS, MARKETING, MESSAGING, SOCIAL MEDIA, INTERGOVERNMENTAL SOLUTIONS, REGIONALIZATION

PLANNING & DEVELOPMENT SERVICES STRATEGIC/ COMP/MASTER PLANS, P&Z, SITE SELECTION, FACILITY PLANS, DESIGN TEAM & PROJECT MANAGEMENT

PUBLIC BUDGET & ACCOUNTING BUDGET AND ACCOUNTING SUPPORT, FINANCIAL PROJECTIONS AND POLICIES, WHAT IF, COMPREHENSIVE FINANCIAL PLANNING

CLEARWATER FINANCIAL

208.559.4353
PO Box 505 | Eagle, ID 83616
chris@clearwaterfinancial.biz
www.clearwaterfinancial.biz

MASTER SERVICES AGREEMENT

These professional services and municipal advisory agreement, referred to as the "Agreement" dated _____, is made by and between the **City of Idaho City**, referred to as the "Client" located at **511 Main St., Idaho City, ID** AND **Clearwater Financial, LLC** located at **PO Box 505 Eagle, ID 83616**, referred to as the "Consultant."

1. **Professional Services.** Upon request, the Client may employ the Consultant to perform the following services:
   a) Public Engagement Services:
      i. Public education services including surveys, marketing, messaging, branding, media engagement and press releases, social media and website marketing, intergovernmental relations including joint powers agreements and public private partnerships (PPP's), stakeholder engagement.
   b) Planning and Development Services:
      i. Strategic, comprehensive, infrastructure and other long-range planning services; master facility planning; comprehensive financial planning; planning & zoning administration and best practices.
   c) Public Budgeting and Accounting Services:
      i. Budget creation assistance; audit prep and review; financial analysis; financial policies and best practices; demographic and financial projections; what-if scenarios; and project pro forma.
   d) Economic Development Services:
      i. Public private partnerships; redevelopment; development services of public assets, property assemblage, site selection, design team creation; highest-and-best-use, market and economic impact analysis; development impact fees; urban renewal TIF analysis, feasibility studies, and finance.
   e) Banking and Treasury Services:
      i. Banking services RFQ RFP; latent fund analysis; process systems improvements and innovations; banking and treasury policies; bond funds reinvestment.

ECONOMIC DEVELOPMENT URBAN RENEWAL, P3, DOWNTOWNS, LOT DEVELOPMENT RFP, HIGHEST-BEST-USE, MARKET ANALYSIS, ECONOMIC IMPACT

BANKING SERVICES RFP, LATENT FUNDS, PROCESS/SYSTEM INNOVATION, BOND FUND INVESTMENT

Master Services Agreement (cont.)

2. **Municipal Advisory and Financial Services.** The Client hereby desires to employ the Consultant as its registered "municipal advisor" with both the Securities Exchange Commission "SEC" and the Municipal Securities Rulemaking Board "MSRB" to perform the following services in accordance with the rules and regulations adopted by the SEC and MSRB and with the terms and conditions set forth in this Agreement for the purpose of obtaining financing (bonds, notes, loans, leases) for necessary projects. **Municipal Advisory and Financial Services** include:

a) Assistance with the creation and coordination of the finance team including bond council, underwriter(s), trustees, paying agents, bond registrars, escrow agents, escrow verification agents, rating agencies, bond insurers, arbitrage rebate consultants and any other parties engaged in providing services pertaining to the proposed financing. All other parties will be paid by the Client.
b) Advice and assistance in selecting the method of financing; bidding of various services and financing packages; bond rating preparation and coordination; assistance with state-wide finance programs; funding options analysis and other related services as necessary.
c) Advice related to bond structuring and issuance process such as: rate, term, covenants, finance options, credit analysis, and other services. This also includes, if necessary, debt incurring capacity, tax impact analyses and other related calculations.
d) Producing information about the Client such as: population, assessed values, largest employers, largest rate payers, property/revenue diversification and other information needed for financing purposes.
e) Provide financial advice regarding municipal credit and debt management, fund balances, debt ratios, and funding options policies and procedures.
f) Create project proformas with corresponding tax increment financing (TIF) analysis, and budgets.

MUNICIPAL FINANCE
BONDS, PRIVATE PLACEMENTS, LEASES, BOND BANK, INSURANCE, RATINGS, DEQ & USDA-RD, IMPACT FEES

Master Services Agreement (cont.)

4. **Costs**. The cost for 1. **Professional Services** is covered by an annual retainage. The Client will pay the Consultant an initial and thereafter an annual retainage fee of $6,000 upon execution of this Agreement. If a specific project is anticipated to exceed 30 hours, the Client and Consultant will agree on a specific scope of work that will be authorized by the Client via addendum to this Agreement. This will be defined by a specific not-to-exceed price to complete the project that is mutually agreed upon by the Client and Consultant. The annual retainage fee is non-refundable. The annual retainage fee will be paid upon the anniversary of the execution of this Agreement.

<u>Projects Under 30 Hours:</u>

- ✓ Covered under the retainer
- ✓ No limit on retainer projects

<u>Projects Over 30 Hours</u>:

- ✓ Separately scoped project
- ✓ Scope and price are agreed upon between City + CWF
- ✓ Issued as an Addendum to the MSA

The cost for each separate 2. **Municipal Advisory and Financial Service** <u>is</u> as follows:

Bonds/Notes/Loans/Leases/Financings:

<u>Bond Size</u>:	<u>Fee Calculation</u>:
$0 to $5MM	$25,000
$5MM to $10MM	$25,000 + $2.75 per 1,000 of bonds from $5MM to $10MM
$10MM and above	$38,750 + $1.50 per 1,000 of bonds from $10MM and above. $.50 per bond for any bonds over $50MM

If additional expenses such as in-state and out-of-state travel, meals, communications, disclosures, print, software, data sources, and other out-of-pocket expenses are required; these costs will be paid by the Client to the Consultant.

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Accomplishments

- Regular Collaboration Meetings
- City Council Training
- Gem Grant Application Assistance
- Updated Personnel Policies and Procedures
- Community Hall Support (press release, donation Policy)
- Developed Internal/External Social Media Policy
- RFQ for Engineering Services
- Drafted 12 press releases
- Historic Commission Training & Survey

Upcoming Opportunities

- *Additional Staff Support*
- *Social Media Launch*
- *Historic Commission Goals for 2026*
- *Comprehensive Plan Update Support*
- *Pitch Package for Fundraising Campaign*
- *Additional policy assistance (HR, Retention)*
- *Project Prioritization Workshop*

Questions: How Can We Help?

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ANNUAL RETAINER REVIEW

TO: Nancy Ptak, City Clerk, City of Idaho City
FROM: Cameron Arial, Clearwater Financial
DATE: March 31, 2026
RE: Annual Retainer Agreement Renewal

Dear Nancy,

As we approach the end of your current annual retainer, we wanted to take this opportunity to thank you for your continued trust in our services. Over the past year, we have been proud to support your City, and we would like to outline the key services and deliverables completed under your retainer to ensure transparency and to highlight the value we have provided.

Projects/Tasks Completed Under the Retainer from April 18, 2025, to Present

City Projects:

- **City Council Training**
  - Delivered training to City Council members on open meeting requirements, public records, meeting procedures, and ethics.
- **GEM Grant Application**
  - Assisted the City Clerk in preparing and submitting a GEM grant application through the Idaho Department of Commerce to support the City's Comprehensive Plan update.
- **Policies and Procedures**
  - Updated existing policies and developed new policies related to social media use, personnel, and donations.
  - Ensured alignment with current Idaho statute, City practices, and applicable state and federal law.
  - Consolidated policies into a single, organized document and resolved conflicting language.
- **Community Hall Support**
  - Developed a donation policy and standardized donation and acknowledgment form to support the Community Hall campaign, incorporating administrative and regulatory best practices.
- **Social Media Policy**
  - Drafted a comprehensive social media policy, including internal management guidelines and public-facing terms of use.
- **Press Releases**
  - Drafted 12 press releases for the City covering key updates, including leadership changes, service impacts, procurements, and community engagement efforts
- **Project Prioritization Survey & Outreach**
  - Designed and distributed a citywide survey to residents and staff to identify and prioritize capital and community projects.
  - Results supported decision-making and were incorporated into the GEM grant application.
- **City Engineer – RFQ**

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- Supported the procurement of City engineering services, including drafting the RFQ, developing the project schedule, managing submissions, evaluating proposals, and providing a recommendation to the City

- **Historic Commission Training**
  - Delivered training on roles and responsibilities, legal authority, the certificate of appropriateness process, and open meeting requirements.
- **Historic Commission Survey**
  - Developed and administered a follow-up survey to assess additional training needs and support ongoing Commission development.

As a reminder, the Retainer grants you access to the full suite of our professional services for projects not separately scoped. Below is a list of those services and we look forward to supporting you and the City with these services over the next year.

1. **Professional Services.** Upon request, the Client may employ the Consultant to perform the following services:

a) Public Engagement Services:
   i. Public education services including surveys; marketing, messaging, branding, media engagement and press releases, social media and website marketing; intergovernmental relations including joint powers agreements and public private partnerships (PPP); stakeholder engagement.

b) Planning and Development Services:
   i. Strategic, comprehensive, infrastructure and other long-range planning services; master facility planning; comprehensive financial planning; planning & zoning administration and best practices.

c) Public Budgeting and Accounting Services:
   i. Budget creation assistance; audit prep and review; financial analysis; financial policies and best practices; demographic and financial projections; what-if scenarios; and project pro forma.

d) Economic Development Services:
   i. Public private partnerships; redevelopment; development services of public assets; property assemblage; site selection; design team creation; highest-and-best-use, market and economic impact analysis; development impact fees; urban renewal TIF analysis, feasibility studies, and finance.

e) Banking and Treasury Services:
   i. Banking services RFQ/RFP; latent fund analysis; process/systems improvements and innovations; banking and treasury policies; bond funds reinvestment.

We look forward to continuing our partnership and delivering results in the coming year. Please let us know if you have any questions or need further clarification on the renewal process.

Sincerely,

Cameron Arial
President

4/8/2026 Public Works Update

We have a new public works employee that already seems eager and motivated to complete tasks efficiently. This week is mainly focused on training him to accurately perform the daily rounds and tasks. Unfortunately, that might reflect a slight detriment to projects, such as potholes and general maintenance around town due to the time it takes to properly train somebody on the daily essentials. I plan to have him trained in the basic operations of our Backhoe by the middle of next week. At least to a point where he can confidently operate the front loader and haul our road maintenance supplies.

I have been working on getting a quote together for dust abatement. What I have so far is from a company called AG Express, which is the company we used last year and have proved to be cheaper than previous companies, and they gave a rough estimate of $8,967 for 1 truck load and double that for 2 truck loads. ($17,934)
With that said, I do believe we can spread 1 truck load far enough to spray all our well-travelled streets and some of our smaller streets. However, if we want to attempt to spray every road we would need to order 2 truck loads.

Our board walk lumber order is ready to pick up. I have plans in motion to have a hitch installed on the newly donated city truck to pull a trailer to pick it up. U-Haul is going to install a Hitch tomorrow 4/9/2026 and I plan to go pick up on Friday 10/10/2026. Once we have materials on hand, I will be focusing some time and love into some much-needed boardwalk repairs.

Today, 4/8/2026 I met with Dan Hawkins from Core and Main and we assessed the PRV system. We established that more in depth repairs are needed, and he is going to be working on getting that figured out, and he told me he should know more by the end of week. Basically, we tried rebuilding the PRV's and discovered that there is potentially more damage than could have been estimated, and Dan wasn't confident that proceeding would be beneficial without confirming certain things with the manufacturer.

The Highway 21 project is moving forward without issue as of now. We have traffic control plans in the works with a quote from T2 Traffic control. We have them reserved for 5/5/26 through 5/8/26. Their bid came in at $1,022 per day but should only need them for 2 days assuming everything goes smoothly. We will be submitting this information to the State along with the civil engineering plans we received from our engineers, and ultimately locking down this permit.

10 GENERAL FUND

	Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
	Revenue								
Law	31100	Property Taxes	12,742.76	81,535.85			94,278.61	144,721.00	-50,442.39
	31200	Property Tax Penalty and	599.91	1,115.54			1,715.45	2,446.00	-730.55
Law	31400	Court Revenue	2,273.85	1,626.75			3,900.60	14,420.00	-10,519.40
Law	32100	Beer Licenses						1,300.00	-1,300.00
Law	32200	Liquor Licenses						900.00	-900.00
Law	32300	Wine Licenses						1,425.00	-1,425.00
	32400	Business Licenses	2,166.00	1,207.00			3,373.00	3,480.00	-107.00
	32500	Vendors Permits	1,736.25	172.00			1,908.25	2,228.00	-319.75
	32510	Food Truck Permits	682.50	233.00			915.50	824.00	91.50
	32600	Catering Permits		20.00			20.00	165.00	-145.00
	32700	Building Permits	687.64	5,448.22			6,135.86	12,360.00	-6,224.14
Law	32800	Animal Licenses	22.00	280.50			302.50	250.00	52.50
	32900	Idaho Power Storage Space						500.00	-500.00
Law	33500	State Liquor Appropriatio	6,566.00				6,566.00	32,040.00	-25,474.00
	33800	State Revenue Sharing	15,242.60				15,242.60	56,710.00	-41,467.40
Law	33940	Law Enforcement Grants						23,000.00	-23,000.00
	33950	CLG Grant (Historic)	10,000.00				10,000.00	5,000.00	5,000.00
	34140	Copy Fees						25.00	-25.00
	34200	Event Checklist Fees	26.25	78.75			105.00	330.00	-225.00
Law	34210	Event Fees- Law Enforceme						1,000.00	-1,000.00
Law	34220	Noise Variance Applicatio						105.00	-105.00
	34410	Cemetery Plots						5,200.00	-5,200.00
	34500	PLANNING and ZONING FEES	52.50				52.50	1,000.00	-947.50

10 GENERAL FUND

Account	Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
	36100	Checking Interest	25.32				25.32	155.00	-129.68
	36400	LGIP MONTHLY-reinvestment	69.36				69.36	200.00	-130.64
	36500	Misc Receipts	1,000.00	288.67			1,288.67	8,429.00	-7,140.33
	36760	Donations - Community Hal		30,547.94			30,547.94		30,547.94
	37200	Community Hall Rentals	517.05	429.25			946.30	8,000.00	-7,053.70
	37210	Rodeo Grounds Rental		82.50			82.50	500.00	-417.50
	37300	Community Hall Cleaning D	1,050.00	150.00			1,200.00	2,500.00	-1,300.00
	37310	Rodeo Grounds Deposit		300.00			300.00	600.00	-300.00
	37400	Community Hall Rental Sal		17.84			17.84	180.00	-162.16
	37410	Rodeo Grounds Sales Tax						25.00	-25.00
	37800	Power Reimb-Visitor's Cen	663.60				663.60	2,459.00	-1,795.40
		Total Revenue	56,123.59	123,533.81			179,657.40	332,477.00	-152,819.60
Expenses									
41500		Administrative							
	110	Employee Salary	7,748.70	7,712.85			15,461.55	33,977.00	18,515.45
	111	Council Salary	1,200.00	800.00			2,000.00	7,200.00	5,200.00
	112	Mayor's Expense Account						500.00	500.00
	210	FICA and Medicare	684.50	651.22			1,335.72	2,599.00	1,263.28
	220	Health & Life Insurance	1,763.13	1,601.86			3,364.99	8,185.00	4,820.01
	240	Retirement	1,070.25	1,018.10			2,088.35	3,490.00	1,401.65
	260	Worker's Compensation						1,545.00	1,545.00
	305	Office Supplies	272.73	395.23			667.96	1,017.00	349.04
	310	Postage	200.00	200.00			400.00	800.00	400.00
	330	Office Equipment	173.81	232.63			406.44	1,050.00	643.56

10 GENERAL FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
331	Software & Internet Servi	45.49				3,295.26		-52.26
341	Solid Waste Fees	336.47	3,249.77			496.28	3,243.00	413.72
342	Professional Services		159.81				910.00	2,060.00
350	IT Services	2,415.06				3,764.25	2,060.00	-1,541.25
360	Community Hall Deposit Re	450.00	1,349.19			750.00	2,223.00	4,400.00
365	Rodeo Grounds Deposit Ref		300.00				5,150.00	600.00
370	Bank Charges	460.75				460.75	600.00	1,195.25
390	Misc Expense						1,656.00	932.00
405	DIVISION of BUILDING SAFT	244.81				559.81	932.00	2,412.19
420	Liability/Property Insura	1,123.31	315.00			2,246.62	2,972.00	-60.62
430	Auditor Fees		1,123.31				2,186.00	2,271.00
440	Publishing & Printing					129.60	2,271.00	385.40
450	Travel & Mileage		129.60				515.00	361.00
460	Dues & Subscriptions	387.98				808.68	361.00	-308.68
470	Training		420.70			87.00	500.00	263.00
490	Telephone Services - VOIP	73.90	87.00			184.72	350.00	270.28
491	Internet services	67.84	110.82			169.60	455.00	250.40
492	CELL PHONES	158.04	101.76			395.10	420.00	560.90
493	COUNCIL IPads	75.70	237.06			189.25	956.00	265.75
494	Telephone Service / VOIP	35.42	113.55			88.55	455.00	125.45
560	Cemetery Expense		53.13			7,000.00	214.00	14,700.00
570	Attorney Fees	525.30	7,000.00			1,367.71	21,700.00	1,622.29
590	Sales/Use Tax Payable	97.94	842.41			282.28	2,990.00	26.72
611	Supplies - Cleaning - Bui	276.18	184.34			335.74	309.00	179.26
620	Repairs - Visitor's Cente	38.96	59.56			62.67	515.00	452.33
			23.71				515.00	

10 GENERAL FUND

Account	Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
	621	Repairs - Community Hall	463.94				463.94	515.00	51.06
	622	Repairs - Rodeo Grounds						206.00	206.00
	623	Repairs - City Hall	156.00	214.96			370.96	4,000.00	3,629.04
	650	Propane - City Hall	37.10	189.26			226.36	420.00	193.64
	670	Power - City Hall	215.19	451.14			666.33	1,545.00	878.67
	673	Power - Community Hall	783.67	1,638.00			2,421.67	4,326.00	1,904.33
	674	Power - Visitor's Center	653.56	1,289.69			1,943.25	3,695.00	1,751.75
	910	Ordinance Codification	175.00				175.00	921.00	746.00
	915	PLANNING and ZONING EXPEN						500.00	500.00
	930	Parks & Rec Expenses	336.17	547.99			884.16	2,000.00	1,115.84
	940	Historic District Expense						5,000.00	5,000.00
		Total Account	22,746.90	32,803.65			55,550.55	137,949.00	82,398.45
42100		Law Enforcement							
	110	Employee Salary	29,007.71	30,919.34			59,927.05	103,531.00	43,603.95
	210	FICA and Medicare	2,219.06	2,365.32			4,584.38	9,680.00	5,095.62
	220	Health & Life Insurance	3,693.84	3,293.73			6,987.57	11,587.00	4,599.43
	240	Retirement	3,915.48	4,154.77			8,070.25	17,262.00	9,191.75
	260	Worker's Compensation	2,445.00				2,445.00	3,041.00	596.00
	305	Office Supplies	53.99				53.99		-53.99
	380	Uniform Expense	319.43				319.43	650.00	330.57
	390	Misc Expense						1,000.00	1,000.00
	391	Towing Expense						200.00	200.00
	420	Liability/Property Insura	2,667.89	2,667.89			5,335.78	5,191.00	-144.78
	460	Dues & Subscriptions	200.00	322.00			522.00	250.00	-272.00
	470	Training						600.00	600.00

10 GENERAL FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
480	Fuel & Oil	1,818.36				4,501.24		3,498.76
			2,682.88				8,000.00	
492	CELL PHONES	331.39				908.47		327.53
			577.08				1,236.00	
540	Equipment Repairs							300.00
							300.00	
570	Attorney Fees	3,000.00				6,000.00		6,000.00
			3,000.00				12,000.00	
610	Supplies - Fund Specific							500.00
							500.00	
615	New Equipment	2,319.74				2,319.74		680.26
							3,000.00	
640	Vehicle Expense	488.03				18,445.26		1,554.74
			17,957.23				20,000.00	
	Total Account	52,479.92				120,420.16		77,607.84
			67,940.24				198,028.00	
	Total Expenses	75,226.82				175,970.71		160,006.29
			100,743.89				335,977.00	
	Net Income from Operation	-19,103.23				3,686.69		
			22,789.92					
Other Revenue								
38300	Lease Agreement Payments							-500.00
							500.00	
38600	Surplus Equipment							-1,000.00
							1,000.00	
38900	Law Contracts							-1,000.00
							1,000.00	
39700	Fire District Lease					1,000.00		
			1,000.00				1,000.00	
	Total Other Revenue					1,000.00		-2,500.00
			1,000.00				3,500.00	
	Net Income	-19,103.23				4,686.69		
			23,789.92					

20 STREET FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
Revenue								
31100	Property Taxes	2,807.26	17,073.57			19,880.83	28,886.00	-9,005.17
31200	Property Tax Penalty and	257.10	478.08			735.18	1,061.00	-325.82
31300	Personal Property Tax Rep	5.25	2,407.22			2,412.47	4,733.00	-2,320.53
33100	Restricted Highway Fund /	1,569.02				1,569.02	5,984.00	-4,414.98
33110	HO354 / HB308 Rebuild Ame						12,452.00	-12,452.00
33120	HB362						5,093.00	-5,093.00
33200	Highway Users Revenue / O	5,168.13				5,168.13	20,259.00	-15,090.87
36400	LGIP MONTHLY-reinvestment	140.31				140.31	300.00	-159.69
	Total Revenue	9,947.07	19,958.87			29,905.94	78,768.00	-48,862.06
Expenses								
43200	Street							
110	Employee Salary	5,478.60	4,938.70			10,417.30	24,586.00	14,168.70
210	FICA and Medicare	419.17	377.73			796.90	1,881.00	1,084.10
220	Health & Life Insurance	779.18	777.62			1,556.80	6,156.00	4,599.20
240	Retirement	655.33	590.66			1,245.99	2,940.00	1,694.01
260	Worker's Compensation	592.00				592.00	592.00	
420	Liability/Property Insura	280.83	280.83			561.66	546.00	-15.66
430	Auditor Fees						757.00	757.00
440	Publishing & Printing						125.00	125.00
450	Travel & Mileage	145.13				145.13	100.00	-45.13
470	Training		17.40			17.40		-17.40
480	Fuel & Oil	196.49	202.90			399.39	1,643.00	1,243.61

20 STREET FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
540	Equipment Repairs	1,055.02				1,055.02	2,163.00	1,107.98
610	Supplies - Fund Specific						150.00	150.00
612	Supplies - SHOP PUBLIC WO	201.79	465.21			667.00	600.00	-67.00
614	Signs						250.00	250.00
615	New Equipment		995.66			995.66	3,000.00	2,004.34
632	Dust Abatement						10,000.00	10,000.00
633	Snow Removal - Streets						1,000.00	1,000.00
634	Boardwalk Repairs						500.00	500.00
635	Street Maintenance	570.00	2,305.02			2,875.02	10,000.00	7,124.98
672	Power-Street Lights	888.18	1,561.52			2,449.70	4,996.00	2,546.30
675	Power - Shop	38.17	79.00			117.17	247.00	129.83
742	Backhoe Payments	3,457.69				3,457.69	3,530.00	72.31
743	Loader Payments		4,612.70			4,612.70	4,613.00	0.30
820	Contingency Fund						5,938.00	5,938.00
	Total Account	14,757.58	17,204.95			31,962.53	86,313.00	54,350.47
	Total Expenses	14,757.58	17,204.95			31,962.53	86,313.00	54,350.47
	Net Income from Operation	-4,810.51	2,753.92			-2,056.59		
Other Revenue								
38501	Idaho Power Franchise - S						7,545.00	-7,545.00
	Total Other Revenue						7,545.00	-7,545.00

20 STREET FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
	Net Income	-4,810.51	2,753.92			-2,056.59		

51 WATER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
Revenue								
34800	Users Fees	86,143.31	57,716.40			143,859.71	347,438.00	-203,578.29
34805	User Fees - DEQ Water Bon	20,122.30	13,433.75			33,556.05	80,000.00	-46,443.95
34810	Hook-up Fees		7,570.50			7,570.50	18,375.00	-10,804.50
34820	On/Off Fees	350.00	70.00			420.00	500.00	-80.00
34840	Special Users Hook-up Fee						1,200.00	-1,200.00
34850	Users Late Fees	1,275.32	1,389.45			2,664.77	2,800.00	-135.23
34860	RV Dump Donations	268.80				268.80	2,000.00	-1,731.20
36400	LGIP MONTHLY-reinvestment	376.21				376.21	3,500.00	-3,123.79
36600	NSF Fee	25.00				25.00	75.00	-50.00
36900	Misc Revenue						225.00	-225.00
36910	Misc.Rev. Redwood Surplus		1,569.44			1,569.44	200.00	1,369.44
	Total Revenue	108,560.94	81,749.54			190,310.48	456,313.00	-266,002.52
Expenses								
43400	Water							
110	Employee Salary	27,178.32	25,989.51			53,167.83	129,379.00	76,211.17
111	Council Salary	1,500.00	1,400.00			2,900.00	7,200.00	4,300.00
113	Certified Plant Operator						13,500.00	13,500.00
210	FICA and Medicare	2,193.96	2,095.45			4,289.41	9,714.00	5,424.59
220	Health & Life Insurance	5,305.62	5,161.97			10,467.59	25,405.00	14,937.41
240	Retirement	3,433.96	3,287.92			6,721.88	14,756.00	8,034.12
260	Worker's Compensation	2,874.00				2,874.00	2,874.00	
305	Office Supplies	158.66	228.51			387.17	1,162.00	774.83

51 WATER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
310	Postage	128.10				555.10		542.90
			427.00				1,098.00	
330	Office Equipment	198.65				464.53		735.47
			265.88				1,200.00	
331	Software & Internet Servi	52.00				7,153.69		-388.69
			7,101.69				6,765.00	
341	Solid Waste Fees	384.61				567.28		472.72
			182.67				1,040.00	
342	Professional Services							2,060.00
							2,060.00	
350	IT Services	8,050.21				12,547.53		-5,138.53
			4,497.32				7,409.00	
420	Liability/Property Insura	5,054.94				10,109.88		-273.88
			5,054.94				9,836.00	
430	Auditor Fees							6,813.00
							6,813.00	
440	Publishing & Printing							500.00
							500.00	
450	Travel & Mileage	139.31				139.31		510.69
							650.00	
460	Dues & Subscriptions	1,463.42				1,944.22		-872.22
			480.80				1,072.00	
470	Training					230.55		269.45
			230.55				500.00	
480	Fuel & Oil	655.01				1,331.37		4,146.63
			676.36				5,478.00	
490	Telephone Services - VOIP	84.46				211.12		308.88
			126.66				520.00	
491	Internet services	157.46				393.65		566.35
			236.19				960.00	
492	CELL PHONES	180.62				451.55		641.45
			270.93				1,093.00	
493	COUNCIL IPads	86.52				216.30		303.70
			129.78				520.00	
494	Telephone Service / VOIP	60.72				151.80		214.20
			91.08				366.00	
540	Equipment Repairs	2,901.26				2,901.26		2,598.74
							5,500.00	
570	Attorney Fees	1,751.00				4,559.02		6,564.98
			2,808.02				11,124.00	
580	Engineers Fees							3,000.00
							3,000.00	
610	Supplies - Fund Specific	74.72				863.99		636.01
			789.27				1,500.00	
612	Supplies - SHOP PUBLIC WO	739.86				2,445.58		-245.58
			1,705.72				2,200.00	
615	New Equipment							6,000.00
							6,000.00	
630	Maintenance and Operation	47,416.05				55,670.66		-38,933.66
			8,254.61				16,737.00	

51 WATER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
640	Vehicle Expense						1,000.00	1,000.00
650	Propane - City Hall	42.40	216.29			258.69	650.00	391.31
652	Propane - water and sewer	720.22	1,949.04			2,669.26	5,500.00	2,830.74
671	Power WATER AND SEWER	4,023.45	6,955.48			10,978.93	23,012.00	12,033.07
680	Chemicals	2,975.19	1,055.50			4,030.69	8,950.00	4,919.31
681	Water Tests	302.00	542.00			844.00	8,000.00	7,156.00
720	Water Improvement Project	6,653.50	59,705.00			66,358.50	2,876,514.00	2,810,155.50
742	Backhoe Payments	12,678.23				12,678.23	12,943.00	264.77
743	Loader Payments		16,913.20			16,913.20	16,914.00	0.80
850	Water Bond	40,000.00	40,000.00			80,000.00	80,000.00	
910	Ordinance Codification	200.00				200.00	1,053.00	853.00
	Total Account	179,818.43	198,829.34			378,647.77	3,332,467.00	2,953,819.23
	Total Expenses	179,818.43	198,829.34			378,647.77	3,332,467.00	2,953,819.23
	Net Income from Operation	-71,257.49	-117,079.80			-188,337.29		
Other Revenue								
38200	DEQ Loan-Water Bond						2,876,154.00	-2,876,154.00
	Total Other Revenue						2,876,154.00	-2,876,154.00
	Net Income	-71,257.49	-117,079.80			-188,337.29		

52 SEWER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
Revenue								
34800	Users Fees	55,612.92				92,740.79		-128,204.21
			37,127.87				220,945.00	
34810	Hook-up Fees					7,570.50		-10,804.50
			7,570.50				18,375.00	
34830	Special Users Fees							-500.00
							500.00	
34850	Users Late Fees	646.16				1,474.78		-25.22
			828.62				1,500.00	
34860	RV Dump Donations	115.20				115.20		-884.80
							1,000.00	
36400	LGIP MONTHLY-reinvestment	1,513.27				1,513.27		-2,486.73
							4,000.00	
	Total Revenue	57,887.55				103,414.54		-142,905.46
			45,526.99				246,320.00	
Expenses								
43500	Sewer							
110	Employee Salary	17,715.37				34,651.07		49,617.93
			16,935.70				84,269.00	
111	Council Salary	900.00				1,700.00		1,900.00
			800.00				3,600.00	
113	Certified Plant Operator	2,647.65				5,647.65		6,352.35
			3,000.00				12,000.00	
210	FICA and Medicare	1,424.09				2,780.89		3,666.11
			1,356.80				6,447.00	
220	Health & Life Insurance	3,648.13				7,171.21		10,538.79
			3,523.08				17,710.00	
240	Retirement	2,226.34				4,347.57		5,300.43
			2,121.23				9,648.00	
260	Worker's Compensation	1,854.00				1,854.00		
							1,854.00	
305	Office Supplies	99.17				242.00		258.00
			142.83				500.00	
310	Postage	54.90				237.90		232.10
			183.00				470.00	
330	Office Equipment	124.16				290.36		459.64
			166.20				750.00	
331	Software & Internet Servi	32.50				2,628.45		-63.45
			2,595.95				2,565.00	
341	Solid Waste Fees	240.41				354.59		445.41
			114.18				800.00	
342	Professional Services							2,060.00
							2,060.00	

52 SEWER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
350	IT Services	5,635.14	3,148.12			8,783.26	5,186.00	-3,597.26
420	Liability/Property Insura	4,914.53	4,914.53			9,829.06	9,563.00	-266.06
430	Auditor Fees						5,299.00	5,299.00
440	Publishing & Printing						100.00	100.00
450	Travel & Mileage	161.11				161.11	900.00	738.89
460	Dues & Subscriptions	277.14	300.50			577.64	670.00	92.36
470	Training		100.05			100.05	250.00	149.95
480	Fuel & Oil	458.51	473.45			931.96	3,835.00	2,903.04
490	Telephone Services - VOIP	52.80	79.17			131.97	325.00	193.03
491	Internet services	128.38	192.57			320.95	780.00	459.05
492	CELL PHONES	112.90	169.35			282.25	683.00	400.75
493	COUNCIL IPads	54.08	81.12			135.20	325.00	189.80
494	Telephone Service / VOIP	45.54	68.31			113.85	275.00	161.15
540	Equipment Repairs	1,318.76				1,318.76	1,500.00	181.24
570	Attorney Fees	1,225.70	1,965.61			3,191.31	6,976.00	3,784.69
580	Engineers Fees						3,000.00	3,000.00
610	Supplies - Fund Specific	23.32				23.32	500.00	476.68
612	Supplies - SHOP PUBLIC WO	403.57	1,071.72			1,475.29	1,200.00	-275.29
615	New Equipment						1,800.00	1,800.00
630	Maintenance and Operation	4,326.91	1,281.59			5,608.50	10,000.00	4,391.50
640	Vehicle Expense						500.00	500.00
650	Propane - City Hall	26.50	135.18			161.68	300.00	138.32
652	Propane - water and sewer	308.68	835.29			1,143.97	2,500.00	1,356.03
671	Power WATER AND SEWER	1,289.18	2,352.03			3,641.21	7,500.00	3,858.79
680	Chemicals	982.44	1,532.50			2,514.94	10,000.00	7,485.06

52 SEWER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
683	Sewer Tests	2,792.00	3,652.00			6,444.00	12,000.00	5,556.00
742	Backhoe Payments	6,915.40				6,915.40	7,060.00	144.60
743	Loader Payments		9,225.38			9,225.38	9,226.00	0.62
820	Contingency Fund						1,094.00	1,094.00
910	Ordinance Codification	125.00				125.00	300.00	175.00
	Total Account	62,544.31	62,517.44			125,061.75	246,320.00	121,258.25
	Total Expenses	62,544.31	62,517.44			125,061.75	246,320.00	121,258.25
	Net Income from Operation	-4,656.76	-16,990.45			-21,647.21		
	Net Income	-4,656.76	-16,990.45			-21,647.21		

UTILITY BILLING SYSTEM Report ID: 1020 — CITY OF IDAHO CITY

PAST DUE 60 OR MORE DAYS — For target date 04/06/2026 — 09:04:42 - 04/06/2026

Account	Route - Meter / Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20002-00	02-02	[redacted]	305 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE	Shut off		327.60		262.08
	51 - WATER USAGE					
	51 - DEQ - DW1104	last pd 2/3/24		99.81		78.06
	52 - SEWER			187.15		149.72
	51 - WATER LATE FEE			59.98		26.77
	52 - SEWER LATE FEE			29.72		14.75
	51 - ON/OFF FEE			140.00		70.00
	51 - OVERPAYMENT					
			Subtotal for Account 20002-00 :	844.26		601.38
20008-00	02-08	[redacted]	206 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE	Letter		131.04		65.52
	51 - WATER USAGE					
	51 - DEQ - DW1104	last pd 3/17/24		43.50		21.75
	52 - SEWER			74.86		37.43
	51 - WATER LATE FEE			13.10		6.55
	52 - SEWER LATE FEE			7.48		3.74
	51 - OVERPAYMENT					
			Subtotal for Account 20008-00 :	269.98		134.99
20054-00	02-54	[redacted]	402 MONTGOMERY STREET		RESIDENTIAL	
	51 - WATER BASE	7-Day		196.56		131.04
	51 - WATER USAGE			0.45		0.30
	51 - DEQ - DW1104	last pd 1/7/24		65.25		43.50
	52 - SEWER			112.29		74.86
	51 - WATER LATE FEE			13.13		
	52 - SEWER LATE FEE			7.49		
	51 - OVERPAYMENT					
			Subtotal for Account 20054-00 :	395.17		249.70
20082-00	02-82	[redacted]	110 PLACER STREET		RESIDENTIAL	
	51 - WATER BASE	Agreement		159.65		94.13
	51 - WATER USAGE			1.80		1.20
	51 - DEQ - DW1104	last pd 3/20/24		43.50		21.75
	52 - SEWER			112.29		74.86
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20082-00 :	317.24		191.94
20091-00	02-91	[redacted]	106 BEAR RUN ROAD		COMMERCIAL	
	51 - WATER BASE	7-Day		294.84		196.56
	51 - WATER USAGE			26.16		17.44
	51 - DEQ - DW1104	last pd 2/4/24		89.25		59.50
	52 - SEWER			168.45		112.30
	51 - OVERPAYMENT	Sending check for full Amount				
			Subtotal for Account 20091-00 :	578.70		385.80
20092-00	02-92	[redacted]	108 BEAR RUN ROAD		COMMERCIAL	
	51 - WATER BASE	7-Day		294.84		196.56
	51 - WATER USAGE			749.16		499.44
	51 - DEQ - DW1104	last pd 2/4/24		89.25		59.50
	52 - SEWER			168.45		112.30
	51 - OVERPAYMENT	Sending check for full Amount				
			Subtotal for Account 20092-00 :	1301.70		867.80
20093-00	02-93	[redacted]	108 BEAR RUN ROAD		COMMERCIAL	
	51 - WATER BASE	7-Day		1179.36		786.24
	51 - WATER USAGE					
	51 - DEQ - DW1104	last pd 2/4/24		89.25		59.50
	52 - SEWER			673.80		449.20
	51 - OVERPAYMENT	Sending check for full Amount				
			Subtotal for Account 20093-00 :	1942.41		1294.94

UTILITY BILLING SYSTEM Report ID: 1020

PAST DUE 60 OR MORE DAYS For target date 04/06/2026

CITY OF IDAHO CITY

09:04:42 - 04/06/2026

Account	Route - Meter / Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20113-00	02-113	[redacted]	201 E WALULLA STREET		RESIDENTIAL	
	51 - WATER BASE	Agreement		262.08		196.56
	51 - WATER USAGE	last pd 1/13/24		3.88		2.91
	51 - DEQ - DW1104			87.00		65.25
	52 - SEWER			167.43		130.00
	51 - WATER LATE FEE	PD $300 4/8/26		19.95		19.95
	52 - SEWER LATE FEE			21.96		21.96
	51 - OVERPAYMENT					
			Subtotal for Account 20113-00 :	562.30		436.63
20126-00	02-126	[redacted]	316 W WALULLA STREET		RESIDENTIAL	
	51 - WATER BASE	Shut o SF		393.12		327.60
	51 - WATER USAGE					
	51 - DEQ - DW1104	last pd 2/5/24		116.25		94.50
	52 - SEWER			224.58		187.15
	51 - WATER LATE FEE			39.76		
	52 - SEWER LATE FEE			18.72		
	51 - ON/OFF FEE			70.00		70.00
	51 - OVERPAYMENT					
			Subtotal for Account 20126-00 :	862.43		679.25
20131-00	02-131	[redacted]	116 COTTONWOOD STREET		RESIDENTIAL	
	51 - WATER BASE	Shut off		1244.88		1179.36
	51 - WATER USAGE					
	51 - DEQ - DW1104	last pd 9/26/24		359.25		337.50
	52 - SEWER			698.09		660.66
	51 - WATER LATE FEE			1146.61		1028.67
	52 - SEWER LATE FEE			715.98		649.91
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20131-00 :	4164.81		3856.10
20139-00	02-139	[redacted]	109 COMMERCIAL STREET		RESIDENTIAL	
	51 - WATER BASE	7-Day		327.60		262.08
	51 - WATER USAGE			35.75		28.60
	51 - DEQ - DW1104	last pd 2/19/24		108.75		87.00
	52 - SEWER			187.15		149.72
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			4.65		4.65
	51 - NSF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20139-00 :	663.90		532.05
20163-00	02-163	[redacted]	2 SUMMERVOLD ROAD		RESIDENTIAL	
	51 - WATER BASE	Shut off		655.20		589.68
	51 - WATER USAGE			8.66		8.21
	51 - DEQ - DW1104	last pd 7/29/25		204.00		182.25
	51 - WATER LATE FEE			327.49		260.70
	52 - SEWER LATE FEE					
	51 - ON/OFF FEE			70.00		70.00
	51 - OVERPAYMENT					
			Subtotal for Account 20163-00 :	1265.35		1110.84
20168-00	02-168	[redacted]	3886 HIGHWAY 21		COMMERCIAL	
	51 - WATER BASE	Agreement		589.68		393.12
	51 - WATER USAGE			1264.38		879.59
	51 - DEQ - DW1104	last pd 4/3/24		89.25		59.50
	52 - SEWER			449.20		336.90
	51 - OVERPAYMENT					
			Subtotal for Account 20168-00 :	2392.51		1669.11

Total Balance: 15560.76

Total Past Due: 12010.53

CLEARWATER
FINANCIAL

208.559.4353
PO Box 505 | Eagle, ID 83616
cariel@clearwaterfinancial.biz
www.clearwaterfinancial.biz

ADDENDUM #1

This addendum to the Master Services Agreement dated 04/30/2024, is made by and between the **City of Idaho City,** referred to as the "Client" located at **511 Main St., Idaho City, ID** AND **Clearwater Financial, LLC** located at **PO Box 505 Eagle, ID 83616,** referred to as the "Consultant."

1. **Scope of Services.** The Client hereby employs the Consultant to perform the following services in accordance with the terms and conditions set forth in this addendum and any attached exhibits. These services include:

a. **Administrative Policy Development**: See **Exhibit A** to this addendum.

The completion of this scope will be dependent on the availability of information needed to complete the scope as identified in **Exhibit A,** some of which may be provided by the Client.

2. **Terms of Agreement.** This addendum will begin when this addendum is fully executed by both the Client and the Consultant. The time frames for delivery of services will be measured from the execution of this addendum and as outlined in **Exhibit A**.

3. **Cost of Services.** The costs for these services will be:

a. Administrative Policy Development costs as discussed in section 1a) are $6,250.
b. The Consultant will submit a monthly invoice for services performed. The Client will pay the Consultant the amount due as indicated within thirty (30) days of the invoice date.
c. If additional expenses such as travel, meals, communications, print, software, data sources, and other out-of-pocket expenses are required; these costs will be paid by the Client to the Consultant.

4. All other terms and conditions as outlined in the Master Services Agreement remain in force.

Client: _____
Name: _____
Title: _____

/s/: _____
Date: _____

Consultant: Clearwater Financial
Name: Cameron Arial
Title: President

/s/: _____
Date: _____

Attest: _____

CLEARWATER
FINANCIAL

CITY OF IDAHO CITY ADMINISTRATIVE POLICY DEVELOPMENT

PROJECT SCOPE

OVERVIEW

1. Project Background and Description

- **Purpose: Develop policies and procedures related to administration**
- **Background:** Currently there is not a written set of policies and procedures for administrative functions for the City.
- **Involved parties:** City of Idaho City, Clearwater Financial

2. Project Scope

Project scope defines the boundaries of a project. Think of the scope as an imaginary box that will enclose all the project elements/activities. It not only defines what you are doing (what goes into the box), but it sets limits for what will not be done as part of the project (what doesn't fit in the box). Scope answers questions including what will be done, what won't be done, and what the result will look like.

1. Project Initiation: set kickoff meeting, and gather initial information from administrative staff
2. **Process Review:** interview department heads, elected officials, and key administrative staff to review current administrative processes. Review all written policies and procedures in place by the City.
3. **Statutory Analysis:** review policies against Federal and State law, as well as City code for alignment. **THIS ANALYSIS IS NOT A LEGAL ANALYSIS. ANALYSIS BY AN IDAHO BAR CERTIFIED ATTORNEY NEEDED BEFORE IMPLEMENTATION**
4. **Policy Drafting:** work with the City Clerk and other key administrative staff to draft and refine administrative policies and procedures to meet the working needs of the City. Consultant will initially draft policies and procedures, the City shall review the initial draft and supply edits, additions and deletions. Consultant will implement edits and provide the City one more review before the **City must send the draft procedures to an attorney for legal review.**
5. **Implementation:** once policies have been finalized, **reviewed by an attorney**, and approved by City Council, the consultant will assist the City in implementing policies and procedures, including the creation of standardized forms related to the policies and procedures.

3. High-Level Requirements

Describe the high level requirements for the project. For example:

City staff shall provide the following:

- Roles, responsibilities, and contact information for staff (including all department heads), consultants, and vendors involved in the project.
- **All current policies and procedures related to administration**
- **Legal review by a licensed attorney**

City Staff will engage with Clearwater throughout the process by

- **Supplying the names and contact information of key individuals that will serve as County project owners**
- **Timely approval of scope and work deliverables**
- **Attending meetings as scheduled**
- **Scheduling meetings with department heads and administrative staff, when applicable**
- **Reviewing and approving information as needed to complete the project**

- Posting and /or disseminating information provided by Clearwater Financial in a timely manner
- Approving interactions with other contracted consultants such as general counsel
- Responding to inquiries from Clearwater staff and providing requested information as available

4. Deliverables

List agencies, stakeholders or divisions which will be impacted by this project and describe how they will be affected by the project

- Draft administrative policies and procedures (pending legal review by City's general council)
- Forms related to administrative policies and procedures
- Case studies for different policy areas

5. Affected Parties

List business processes or systems which will be impacted by this project and describe how they will be affected.

6. Affected Business Processes or Systems

Describe any specific components that are excluded from this project.

7. Specific Exclusions from Scope

Describe how you plan to implement the project. For example, will all parts of the project be rolled out at once or will it be incremental? What will be included in each release?

- Legal review (which MUST be completed by the City before implementation)
- Personnel policies and procedures

8. Implementation Plan

Include recommendations that lead to your proposed solution. Summarize what you're proposing to do and how you're going to meet the goals. You'll be able to expand on the details within the 'Our Proposal' section.

Once the administration policies and procedures have been drafted and reviewed by the City's legal counsel, Clearwater will assist City staff with implementing the policies. This may include developing standardized forms, case studies, and explainers to help educate current and future staff on the implications of the policies.

9. High-Level Timeline/Schedule

Describe what the high level timeline/schedule will be to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished?

Proposed Start date: April 2026

Process Review: Apri - May 2026

Statutory Analysis: May – June 2026

Policy Drafting: June - July 2026

Legal Review (by City): August 2026

Implementation (pending legal review): August 2026

10. Cost

Describe the cost(s) for this project. Where are the funding streams? Will it be funded in phases? What is the long-term funding?

$6,250

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date

Approved By Date Approved By Date

Outlook

Fw: Idaho Community Foundation – Funds are on the way! CRM:0139568

From Nancy Ptak <idahocityclerk@cityofic.org>
Date Thu 2026-04-02 10:51 AM
To Kaleb Goodlett <idahocityoffice@cityofic.org>

Can you put in the packet for council just as an FYI

Nancy L Keeton - City Clerk/Treasurer
City of Idaho City
511 Main Street
PO Box 130
Idaho City, ID 83631
(208) 392-4584

Knowledge is knowing a tomato is a fruit. Wisdom is not putting it in a fruit salad. ~unknown~

From: ICF Grants <grants@idahocf.org>
Sent: Thursday, April 2, 2026 6:59 AM
To: Nancy Ptak <idahocityclerk@cityofic.org>
Subject: Idaho Community Foundation – Funds are on the way! CRM:0139568

City of Idaho City
PO Box 130
Idaho City, ID 83631-0130

Thank you for your partnership with the Idaho Community Foundation!

We're pleased to share that a grant will be deposited into your bank account within the next 10 days, and the details of this award are listed below.

Fund Name: James A. Pinney Memorial Fund
Grant Amount: $750.00
Grant ID: 063281
Grant Purpose: Support the restoration of the Community Hall in honor of James A. Pinney.

If you'd like to learn more about ICF and how you can publicly acknowledge our partnership, please click here for guidelines. We appreciate your work in strengthening communities across Idaho.

Wishing you well,

Idaho Community Foundation

ICF Grants Team
Idaho Community Foundation
210 W. State Street, Boise, ID 83702
Website: www.idahocf.org