

# CITY OF IDAHO CITY



## REGULAR CITY COUNCIL MEETING

Wednesday October 13, 2021

6:00 P.M

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

### Join Zoom Meeting

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

Meeting ID: 419 271 7240

CALL MEETING TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

### I. CONSENT AGENDA

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

- A. APPROVAL OF MINUTES: September 22, 2021, **ACTION ITEM**
- B. IDAHO CITY EVENT CHECKLIST **ACTION ITEM**
- C. BILLS/PAYABLES: September 23, 2021, through October 13, 2021, **ACTION ITEM**

### II. PUBLIC HEARINGS

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

### III. ENGINEER'S REPORT

### IV. OLD BUSINESS

### V. NEW BUSINESS

- 1. 2019/2020 AUDIT – BAILEY AND COMPANY – CASSIE ZATTIERO
- 2. COMMUNICABLE DISEASE POLICY REVIEW
- 3. HISTORIC COMMISSION MEMBER APPOINTMENT **ACTION ITEM**
- 4. LOW INCOME HOME WATER ASSISTANCE PROGRAM VENDOR AGREEMENT **ACTION ITEM**

### VI. ORDINANCES AND RESOLUTIONS

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

### VII. EXECUTIVE SESSION

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

- VIII. EMPLOYEE UPDATES
- A. PUBLIC WORKS
  - B. LAW ENFORCEMENT
  - C. CLERK/TREASURER'S OFFICE
  - 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. In order to ensure adequate public notice, Idaho Law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permitting.

ADJOURNMENT

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

Mayor:

Phillip J Canody

Council members:

Tom Scorr Jr

Ken Everhart

HD Hillyard

David Martin

Chief of Police:

Mark Otter

Public Works:

Tami Franklin

Gene Bettys

Dominick Nalley

City Clerk-Treasurer:

Nancy L Ptak

Deputy Clerk:

Sue Robinson

Janitorial

Dale Rutter

511 Main Street

PO Box 130

Idaho City, ID 83631

(208)392-4584

[4cityfolk@gmail.com](mailto:4cityfolk@gmail.com)

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[idahocitypublicworks@gmail.com](mailto:idahocitypublicworks@gmail.com)

**CITY OF IDAHO CITY, IDAHO**

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**Report on Audited  
Basic  
Financial Statements  
and  
Supplemental Information**

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**For the Year Ended September 30, 2020**

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With *Government Auditing Standards*

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**City of Idaho City, Idaho**  
**Statement of Net Position**  
**September 30, 2020**

	Governmental Activities	Business-type Activities	Total
<b>Assets</b>			
Current Assets:			
Cash and Cash Equivalents	\$ 200,062	\$ 517,518	\$ 717,580
Property Taxes Receivable, Net	116,444	0	116,444
Accounts Receivable, Net	2,927	16,924	19,851
Due from Other Governments	54,685	0	54,685
Prepaid Items	1,607	2,773	4,380
Total Current Assets	<u>375,725</u>	<u>537,215</u>	<u>912,940</u>
Noncurrent Assets:			
Restricted Cash	0	27,063	27,063
Capital Assets:			
Land and Construction in Progress	95,660	3,845,963	3,941,623
Buildings, Net	145,870	268,410	414,280
Equipment, Net	53,685	94,788	148,473
Improvements, Net	709,026	439,622	1,148,648
Total Noncurrent Assets	<u>1,004,241</u>	<u>4,675,846</u>	<u>5,680,087</u>
Total Assets	<u>1,379,966</u>	<u>5,213,061</u>	<u>6,593,027</u>
<b>Deferred Outflows</b>			
Pension	<u>19,304</u>	<u>37,300</u>	<u>56,604</u>
<b>Liabilities</b>			
Current Liabilities:			
Accounts Payable	5,348	16,528	21,876
Salaries and Benefits Payable	1,643	2,415	4,058
Accrued Interest	0	2,188	2,188
Long-term Liabilities:			
Due Within One Year:			
Compensated Absences	494	3,709	4,203
Bonds and Municipal Leases	7,736	19,550	27,286
Due in More than One Year:			
Bonds and Municipal Leases	13,753	2,479,199	2,492,952
Net Pension Liability	45,137	87,215	132,352
Total Liabilities	<u>74,111</u>	<u>2,610,804</u>	<u>2,684,915</u>
<b>Deferred Inflows</b>			
Unavailable Property Taxes	93,642	0	93,642
Pension	1,866	3,607	5,473
Total Deferred Inflows	<u>95,508</u>	<u>3,607</u>	<u>99,115</u>
<b>Net Position</b>			
Net Investment in Capital Assets	982,752	2,150,034	3,132,786
Restricted	114,056	0	114,056
Unrestricted	132,843	485,916	618,759
Total Net Position	<u>\$ 1,229,651</u>	<u>\$ 2,635,950</u>	<u>\$ 3,865,601</u>

The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
Statement of Activities  
For the Year Ended September 30, 2020

		Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
<b>Primary Government:</b>							
Governmental Activities:							
General Administration		\$ 90,745	\$ 24,861	\$ 0	\$ (65,884)	\$ 0	\$ (65,884)
Public Safety		140,323	1,000	41,831	(97,492)	0	(97,492)
Roads and Streets		47,212	0	0	(47,212)	0	(47,212)
Culture and Recreation		47,807	3,396	1	(44,410)	0	(44,410)
Interest on Long-term Debt		2,167	0	0	(2,167)	0	(2,167)
Total Governmental Activities		328,254	29,257	41,832	(257,165)	0	(257,165)
Business-type Activities:							
Water		373,959	274,985	0	0	(98,974)	(98,974)
Sewer		165,525	157,198	0	0	(8,327)	(8,327)
Total Business-type Activities		539,484	432,183	0	0	(107,301)	(107,301)
Total Primary Government		\$ 867,738	\$ 461,440	\$ 41,832	\$ (257,165)	\$ (107,301)	\$ (364,466)
General Revenues and Special Items:							
Property Taxes					143,972	0	143,972
Intergovernmental					89,855	0	89,855
Other					7,125	1,983	9,108
Disposal of Capital Assets					(784)	(3,376)	(4,160)
Unrestricted Investment Earnings					69	1,691	1,760
Total General Revenues and Special Items					240,237	298	240,535
Change in Net Position					(16,928)	(107,003)	(123,931)
Net Position - Beginning					1,246,579	2,742,953	3,989,532
Net Position - Ending					\$ 1,229,651	\$ 2,635,950	\$ 3,865,601

The accompanying notes are an integral part of the financial statements.

**City of Idaho City, Idaho**  
**Balance Sheet -**  
**Governmental Funds**  
**September 30, 2020**

	General	Roads and Streets	Total Governmental Funds
<b>Assets</b>			
Cash and Cash Equivalents	\$ 136,305	\$ 63,757	\$ 200,062
Property Taxes Receivable, Net	70,909	45,535	116,444
Accounts Receivable, Net	2,927	0	2,927
Due from Other Governments	48,745	5,940	54,685
Prepaid Items	1,417	190	1,607
<b>Total Assets</b>	<b>260,303</b>	<b>115,422</b>	<b>375,725</b>
<b>Deferred Outflows</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Assets and Deferred Outflows</b>	<b>\$ 260,303</b>	<b>\$ 115,422</b>	<b>\$ 375,725</b>
<b>Liabilities</b>			
Accounts Payable	\$ 4,269	\$ 1,079	\$ 5,348
Salaries and Benefits Payable	1,546	97	1,643
<b>Total Liabilities</b>	<b>5,815</b>	<b>1,176</b>	<b>6,991</b>
<b>Deferred Inflows</b>			
Unavailable Grant Revenue	34,757	0	34,757
Unavailable Property Taxes	67,910	44,454	112,364
<b>Total Deferred Inflows</b>	<b>102,667</b>	<b>44,454</b>	<b>147,121</b>
<b>Fund Balances</b>			
Nonspendable	1,417	190	1,607
Restricted	0	69,602	69,602
Unassigned	150,404	0	150,404
<b>Total Fund Balances</b>	<b>151,821</b>	<b>69,792</b>	<b>221,613</b>
<b>Total Liabilities, Deferred Inflows, and Fund Balances</b>	<b>\$ 260,303</b>	<b>\$ 115,422</b>	<b>\$ 375,725</b>

The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
**Reconciliation of the Balance Sheet of the Governmental**  
**Funds to the Statement of Net Position**  
**September 30, 2020**

Total Fund Balances - Governmental Funds	\$	221,613
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Amounts reported for governmental activities in the statement of net position are different because of the following:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds. Capital assets consist of the following:

Land and Construction in Progress	\$	95,660	
Buildings, Net of \$439,122 Accumulated Depreciation		145,870	
Improvements, Net of \$506,674 Accumulated Depreciation		709,026	
Equipment, Net of \$86,033 Accumulated Depreciation		53,685	
			1,004,241

Certain property taxes and grants receivable will be collected in the next year, but are not available soon enough to pay for current period expenditures and, therefore, are considered unavailable in the funds.		53,479
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In the government-wide statements, deferred inflows represent acquisitions of net position that are applicable to a future reporting period and deferred outflows represent the consumption of resources that are applicable to a future reporting period. These deferrals consist of:

Deferred Outflows Related to Net Pension Liability	19,304		
Deferred Inflows Related to Net Pension Liability		(1,866)	
			17,438

Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported as liabilities in the funds. Long-term liabilities at year end consist of:

Municipal Leases	(21,489)		
Compensated Absences		(494)	
Net Pension Liability		(45,137)	
			(67,120)

Net Position of Governmental Activities	\$	1,229,651
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The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
**Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances -**  
**Governmental Funds**  
**For the Year Ended September 30, 2020**

	General	Roads and Streets	Total Governmental Funds
<b>Revenues</b>			
Property Taxes	\$ 99,899	\$ 46,524	\$ 146,423
Licenses and Permits	16,692	0	16,692
Rents	4,396	0	4,396
Intergovernmental	68,108	21,747	89,855
Grants and Contributions	7,075	0	7,075
Interest	69	0	69
Other	15,257	37	15,294
<b>Total Revenues</b>	<b>211,496</b>	<b>68,308</b>	<b>279,804</b>
<b>Expenditures</b>			
Current:			
General Administration	75,173	0	75,173
Public Safety	121,987	0	121,987
Roads and Streets	0	42,673	42,673
Debt Service:			
Principal	1,582	16,815	18,397
Interest	10	2,395	2,405
Capital Outlay	11,552	0	11,552
<b>Total Expenditures</b>	<b>210,304</b>	<b>61,883</b>	<b>272,187</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>1,192</b>	<b>6,425</b>	<b>7,617</b>
<b>Other Financing Sources (Uses)</b>			
Disposal of Capital Assets	2,250	6,750	9,000
<b>Total Other Financing Sources (Uses)</b>	<b>2,250</b>	<b>6,750</b>	<b>9,000</b>
<b>Net Change in Fund Balances</b>	<b>3,442</b>	<b>13,175</b>	<b>16,617</b>
Fund Balances - Beginning	148,379	56,617	204,996
Fund Balances - Ending	<b>\$ 151,821</b>	<b>\$ 69,792</b>	<b>\$ 221,613</b>

The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
**Reconciliation of the Statement of Revenues,**  
**Expenditures, and Changes in Fund Balances of the**  
**Governmental Funds to the Statement of Activities**  
**For the Year Ended September 30, 2020**

Total Net Change in Fund Balance - Governmental Funds	\$	16,617
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Amounts reported for governmental activities in the statement of activities are different because of the following:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their useful lives as depreciation expense. The amounts in the current year consist of:

Capital Outlay	\$	0	
Depreciation		(61,818)	
			(61,818)

Losses on the sale of capital assets are not reported in governmental funds as expenditures. However in the statement of activities, the loss on the sale of capital assets is an expense.		(9,784)
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Because some revenues will not be collected for several months after the City's fiscal year ends, they are not considered as "available" revenues in the governmental funds and are, instead, counted as unavailable revenues. They are, however, recorded as revenues in the statement of activities.		32,306
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Repayment of municipal leases is an expenditure in the governmental funds but the repayment reduces long-term liabilities in the statement of net position. Accrued interest is also not a current financial use and does not affect fund balance but is reported in the government-wide statements.

Principal Payments	18,397		
Change in Accrued Interest		238	
			18,635

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Compensated Absences Liability Changes	51		
Net Pension Liability and Related Deferral Changes		(12,935)	
			(12,884)

Change in Net Position of Governmental Activities	\$	<u>(16,928)</u>
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The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
**Statement of Net Position -**  
**Proprietary Funds**  
**September 30, 2020**

	Business-type Activities - Enterprise Funds		
	Water	Sewer	Total
<b>Assets</b>			
Current Assets:			
Cash and Cash Equivalents	\$ 434,659	\$ 82,859	\$ 517,518
Accounts Receivable, Net	3,306	13,618	16,924
Prepaid Items	2,085	688	2,773
Total Current Assets	440,050	97,165	537,215
Noncurrent Assets:			
Restricted Cash	27,063	0	27,063
Land and Construction in Progress	3,770,910	75,053	3,845,963
Depreciable Assets, Net	378,981	423,839	802,820
Total Noncurrent Assets	4,176,954	498,892	4,675,846
Total Assets	4,617,004	596,057	5,213,061
<b>Deferred Outflows</b>			
Pension	26,764	10,536	37,300
<b>Liabilities</b>			
Current Liabilities:			
Accounts Payable	14,080	2,448	16,528
Salaries and Benefits Payable	1,756	659	2,415
Accrued Interest	2,188	0	2,188
Compensated Absences	2,713	996	3,709
Bonds Payable	19,550	0	19,550
Total Current Liabilities	40,287	4,103	44,390
Noncurrent Liabilities:			
Bonds Payable	2,479,199	0	2,479,199
Net Pension Liability	62,580	24,635	87,215
Total Liabilities	2,582,066	28,738	2,610,804
<b>Deferred Inflows</b>			
Pension	2,588	1,019	3,607
<b>Net Position</b>			
Net Investment in Capital Assets	1,651,142	498,892	2,150,034
Unrestricted	407,972	77,944	485,916
Total Net Position	\$ 2,059,114	\$ 576,836	\$ 2,635,950

The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
**Statement of Revenues, Expenses, and Changes**  
**in Fund Net Position - Proprietary Funds**  
**For the Year Ended September 30, 2020**

	Business-type Activities - Enterprise Funds		
	Water	Sewer	Total
<b>Operating Revenues</b>			
Charges for Services	\$ 274,985	\$ 157,198	\$ 432,183
Other Revenue	1,983	0	1,983
<b>Total Operating Revenues</b>	<u>276,968</u>	<u>157,198</u>	<u>434,166</u>
<b>Operating Expenses</b>			
Personnel Services	122,183	47,605	169,788
Personnel Benefits	67,878	24,855	92,733
Legal and Professional	24,696	5,525	30,221
Supplies	11,492	5,979	17,471
Utilities	17,112	6,276	23,388
Insurance	6,143	5,972	12,115
Other Services and Charges	13,712	6,203	19,915
Repairs and Maintenance	60,350	25,600	85,950
Depreciation	42,244	37,499	79,743
<b>Total Operating Expenses</b>	<u>365,810</u>	<u>165,514</u>	<u>531,324</u>
<b>Operating Income (Loss)</b>	<u>(88,842)</u>	<u>(8,316)</u>	<u>(97,158)</u>
<b>Nonoperating Revenues (Expenses)</b>			
Investment Earnings	1,290	401	1,691
Interest Expense	(8,149)	(11)	(8,160)
Loss on Disposal of Assets	(1,688)	(1,688)	(3,376)
<b>Total Nonoperating Revenues (Expenses)</b>	<u>(8,547)</u>	<u>(1,298)</u>	<u>(9,845)</u>
<b>Change in Net Position</b>	<u>(97,389)</u>	<u>(9,614)</u>	<u>(107,003)</u>
Net Position - Beginning	2,156,503	586,450	2,742,953
Net Position - Ending	<u>\$ 2,059,114</u>	<u>\$ 576,836</u>	<u>\$ 2,635,950</u>

The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
**Statement of Cash Flows -**  
**Proprietary Funds**  
**For the Year Ended September 30, 2020**

	<b>Business-type Activities - Enterprise Funds</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
<b>Cash Flows From Operating Activities</b>			
Cash Receipts From Customers	\$ 290,021	\$ 161,901	\$ 451,922
Other Cash Receipts	1,983	0	1,983
Payments to Employees for Services	(168,507)	(65,743)	(234,250)
Payments to Suppliers for Goods or Services	(133,512)	(49,428)	(182,940)
Net Cash Provided (Used) by Operating Activities	(10,015)	46,730	36,715
<b>Cash Flows From Capital and Related Financing Activities</b>			
Purchases and Construction of Capital Assets	(241,343)	(3,461)	(244,804)
Debt Proceeds	311,965	0	311,965
Principal Paid on Capital Debt	(18,699)	0	(18,699)
Interest Paid on Capital Debt	(8,359)	0	(8,359)
Net Cash Provided (Used) by Capital and Related Financing Activities	43,564	(3,461)	40,103
<b>Cash Flows From Investing Activities</b>			
Interest and Dividends	1,290	401	1,691
Net Change in Cash and Cash Equivalents	34,839	43,670	78,509
<b>Cash and Cash Equivalents - Beginning</b>	<b>426,883</b>	<b>39,189</b>	<b>466,072</b>
<b>Cash and Cash Equivalents - Ending</b>	<b>\$ 461,722</b>	<b>\$ 82,859</b>	<b>\$ 544,581</b>
<b>Displayed As:</b>			
Cash and Cash Equivalents	\$ 434,659	\$ 82,859	\$ 517,518
Restricted Cash	27,063	0	27,063
	<b>\$ 461,722</b>	<b>\$ 82,859</b>	<b>\$ 544,581</b>
<b>Schedule of Noncash Transactions:</b>			
Trade-in value of disposed assets	\$ 18,000	\$ 18,000	\$ 36,000
Debt paid off with trade-in value	\$ 12,739	\$ 12,740	\$ 25,479

The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
**Statement of Cash Flows -**  
**Proprietary Funds (continued)**  
**For the Year Ended September 30, 2020**

	<b>Business-type Activities - Enterprise Funds</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
Operating Income (Loss)	\$ (88,842)	\$ (8,316)	\$ (97,158)
Adjustments to Reconcile Operating Income to Net Cash Provided (Used) by Operating Activities:			
Depreciation	42,244	37,499	79,743
Pension Income (Expense)	22,291	7,133	29,424
Noncash Portion of Operating Lease Payments	5,261	5,260	10,521
Changes in Assets and Liabilities:			
(Increase) Decrease in Accounts Receivable	15,036	4,703	19,739
(Increase) Decrease in Prepaid Items	(1,222)	(205)	(1,427)
Increase (Decrease) in Accounts Payable	(4,046)	1,072	(2,974)
Increase (Decrease) in Salaries and Benefits Payable	(2,654)	(1,116)	(3,770)
Increase (Decrease) in Compensated Absences	1,917	700	2,617
Net Cash Provided (Used) by Operating Activities	<u>\$ (10,015)</u>	<u>\$ 46,730</u>	<u>\$ 36,715</u>

The accompanying notes are an integral  
part of the financial statements.

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

The accompanying financial statements present the activities of City of Idaho City, Idaho (the City), which has responsibility and control over all activities related to public safety; roads, streets, and parks; and water and sewer services within the City. The City receives funding from local, state, and federal government sources and must comply with all of the requirements of these funding source entities. However, the City is not included in any other governmental reporting entity as defined by generally accepted accounting principles. Council members are elected by the public and have decision-making authority, the power to designate management, the ability to significantly influence operations, and the primary accountability for fiscal matters. In addition, the City's reporting entity does not contain any component units as defined by the Governmental Accounting Standards Board.

**Basis of Presentation**

**Government-wide Statements:** The statement of net position and the statement of activities display information about the financial activities of the City. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the governmental and business-type activities of the City. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The statement of activities presents a comparison between direct expenses and program revenues for each activity of the business-type activities of the City and for each function of the City's governmental activities.

- Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function.
- Indirect expenses of the general government related to the administration and support of the City's programs, such as personnel and accounting (but not interest on long-term debt) are allocated to programs based on their percentage of total primary government expenses. Interest expenses are allocated to the programs that manage the capital assets financed with long-term debt.
- Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes and state formula aid, are presented as general revenues.

**Fund Financial Statements:** The fund financial statements provide information about the City's funds. Separate statements for each fund category – *governmental and proprietary* – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column.

The City reports the following major governmental funds:

- **General fund.** This is the City's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.
- **Roads and Streets fund.** This fund accounts for the activities related to the City's roads and streets.

Proprietary fund operating revenues and expenses are related to providing water and sewer services to the residents and businesses of the City and providing services to other parts of the City government.

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Revenues and expenses arising from capital and non-capital financing activities and from investing activities are presented as non-operating revenues or expenses.

The City reports the following major enterprise funds:

- *Water fund.* This fund accounts for the activities of the City's water supply system, pumping stations, and collection systems.
- *Sewer fund.* This fund accounts for the operations and collections of the City's sewer system.

**Basis of Accounting**

The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, intergovernmental revenues, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Intergovernmental revenues are recognized in the period of collection by other agencies.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The City considers all revenues reported in the governmental funds to be available if they are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, and claims and judgments, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term liabilities and acquisitions under capital leases are reported as other financing sources.

**Fund Balance Reporting in Governmental Funds**

Different measurement focuses and bases of accounting are used in the government-wide statement of net position and in the governmental fund balance sheet.

The City uses the following fund balance categories in the governmental fund balance sheet:

- *Nonspendable.* Prepaid items that are permanently precluded from conversion to cash.
- *Restricted.* Balances constrained to a specific purpose by enabling legislation, external parties, or constitutional provisions.
- *Unassigned.* Balances available for any purpose.

The remaining fund balance classifications (committed and assigned) were not in use. However, if there had been committed funds, these amounts would have been decided by the City Council, the City's highest level of decision-making authority, through a formal action, such as a resolution. The City Council would also have the authority to assign funds or authorize another official to do so.

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

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1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position/fund balance available for use. It is the City's intent to use restricted resources first, then unrestricted resources as they are needed.

There is also no formal policy regarding the use of committed, assigned, or unassigned fund balances. However, it is the City's intent that when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts, and then unassigned amounts.

**Cash Equivalents**

The City requires all cash belonging to the City to be placed in custody of the Clerk. A "Pooled Cash" concept is therefore used in maintaining the cash and investment accounts in the accounting records. Under this method, all cash is pooled for investment purposes and each fund has equity in the pooled amount. All amounts included in the pooled cash and investment accounts are considered to be cash and cash equivalents. Cash and cash equivalents are defined as investments with an original maturity of one year or less, and those funds in the local government investment pool. See Note 2.

Idaho Code authorizes the City to invest any available funds in obligations issued or guaranteed by the United States Treasury, the State of Idaho, local Idaho municipalities and taxing districts, the Farm Credit System, or Idaho public corporations, as well as time deposit accounts and repurchase agreements. The City is a voluntary participant in the State of Idaho Local Government Investment Pool (LGIP).

Investments are stated at fair value as determined by the fair value hierarchy, except certificates of deposit (which are non-participating contracts and are, therefore, carried at amortized cost).

**Property Tax Calendar**

The City levies its real property taxes through the county in September of each year based upon the assessed valuation as of the previous July. Property taxes are due in two installments on December 20 and June 20 and are considered delinquent on January 1 and July 1, at which time the property is subject to lien.

**Capital Assets**

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed assets are reported at estimated fair value at the time received.

Capitalization thresholds (the dollar value above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the government-wide statements and proprietary funds are shown below:

	Capitalization Policy	Depreciation Method	Estimated Useful Life
Buildings and Improvements	\$ 5,000	Straight-Line	15 - 40 Years
Equipment and Vehicles	\$ 5,000	Straight-Line	5 - 15 Years

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

General infrastructure assets acquired prior to October 2003 are not reported in the basic financial statements. General infrastructure assets include all roads and bridges and other infrastructure assets acquired subsequent to October 2003.

Depreciation is used to allocate the actual or estimated historical cost of all capital assets over their estimated useful lives.

**Accounts Receivable**

Accounts receivable consists of utility billings. The City estimates \$6,069 of water receivables and \$6,713 of sewer receivables are doubtful they will be collected. Doubtful accounts are determined on a case-by-case basis.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Pensions**

For purposes of measuring the net pension liability and pension expense, information about the fiduciary net position of the Public Employee Retirement System of Idaho Base Plan (Base Plan) and additions to/deductions from the Base Plan's fiduciary net position have been determined on the same basis as they are reported by the Base Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**2. CASH AND INVESTMENTS**

**Deposits**

As of September 30, 2020, the carrying amount of the City's deposits were \$461,140 and the respective bank balances totaled \$482,877. \$250,000 of the total bank balance was insured or collateralized with pooled securities held by the pledging institution in the name of the City.

**Custodial Credit Risk – Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned. As of September 30, 2020, \$232,877 of the City's deposits were not covered by the federal depository insurance or by collateral held by the City's agent or pledging financial institution's trust department or agent in the name of the City, and thus were exposed to custodial credit risk. The City does not have a formal policy limiting its exposure to custodial credit risk for deposits.

**Custodial Credit Risk – Investments**

Custodial credit risk is the risk that an issuer or other counter party to an investment will not fulfill its obligations. The City does not have a formal policy limiting its custodial credit risk for investments.

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

**2. CASH AND INVESTMENTS (continued)**

**Interest Rate Risk**

The City does not have a formal policy limiting investment maturities that would help manage its exposure to fair value losses from increasing interest rates.

**Investments**

The State Treasurer must operate and invest the funds of the pool for the benefit of the participants. They make investments in accordance with Idaho Code, Sections 67-1210 and 67-1210A. The pool is not rated and is not registered with the Securities and Exchange Commission or any other regulatory body. The pool is valued using the Net Asset Value (NAV) per share method. Investments using the NAV per share method do not have readily obtainable fair values and are, instead, valued based on the City's pro-rata share of the pool's net position. The City values these investments based on the State of Idaho Treasurer's Office. The State Treasurer does not provide any legally binding guarantees to support the value of the shares to participants. Participants have overnight availability to their funds up to \$10 million. Withdrawals of more than \$10 million require three business day's notification.

As of September 30, 2020, the City's investments had the following maturities:

	Fair Value	Investment Maturities (in Years)	
		Less than 1	1-5
External Investment Pool	\$ 283,502	\$ 283,502	\$ 0

At year-end, the cash and investments were reported in the basic financial statements in the following categories:

	Governmental Activities	Business-type Activities	Total
Cash and cash equivalents	\$ 190,260	\$ 270,881	\$ 461,141
Investments categorized as deposits	9,802	273,700	283,502
	<u>\$ 200,062</u>	<u>\$ 544,581</u>	<u>\$ 744,643</u>

**3. LEASE REVENUE**

The City leases a building to East Boise County Ambulance District for \$1,000 per year; the lease agreement will expire in February 2024. The City leases the Fire Station to the Idaho City Fire District for \$1,000 per year; the lease renews automatically unless terminated by the City or the Fire District. The City leases a storage shed to Idaho Power; this is a year-to-year lease.

Lease payments to the City were \$1,800 for the year ended September 30, 2020. Future minimum lease revenues are:

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

**3. LEASE REVENUE (continued)**

Year Ending September 30,	Amount
2021	\$ 1,000
2022	1,000
2023	1,000
2024	333
	<u>\$ 3,333</u>

The carrying amount of the leased buildings is shown below:

Cost	\$ 339,992
Accumulated Depreciation	(216,657)
Carrying Amount	<u>\$ 123,335</u>

**4. DUE FROM OTHER GOVERNMENTAL UNITS**

Amounts due from other governmental units consist of amounts due from the State of Idaho for highway revenue tax of \$5,940, liquor apportionment of \$5,936, state revenue sharing of \$8,052, and the Coronavirus Rebound grant of \$34,757 for a total of \$54,685.

**5. RISK MANAGEMENT**

The City is exposed to a considerable number of risks of loss including, but not limited to, a) damage to and loss of property and contents, b) employee torts, c) professional liabilities, i.e. errors and omissions, d) environmental damage, and e) worker's compensation, i.e. employee injuries. Commercial insurance policies are purchased to transfer the risk of loss.

**6. PENSION PLAN**

**Plan Description**

The City contributes to the Base Plan, which is a cost-sharing multiple-employer defined benefit pension plan administered by the Public Employee Retirement System of Idaho (PERSI or System) that covers substantially all employees of the State of Idaho, its agencies and various participating political subdivisions. The cost to administer the plan is financed through the contributions and investment earnings of the plan. PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at [www.persi.idaho.gov](http://www.persi.idaho.gov).

Responsibility for administration of the Base Plan is assigned to the Board comprised of five members appointed by the Governor and confirmed by the Idaho Senate. State law requires that two members of the Board be active Base Plan members with at least ten years of service and three members who are Idaho citizens and are not members of the Base Plan except by reason of having served on the Board.

**Pension Benefits**

The Base plan provides retirement, disability, death and survivor benefits of eligible members or beneficiaries. Benefits are based on members' years of service, age, and highest average salary. Members become fully vested in their retirement benefits with five years of credited service (5 months for

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

**6. PENSION PLAN (continued)**

elected or appointed officials). Members are eligible for retirement benefits upon attainment of the ages specified for their employment classification. The annual service retirement allowance for each month of credited service is 2.0% (2.3% for police/firefighters) of the average monthly salary for the highest consecutive 42 months.

The benefit payments for the Base Plan are calculated using a benefit formula adopted by the Idaho Legislature. The Base Plan is required to provide a 1% minimum cost of living increase per year provided the Consumer Price Index increases 1% or more. The PERSI Board has the authority to provide higher cost of living increases to a maximum of the Consumer Price Index movement or 6%, whichever is less; however, any amount above the 1% minimum is subject to review by the Idaho Legislature.

**Member and Employer Contributions**

Member and employer contributions paid to the Base Plan are set by statute and are established as a percent of covered compensation. Contribution rates are determined by the PERSI Board within limitations, as defined by state law. The Board may make periodic changes to employer and employee contribution rates (expressed as percentages of annual covered payroll) that are adequate to accumulate sufficient assets to pay benefits when due.

The contribution rates for employees are set by statute at 60% of the employer rate for general employees and 72% for police and firefighters. As of June 30, 2020, it was 7.16% for general employees and 8.81% for police and firefighters. The employer contribution rate as a percent of covered of covered payroll is set by the Retirement Board and was 11.94% for general employees and 12.28% for police and firefighters. The City's employer contributions were \$24,668 for the year ended September 30, 2020.

**Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At September 30, 2020, the City reported a liability for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions in the Base Plan pension plan relative to the total contributions of all participating PERSI Base Plan employers. At June 30, 2020, the City's proportion was .0056996%.

For the year ended September 30, 2020, the City recognized pension expense of \$67,025. At September 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 10,341	\$ 4,322
Changes in assumptions or other inputs	2,238	0
Net difference between projected and actual earnings on pension plan investments	15,170	0
Changes in the employer's proportion and differences between the employer's contributions and the employer's proportionate contributions	22,611	1,151
City's contributions subsequent to the measurement date	6,244	0
Total	<u>\$ 56,604</u>	<u>\$ 5,473</u>

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

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**6. PENSION PLAN (continued)**

\$6,244 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending September 30, 2021.

The average of the expected remaining service lives of all employees that are provided with pensions through the System (active and inactive employees) determined at July 1, 2019, the beginning of the measurement period ended June 30, 2020 is 4.7 years and 4.8 years for the measurement period June 30, 2019.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

<u>Year Ended</u> <u>September 30,</u>		
2021	\$	18,137
2022	\$	9,697
2023	\$	7,242
2024	\$	9,812

**Actuarial Assumptions**

Valuations are based on actuarial assumptions, the benefit formulas, and employee groups. Level percentages of payroll normal costs are determined using the Entry Age Normal Cost Method. Under the Entry Age Normal Cost Method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated as a level percentage of each year's earnings of the individual between entry age and assumed exit age. The Base Plan amortizes any unfunded actuarial accrued liability based on a level percentage of payroll. The maximum amortization period for the Base Plan permitted under Section 59-1322, Idaho Code, is 25 years.

The total pension liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.00%
Salary increases including inflation	3.75%
Investment rate of return, net of investment fees	7.05%
Cost-of-living adjustments	1.00%

Mortality rates were based on the RP – 2000 combined table for healthy males or females, as appropriate with the following offsets:

- Set back three years for teachers
- No offset for male police and firefighters
- Forward one year for female police and firefighters
- Set back one year for all general employees and beneficiaries

An experience study was performed for the period July 1, 2013 through June 30, 2017, which reviewed all economic and demographic assumptions other than mortality. The total pension liability as of June 30, 2020 is based on the results of an actuarial valuation date of July 1, 2020.

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

**6. PENSION PLAN (continued)**

The long-term expected rate of return on pension plan investments was determined using the building block approach and a forward-looking model in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Even though history provides a valuable perspective for setting the investment return assumption, the System relies primarily on an approach which builds upon the latest capital market assumptions. Specifically, the System uses consultants, investment managers, and trustees to develop capital market assumptions in analyzing the System's asset allocation. The assumptions and the System's formal policy for asset allocation are shown below. The formal asset allocation policy is somewhat more conservative than the current allocation of the System's assets.

The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The assumptions are as follows:

**Capital Market Assumptions from Callan 2020**

Asset Class	Target Allocation	Long-term Expected Nominal Rate of Return (Arithmetic)	Long-term Expected Real Rate of Return (Arithmetic)
Core Fixed Income	30.00%	2.80%	0.55%
Broad US Equities	55.00%	8.55%	6.30%
Developed Foreign Equities	15.00%	8.70%	6.45%
Assumed Inflation - Mean		2.25%	2.25%
Assumed Inflation - Standard Deviation		1.50%	1.50%
Portfolio Arithmetic Mean Return		6.85%	4.60%
Portfolio Standard Deviation		12.33%	12.33%
Portfolio Long-term (Geometric) Expected Rate of Return		6.25%	3.89%
Assumed Investment Expenses		0.40%	0.40%
Portfolio Long-term (Geometric) Expected Rate of Return, Net of Investment Expenses		5.85%	3.49%

**Investment Policy Assumptions from PERSI November 2019**

Portfolio Long-term Expected Real Rate of Return, Net of Investment Expenses	4.19%
Portfolio Standard Deviation	14.16%

**Economic/Demographic Assumptions from Milliman 2018**

<b>Valuation Assumptions Chosen by PERSI Board</b>	
Long-term Expected Real Rate of Return, Net of Investment Expenses	4.05%
Assumed Inflation	3.00%
<b>Long-term Expected Geometric Rate of Return, Net of Investment Expenses</b>	<b>7.05%</b>

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

**6. PENSION PLAN (continued)**

**Discount Rate**

The discount rate used to measure the total pension liability was 7.05%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate. Based on these assumptions, the pension plans' net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for pension plan administrative expense.

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.05%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.05%) or 1% higher (8.05%) than the current rate:

	1% Decrease 6.05%	Current Discount Rate (7.05%)	1% Increase 8.05%
City's proportionate share of the net pension liability (asset)	\$ 271,418	\$ 132,352	\$ 17,367

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERSI financial report. PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at [www.persi.idaho.gov](http://www.persi.idaho.gov).

**7. COMPENSATED ABSENCES**

Vacation leave is granted to all regular City employees. In the event of termination, an employee is reimbursed for accumulated vacation leave. Changes in compensated absences for the year ended September 30, 2020, are as follows:

	10/1/2019	Increase	Decrease	09/30/2020	Current Portion
Governmental Activities	\$ 545	\$ 2,678	\$ (2,729)	\$ 494	\$ 494
Business-type Activities	1,092	15,505	(12,888)	3,709	3,709
	<u>\$ 1,637</u>	<u>\$ 18,183</u>	<u>\$ (15,617)</u>	<u>\$ 4,203</u>	<u>\$ 4,203</u>

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

**8. LONG-TERM OBLIGATIONS**

The City leases buildings and improvements under long term lease agreements. Certain leases have been recorded as municipal leases and others as operating leases. The municipal leases at year-end consist of a grader lease in the Roads and Streets fund. The cost and related depreciation are as follows:

Equipment	\$ 59,238
Less: accumulated amortization (included as depreciation on the accompanying financial statements)	(10,531)
	<u>\$ 48,707</u>

Notes payable have also been issued to provide funds for water projects. A loan was entered into with DEQ during the 2012 fiscal year. As of September 30, 2020, \$2,968,007 had been drawn down with \$631,482 considered forgiven, leaving a net draw down of \$2,336,525. When the City is required to start making payments (when the project is complete), biannual installments will be due over 30 years, at 0% interest.

A summary of long-term debt activity (all direct borrowings) for the year ended September 30, 2020, are as follows:

**Governmental Activities:**

Debt Type	Maturity	Rate	Required Reserve	10/1/2019	Increase	Decrease	09/30/2020	Current Portion
Loader Backhoe	2020	4.00%	N/A	\$ 6,305	\$ 0	\$ (6,305)	\$ 0	\$ 0
Volvo G720B Grader	2022	6.50%	N/A	33,581	0	(12,092)	21,489	7,736
				<u>\$ 39,886</u>	<u>\$ 0</u>	<u>\$ (18,397)</u>	<u>\$ 21,489</u>	<u>\$ 7,736</u>

**Business-type Activities:**

Debt Type	Maturity	Rate	Required Reserve	10/1/2019	Increase	Decrease	09/30/2020	Current Portion
Loader Backhoe	2020	4.00%	N/A	\$ 25,222	\$ 0	\$ (25,222)	\$ 0	\$ 0
N/P Water - RD 06	2026	4.50%	\$17,272	101,739	0	(12,694)	89,045	13,260
N/P Water - RD 08	2023	5.25%	2,142	6,251	0	(1,815)	4,436	1,909
N/P Water - RD 09	2032	4.75%	7,649	72,928	0	(4,185)	68,743	4,381
N/P Water Improvement - DEQ	N/A	N/A	N/A	2,024,560	311,965	0	2,336,525	0
				<u>\$27,063</u>	<u>\$2,230,700</u>	<u>\$ (43,916)</u>	<u>\$2,498,749</u>	<u>\$19,550</u>

Events of default, termination events, and subjective acceleration clauses (if creditor can accelerate the payment schedule for reasons that are not objectively determinable)

The City shall be in default under the agreement for the Volvo G720B Grader if any of the following occurs 1) failure to pay when due any of the obligations, 2) The City or any guarantor dies, ceases to exist, becomes insolvent or subject of bankruptcy, insolvency or liquidation proceedings, attempts to or does remove, sell, transfer, further encumber, part with possession of any equipment, 3) fails to maintain insurance, 4) any other event occurs that causes Assignee, in good faith, to consider that payment or performances of the obligation is impaired or at risk, 5) the equipment is impounded or seized by any

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

**8. LONG-TERM OBLIGATIONS (continued)**

federal, state, local government authority or third party, 6) failure to produce collateral for inspection or 7) lessee breaches any of the other terms of the agreement or any other agreement with or assigned to the assignee.

Once the repayment of the DEQ commences, defaults in payment will cause the entire loan to become due immediately.

Debt service requirements on long-term debt at September 30, 2020, are as follows:

**Governmental Activities:**

Year Ending September 30,	Municipal Leases		
	Principal	Interest	Total
2021	\$ 7,736	\$ 924	\$ 8,660
2022	10,915	631	11,546
2023	2,838	48	2,886
	<u>\$ 21,489</u>	<u>\$ 1,603</u>	<u>\$ 23,092</u>

**Business-type Activities:**

Year Ending September 30,	Bonds and Notes		
	Principal	Interest	Total
2021	\$ 19,550	\$ 7,513	\$ 27,063
2022	20,455	6,608	27,063
2023	19,809	5,664	25,473
2024	20,154	4,767	24,921
2025	21,087	3,834	24,921
2026-2030	46,870	8,647	55,517
2031-2032	14,299	1,009	15,308
	<u>\$ 162,224</u>	<u>\$ 38,042</u>	<u>\$ 200,266</u>

The amount of interest incurred and expensed on long-term obligations for the year ending September 30, 2020, for business-type activities was \$8,160.

**9. LEASE COMMITMENTS**

The City leases a copier under an operating lease beginning in October 2019. The lease is for 60 months at \$201/mo. The City also began leasing a backhoe loader under an operating lease in October 2019. This lease is due quarterly at \$2,451 per quarter and end in fiscal year 2024. Future minimum lease payments are as follows:

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

9. LEASE COMMITMENTS (continued)

Year Ending September 30,	Amount
2021	\$ 9,761
2022	12,211
2023	12,211
2024	12,212
	<u>\$ 46,395</u>

Lease expenditures for the year ended September 30, 2020, totaled \$14,580.

10. CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2020, was as follows:

Governmental Activities:

	10/1/2019	Additions	Disposals	09/30/2020
Capital Assets Not Being Depreciated:				
Land	\$ 95,660	\$ 0	\$ 0	\$ 95,660
Capital Assets Being Depreciated:				
Buildings	584,992	0	0	584,992
Improvements	1,215,700	0		1,215,700
Equipment	154,518	0	(14,800)	139,718
Total Historical Cost	<u>1,955,210</u>	<u>0</u>	<u>(14,800)</u>	<u>1,940,410</u>
Less: Accumulated Depreciation				
Buildings	427,643	11,479	0	439,122
Improvements	467,651	39,023	0	506,674
Equipment	79,732	11,316	(5,015)	86,033
Total Acc. Depr.	<u>975,026</u>	<u>61,818</u>	<u>(5,015)</u>	<u>1,031,829</u>
Net Depreciable Assets	<u>980,184</u>	<u>(61,818)</u>	<u>(9,785)</u>	<u>908,581</u>
Governmental Activities				
Capital Assets - Net	<u>\$ 1,075,844</u>	<u>\$ (61,818)</u>	<u>\$ (9,785)</u>	<u>\$ 1,004,241</u>

Depreciation expense was charged to the functions of the City as follows:

General Administration	\$ 3,216
Public Safety	13,618
Roads and Streets	4,011
Culture and Recreation	40,973
	<u>\$ 61,818</u>

**City of Idaho City, Idaho**  
**Notes to Financial Statements**  
**For the Year Ended September 30, 2020**

10. CAPITAL ASSETS (continued)

Business-type Activities:

	10/1/2019	Additions	Disposals	09/30/2020
Capital Assets Not Being Depreciated:				
Land	\$ 71,741	\$ 0	\$ 0	\$ 71,741
Construction in Progress	3,540,972	233,250	0	3,774,222
	<u>3,612,713</u>	<u>233,250</u>	<u>0</u>	<u>3,845,963</u>
Capital Assets Being Depreciated:				
Buildings	1,817,673	0	0	1,817,673
Improvements	1,321,012	0	0	1,321,012
Equipment	226,733	11,560	(59,560)	178,733
Total Historical Cost	<u>3,365,418</u>	<u>11,560</u>	<u>(59,560)</u>	<u>3,317,418</u>
Less: Accumulated Depreciation				
Buildings	1,517,645	31,618	0	1,549,263
Improvements	841,415	39,975	0	881,390
Equipment	95,979	8,150	(20,184)	83,945
Total Acc. Depr.	<u>2,455,039</u>	<u>79,743</u>	<u>(20,184)</u>	<u>2,514,598</u>
Net Depreciable Assets	<u>910,379</u>	<u>(68,183)</u>	<u>(39,376)</u>	<u>802,820</u>
Business-type Activities - Net	<u>\$ 4,523,092</u>	<u>\$ 165,067</u>	<u>\$ (39,376)</u>	<u>\$ 4,648,783</u>

Depreciation expense was charged to the business-type activities of the City as follows:

Water	\$ 42,244
Sewer	37,499
	<u>\$ 79,743</u>

**REQUIRED SUPPLEMENTARY INFORMATION**

**City of Idaho City, Idaho**  
**Schedule of Employer's Share of Net Pension Liability**  
**PERSI - Base Plan\***  
**Last 10 - Fiscal Years**

	2020	2019	2018	2017
Employer's portion of the net pension liability	0.0056996%	0.0057204%	0.0058245%	0.0040908%
Employer's proportionate share of the net pension liability	\$ 132,352	\$ 65,297	\$ 85,912	\$ 64,300
Employer's covered payroll	\$ 202,045	\$ 192,900	\$ 186,064	\$ 126,245
Employer's proportional share of the net pension liability as a percentage of its covered payroll	65.51%	33.85%	46.17%	50.93%
Plan fiduciary net position as a percentage of the total pension liability	88.22%	93.79%	91.69%	90.68%

\*GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10-year trend is compiled, the City will present information for the years the information is available.

Data reported is measured as of June 30, 2020.

**City of Idaho City, Idaho**  
**Schedule of Employer Contributions**  
**PERSI - Base Plan\***  
**Last 10 - Fiscal Years**

	2020	2019	2018	2017
Statutorily required contribution	\$ 24,668	\$ 22,966	\$ 21,573	\$ 18,861
Contributions in relation to the statutorily required contribution	(24,668)	(22,966)	(21,573)	(18,861)
Contribution (deficiency) excess	\$ 0	\$ 0	\$ 0	\$ 0
Employer's covered payroll	\$ 205,254	\$ 199,254	\$ 189,187	\$ 165,549
Contributions as a percentage of covered payroll	12.02%	11.53%	11.40%	11.39%

\*GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10-year trend is compiled, the City will present information for the years the information is available.

Data is reported as of September 30, 2020.

**City of Idaho City, Idaho**  
**Budgetary (GAAP Basis) Comparison Schedule**  
**General Fund**  
**For the Year Ended September 30, 2020**

	Budgeted Amounts		Actual	Variance
	Original	Final		
<b>Revenues</b>				
Property Taxes	\$ 104,910	\$ 104,910	\$ 99,899	\$ (5,011)
Licenses and Permits	20,985	20,985	16,692	(4,293)
Rents	7,500	7,500	4,396	(3,104)
Intergovernmental	63,402	63,402	68,108	4,706
Grants and Contributions	8,500	8,500	7,075	(1,425)
Interest	400	400	69	(331)
Other	24,150	24,150	15,257	(8,893)
<b>Total Revenues</b>	<b>229,847</b>	<b>229,847</b>	<b>211,496</b>	<b>(18,351)</b>
<b>Expenditures</b>				
Current:				
General Administration	113,818	113,818	75,173	38,645
Public Safety	113,229	113,229	121,987	(8,758)
Debt Service:				
Principal	0	0	1,582	(1,582)
Interest	0	0	10	(10)
Capital Outlay	3,300	3,300	11,552	(8,252)
<b>Total Expenditures</b>	<b>230,347</b>	<b>230,347</b>	<b>210,304</b>	<b>20,043</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(500)</b>	<b>(500)</b>	<b>1,192</b>	<b>1,692</b>
<b>Other Financing Sources (Uses)</b>				
Disposal of Capital Assets	0	0	2,250	2,250
<b>Total Other Financing Sources (Uses)</b>	<b>0</b>	<b>0</b>	<b>2,250</b>	<b>2,250</b>
<b>Net Change in Fund Balances</b>	<b>(500)</b>	<b>(500)</b>	<b>3,442</b>	<b>3,942</b>
<b>Fund Balances - Beginning</b>	<b>0</b>	<b>0</b>	<b>148,379</b>	<b>148,379</b>
<b>Fund Balances - Ending</b>	<b>\$ (500)</b>	<b>\$ (500)</b>	<b>\$ 151,821</b>	<b>\$ 152,321</b>

**City of Idaho City, Idaho**  
**Budgetary (GAAP Basis) Comparison Schedule**  
**Roads and Streets**  
**For the Year Ended September 30, 2020**

	<u>Budgeted Amounts</u>			
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues</b>				
Property Taxes	\$ 35,490	\$ 35,490	\$ 46,524	\$ 11,034
Intergovernmental	15,780	15,780	21,747	5,967
Grants and Contributions	4,939	4,939	0	(4,939)
Other	0	0	37	37
<b>Total Revenues</b>	<u>56,209</u>	<u>56,209</u>	<u>68,308</u>	<u>12,099</u>
<b>Expenditures</b>				
Current:				
Personnel Services	13,417	13,417	13,884	(467)
Supplies and Other Charges	28,577	28,577	28,789	(212)
Debt Service:				
Principal	10,344	10,344	16,815	(6,471)
Interest	2,190	2,190	2,395	(205)
Contingency	1,681	1,681	0	1,681
<b>Total Expenditures</b>	<u>56,209</u>	<u>56,209</u>	<u>61,883</u>	<u>(5,674)</u>
<b>Other Financing Sources (Uses)</b>				
Disposal of Capital Assets	0	0	6,750	6,750
<b>Total Other Financing Sources (Uses)</b>	<u>0</u>	<u>0</u>	<u>6,750</u>	<u>6,750</u>
<b>Net Change in Fund Balances</b>	0	0	13,175	13,175
<b>Fund Balances - Beginning</b>	0	0	56,617	56,617
<b>Fund Balances - Ending</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 69,792</u>	<u>\$ 69,792</u>

**City of Idaho City, Idaho**  
**Notes to Required Supplementary Information**  
**For the Year Ended September 30, 2020**

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**1. BUDGETS AND BUDGETARY ACCOUNTING**

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

- A. Prior to September 1, the City Clerk, Mayor, and City Council prepare a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
- B. Public hearings are conducted at the City Hall to obtain taxpayer comments.
- C. Prior to October 1, the budget is legally enacted through passage of an ordinance.
- D. The City is authorized to transfer budgeted amounts between departments within any fund; however, no revision can be made to increase the overall tax supported funds except when federal or state grants are approved. The City, however, must follow the same budgetary procedures as they followed when the original budget was approved. The budget for Enterprise funds may also be revised in the same manner as those situations involving federal and state grants.
- E. Formal budgetary integration is employed as a management control device during the year for the General fund and Special Revenue funds.

**2. EXPENDITURES IN EXCESS OF APPROPRIATIONS**

The Roads and Streets fund expended more than appropriated by \$5,674.

**SUPPLEMENTAL INFORMATION**

**City of Idaho City, Idaho**  
**Supplemental Schedule of Revenues by Source -**  
**Budget (GAAP Basis) and Actual - General Fund**  
**For the Year Ended September 30, 2020**

	Budget	Actual	Variance
<b>Taxes</b>			
Property Taxes	\$ 104,110	\$ 97,109	\$ (7,001)
Penalties and Interest	800	2,790	1,990
<b>Total Taxes</b>	<b>104,910</b>	<b>99,899</b>	<b>(5,011)</b>
<b>Licenses and Permits</b>			
Beer Licenses	975	1,163	188
Liquor Licenses	1,200	1,200	0
Wine Licenses	975	1,050	75
Business Licenses	3,075	3,208	133
Building Permits	12,000	6,741	(5,259)
Vendor Permits	1,760	2,674	914
Catering Permits	200	160	(40)
Animal Licenses	800	496	(304)
<b>Total Licenses and Permits</b>	<b>20,985</b>	<b>16,692</b>	<b>(4,293)</b>
<b>Rents</b>	<b>7,500</b>	<b>4,396</b>	<b>(3,104)</b>
<b>Intergovernmental</b>			
State Liquor Apportionment	19,600	26,572	6,972
Court Revenue	10,000	1,178	(8,822)
State Sales Tax	12,072	9,538	(2,534)
State Revenue Sharing	21,730	30,820	9,090
<b>Total Intergovernmental</b>	<b>63,402</b>	<b>68,108</b>	<b>4,706</b>
<b>Interest Earned</b>	<b>400</b>	<b>69</b>	<b>(331)</b>
<b>Other</b>			
Cemetery Lots	5,000	1,625	(3,375)
Copy Fees	25	0	(25)
Franchise Fees	7,325	6,544	(781)
Donations	0	221	221
Grants	8,500	6,854	(1,646)
Law Contract	8,000	0	(8,000)
Other	3,800	7,088	3,288
<b>Total Other</b>	<b>32,650</b>	<b>22,332</b>	<b>(10,318)</b>
<b>Other Financing Sources</b>			
Disposal of Capital Assets	0	2,250	2,250
<b>Total Other Financing Sources</b>	<b>0</b>	<b>2,250</b>	<b>2,250</b>
<b>Total Revenue</b>	<b>\$ 229,847</b>	<b>\$ 213,746</b>	<b>\$ (16,101)</b>

**City of Idaho City, Idaho**  
**Supplemental Schedule of Expenditures by Object of Expenditure -**  
**Budget (GAAP Basis) and Actual - General Fund**  
**For the Year Ended September 30, 2020**

	Budget	Actual	Variance
<b>General Administration</b>			
Personnel Services	\$ 32,258	\$ 20,203	\$ 12,055
Personnel Benefits	10,008	7,244	2,764
Legal and Professional	7,100	7,800	(700)
Supplies	11,690	4,178	7,512
Utilities	9,800	8,027	1,773
Insurance	1,179	1,365	(186)
Other Services and Charges	31,783	18,193	13,590
Repairs and Maintenance	10,000	8,163	1,837
Capital Outlay	0	6,834	(6,834)
<b>Total General Administration</b>	<b>113,818</b>	<b>82,007</b>	<b>31,811</b>
<b>Public Safety</b>			
Law Enforcement			
Personnel Services	78,652	87,681	(9,029)
Personnel Benefits	20,651	19,936	715
Supplies	1,525	2,555	(1,030)
Insurance	2,801	3,012	(211)
Other Services and Charges	9,400	8,672	728
Repairs and Maintenance	200	131	69
Capital Outlay	3,300	4,718	(1,418)
<b>Total Law Enforcement</b>	<b>116,529</b>	<b>126,705</b>	<b>(10,176)</b>
<b>Total Public Safety</b>	<b>116,529</b>	<b>126,705</b>	<b>(10,176)</b>
<b>Debt Service</b>			
Principal	0	1,582	(1,582)
Interest	0	10	(10)
<b>Total Debt Service</b>	<b>0</b>	<b>1,592</b>	<b>(1,592)</b>
<b>Total Expenditures</b>	<b>\$ 230,347</b>	<b>\$ 210,304</b>	<b>\$ 20,043</b>

**INTERNAL CONTROLS AND COMPLIANCE REPORT**

# Contents

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## 1. Definitions:

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

## 2. Declaration of Communicable Disease Emergency

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

## 3. Screening of Employees

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

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

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

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

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

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

#### **4. Attendance and Time Off**

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

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

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

- d. Leave to Care for Family Members:

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

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

- e. Employer Required Time Off

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

- f. Returning from Time Off

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

- g. Discretionary Leave and Unpaid Time Off

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

- h. State and Federal Laws

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

i. Accommodations

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

5. Stay-At-Home Orders

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

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

6. Working Remotely

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

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

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

7. High Risk Employees

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

8. Confidentiality of Employee Health Information

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

## 9. Masks and other preventative measures in workplace

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

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

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

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

## 10. ADA/Accommodations

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

## 11. Vaccinations

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

## 12. Employee Travel

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

## 13. Workplace Hygiene and Cleaning Practices

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

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

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

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

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

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

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**ACKNOWLEDGEMENT OF COMMUNICABLE DISEASE POLICY**

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

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

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

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

RECEIVED

SEP 23 2021

**Rebecca Emery**

231 Main Street, PO Box 1173  
Idaho City, ID 83631

September 21, 2021

City of Idaho City

Dear Mayor and City Council Members,

My name is Rebecca Emery. I live at 231 Main Street, inside the Historic District. I grew up in a small town in Northern Idaho with false fronts and lots of history, but I did not become interested in architecture until after I moved to New York City.

One day as I returned to the brownstone in which I lived, I encountered a large group of people on my stoop. They were on a tour of historic architecture of the area. My building was deemed a classic turn of the 19th century brownstone. This group asked me questions about the inside of the building, then asked if I would like to join the tour. I did. It was fascinating and I have never taken historic architecture for granted since.

I am interested in joining the Historic Preservation Commission because I have found that architecture provides for community identity as well as structure and opportunity for tourism. I offer my perspectives, developed through many experiences as a resident and as a tourist of historic places.

I have attended two meetings and am looking forward to working with all of the commissioners.

Thank you for your consideration.

Sincerely yours,



Rebecca Emery



Ruby Yule &lt;yuler@wicap.org&gt;

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**RE: LIHWAP update [External Email]**

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Johnson, Lisa M. &lt;Lisa.Johnson@dhw.idaho.gov&gt;

Mon, Aug 23, 2021 at 9:57 AM

To: Ruby Yule &lt;yuler@wicap.org&gt;

Cc: Jenifer Womack &lt;j.womack@cap4action.org&gt;, Evan Curry &lt;ECurry@ccimail.org&gt;, Sherri Eckenroed &lt;Seckenroed@elada.onmicrosoft.com&gt;, Brenda Jackson &lt;bjackson@eicap.org&gt;, Kayleen Benedictus &lt;kayleen@sccap-id.org&gt;, Erica Farnes &lt;efarnes@seicaa.org&gt;, "Falck, Danielle - CO 2nd" &lt;Danielle.Falck@dhw.idaho.gov&gt;

Good morning Ruby and LIHEAP managers,

Here is some language that you can use. Of course you can add to this if you would like to identify your agency, etc.

I am reaching out to your office to inform you about a new program to help Low-Income households receive assistance paying their home drinking and wastewater bills being developed by the Idaho Department of Health and Welfare (IDHW).

We anticipate funding will be available in September 2021. Payments will only be made directly to water vendors when the household has been determined eligible for this program. To receive these payments, water vendors will need to sign a vendor agreement and be in good standing with the State of Idaho. IDHW would be happy to talk to anyone who is interested in more information about the water assistance program or provide information about where customers can be directed to apply for this program.

If you have any questions please reach out to IDHW - Lisa Johnson Lisa.johnson@dhw.idaho.gov (208)334-5739 or Danielle Falck at Danielle.falck@dhw.idaho.gov (208)332-7352.

Thank you,

Lisa

**Lisa Johnson** | Program Manager – Community Action Program Grants | O: 208.334.5739 | C: 208.805.2415 | F: 208.334.5817

Idaho Department of Health & Welfare – Contracts and External Resources Management

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**From:** Ruby Yule <yuler@wicap.org>

**Sent:** Monday, August 23, 2021 9:34 AM

**To:** Johnson, Lisa M. <Lisa.Johnson@dhw.idaho.gov>

**Subject:** Re: LIHWAP update [External Email]

Hi Lisa,

## LIHWAP Facts Sheet

### 1. What is LIHWAP?

LIHWAP stands for Low-Income Home Water Assistance Program. LIHWAP is a federal money to help low-income families pay for home drinking water and waste water services.

### 2. Where does it come from?

Federal funding was awarded to states from the Consolidated Appropriations Act and the American Rescue Plan.

### 3. Who receives this funding?

Households whose combined income is below 60% of the State Median Income, receive SNAP benefits, SSI, means tested Veteran's programs or LIHEAP (Low-Income Home Energy Assistance Program).

### 4. How do people get the funding?

Households will apply for these funds through local Community Action Agencies. Benefits are paid directly to the utility vendor.

There are seven (7) Community Action Agencies throughout Idaho who review eligibility for LIHWAP benefits. Please refer customers to the agency based on the county where the customer resides:

- **Community Action Partnership (CAP)** – Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, Shoshone. **Phone:** (208) 746-3351 **Website:** Cap4action.org
- **Community Council of Idaho (CCI)** – Bingham, Bonneville, Canyon, Cassia, Power, Twin Falls. **Phone:** 208-454-1652 **Website:** communitycouncilofidaho.org
- **Eastern Idaho Community Partnership (EICAP)** - Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton. **Phone:** (208)522-5391 **Website:** eicap.org
- **El-Ada** - Ada, Elmore, Owyhee. **Phone:** (208)345-2820 **Website:** eladacap.org
- **South Central Community Action Partnership (SCCAP)** - Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls. **Phone:** (208)733-9351 **Website:** sccap-id.org
- **South Eastern Idaho Community Action Agency (SEICAA)** - Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power. **Phone:** (208)232-1114 **Website:** seicaa.org
- **Western Idaho Community Action Partnership (WICAP)** - Adams, Boise, Canyon, Gem, Payette, Valley, Washington **Phone:** (208)454-0675 **Website:** wicap.org

### 5. How do benefits get paid to the utility vendor?

Vendors will sign a Vendor Agreement with the Department of Health and Welfare (IDHW). IDHW will work with the local Community Action Agencies to provide them the list of approved vendors. Payments will be issued to the utility vendor from the Community Action Agency within ten (10) days of determining eligibility for a customer.

### 6. How much will LIHWAP pay?

Maximum payment for an individual household is \$1500.00. Only the amount owed by that household will be paid.

### 7. Can the household receive multiple payments?

Eligible households will be allowed to receive one (1) payment per service from LIHWAP funding. If drinking water and wastewater are billed together, the customer would receive one payment. If services are billed separately, the customer could receive one (1) payment to each vendor.

8. What will LIHWAP pay for?

LIHWAP benefits will pay home drinking water or waste water costs. It can include the current bill amount, fees (ex. reconnection, late fees), and arrearages.

9. What is not allowed to be paid with LIHWAP?

Costs for services or other charges unrelated to drinking water and wastewater services are not eligible to be paid with LIHWAP grants (ex. trash, telephone, infrastructure). Bills that include multiple services must be able to be separated out to extract the charges for water and waste water. **Bills that cannot be separated out, cannot be paid.**

10. Can the amount paid be applied as a credit on an account?

No, only the amount owed by the household should applied to the customer's account. If the amount issued would cause a credit, the vendor should pay the account current and refund the remaining amount to the Community Action Agency.

11. What is required to participate as a LIHWAP vendor?

- Vendors are required to enter into a Vendor Agreement with the Idaho Department of Health and Welfare (IDHW); and
- Vendors must be in good standing with the Idaho Secretary of State to do business within the State of Idaho.

## Low-Income Home Water Assistance Program (LIHWAP) Vendor Agreement

**Between:** Idaho Department of Health and Welfare (Department), Division of Welfare

**And:** \_\_\_\_\_ (Vendor)

This Agreement ("Agreement") shall govern the purchase of water services from the Vendor on behalf of households eligible for the Low-Income Household Water Assistance Program (LIHWAP). As set by Term Eleven in the supplemental terms and conditions, Federal funds awarded under this grant shall be used as part of an overall emergency effort to prevent, prepare for, and respond to the COVID-19 pandemic, with the public health focus of ensuring that low-income households have access to drinking water and wastewater services. The funds will be used to cover and/or reduce arrearages, rates and fees associated with reconnection or preventions of disconnection of service, and rate reduction to eligible households for such services. This agreement defines the conditions required by the Utility Vendor (Vendor), Direct Service Providers (DSP) and the Department of Health and Welfare (Department) to assure compliance with the regulations of the Low-Income Home Water Assistance Program (LIHWAP).

**No Vendor shall be paid a water or sewer assistance payment without signing an agreement with the Department assuring that the conditions contained herein are met. Each party to this Agreement is responsible for its own negligence.**

### I. General Conditions

- A. **CONFIDENTIALITY:** The Vendor and the Department agree that any information and data obtained as to personal facts and circumstances related to households shall be collected and held confidential, during and following the term of this Agreement, and shall not be disclosed without the individual's and the Department's written consent and only in accordance with federal or state law. Vendors who utilize, access, or store personally identifiable information as part of the performance of this Agreement are required to safeguard this information and immediately notify the Department of any breach or suspected breach in the security of such information. The Vendor shall allow the Department to both participate in the investigation of incidents and exercise control over decisions regarding external reporting.
- B. **FRAUD:** The Vendor will be permanently disqualified from participating in the LIHWAP upon the first finding of LIHWAP fraud. Fraud includes, but is not limited to, intentionally providing false information to a DSP or the Department or knowingly allowing others to do so; intentional failure to notify the Department of a change in circumstances that affects payments received by the Vendor; intentionally accepting payments that the Vendor knows, or by reasonable diligence would know, the Vendor is not entitled to by virtue of an overpayment or otherwise; or intentionally making a claim for a payment to which the Vendor is not entitled pursuant to the terms of this Agreement and all applicable rules, regulations, laws and statutes. Repayment must be made unless contrary to a court order.

### II. Department Responsibilities

The Department shall:

- A. Provide funds for LIHWAP
- B. Develop and issue Vendor Agreements
- C. Provide LIHWAP program guidance
- D. Inform the Vendor of any relevant changes to LIHWAP
- E. Establish reasonable policies and procedures designed to detect, prevent, and mitigate the risk of fraud related to the administration of LIHWAP for the Vendor's customers.
- F. Comply with all applicable federal, state, and local laws as they pertain to LIHWAP. To include the supplemental terms and conditions as set forth by the Administration for Children and Families.

### **III. Direct Service Provider Responsibilities**

The Direct Service Provider shall:

- A. Process applications and determine program eligibility
- B. Accept referrals for LIHWAP benefits by the Vendor
- C. Work with the Vendor to determine arrearages
- D. Work with Vendors to prevent disconnection of service or establish reconnection of services
- E. Issue a payment within ten (10) days of contacting a Vendor on behalf of a customer account
- F. Be available to customers to answer questions and to research payments, when needed
- G. Comply with all applicable federal, state, and local laws as they pertain to LIHWAP. To include the supplemental terms and conditions as set forth by the Administration for Children and Families (ACF).

### **IV. Vendor Responsibilities**

The Vendor shall:

- A. Comply with all applicable federal, state, and local laws as they pertain to LIHWAP. To include the supplemental terms and conditions as set forth by the Administration for Children and Families (ACF).
- B. Provide at least one designated contact person who shall be available to respond by to all inquiries regarding LIHWAP household accounts, including but not limited to bills, payments, and services.
- C. Comply with all applicable federal, state, and local laws regarding non-discrimination.
- D. Not treat a household receiving assistance under LIHWAP adversely because of such assistance.
- E. Refer potential applicants to DSPs for assistance through LIHWAP.
- F. Immediately stop disconnection of service based on payment pledge from a DSP or the Department.
- G. Immediately begin restoration of service based on payment pledge from a DSP or the Department.
- H. Credit water or sewer assistance payment(s) to participants' account promptly, and in no event, later than their next billing cycle. Participants' billing statements must reflect the receipt of the water assistance payment.
- I. Apply LIHWAP payments to the household's drinking water or wastewater costs before applying other assistance payments.
- J. Contact the DSP or the Department, if the water or sewer payment is not received within ten (10) days following notification from a DSP or the Department.
- K. Ensure the LIHWAP payment will not generate a credit on the account.
- L. Use LIHWAP funds to pay for home water and sewer costs to include arrearages, taxes, fees, reconnection costs. Expenses such as service contracts, garbage, cable, internet, telephone, repair work, cannot be paid with LIHWAP funds.
- M. Maintain an adequate accounting system which identifies the LIHWAP payment was applied to the participant's account.
- N. Ensure records maintained by the Vendor relating to this agreement shall be available when given reasonable notice, for inspection, audit or other examination and copying, by the Department, DSPs or U.S. Department of Health and Human Services (HHS).
- O. Return to the DSP, within ten (10) days from receipt, any payments that cannot be applied to a participants' account due to discontinued service or at the request of a DSP or the Department.
  - All returned payments must include the participants' name, LIHWAP benefit issuance date, account number, and benefit amount.
  - Returned payments sent without the required information will be returned.
  - Make checks payable to DSP who issued the LIHWAP payment. See the attached list for DSP addresses.

## V. Data Collection:

Data must be provided within a time frames specified by the Department and must be provided in the format requested by the Department. The data must be provided to the Department (or an authorized agent for the Department) for the purposes of verification, research, evaluation, analysis, and reporting. The household's signed LIHWAP application will authorize the Vendor to release this information to the Department.

- A. Provide, at no cost to the Department or the household, the data requested below by or on behalf of the Department as set forth in the supplemental terms and conditions
- B. Provide written information to the Department on an applicant household's home drinking water and/or wastewater costs, bill payment history, and/or arrearage history for no more than the previous 12 monthly billing periods.
- C. Provide the itemized amount, cost, and type of water assistance and services (i.e., drinking water or wastewater) provided for households approved for assistance under this award.
- D. Identify the impact of the -LIHWAP program on recipient and eligible households (e.g., amount of assistance to each household, and whether assistance restored water service or prevented shutoff).

## VI. Termination of Agreement

This Agreement will terminate effective immediately upon determination by the Department that the Vendor is not in compliance with the terms of this Agreement. The Vendor will be notified within 15 calendar days of the termination.

Either the Department or the Vendor may terminate this Agreement with or without cause and without cost by giving the other party at least 30 days written notice. Termination by either party shall not discharge any obligation owed by either party on behalf of the household that has been awarded the benefit. This agreement may be terminated for one of the following reasons:

- A. A change in the requirements of the Low-Income Household Water Assistance Program Supplemental terms and conditions
- B. A change in the federal or state regulations
- C. A change in the State Plan for administering LIHWAP
- D. Non-compliance with agreed conditions by either party

The Department may terminate the whole or any part of this agreement if the Vendor fails to perform any of the provisions of this agreement. Through written notice, the Department will allow the Vendor ten (10) days to resolve the issue before the agreement is terminated.

Upon signing by both parties, this agreement shall stay in effect through June 30, 2022.

Digitally signed by Julie A. Hammon  
DN: cn=Julie A. Hammon, c=US,  
o=Idaho Department of Health and  
Welfare, ou=Division of Welfare,  
email=Julie.Hammon@idhs.idaho.gov  
Date: 2021.09.01 15:35:04 -0500

**Julie A.  
Hammon**

Julie Hammon, Administrator  
Idaho Department of Health and Welfare, Division of Welfare

9/1/2021

Date

Vendor Company Representative – Signature

Date

Vendor Company Representative - Title

Vendor Company Representative – Printed Name

**Vendor Company Name:** \_\_\_\_\_

**Vendor EIN/TIN/SSN (Required):** \_\_\_\_\_

**Vendor Contact for Payments (Name):** \_\_\_\_\_

**Vendor Contact for Payments (Phone):** \_\_\_\_\_

**Vendor Contact for Payments (E-mail):** \_\_\_\_\_

**Vendor Preferred Method for Receiving Payment Information:**

☐ E-mail ☐ Fax ☐ U.S. Mail

**Vendor Utility Service Type:**

☐ Water ☐ Sewer

**Vendor County/Counties Served:** \_\_\_\_\_

\_\_\_\_\_

**I agree to abide by the terms of this HEV Agreement**

\_\_\_\_\_  
Signature of Vendor Company Representative

\_\_\_\_\_  
Date

***For Office Use Only***

HEV Code: \_\_\_\_\_

IDHW Approval Date: \_\_\_\_\_

Debarment Verification Date: \_\_\_\_\_