



**AGENDA
PAYETTE CITY COUNCIL
March 21, 2016
PUBLIC HEARING & REGULAR MEETING**

HONORABLE MAYOR JEFFREY T. WILLIAMS

LEE NELSON CRAIG JENSEN
NANCY DALE RAY WICKERSHAM
KATHY DODSON ALAN MASSEY

7:00 PM – Regular Meeting

- I. ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC HEARINGS
 - A. Amendment of the Comprehensive Plan map.
 - B. An Ordinance amending the Payette Municipal Code Section 17.34.070 in Chapter 17.34 of Title 17, extending and defining the district boundaries for C-1 Commercial District.
 - C. A re-zone application by Frank & Kimmie Serrano for property located at 307 N. 9th Street, from Commercial to C1-Commercial Downtown. Chase Addition, Block 2, Lots 1 thru 5, Payette County Records.
 - D. An application by RCG, Inc. PO Box 220, New Plymouth, ID 83655 for final plat of Sunset Rim Subdivision #2. Property is located at 2292 7th Avenue North. The property is zoned B-Residential.
- IV. CITIZENS COMMENTS
- V. APPROVAL OF MINUTES
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 - A. Payette Urban Renewal Agency, Annual Report – Mark Heleker..... 15
 - B. Resolution 2016-05 – Amendment of the Comprehensive Plan Map..... 17
 - C. Ordinance #1404 –AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.34.070 IN CHAPTER 17.34 OF TITLE 17, EXTENDING AND DEFINING THE DISTRICT BOUNDARIES

FOR C-1 COMMERCIAL DISTRICT; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER. 1 st reading.....	18
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F. Ordinance #1406 – AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 5.15.050 A IN CHAPTER 5.15 OF TITLE 5; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER. 1 st Reading.....	42
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F. Public Safety Committee – March 16 th	
G. Historical Commission – March 21 st	
XII. CITIZEN’S COMMENTS <i>(Limited to 5 minutes per person, at the discretion of the Mayor)</i>	
XIII. ADJOURNMENT	

Any person needing special accommodations to participate in the above noticed meeting should contact the City at least 5 days before the meeting at 700 Center Avenue or at 642-6024.



NOTICE OF PUBLIC HEARING

The Payette City Council will conduct a Public Hearing during a regular scheduled meeting to receive input concerning the following:

- A. Amendment of the Comprehensive Plan map.
- B. An Ordinance amending the Payette Municipal Code Section 17.34.070 in Chapter 17.34 of Title 17, extending and defining the district boundaries for C-1 Commercial District.
- C. A re-zone application by Frank & Kimmie Serrano for property located at 307 N. 9th Street, from Commercial to C1-Commercial Downtown. Chase Addition, Block 2, Lots 1 thru 5, Payette County Records.
- D. An application by RCG, Inc, PO Box 220, New Plymouth, ID, 83655 for final plat of Sunset Rim Subdivision #2. Property is located at 2292 7th Avenue North. The property is zoned B-Residential.

The Public Hearing on the above proposal will be held **March 21, 2016 at 7:00 PM**, or shortly thereafter, in the Payette Council Chambers, 700 Center Avenue, Payette, Idaho. Interested citizens may appear with regard to the foregoing item and will be given the opportunity to be heard in support of, or in opposition to the proposal. The Public is invited and encouraged to attend.

Any person needing special accommodations to participate in the above noticed meeting should contact the City at least 5 days before the meeting at 700 Center Avenue or at 642-6024.

Matea Gabiola, Administrative Assistant

STAFF REPORT

P&Z Public Hearing Date: February 25, 2016

Applicants Name:

Describe Request: Amending Chapter 17.34.070 of the Payette Zoning Code to allow expansion to the C-1 Commercial Downtown District.

Property Zoned: Commercial

Address: 307 North 9th Street. Chase Addition, BLK 2, Lots 1-5, Payette, ID

Property Size: 0.5000 acres

Access: 9th Street & 3rd Avenue North

Structures: Residential Units

Comp Plan: Commercial

Surrounding Uses: Residential, Commercial, Commercial Downtown

Employees: No

Hours: N/A

Sign: N/A

Payette City Code:

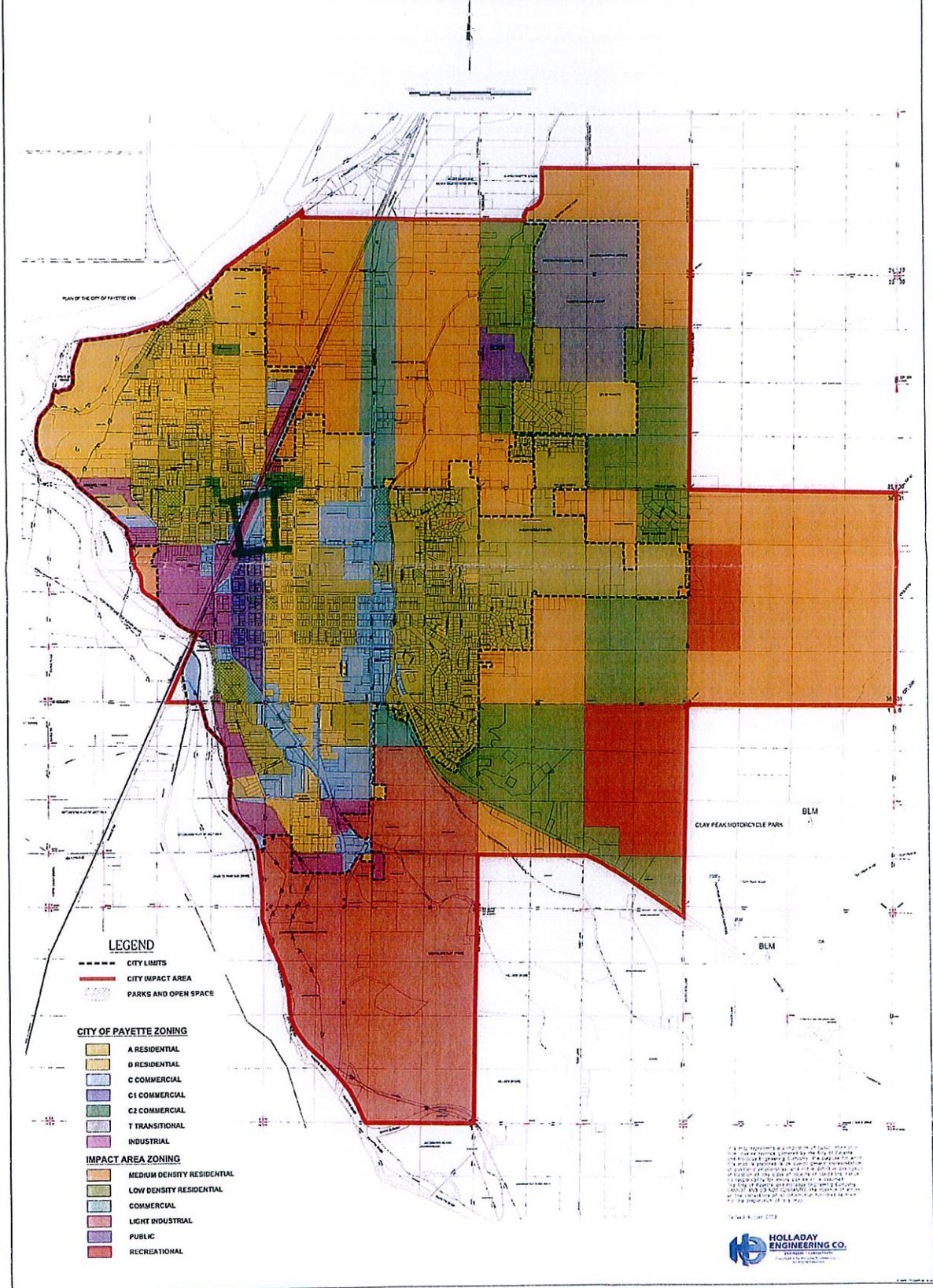
Chapter 17.34.070- DISTRICT BOUNDARIES

The boundaries for the C-1 commercial district extend from Third Avenue North to Kiwanis Park and from Seventh Street to Ninth Street. (Ord. 1204, 2002)

Staff Comments:

Also add that portion of the Chase Addition, BLK 2, Lots 1-5, Payette, ID

CITY OF PAYETTE PAYETTE COUNTY, IDAHO COMP PLAN MAP



LEGEND

- CITY LIMITS
- CITY IMPACT AREA
- PARKS AND OPEN SPACE

CITY OF PAYETTE ZONING

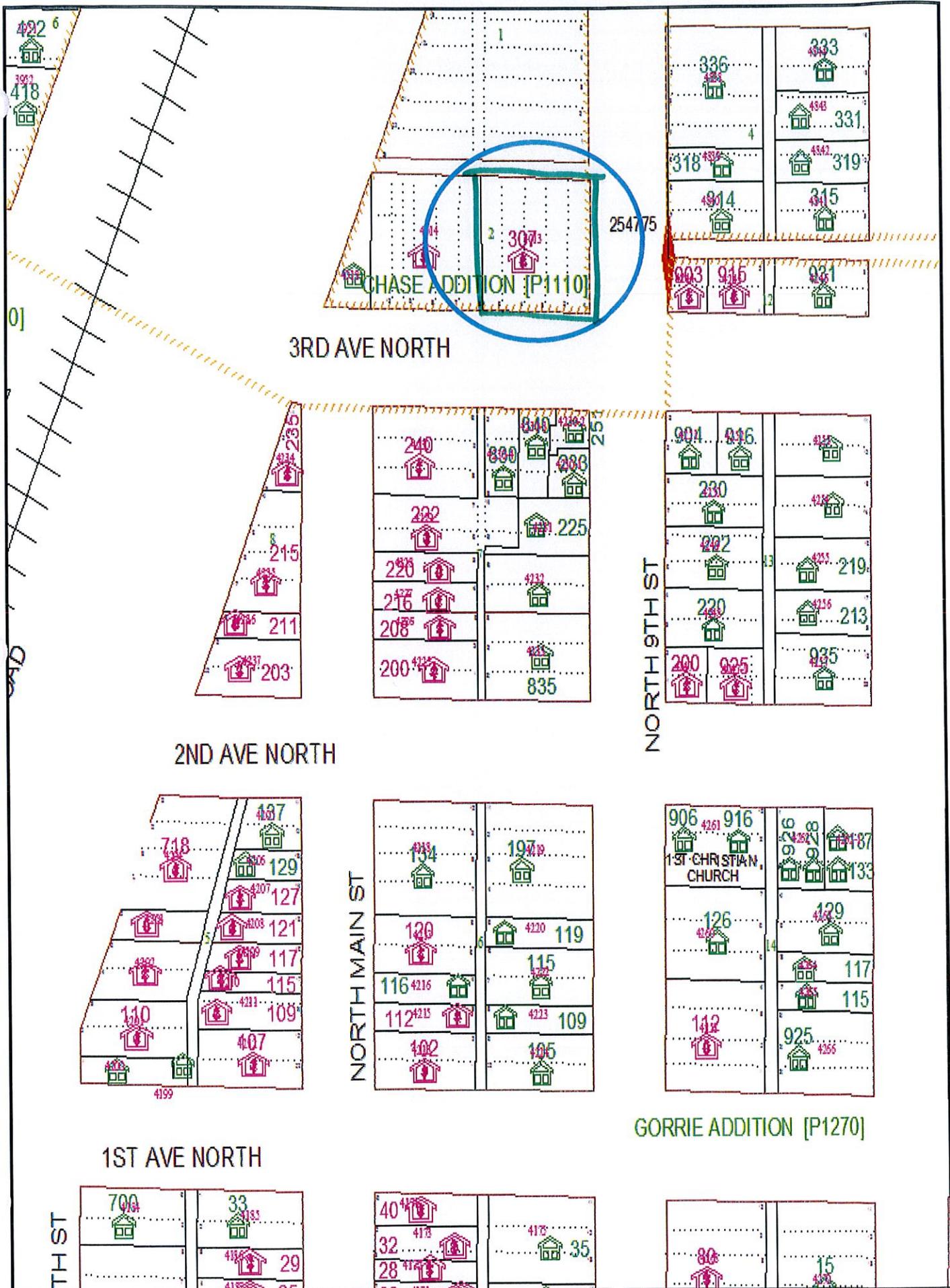
- A RESIDENTIAL
- B RESIDENTIAL
- C COMMERCIAL
- C1 COMMERCIAL
- C2 COMMERCIAL
- T TRANSITIONAL
- INDUSTRIAL

IMPACT AREA ZONING

- MEDIUM DENSITY RESIDENTIAL
- LOW DENSITY RESIDENTIAL
- COMMERCIAL
- LIGHT INDUSTRIAL
- PUBLIC
- RECREATIONAL

This map represents a compilation of public information that has been gathered by the City of Payette and is provided as a courtesy of the City of Payette. It is not intended to be used for any purpose other than that for which it was prepared. The City of Payette does not warrant the accuracy or completeness of the information shown on this map. The City of Payette is not responsible for any errors or omissions on this map. The City of Payette is not responsible for any damages or losses resulting from the use of this map. The City of Payette is not responsible for any claims or lawsuits filed against the City of Payette or its employees, agents, or representatives in connection with the use of this map.





3RD AVE NORTH

2ND AVE NORTH

1ST AVE NORTH

NORTH 9TH ST

NORTH MAIN ST

GORRIE ADDITION [P1270]

CHASE ADDITION [P1110]

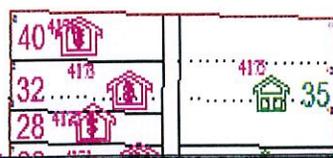
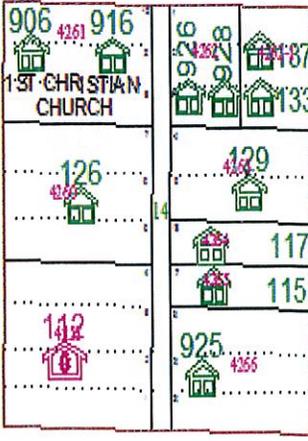
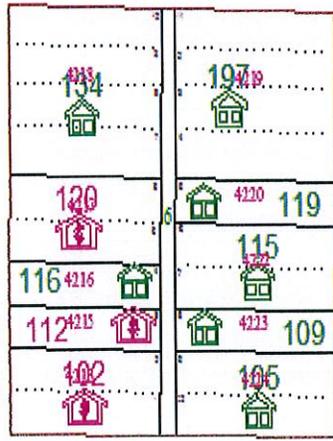
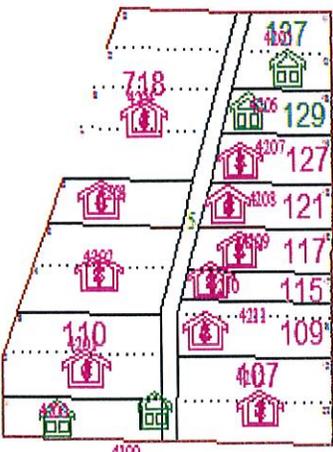
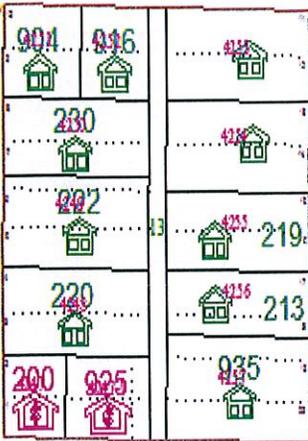
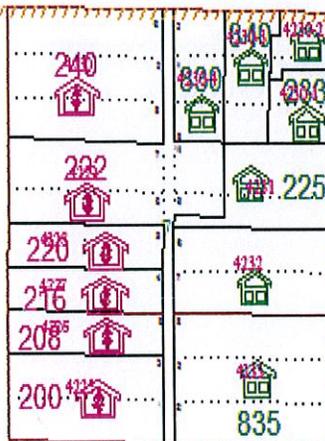
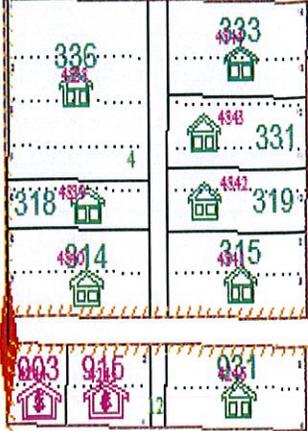
254775

14

2

307

254775





City of Payette

Zoning Change Application

Non Refundable Fees:

Application..... \$300.00

Payette City Code 17.60

OFFICE USE ONLY

Date Received 2/17/10

Received by _____

P&Z Action _____

City Council Action _____

We, the undersigned, ask the Payette, Idaho Planning & Zoning Commission to approve a zoning change for the tract of land described below. We attest to the truth and correctness of all facts and information presented with this application and agree to pay all advertising and mail notification costs for the public hearings. The City of Payette is authorized to prepare and publish all required legal advertising and mail notifications, the cost of which is to be billed to the name listed below for payment.

Present Zoning Classification(s) C

Requested Zoning Classification C1

Type of Development: _____ Residential _____ Mixed Use

Legal Description of Property Requested to be Rezoned (attach additional sheet if needed):

SEE ATTACHED

Street Address or Other Common Property Description 307 N. 9TH ST., PAYETTE

Property Owner's Name(s) FRANK & KIMMIE SERRANO

If corporation, Corporate Official Name and Seal: _____

Mailing Address 2067 SHELLEY DR., PAYETTE

Telephone Number 208-870-5533 KIMMIE Fax Number _____

PROPERTY OWNER'S SIGNATURE:

Kimme Serra

(Not necessary if there is an authorized representative. Authorized representative must sign below).

AUTHORIZED REPRESENTATIVE:

I hereby certify that I am authorized to represent all of the property owners of the above described tract in this application. A power of attorney is attached.

Name KIMMIE SERRANO Signature *Kimme Serra*

Address _____ Telephone 208-870-5533

BILL ADVERTISING AND NOTIFICATION COSTS TO:

Name FRANK & KIMMIE SERRANO Telephone 208 870 5533

Address 2067 SHELLEY DR., PAYETTE

QUESTIONS ON REZONING APPLICATION (Attach additional sheets if necessary)

1. What is the current use of the

property? COMMERCIAL & RESIDENTIAL

2. What is the current use of the property surrounding the parcel intended for rezoning?

North: RIVERFRONT PRODUCE : COMMERCIAL

South: HISTORIC COURTHOUSE : C1 COMMERCIAL

East: CORNER CUTS HAIR SALON : COMMERCIAL

West: RIVER PRODUCE : COMMERCIAL

3. Why are you requesting a change in

zoning? C1 ZONING OFFERS MORE FLEXIBILITY OF POTENTIAL
VARIOUS USES OF PROPERTY

4. Are there any deed restrictions or restrictive covenants that would affect the use of this property? No

If so, what are they?

5. Has a rezoning ever been requested for this property in the past by the current owner?

What

zoning classification was requested and when?

NONE

6. If the rezoning is approved, does the applicant intend to develop the property?

IT IS ALREADY DEVELOPED - WE WILL SIMPLY
BE PERFORMING A HISTORIC PRESERVATION & REPURPOSING
THE BUILDING IN ORDER TO REVITALIZE A PROPERTY THAT
HAS LAID IN RUIN FOR YEARS. SEE ATTACHED
LETTER.

(BEEN HERE SINCE 1893)

ZONING CHANGE CHECKLIST

This checklist is provided to help you make sure that you submit everything that is required for a complete rezoning application. The application must be complete and all items listed on the checklist must accompany the application or this case will not be processed. The application must be submitted no later than 4:00 p.m. to the Payette City Hall, at least 30 working days prior to the Planning and Zoning Commission public hearing at which the request for rezoning will be heard. Contact the City Clerk's Office at the telephone number below for filing deadlines and meeting dates.

APPLICATION FORM:

	Current zoning classification (s) of property
	List the zoning classification requested. See the Land Development Regulations, Article V, for specific zoning district classifications.
	Provide the legal description of the property to be rezoned. You may attach the legal description on a separate sheet.
	List the current property owner's name, address, and telephone number. If a corporation, list the corporate official and include the corporate seal.
	Current property owner must sign the application unless there is an authorized representative. If authorized representative, include power of attorney.
	List the name and address for billing the legal advertising and mail notices for the public hearings before the Planning & Zoning.
	Provide an answer to questions 1-5 on the application.

APPLICATION FEE:

	Include \$300.00 application fee for residential planned development application, and for mixed use planned development application. Applicant also responsible for advertising and notification costs for public hearings.
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PROPERTY OWNERS NOTIFICATION:

	Provide a list of property owners' names and addresses within 300 feet of the area to be rezoned that has been compiled from the records of the Payette County Assessor's Office or prepared by a title company authorized to issue title policies in the State of Idaho.
	Note: The Planning & Zoning Commission shall <u>not</u> forward its recommendation To the Payette City Council when the applicant or applicant's agent does not Appear at the public hearing to provide evidence regarding the request for a Change in Zoning classification. Also, final action by the Payette City Council Shall not be taken until the applicant has reimbursed the City for the costs of Advertising and mail notifications to adjacent property owners.

Submit Applications to:
 Payette City Hall
 700 Center Avenue
 Payette, ID 83661
 (208) 642-1412



**HOLLADAY
ENGINEERING CO.**
ENGINEERS • CONSULTANTS

February 24, 2016

Bobbie Black, Deputy City Clerk
City of Payette
700 Center Avenue
Payette, Idaho 83661

Subject: Review of Final Plat for
Sunset Rim Subdivision No. 2, dated February 11, 2016
Payette, Idaho
HECO File No. CP 16-0033B

Dear Bobbie:

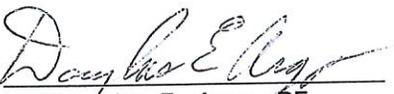
We reviewed the Final Plat for "Sunset Rim Subdivision No. 2." For clarity, please note that this final plat combines the original Phase 2 and Phase 3 as denoted in the original preliminary plat approved by the Council.

The street and lot configuration is consistent with the approved preliminary plat. The lot size is consistent with the B-residential zoning. We noted one typographical error on Sheet 3 of 3, in the signature block for SW District Health. Last half of the fifth line should read "Building construction CAN be allowed..."

We recommend that the final plat be submitted to the County surveyor for review.

Please contact me if you have questions regarding this letter.

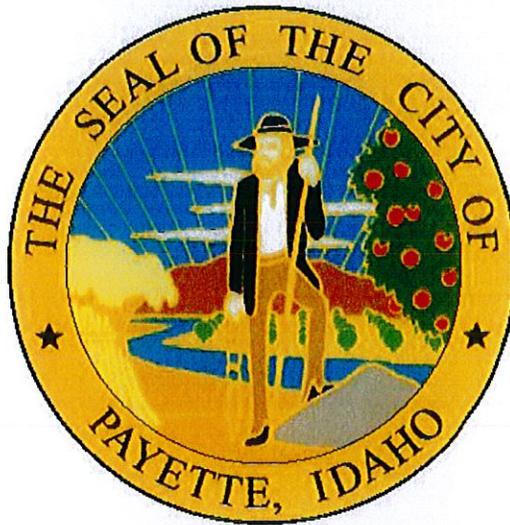
Sincerely,
Holladay Engineering Company,

By: 
Douglas E. Argo, PE
Payette City Engineer

Cc: Carl Porter, PLS
Sawtooth Land Surveying, LLC.
2030 S. Washington Avenue
Emmett, ID 83617

Robert Goodwin, Developer
PO Box 220
New Plymouth, ID 83655





FINAL PLAT APPLICATION

CITY OF PAYETTE, IDAHO

City Clerk's Office
700 Center Avenue
Payette, Idaho 83661
Phone: (208) 642-6024
Fax: (208) 642-1412

Notice to Applicants

- **Complete applications must be received not less than 15 days prior to the next regular meeting of the City Council in order to be placed on the agenda for the meeting.**
- Before an application is submitted, a conference with current Planning staff is recommended. Meetings are open to all and take place on the first and third Tuesday of the month, in Council Chambers, Payette City Hall.
- There will be no refund of any application fee for approvals not granted or withdrawn.
- No incomplete applications will be acted upon.
- The applicant is advised to include all attachments required as a part of the application.
- Any additional waivers require Planning & Zoning review prior to Council review.
- The applicant must complete bond approval (if needed) prior to approval of the Final Plat by the City Council.

FINAL Plat Application

Office Use:
Date Received: 2-16-16
Fee: \$600.00
Date Fee Paid: 2-18-16
File No: #14058

Name of Subdivision:

Sunset Rim Subdivision No. 2

(This is the 2nd and final phase of Sunset Rim Subdivision)

Name of Subdivider:

RCG, Inc. (Contact: Bob Goodwin, President)

PO Box 220

Street Address

New Plymouth

Idaho

83655

City

State

Zip

Phone:

Work:	
Mobile:	<u>440-4463</u>
Fax:	<u>642-1018</u>
E-mail:	<u>goodwin.pcte@yahoo.com</u>

Name of Local Agent:

Last

Middle

First

Street Address

City

State

Zip

Phone:

Work:	
Mobile:	
Fax:	
E-mail:	

Date of Pre-Application Meeting:

1 / 1

Requested City Council Meeting Date:

3 / 21 / 16

The Owner: is/are individual(s).....(Go to 1. below)
a partnership.....(Go to 2. below)
a corporation.....(Go to 3. below)
a trust.....(Go to 4. below)

1. Names of Individual(s) - (as in property title):

Last Middle First

Street Address

City State Zip

Use Section 1 of Owner Authorization Form

2. Name of Partnership:

Street Address

City State Zip

Use Section 2 of Owner Authorization Form

3. Name of Corporation:

RCG Inc (Contact: Bob Goodwin)

Phone: 208-440-4463

PO Box 220

Street Address

New Plymouth, Idaho 83655

City State Zip

Use Section 3 of Owner Authorization Form

4. Name of Trust and Number:

Name Number

Street Address

City State Zip

Subdivision Location:

Parcel Identification Number: (Contact Payette County Assessor)	P00000279480
Legal Description of Property:	A portion of the SE 1/4 of the SE 1/4 of Section 27, T9N, R5W, B.M.
Gross Acreage of Subdivision:	4.36 acres (this phase only)
Square feet:	189,920 sf (this phase only)
Total Number of Lots:	20 lots (in this phase: 18 buildable, 2 common)
Zoning Classification:	"B" Residential
Existing Land Use:	Vacant
Proposed Land Use:	Second phase of residential subdivision

Is this subdivision within the City Corporate Limits? [YES] ~~NO~~x

Does this subdivision involve an Annexation or Annexation Agreement with the City? ~~YES~~xx [NO]

Date of Preliminary Plat Approval: **October 15, 2012**

Additional Waiver(s) Requested: **Waivers previously approved by the City**

FEES:

\$200.00 Filing fee plus \$20.00 per lot.

After the approval or conditional approval of the preliminary plat, the developer shall prepare a final plat which is consistent with the preliminary as approved within one year. The final plat may be scheduled for City Council review at the next regularly scheduled meeting and shall be accompanied by three sets of prints of the plans and complete construction specification for all proposed improvements which are required by Title 16 of the Payette Municipal Code.

Signature(s) of the Applicant: _____ **Date:** 02/12/16

The following checklist must be completed and returned as part of the submittal. Any item checked "No" or "N/A" (not applicable) must be explained in a narrative attached to the checklist. Incomplete submittals will be returned to the applicant.

City use	Final Plat Requirements	Yes	No	N/A
	1. A title or title block indicating the quarter-section, section, township, range, principal meridian, county and city in which the subdivision is located. The title of the plat must contain the words "plat" and either "subdivision" or "addition"	X		
	2. The name of the person(s) who commissioned the survey and the name(s) of the owner of the land to be subdivided if other than the person(s) commissioning the survey, the names of any adjoining platted subdivisions, and the numbers of any adjoining certificates of survey previously filed	X		
	3. A north arrow and scale bar	X		
	4. The location of, and other information relating to, all monuments found, set, reset, replaced or removed	X		
	5. The location of any section corners or corners of divisions of sections pertinent to the survey	X		
	6. Witness and reference monuments and basis of bearings	X		
	7. The bearings, distances and curve data of all boundary lines	X		
	8. Data on all curves sufficient to enable the re- establishment of the curves on the ground	X		
	9. Lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute	X		
	10. All lots and blocks in the subdivision, designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots	X		
	11. All streets, alleys, avenues, roads and highways; their widths (if ascertainable) from public records, bearings and area; the width and purpose of all road rights-of-way and all other easements that will be created by the filing of the plat; and the names of all streets, roads and highways	X		
	12. The location, dimensions and areas of all parks, common areas and other grounds dedicated for public use			N/A (none)
	13. The total acreage of the subdivision	X		
	14. A narrative legal description of the subdivision	X		
	15. The dated signature and the seal of the surveyor responsible for the survey	X		
	16. A memorandum of any oaths	X		
	17. The dated, signed and acknowledged consent to the subdivision of the owner of the land being subdivided	X		
	18. Certification by the City Commission that the final subdivision plat is approved	Later		
	19. Space for the Clerk and Recorder's filing information	X		
	20. Any other information required as a condition of preliminary plat approval	X		

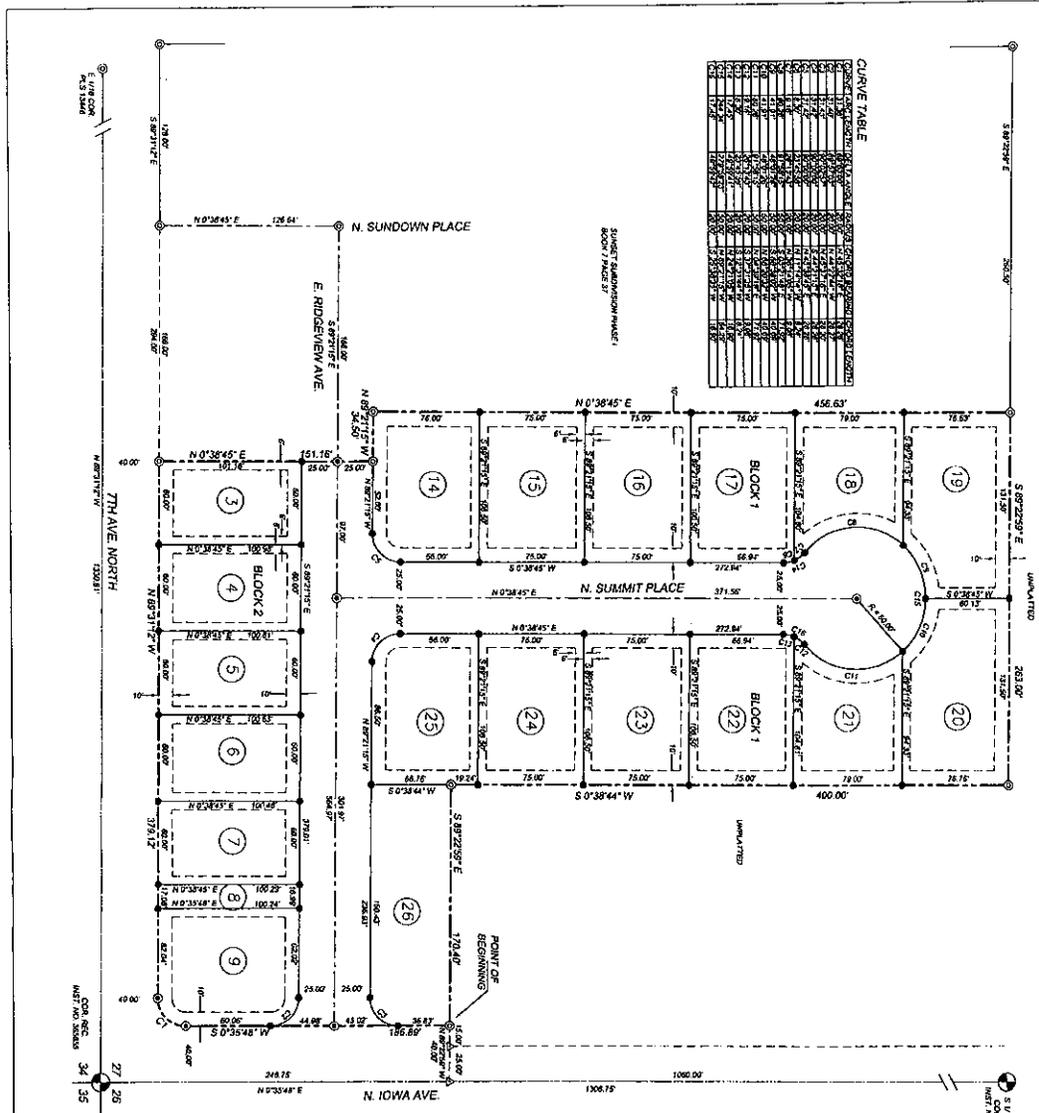
Supplemental Documents. The following original documents must accompany final plat applications. All documents must be properly notarized where applicable:

City Use	Supplemental Documents	Yes	No	N/A
	1. Certification of dedication of streets, parks, playground easements or other public improvements			
	2. Certification by the City Commission or their designated agent expressly accepting any dedicated land, easements or improvements. An acceptance of a dedication is ineffective without this certification			
	3. A certificate of a title abstractor showing the names of the owners of record of the land to be subdivided and the names of any lien holders or claimants of record against the land and the written consent to the subdivision by the owners of the land, if other than the developer, and any lien holders or claimants of record against the land. The certification shall have been issued no later than 30 days prior to a final plat submittal			
	4. Copies of any covenants or deed restrictions relating to the subdivision			
	5. When required, certification from the State Department of Environmental Quality stating that it has approved the plans and specifications for water supply and sanitary facilities			
	6. A certificate from the developer indicating which required public improvements have been installed and a copy of any subdivision improvements agreement securing the future construction of any additional public improvement to be installed			
	7. The certification of the county treasurer that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid			
	8. Articles of incorporation and by-laws for any property owners association			
	9. A letter from the City Engineer certifying that as-built drawings (i.e., copies of final plans, profiles, grades, and specifications for public improvements, including a complete grading and drainage plan) have been received			
	10. A letter from the City Engineer certifying that a copy of all required state highway access or encroachment permits have been received			
	11. For all land used to meet parkland dedication requirements, a final park plan shall be submitted to the City of Payette for review and approval prior to the installation of any park improvements.			
	12. The developer shall provide irrigation system as-builts, for all irrigation installed in public rights-of-way and/or land used to meet parkland dedication requirements, once the irrigation system is installed. The as-builts shall include the exact locations and type of lines, including accurate depth, water source, heads, electric valves, quick couplers, drains and control box			
	13. Any other information required as a condition of preliminary plat approval			

Items on this page will be provided later as appropriate



PLAT SHOWING
SUNSET RIM SUBDIVISION PHASE II
 LOCATED IN THE SE1/4 OF THE SE1/4 OF SECTION 27,
 T. 9 N., R. 5 W., B.M., CITY OF PAYETTE, PAYETTE COUNTY, IDAHO
 2016



CURVE TABLE

STATION	CHORD BEARING	CHORD DISTANCE	ARC BEARING	ARC DISTANCE
1+00.00	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
1+38.45	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
1+76.90	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
2+15.35	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
2+53.80	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
2+92.25	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
3+30.70	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
3+69.15	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
4+07.60	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
4+46.05	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
4+84.50	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
5+22.95	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
5+61.40	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
6+00.00	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
6+38.45	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
6+76.90	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
7+15.35	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
7+53.80	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
7+92.25	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
8+30.70	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
8+69.15	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
9+07.60	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
9+46.05	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
9+84.50	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
10+22.95	N 0° 38' 45" E	100.00	0° 38' 45"	100.00
10+61.40	S 89° 21' 15" E	100.00	89° 21' 15"	100.00
11+00.00	N 0° 38' 45" E	100.00	0° 38' 45"	100.00

LEGEND

- SUBDIVISION BOUNDARY
- SUBDIVISION LOT LINE
- SECTIONAL LINE
- NEW EASEMENTS
- CENTERLINE
- RIGHT-OF-WAY
- FOUND BRASS CAP MONUMENT
- FOUND BRASS REBAR AS NOTED
- SET 50' REBAR/CAP
- SET 10' REBAR/CAP
- CALCULATED POINT
- RECORD INFORMATION
- LOT NUMBER

NOTES

1. ALL RESUBDIVISION OF THIS PLAT SHALL CONFORM TO THE APPLICABLE ZONING REGULATIONS IN EFFECT AT THE TIME OF RESUBDIVISION.
2. IRRIGATION WATER HAS BEEN PROVIDED FROM THE LOWER PAYETTE DAM ON THE SOUTH SIDE OF THE PLAT. IRRIGATION SHALL COMPLY WITH THE DISCHARGE REQUIREMENTS OF IDAHO CODE 51-28B1523.
3. PROTECTIVE COVENANTS FOR SUNSET RIM SUBDIVISION PHASE I HAVE BEEN RECORDED AS INSTRUMENT NO. 88888, RECORDS OF PAYETTE COUNTY, IDAHO.
4. THIS DEVELOPMENT RECOGNIZES SECTION 23-4-503 OF THE IDAHO CODE, RIGHT TO PUBLIC ACT WHICH STATES NO AGRICULTURAL OPERATION SHALL BE PERMITTED OR PUBLIC, BY ANY CHANGED CONDITIONS IN OR ABOUT THE SURROUNDING ENVIRONMENT, BE ENGAGED IN OR OPERATED IN ON THE PLAT FOR MORE THAN (1) ONE YEAR, WHEN THE DESIGN FOR AGRICULTURE IS THE DESIGN OF THIS SECTION. THE DESIGN FOR AGRICULTURE IS THE DESIGN OF THIS SECTION. THE DESIGN OF THIS SECTION SHALL NOT APPLY WITH A UNDESIRABLE RESULT FROM THE IMPROVING OR RESURGENT OPERATION OF AN AGRICULTURAL OPERATIONAL FACILITY OR EXPANSION THEREOF.
5. NO RESIDENTIAL LOT SHALL HAVE DIRECT VEHICULAR LOT ACCESS TO 7TH AVE. NORTH OR NORTH IOWA AVE. UNLESS OTHERWISE APPROVED IN WRITING BY THE CITY OF PAYETTE.
6. LOT 26, BLOCK 1, AND LOT 8, BLOCK 2, ARE COMMON AREA LOTS AND SUBJECT TO EASEMENT UTILITY, ACCESS, DRAINAGE, IRRIGATION AND LANDSCAPING EXPENSES AND SHALL BE OWNED AND MAINTAINED BY THE SUNSET RIM HOUSING ASSOCIATION.
7. UNLESS OTHERWISE DIMENSIONED, ALL LOTS SHALL CONTAIN A 120' FOOT WIDE INTERIOR LOT LINE, UNLESS OTHERWISE DIMENSIONED. ALL LOTS SHALL CONTAIN A 100' FOOT WIDE BASEMENT FOR PUBLIC UTILITIES, IRRIGATION AND DRAINAGE ADJACENT TO THE STREET RIGHT-OF-WAYS AND THE EXTERIOR BOUNDARY OF THE SUBDIVISION.



SAWTOOTH
 Land Acquisition, LLC

2030 S. WASHINGTON AVE.
 EMMETT, ID 83617
 (208) 398-8104
 FAX (208) 398-8105

WWW.SAWTOOTHLS.COM

SUBMIT DATE	RECORD DATE	DATE	DATE
1 OF 3	2/20/16	CP	15148
CP	CP	CP	15148-71

PLAT SHOWING
SUNSET RIM SUBDIVISION PHASE II
 2016

CERTIFICATE OF OWNERS

KNOW ALL MEN BY THESE PRESENTS, THAT THE ROBERT CLARK GOODMAN LIVING TRUST, DOES HEREBY CERTIFY THAT IT IS THE OWNER OF THE REAL PROPERTY AS DESCRIBED BELOW:

THE EASEMENTS SHOWN ON THIS PLAT ARE NOT DEDICATED TO THE PUBLIC, BUT THE RIGHT TO USE SAID EASEMENTS IS HEREBY RESERVED FOR PUBLIC UTILITIES AND FOR ANY OTHER USES AS DESIGNATED HEREBY, AND NO PERMANENT STRUCTURES ARE TO BE ERECTED WITHIN THE LINES OF SAID EASEMENTS.

ALL LOTS IN THIS SUBDIVISION WILL BE ELIGIBLE TO RECEIVE WATER SERVICE FROM AN EXISTING WATER SYSTEM, AND THE CITY OF PAVETTE HAS AGREED IN WRITING TO SERVE ALL LOTS IN THIS SUBDIVISION.

THE PUBLIC STREETS SHOWN HERON ARE HEREBY DEDICATED TO THE PUBLIC.

A PART OF LAND LOCATED IN THE SE1/4 OF SECTION 27, T. 8 N., R. 5 W., E. 1/4, CITY OF PAVETTE, PAVETTE COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

- COMMENCING AT A FOUND BRASS CAP MARKING THE SOUTHEAST CORNER OF SECTION 27;
 - THENCE NORTH 73°54' WEST, CONCORDANT WITH THE EAST LINE OF THE SE1/4 OF SAID SECTION 27, A DISTANCE OF 246.75 FEET;
 - THENCE NORTH 89°23' WEST, 430.00 FEET TO THE POINT OF BEGINNING;
 - THENCE SOUTH 0°34' WEST, PARALLEL WITH SAID EAST LINE OF THE SE1/4 OF SECTION 27, A DISTANCE OF 186.88 FEET TO THE BEGINNING OF A TANGENT CURVE;
 - THENCE 31.28 FEET ALONG THE ARC OF SAID CURVE TO THE RIGHT, WITH A CENTRAL ANGLE OF 89°30', A RADIUS OF 20.00 FEET, SUBTENDED BY A CHORD BEARING SOUTH 63°21' WEST, 28.28 FEET TO THE NORTHERLY END OF 7TH AVE. NORTH;
 - THENCE NORTH 89°11' WEST, CONCORDANT WITH SAID NORTHERLY RIGHT OF WAY OF 7TH AVE. NORTH, 77.14 FEET TO THE SOUTHEAST CORNER OF SUNSET RIM SUBDIVISION PHASE I, AS SHOWN ON THE PLAT IN BOOK 1 OF PAVETTE PHASE 51, PAVETTE COUNTY RECORDS;
 - THENCE NORTH 73°46' EAST, CONCORDANT WITH THE EASTERN BOUNDARY OF SAID SUNSET RIM SUBDIVISION PHASE I, A DISTANCE OF 151.18 FEET;
 - THENCE NORTH 89°11' WEST, CONCORDANT WITH THE EASTERN BOUNDARY OF SAID SUNSET RIM SUBDIVISION PHASE I, A DISTANCE OF 34.50 FEET;
 - THENCE NORTH 73°46' EAST, CONCORDANT WITH THE EASTERN BOUNDARY OF SAID SUNSET RIM SUBDIVISION PHASE I, A DISTANCE OF 166.63 FEET TO THE NORTHEAST CORNER OF SAID SUNSET RIM SUBDIVISION PHASE I;
 - THENCE SOUTH 89°22' EAST, 283.00 FEET;
 - THENCE SOUTH 0°34' WEST, 403.00 FEET;
 - THENCE SOUTH 89°23' EAST, 179.40 FEET TO THE POINT OF BEGINNING;
- THE ABOVE DESCRIBED PARCEL CONTAINS 4.37 ACRES, MORE OR LESS.

THE ROBERT CLARK GOODMAN LIVING TRUST
 ROBERT C. GOODMAN, TRUSTEE

ACKNOWLEDGMENT

STATE OF IOWA }
 COUNTY OF PAVETTE } SS

ON THIS _____ 2016, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED ROBERT C. GOODMAN, KNOWN TO ME TO BE A TRUSTEE OF THE ROBERT CLARK GOODMAN LIVING TRUST, AND ACKNOWLEDGED TO ME THAT SAID LIVING TRUST EXECUTED THE SAME.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL, THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

NOTARY PUBLIC FOR IOWA
 RESIDING AT
 MY COMMISSION EXPIRES

CERTIFICATE OF SURVEYOR

I, CARL PORTER, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, LICENSED BY THE STATE OF IOWA, AND THAT THIS PLAT, AS DESCRIBED IN THE CERTIFICATE OF OWNERS AND THE ATTACHED PLAT, WAS DRAWN FROM A MEASUREMENT OF THE POINTS PLATTED THEREON IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF SURVEYORS AND THE CORNER REPERCUSSION AND FILING ACT, IOWA CODE 55-181 THROUGH 55-182.

CARL PORTER



P.L.S. 14221

2030 S. WASHINGTON AVE.
 EMMETT, ID 83617
 (208) 398-8104
 FAX (208) 398-8105

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SEARCHED	INDEXED	SERIALIZED	FILED
JAN 20 2016	JAN 20 2016	JAN 20 2016	JAN 20 2016
PAVETTE	PAVETTE	PAVETTE	PAVETTE

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PLAT SHOWING
SUNSET RIM SUBDIVISION PHASE II
 2016

SOUTHWEST DISTRICT HEALTH DEPARTMENT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE TITLE 20, CHAPTER 13 HAVE BEEN SATISFIED BASED ON A REVIEW BY A QUALIFIED LICENSED PROFESSIONAL ENGINEER (Q/L/E) REPRESENTING THE CITY OF PAYETTE AND THE DATE APPROVED BY THE HEALTH DEPARTMENT. THE CITY OF PAYETTE HAS REVIEWED THE SUBMITTALS AND HAS APPROVED THE SANITARY RESTRICTIONS. WATER EXTENSIONS OR SEWER EXTENSIONS WERE CONSTRUCTED BUILDING CONSTRUCTION CAN BE ALLOWED WITH APPROPRIATE BUILDING PERMITS IF DRINKING WATER EXTENSIONS OR SEWER EXTENSIONS HAVE BEEN CONSTRUCTED. THE SANITARY RESTRICTIONS MAY BE RE-APPROVED IN ACCORDANCE WITH SECTION 50-1308, IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL, AND NO CONSTRUCTION OF ANY BUILDING OR SHELTER REQUIRING DRINKING WATER OR SEWERSEPTIC FACILITIES SHALL BE ALLOWED.

SOUTHWEST DISTRICT HEALTH DEPARTMENT, REHS _____ DATE _____

APPROVAL OF PAYETTE CITY COUNCIL

THE FOREGOING PLAT AND THE DERIVATION OF PUBLIC RIGHT OF WAY'S SHOWN THEREON WAS FILED, ACCEPTED AND APPROVED BY THE PAYETTE CITY COUNCIL ON THIS _____ DAY OF _____ 2016.

MAYOR _____ DATE _____

CLERK _____ DATE _____

CERTIFICATE OF COUNTY SURVEYOR

I, THE UNDERSIGNED PROFESSIONAL LAND SURVEYOR FOR PAYETTE COUNTY, IDAHO, DO HEREBY CERTIFY THAT I HAVE REVIEWED THE SUBMITTALS AND FIND THAT IT COMPLIES WITH STATE OF IDAHO CODE, TITLE 50, CHAPTER 13, RELATING TO PLATS AND SURVEYS.

COUNTY SURVEYOR _____ DATE _____

CERTIFICATE OF COUNTY TREASURER

THIS IS TO CERTIFY THAT THE UNDERSIGNED, PER THE REQUIREMENTS OF IDAHO CODE 50-1308, DO HEREBY CERTIFY THAT ANY AND ALL CURRENT AND OR DELINQUENT COUNTY TAXES HAVE BEEN PAID IN FULL. THIS CERTIFICATION IS VALID FOR THE NEXT THIRTY (30) DAYS ONLY.

PAYETTE COUNTY TREASURER _____ DATE _____

CERTIFICATE OF CITY ENGINEER

I, THE UNDERSIGNED CITY ENGINEER, IN AND FOR THE CITY OF PAYETTE, IDAHO, DO HEREBY CERTIFY THAT THIS SUBDIVISION PLAT IS IN ACCORDANCE WITH THE CITY OF PAYETTE SUBDIVISION ORDINANCE RELATING TO SUBDIVISION PLATS.

ENGINEER, CITY OF PAYETTE _____ DATE _____

CERTIFICATE OF COUNTY RECORDER

APPROVALS

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT, INCLUDING THE PUBLIC RIGHT OF WAY AND PUBLIC EASEMENT THEREON, HAS BEEN APPROVED BY THE OFFICE OF THE CITY OF PAYETTE AND EASEMENTS AND RESTRICTIONS AND CONFORMS TO THE REQUIREMENTS OF SANITARY RESTRICTIONS.

COUNTY ASSESSOR, PAYETTE COUNTY _____ DATE _____

MAYOR, CITY OF PAYETTE _____ DATE _____



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ORDER FORM	ORDER REF.	DATE	TIME
CP	CP	CP	CP
13148	13148	13148	13148

3 OF 3 | 2/2016

**MINUTES
PAYETTE CITY COUNCIL
Regular Meeting
March 7, 2016**

7:00 PM – Regular Meeting

A regular meeting of the Payette City Council was called to order at 7:00 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Mayor Williams, Ray Wickersham, Lee Nelson, Nancy Dale, Alan Massey, Kathy Dodson and Craig Jensen.

Members Absent: None

Staff Present: Mary Cordova, City Coordinator; Jamie Couch, Street Supervisor; Steve Castaneda, Fire Chief; Jake Hust, Water Supervisor; Randy Fales, Parks Supervisor; Ed Franek, Shop Supervisor; Mark Clark, Chief of Police; Randy Schwartz, WWTP Supervisor; Doug Argo, Holladay Engineering; Bert Osborn; City Attorney; Denise Rueschhoff, Office Assistant and Matea Gabiola; Administrative Assistant Clerk.

PLEDGE

The Pledge of Allegiance was led by Mayor Williams.

CITIZENS COMMENTS

None.

APPROVAL OF MINUTES

- A. 02-16-2016 –Regular Meeting
- B. 02-22-2016– Special Meeting

A motion was made by Dale and seconded by Wickersham to approve the minutes of 02-16-2016 Regular Meeting as written & minutes of 02-22-2016 Special Meeting with changes to the adjournment motion.

After a voice vote by the Council, the motion CARRIED.

APPROVAL OF BILLS & PAYROLL

A motion was made by Nelson and seconded by Jensen to approve the City Bills & Payroll in the amount of \$243,838.04.

At the roll call:

Ayes: Wickersham, Massey, Dodson, Nelson, Jensen and Dale.

Nays: None

The motion CARRIED.

SPECIAL ORDERS

A. Fair Housing Month Proclamation-Mayor Williams read the Fair Housing Proclamation.

A motion was made by Dodson and seconded by Dale to approve the Fair Housing Proclamation.

After a voice vote by the Council, the motion CARRIED.

COMMUNICATIONS

A. Letter from Stephen Cook- Library Board Chairman – Stephen Cook; 1129 3rd Ave South Payette, ID; addressed the Council regarding the timing of bills presented by the Library Board to have approval at regular meetings. The Mayor stated he will work on this with Ms. Black, to get the timing and check process firmed up.

PLANNING & ZONING

A. Meeting Minutes February 25th

B. Appointment of P & Z member – Gary Youngberg

A motion was made by Nelson and seconded by Dodson to appoint Gary Youngberg to the Planning & Zoning Commission, his term will end in December 31, 2021.

After a voice vote by the Council, the motion CARRIED.

AGENDA ITEMS

A. Agenda Request – Charlene Nestor- Use of Park After Dusk

A motion was made by Nelson and seconded by Dodson to approve the use of Kiwanis Park from 6-9 p.m. on March 9, 2016 by the LDS Church group.

After a voice vote by the Council, the motion CARRIED.

B. Appointment to Public Safety- Greg Kelley

A motion was made by Dodson and seconded by Massey to appoint Greg Kelley to the Public Safety Committee.

After a voice vote by the Council, the motion CARRIED.

C. Agenda Request – Apple Blossom Festival- Mobile Food Vendors- Jody Henderson, 2315 Denise Circle Payette, ID and Twana Morin, 507 North 4th Street Payette, ID; addressed the Council regarding the Apple Blossom Festival, and where the food vendors are actually allowed to set up for Apple Blossom. Ms. Henderson stated there is not a City ordinance regarding food vendors setting up on private property, only on public property. There is an issue with transient food vendors that do not pay the same fees as vendors that set up in the parks. Ms. Henderson presented a map with a buffer zone of where food vendors would be allowed to set up. The food vendor truck at the old Callendar building would be grandfathered for its location. Then all vendors would be subject to the same fees charged by the Apple Blossom committee. All of the food vendor proceeds support the total costs of the Apple Blossom and allow the festival to be self-sufficient. Jensen stated he would like to see this happen for the Apple Blossom committee and hopes that we could outline this area

and have the vendors go through the Apple Blossom committee, but does this present any legal problems? Mr. Osborn said it can be worked out. It is just a matter of setting down with staff and going through the ordinances. Dale, Wickersham and Nelson are also in agreement with the idea of centralized coordination of the food vendors through the Apple Blossom committee. Ms. Cordova addressed the Council stating ordinance number 5-15 050, relegates the food and drink authority to the Apple Blossom committee during the festival time frame. The ordinance only addresses public areas, we would need to eliminate the wording of public. The Council gave direction to Ms. Cordova and Mr. Osborn to pursue the necessary changes for the next meeting. Ms. Morin also ask if the City would consider helping with the cost of the Apple Blossom flags that need to be replaced. This will be considered, especially since the City flags will use the Apple Blossom committee pole brackets.

- D. Special Events Permit- Apple Blossom Festival- Kathy Clements, 9948 Ash Lane Payette ID, addressed the Council. She outlined the new events that may be part of the Apple Blossom Festival this year. Most will be as it has in the past for the schedule of events. Council agreed and Ms. Cordova confirmed that the Special Events Permit fee is waived for the Apple Blossom Festival.

A motion was made by Jensen and seconded by Dodson to approve the Special Events Permit for the Apple Blossom Festival for May 9th through May 15th, 2016.

After a voice vote by the Council, the motion CARRIED.

- E. Special Events Permit- Liga Azteca- Idaho Aztec Soccer League – Eduardo and Erica Nunez, 1220 6th Ave South Payette, ID, addressed the Council. They spoke about the use of the soccer fields at Gateway Park on Sundays for the time frame of April to October of 2016. Chief Clark assured the Council that there were not any issues last year. Mr. Fales also reported that cleanup of the park by the group has been done very well and does not present any problems. Dale ask about the portable toilets because she had received a telephone call with concerns of these units not being serviced in a timely manner. Mr. Nunez will be sure that the provider takes care of the units for continual cleanliness.

A motion was made by Wickersham and seconded by Jensen to approve the Special Events Permit for Liga Azteca Idaho Aztec Soccer League from April to October 2016.

After a voice vote by the Council, the motion CARRIED.

- F. Donation Request- New Plymouth Elementary School- Laurie Posey, 4845 Highway 72 New Plymouth, ID represented the New Plymouth Elementary School and asked the Council for a donation of 10 one-day pool passes for the school carnival March 18, 2016. The carnival proceeds go towards trips and playground equipment. Jensen wanted to be sure that the tickets had in fact been used. It was suggested by Wickersham to number the passes so that they can be tracked when redeemed. The Mayor ask for Ms. Gabiola and Ms. Smith to coordinate this tracking.

A motion was made by Nelson and seconded by Dodson to approve the Donation Request for New Plymouth Elementary School for 10 one-day pool passes in the amount of \$30.00.

After a voice vote by the Council, the motion CARRIED.

- G. Downtown Holiday Decorations – Mr. Couch addressed the Council. He stated that thirty-two banners are needed and approximately three different designs have been chosen by the Public Works Committee. The Mayor asked if eleven thousand dollars are going to be spent for the decorations, where would that money come from in the budget? Dale stated that in the first Public Works meeting they discussed the line item in Administrative, Capital Outlay, it is for forty-one thousand dollars and it is not specified. The Mayor stated that money is allocated for the HUD house which has to be used for some type of economic development like the Boys and Girls Club. Ms. Cordova stated that if this is something that the Council wants to consider, staff can review the current budget to see if any funds are available. The intention was to budget this item for next year.

DEPARTMENTAL REPORT

- A. Police Department – Chief Clark spoke regarding the Heleker fire. Many local news and national programs have contacted for comment.
- B. Fire Department – Chief Castenada stated the Heleker fire is still under investigation.
- C. Public Works Committee- February 29th – Nelson addressed the Council and said that tap fees were looked at and decided to leave as is for the time, so building and growth is not sent to other cities. The committee also discussed flower pots for downtown, and cost was too high to present to city citizens. Discussed having the businesses take care of maintenance and planting of pots.
- D. Parks & Recreation – Massey addressed the Council on the proposed bike routes connecting parks, boat ramp and ball fields were discussed. A drafted letter will go to Ms. Gabiola this week to put onto the website to ask for input from citizens.
- E. Forestry Commission – The Arbor Day Tree celebration will take place on April 29th. The Commission will be planting trees with a Westside classroom.
- F. Public Works Committee- March 7th

MAYOR'S COMMENTS

Mayor Williams addressed the Council and stated that the Bunko Bash fundraiser was advertised last year on the Idaho Power Poles, and there is an ordinance prohibiting putting flyers on the poles. The funds go towards the patients at MSTI. If one organization is allowed to advertise, then all must be allowed. Rather than use the utility poles, can the City offer the use of the City signs to announce the upcoming fundraisers? Parameters need to be placed for a limited time frame. The Mayor asked what committee should handle this? Non-profit organizations will be given consideration for advertisement. The City ordinance applies to private property as well. The Council's consensus was for limiting the advertising time and look at each organization individually.

Mayor Williams and Councilor Nelson will be absent from the next regular Council meeting. Mayor Williams has asked Councilor Jensen, as senior member, to preside.

CITIZEN'S COMMENTS

Erin Haley stated the Library Board Meeting is March 10th.

ADJOURNMENT

A motion was made by Dale and seconded by Dodson to adjourn the regular meeting at 8:25 p.m.

After a voice vote by the Council, the motion CARRIED.

Signed this _____ day of, 2016.

Mayor Jeffrey Williams

ATTEST:

Denise Rueschhoff
Office Assistant

DRAFT

**MINUTES
PAYETTE CITY COUNCIL
Work Session
March 9, 2016**

4:30 PM – Work Session

A work session of the Payette City Council was called to order at 4:30 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Mayor Williams, Ray Wickersham, Lee Nelson, Nancy Dale, Craig Jensen, Alan Massey and Kathy Dodson

Members Absent: None

Staff Present: Mary Cordova, City Clerk; Randy Fales, Park Superintendent; Jake Hust, Water Superintendent; Jamie Couch, Street Superintendent; Jack McElravy, Parks Department; Mark Clark, Chief of Police; and Bobbie Black, Deputy City Clerk.

AGENDA ITEMS

Training for Council Members and Mayor on roles and responsibilities.

Mayor Williams introduced Jerry Mason, an attorney for AIC who conducted the training. His presentation was on understanding roles & responsibilities of City Officials. He asked each Councilor to introduce themselves, and how long they have been on City Council. Mr. Mason told the Council information about himself. He stated one of the things they tackle each year is educating Council members and Mayors. He talked about branches of government, legislative, executive and quasi-judicial. Payette is a Mayor-Council form of government. The Council also performs quasi-judicial functions. The whole point of the system is there is some tension, it is built in. Tension between branches is intentional; some duties are clearly assigned to one branch, and other duties are meant to be shared. Accountability is essential to inform voters, without losing the relationship of the stability to make it work. When the law says to do it that way, you do it that way. There is a reason behind all of these. The responsibilities have to be fulfilled in accordance with the law. We all know that individual people make a difference.

Mason discussed Mayoral powers & responsibilities. State statute says the Mayor appoints a City Clerk, City Treasurer and City Attorney; more positions can be created by ordinance. The Mayor presides over City Council meetings, but is not a member of the body. The Mayor is the one that makes the call on enforcing the local ordinances and tasks he might ask of the departments. The Council does not have that authority, but can control through budget allocations. The Mayor can request documents or reports from appointed officers; and may break tie votes of Council and veto ordinances – veto subject to override by majority of full Council. Mayor can delegate these responsibilities to anyone. Tie vote works on all, except on an appointment, then it is half plus one.

The Legislative branch; the council powers & responsibilities: Pass laws and policies that must not conflict with state or federal law or constitutional provisions; approves budget & property tax levy; approves payment of city bills and receives reports & examines fiscal accounts – oversight responsibility. Mason talked about user's fees. Statute is clear on what it says about approving; most cities process claims which are presented before Council and authorized to pay. Council determines if it is a legitimate charge against the City. Council should receive a monthly report from finance officer; quarterly report is published, and have the ability to oversee if departments are working properly. Authority of individual council members: the Council sets policy for the City and exercises its authority as a single body, operating in public meetings preceded by a posted notice & agenda. Councilors have authority when acting at public meetings – not otherwise. Some cities appoint Council members to serve as liaisons to City Departments to improve communication and an individual council member has no legal authority to supervise, discipline or fire City employees – even if a Mayor consents. If the Council wants something it should be a request of the entire Council, not one individual Council person. Gather information & diverse perspectives from citizens, business owners, interest groups; bring together people with the most desirable combination of education & expertise; Council members can develop knowledge & expertise on a particular area of City operations; constituent concerns can be placated by forming a committee to study & make recommendations on an issue. Mr. Mason asked about Admin & Finance Committee and stated that was unusual to have public members on the committee. Dale asked about attending Admin & Finance Committee since it has a posted agenda. Massey stated it shouldn't be citizen appointed. Dale stated she is trying to understand the role that she is supposed to be doing. Committees make recommendation to City Council. Mason stated one of his observations on having committees is you have citizens that you have to teach how government works. He is a fan of being a unified Council, but does not recommend having sub-committees. He wouldn't recommend Council members attending the committee meetings if not on committee. He can see how having the committees is a challenge, and creates a heavy workload on staff. He has never run into a City that has so many committees, and has citizen members. His first impression is that it causes him concern. Jensen stated he always feels administration is bringing employee policies and things that have a financial impact and being expected to make a decision. Mason explained that the overhead that you have with all the committees is putting a lot on the staff's plate. Jensen asked about issues that went to committee and was tabled; he asked when and does it come back to Council. Mr. Mason asked if this gets as much exposure to the public. Dale stated it seems if didn't have committees you might have more input during Council meetings. Mr. Mason stated this is a very labor intense process for a very small community.

Dale asked about the library liaison, and it really has gotten muddy. The Library Board is unaware of library law and trying to be responsible for things that the City has been doing, that they are now wanting to take control of. Mr. Mason stated as a general rule Councils should not have to worry about libraries. Council members shouldn't have to deal with a lot of issues regarding the library. They should try to strive for independence and funds are in the City Treasurer's control and Treasurer is responsible for that. The Council is kept out of it for first amendment reasons. Generally, it is not an issue. The liaison discusses with Mayor to get problem resolved. Mayor Williams stated he is working on getting that accomplished through

Administration. Mr. Mason stated the Mayor has chain of command, and with committees it can comprise that authority. Mayor Williams talked about engaging committees, and that is part of reason why we are here. He wanted to form committee when elected, but it is a training ground. It is building better leaders he feels. Mason suggested that maybe it is time to make changes. Mayor Williams stated he has heard from the Council that he needs to take more responsibility. We are here tonight because we are not functioning as good as we could be. Nelson asked about library budget and they are close to their levy, and said we aren't funding due to going over levy. Mason stated it is ultimately the Council's call. Dale stated adjustments were made and not taken back to the board. Another tension with library to keep Council at arm's length on how they are spending money allocated to them.

Massey asked about Council members acting as individuals. He has had citizens call him to call department heads to ask for something to be done. Mason stated that in that situation, Massey should call the Mayor or have the citizen call the Mayor. Legally it is the Mayor that oversees the employees. Massey asked about gathering information from the department heads. Mason explained it is not a problem if it goes through the Mayor, but the better thing to do is to ask department head to come to a Council meeting and explain to entire Council. Everyone should be in communication with entire Council, you are serving everyone. There are always open meeting law obligations; the more you can do on the record the better you are. People make the difference, have different opinions, but work together to come to a decision.

Jensen asked about citizens coming to him asking for help, and Mason replied that you need to go through the Mayor. It is not the City Council's authority to fix problems. If there is a problem with Mayor, get a new mayor at next election. Don't become the Mayor and try to fix it. Don't be offended when someone says we can do this better. Dodson stated we have been lied to about when we can have an executive session. Mr. Mason stated you can have an executive session on numerous items. Dale asked about her role as a council member; is it primarily financial. Dale asked about clarity on receiving reports. Mason stated you get information as a whole Council, not as an individual. Mason said anytime a Council person asks to place something on the agenda, it has to be prepared, it can be placed on agenda if it has documentation to go with it. You can bring it up if Mayor doesn't want on agenda at Council meeting and it can be placed on next agenda. When taking steps to resolve the issues on your own as a Council member, remember that it should be done with entire Council. Dale state the Library is her concern about funding. They asked the auditor to come to their meeting and the Mayor stopped him from coming. She stated the library board is not getting reports, especially payroll reports on employees and not getting training. They should be able to go to staff but can't, because there is no trust. Mason stated in his world he would include Dale in meeting with Library Board.

Dale asked about executive session item (d) To consider records that are exempt from disclosure as provided in. Mason stated you could use "D" as disciplinary action. Dale asked if staff can give us the action plan on individual records, Mason replied no. He did not know of any reason why a Council should be in any employee's personnel file. Mason discussed about appointed officers, if mayor thinks appointee is appointment last until appointment is removed. Mason explained that elected officials come and go, but running the City and all tasks involved

continue to go on. Some have appointment for years, but one thing that can happen is the appointment can be expired for several days. If appointee has to live on the edge of being appointed every two years, that is not very productive. He stated they could be just fulfilling their duties as asked. Massey asked if there is a statute that says appointment has to be made before a certain time, Mason stated no, except for if the position is vacant, it must be filled in ten days. The appointment is perpetual until removed. Massey stated if code states the new Mayor has to appoint and he doesn't. Mr. Mason replied that he would question if the Council has the right to tell the Mayor when he needs to appoint, if at all. If Council has consensus they can remove appointed officials. Mason stated the appointment just continues; you are married until you are divorced.

Responsibilities of City Clerk, keeper of city records; master of elections; responsible meeting agendas and minutes (of all committee and commissions); issuer of license and permits and often shapes day to day impression of city. Mason discussed what should be included in minutes; who was there, motion and approval of items and general discussion. Mason talked about expediting licenses, why go before City Council, and might want to evaluate. The Council can set the standards and staff can implement the procedure. If waiving fees for everyone, why are you charging fees on anyone. Responsibilities of City Treasurer: Custodian of city revenues, oversees investments, monthly account of city finances to Council; prepares quarterly financial report, published as a legal notice in the official newspaper; assists with financial audit; administers bonds & local improvement districts. Mason recommended that the Council can meet with auditor in executive session for report without City Treasurer. Responsibilities of City Attorney: legal advisor to the City; represents City in court; draft & review ordinances, resolutions & legal notices; cities may contract for prosecution of ordinance violations. The Bottom Line: respect the duties of all City officials; discuss avenues to report misconduct – have a plan and a route to accountability; act with good will toward even those with whom you don't agree; recognize that tension between branches is intentional and practice the golden rule.

Mayor stated it should not be a practice for committees to direct staff to act, such as the request to gather information on bike lanes. Mason said it should go to Mayor for discussion to be placed on website. Massey stated staff was involved in the meeting and was told Matea would be the one to go to. Jensen asked what authority do we have on a committee, Mason stated none. Mason said having committees can exclude people that might have great ideas and aren't being heard.

Mason talked about the Council agenda and amending the agenda. When posting agendas, post two business days prior. It used to be you could amend agenda anytime, but now there must be a good faith reason stated to amend agenda. The reason cannot be you didn't know item wasn't going to pop up and it doesn't hurt anyone. In his world the moment staff found out about it, it should be penciled in on posted agenda. When the Council convenes, you amend agenda then add the item. If you want to have an executive session, it should always be on the agenda. People see your agenda and make their decision on what they are going to do. Nothing good can come from amending agenda. On executive sessions, only amend if something very important just came up and can't possibly wait until the next meeting. Mason

suggested not to put an executive session on every agenda whether you plan to have one or not. Mayor asked about Council writing job descriptions for personnel. Mason stated that is not the job of the Council; they can fund according to what job description might be. Dodson stated that job descriptions are handled by statute. Mr. Mason stated it depends if Council wants to fund new job functions. Mason states he likes to keep the appropriation ordinance very simple. He always advocates that City keeps more detail in the final documents. Mayor stated this body voted to eliminate current job description of City Coordinator and wanted to write a new job description. Down the road if it just says Mayor prerogative how does it play out later. Mason stated when this started you wrote job description as detailed as possible and now the appropriate is to identify only what is essential. That is the Mayor's duty. Jensen stated we needed to clean up things being done at City Hall and make things more efficient for citizens. Mason pointed out that it is ultimately the Mayor to identify duties of staff, not the Council.

Dale asked about the Council preparing the budget, there is nothing in statutes that says the Mayor is responsible. Mason replied that there is nothing that says the Governor or the President prepares the budget either, but remember that it is an inherent duty of the Mayor. During the budget ask the department heads how they can reduce the budget. Dale stated the process is to meet with the department heads and then Admin/Finance and then to City Council.

Ms. Cordova stated asked Mason to explain how the Council should act on quasi-judicial issues. Mason explained to the Council that when they know things are happening or a development is beginning, you should not talk to the applicants. Think of it like being a judge; it would not be a good situation if the judge was talking to the defendant prior to the trial. On legislative issues, the Council can talk to citizens. If they speak to applicants on planning & zoning issues, the Councilor would then need to disclose on the record that they have talked to the applicant and what was said when it comes before Council. The impulse as a public official is to try and help, but tell them to come to public hearing or submit comments.

Bryon Dale asked what was in play when asked City Council to not talk to city employees.

MAYORS COMMENTS

None

ADJOURNMENT

The work session adjourned at 7:32 PM

Signed this _____ day of, 2016.

Mayor Jeffrey Williams

ATTEST:

Bobbie Black
Deputy City Clerk

CITY OF PAYETTE
MARCH 21, 2016

CITY PAYROLL	3/18/2016	\$ 122,291.08
ALBERTSON'S	3/21/2016	54.51
ANALYTICAL LABORATORIES	3/21/2016	638.68
AVENET	3/21/2016	250.00
BDS	3/21/2016	1,706.99
BHS MARKETING	3/21/2016	3,565.00
BODDA PAINT	3/21/2016	131.63
CABLE ONE	3/21/2016	303.02
CAMP EQUIPMENT	3/21/2016	55.02
CENTURYLINK	3/21/2016	1,221.94
CITY OF PAYETTE	3/21/2016	73.62
COLUMBIA BANK	3/21/2016	2,475.54
CRAWFORD DOOR	3/21/2016	146.00
CUSTOM TRUCK	3/21/2016	250.00
DCS TECHNOLOGIES	3/21/2016	904.24
DIG LINE	3/21/2016	66.90
ECS ENVIRONMENTAL SOLUTIONS	3/21/2016	943.45
ERNIE'S ELECTRIC	3/21/2016	38.00
FERGUSON	3/21/2016	650.52
FLEET SERVICES	3/21/2016	3,416.30
GALE GROUP	3/21/2016	200.62
HARDIN SANITATION	3/21/2016	15.66
HOLLADAY ENGINEERING	3/14/2016	10,746.94
IDAHO POWER	3/9/2016	14,097.98
IDAHO POWER	3/21/2016	648.07
INDEPENDENT ENTERPRISE	3/21/2016	80.94
INTERMOUNTAIN GAS	3/21/2016	5,911.92
LOS ALTOS IRRIGATION	3/21/2016	110.00
METROQUIP	3/21/2016	333.47
MICROMARKETING	3/21/2016	213.97
NORTH VERDE AUTO SALVAGE	3/21/2016	2,500.00
OSBORN, BERT L.	3/21/2016	2,700.00
OVERDRIVE	3/21/2016	644.24
PAETEC	3/21/2016	1.65
PAYETTE COLLISION	3/21/2016	140.00
PAYETTE PRINTING	3/21/2016	55.00
PAYETTE TIRE CENTER	3/21/2016	50.49
PEOPLE'S IRRIGATION	3/21/2016	490.00
RHINEHART, LARRY & KATHY	3/21/2016	825.00
RIPPIN' STITCHES EMBROIDERY	3/21/2016	1,422.25
S&H	3/21/2016	87.04
SNAP ON	3/21/2016	209.99
SPEED O'MOTIVE	3/21/2016	69.00
STAPLES	3/21/2016	204.92
SUNRISE ENVIRONMENTAL	3/21/2016	138.00
TRANSPORTATION SYSTEMS	3/21/2016	56.64
VERIZON	3/21/2016	704.89
WIENHOFF DRUG TESTING	3/21/2016	140.00
WILKINS SAW	3/21/2016	41.00
WILSON PRUETT TIRE	3/21/2016	809.90

\$ 182,832.02

RECEIVED

FEB 19 2016

CITY OF PAYETTE

DONNA D. PETERSON
PAYETTE COUNTY TREASURER
EX-OFFICIO TAX COLLECTOR
PUBLIC ADMINISTRATOR

1130 3RD AVE NORTH, RM. 103
PAYETTE, IDAHO 83661-2473

PHONE 208-642-6004
FAX 208-642-6040

February 17, 2016

City of Payette
700 Center Ave
Payette ID 83661

Re: Tax cancellation

Dear Director,

On February 1, 2016, an adjustment was signed by the Commissioners to correct an error that was discovered in the assessed value on a personal property parcel for Teton Machine Company. We are informing each district affected of the amount their district will not be collecting due to this adjustment.

Typically we do not send a letter of this type of notification, but due to the amount of the adjustment, we thought each district would like to know for budgeting purposes.

The amount your district will not be receiving is: \$20,406.96
Library Bond: \$453.60

If you should have any question, please call this office.

Sincerely,



Donna D. Peterson,
Payette County Tax Collector/Treasurer

DDP:km

**MINUTES
PAYETTE PLANNING & ZONING
Special Meeting
March 10, 2016**

6:00 PM – Regular Meeting

- I. ROLL CALL: Chairman Randy Choate, Jim Franklin, Peggy Childers Jody Henderson, Gary Youngberg and Nial Bradshaw.
Members Absent:
Staff Present: Matea Gabiola

- II. COMMUNICATIONS
None heard.

III. PUBLIC HEARING

- A. A re-zone application by Frank & Kimmie Serrano for property located at 307 N. 9th Street, from Commercial to C1-Commercial Downtown. Chase Addition, Block 2, Lots 1 thru 5, Payette County Records.

Barb Wilson: 307 North 9th Street: Ms. Wilson stated this is a fabulous idea and in support of it.

- B. An application by Frank & Kimmie Serrano for a Conditional Use Permit for property located at 307 N. 9th Street, to allow residential use in a C1-Commercial Downtown, Chase Addition, Block 2, Lots 1 thru 5, Payette County Records. The property is zoned Commercial.

No one testified on this item.

- C. An application by Frank & Kimmie Serrano for a Conditional Use Permit to sell beer & wine at 307 N. 9th Street, Chase Addition, Block 2, Lots 1 thru 5, Payette County Records. The property is zoned Commercial.

No one testified on this item.

No one else addressed the Commission during the public hearing.

Public Hearing will continue at the Planning & Zoning meeting March 24, 2016 At 6pm.

V. AGENDA ITEMS

- A. A re-zone application by Frank & Kimmie Serrano for property located at 307 N. 9th Street, from Commercial to C1-Commercial Downtown.

No action was taken on this item. Public hearing will continue on the March 24, 2016 at 6pm.

- B. An application by Frank & Kimmie Serrano for a Conditional Use Permit for property located at 307 N. 9th Street, to allow residential use in a C1-Commercial Downtown.

No action was taken on this item. Public hearing will continue on the March 24, 2016 at 6pm.

- D. An application by Frank & Kimmie Serrano for a Conditional Use Permit to sell beer & wine at 307 N. 9th Street.

No action was taken on this item. Public hearing will continue on the March 24, 2016 at 6pm.

VI. PUBLIC COMMENT
None

VII. ADJOURNMENT

A motion was made by Youngberg and seconded by Franklin to adjourn the meeting at 6:16pm.

After unanimous voice vote, motion CARRIED.

Matea Gabiola
Recording Secretary

PAYETTE URBAN RENEWAL AGENCY

Statement of Net Position

September 30, 2015

	<u>Governmental Activities</u>
Assets	
Current Assets	
Cash	\$153,115
Total Current Assets	<u>153,115</u>
Total Assets	<u><u>\$153,115</u></u>
Liabilities	
Current Liabilities	
Accrued Interest	\$84
Total Current Liabilities	<u>84</u>
Noncurrent Liabilities	
Long-Term Debt, Noncurrent	12,569
Total Noncurrent Liabilities	<u>12,569</u>
Total Liabilities	<u><u>12,653</u></u>
Net Position	
Unrestricted	140,462
Total Net Position	<u>140,462</u>
Total Liabilities and Net Position	<u><u>\$153,115</u></u>

See Accompanying Notes

3

PAYETTE URBAN RENEWAL AGENCY
Statement of Activities
Year Ended September 30, 2015

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense)</u>
		<u>Charges For</u>	<u>Operating</u>	<u>Capital</u>	<u>Revenue And</u>
<u>Governmental Activities</u>		<u>Services</u>	<u>Grants And</u>	<u>Grants And</u>	<u>Changes in</u>
			<u>Contributions</u>	<u>Contributions</u>	<u>Net Position</u>
					<u>Governmental</u>
					<u>Activities</u>
Current Expenditures					
Administrative	\$1,893				(\$1,893)
Projects	4,900				(4,900)
Debt Service	2,165				(2,165)
Total	<u>\$8,958</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$8,958)</u>
General Revenues					
Tax Revenue					111,592
Total					<u>111,592</u>
Change in Net Position					102,634
Net Position - Beginning					37,828
Net Position - Ending					<u>\$140,462</u>

See Accompanying Notes

RESOLUTION #2016-05

**A RESOLUTION OF THE CITY OF PAYETTE, IDAHO, MAKING CERTAIN FINDINGS;
AMENDING THE PAYETTE COMPREHENSIVE PLAN MAP**

WHEREAS, on the ____ day of _____, 2016, the City Council for the City of Payette was duly convened upon notice properly given and a quorum was duly noted; and

WHEREAS, the appropriate public hearing has been held before the Planning and Zoning Commission on February 25th, 2016; and

WHEREAS, the City Council reviewed and approved the requested amendment to the City of Payette Comprehensive Map as delineated in C-1 Downtown Commercial:

C-1 Downtown Commercial: Amend the Comprehensive Map at the location commonly known as 307 North 9th Street, described below in Parcel 1 from C-Commercial to C-1 Downtown Commercial.

Parcel 1: In Chase Addition to the City of Payette, as per Plat in Book 1, Page 17, Plat Records, Payette County, Idaho, Block 2: Lots 1-5

NOW THEREFORE, by resolution duly adopted, be it resolved by the Mayor and the City Council the following:

The City of Payette does hereby accept and adopt the recommendation of the Payette City Planning and Zoning Commission concerning amendment of the City of Payette Comprehensive Plan Map.

RESOLVED this ____ day of _____, 2016, City Council, City of Payette, Idaho.

CITY OF PAYETTE

by _____

Jeffrey T. Williams, Mayor

ATTEST:

City Clerk

ORDINANCE 1404

AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 17.34.070 IN CHAPTER 17.34 OF TITLE 17, EXTENDING AND DEFINING THE DISTRICT BOUNDARIES FOR C-1 COMMERCIAL DISTRICT; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF PAYETTE, IDAHO:

Section 1. Section 17.34 of Title 17, Chapter 17.34.070 of the Payette Municipal Code is hereby amended to read as follows:

17.34.070: DISTRICT BOUNDARIES:

The boundaries for the C-1 commercial district extend from Third Avenue North including Lots 1-5 in Block 2 of Chase Addition to the City of Payette, to the east boundary of Kiwanis Park and, from the east centerline of Seventh Street to the west centerline of Ninth Street.

Section 2. This Ordinance may be published in summary form allowed by Idaho Code.

Section 3. This Ordinance shall be in full force and effect immediately upon passage and publication as required by the laws of the State of Idaho.

Section 4. Any ordinances or resolutions which are in conflict with this Ordinance are hereby repealed, but only insofar as the conflict exists.

Section 5. If any portion of this Ordinance should be found to be unconstitutional or unenforceable for any reason, the remainder of the Ordinance shall be applied to effectuate the purposes of this Ordinance.

PASSED and APPROVED by the Mayor and City Council of the City of Payette, Idaho this _____ day of _____, 2016.

CITY OF PAYETTE, IDAHO

BY _____

Jeffrey T. Williams, Mayor

ATTEST:

City Clerk

ORDINANCE NUMBER 1405

AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO,

RE-ZONING CERTAIN LANDS LYING WITHIN THE CITY LIMITS OF PAYETTE; SETTING AN EFFECTIVE DATE; SEVERABILITY; REPEALER.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PAYETTE, IDAHO:

SECTION 1: The following described real property with the address of 753 N. 7th Street, is hereby re-zoned within the City of Payette, Idaho:

In Chase Addition to the City of Payette, as per Plat in Book 1, Page 17, Plat Records, Payette County, Idaho. Block 2: Lots 1 -5

SECTION 2: The above described real property is hereby zoned C-1- Downtown Commercial.

SECTION 3: This Ordinance may be published in summary form allowed by Idaho Code.

SECTION 4: If any portion of this Ordinance is found to be unenforceable or unconstitutional for any reason, the remaining portion of this Ordinance shall remain in full force and effect.

SECTION 5: Any portions of any existing Ordinances which are in conflict with this Ordinance are hereby repealed insofar as the conflict exists.

SECTION 6: This Ordinance shall take effect and be in full force and effect after its adoption and publication as required by law.

BE IT ORDAINED AND RESOLVED THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS APPROVAL, PASSAGE, AND PUBLICATION AS REQUIRED BY LAW.

SIGNED and DATED this 21st day of March, 2016.

CITY OF PAYETTE

by _____

Jeffrey Williams, Mayor

Attest:

Mary Cordova, City Clerk



Instrument # 398482
 PAYETTE COUNTY
 2016-09-10 04:20:21 PM No. of Pages: 1
 Recorded for: AMERITITLE PAYETTE
 BETTY J DRESSEN Fee: \$10.00
 Ex-Officio Recorder Deputy Kathryn Johns
 Index To: WARRANTY DEED
 Electronically Recorded by Simplifile

WARRANTY DEED

Order No.:65247AM

FOR VALUE RECEIVED

Jerry E. Carney and Carolyn Ann Carney, husband and wife

the grantor(s), do(es) hereby grant, bargain, sell and convey unto

Frank Serrano and Kimmie Serrano, husband and wife

whose current address is:

2067 Shelley Drive
~~Fruitland, ID 83619~~ Payette ID 83661

the grantee(s), the following described premises, in Payette County, Idaho, TO WIT:

Lots 1, 2, 3, 4 and 5 in Block 2 of Chase's Addition to Payette according to the official plat thereof, filed in Book 1 of Plats at Page(s) 17, records of Payette County, Idaho

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee(s), that (s)he is/are the owner(s) in fee simple of said premises; that they are free from all encumbrances Except: Current Year Taxes, conditions, covenants, restrictions, reservations, easements, rights and rights of way, apparent or of record.

And that (s)he will warrant and defend the same from all lawful claims whatsoever.

Dated: September 9, 2015

× Jerry E. Carney By: Reece M. Hrizuk
 Jerry E. Carney by Reece M. Hrizuk, Attorney-in-Fact

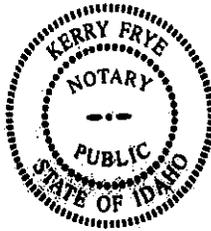
× Carolyn Ann Carney By: Reece M. Hrizuk
 Carolyn Ann Carney by Reece M. Hrizuk, Attorney-in-Fact

State of ID) ss.
 County of Payette)

On this 10th day of September, 2015, before me, Kerry Frye a Notary Public in and for said state, personally appeared Reece M. Hrizuk known or identified to me to be the person(s) whose name(s) subscribed to the within instrument as Attorney-in-fact of Jerry E. Carney and Carolyn Ann Carney, and acknowledged to me that he subscribed the name of Jerry E. Carney and Carolyn Ann Carney as principals and his own name as Attorney-in-fact.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal the day and year first above written.

Kerry Frye
 Notary Public for the State of ID
 Residing at: Fruitland ID
 Commission Expires: May 20, 2016



State of Idaho
 County of Canyon

SEAL

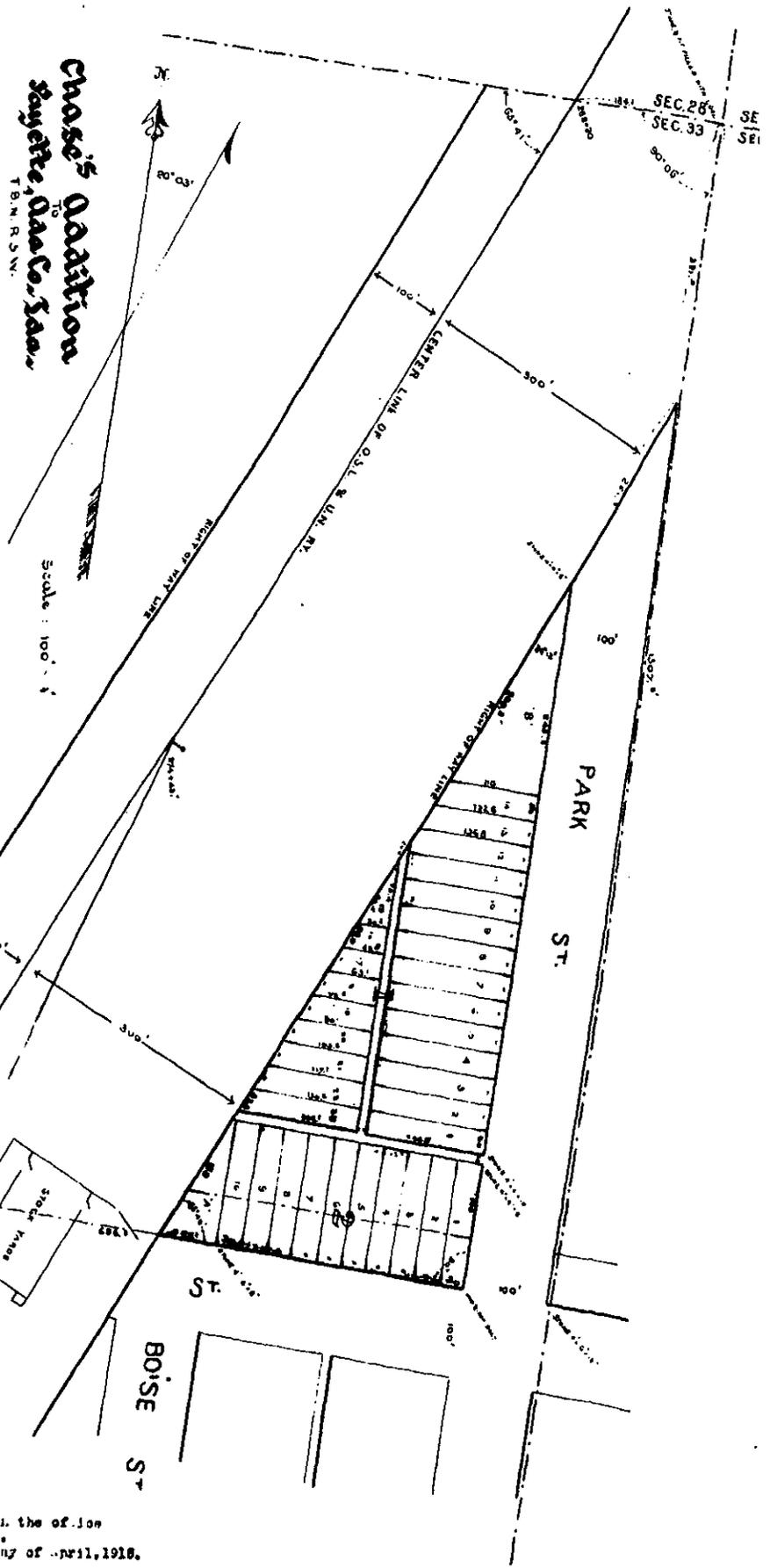
Chase's Addition
 To
Boyer, Oaco, & Co., Inc.
 T.B.N.R.S.V.

SEAL

State of Idaho
 County of Canyon

SEAL

State of Idaho
 County of Canyon



State of Idaho
 County of Canyon

It is hereby certified that the attached plat was filed in the office of the Recorder of Canyon County, Idaho, as an official document, in my hand and the seal of my office this the 23rd day of April, 1918.

D. B. Swallow
 Official Recorder

PLAT SHOWING
SUNSET RIM SUBDIVISION PHASE II
 2016

BOOK _____ PAGE _____

CERTIFICATE OF OWNERS

KNOW ALL MEN BY THESE PRESENTS: THAT THE ROBERT CLARK GOODWIN LIVING TRUST, DOES HEREBY CERTIFY THAT IT IS THE OWNER OF THE REAL PROPERTY AS DESCRIBED BELOW. THE EASEMENTS SHOWN ON THIS PLAT ARE NOT DEDICATED TO THE PUBLIC, BUT THE RIGHT TO USE SAID EASEMENTS HEREBY RESERVED FOR PUBLIC UTILITIES AND FOR ANY OTHER EASEMENTS. ALL RIGHTS RESERVED TO BE EXERCISED WITHIN THE TERMS OF SAID EASEMENTS. ALL LOTS IN THIS SUBDIVISION WILL BE ELIGIBLE TO RECEIVE WATER SERVICE FROM AN EXISTING WATER SYSTEM, AND THE CITY OF PANHANDLE HAS AGREED IN WRITING TO SERVE ALL LOTS IN THIS SUBDIVISION. THE PUBLIC STREETS SHOWN HEREON ARE HEREBY DEDICATED TO THE PUBLIC.

A PORCE OF LAND LOCATED IN THE SE1/4 OF SECTION 21, T. 9 N., R. 2 W., S. 4 N., CITY OF PANHOLE, WYOMING COUNTY, WYOMING, BEING THE SAME AS SHOWN ON PLAT 2016, COMMENCING AT A ROUND BRASS CAP MARKING THE SOUTHWEST CORNER OF SECTION 27, A THENCE NORTH 07°29' EAST, COINCIDENT WITH THE EAST LINE OF THE SE1/4 OF SAID SECTION 27, A DISTANCE OF 246.23 FEET; THENCE NORTH 87°22'59" WEST, 4240 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 07°29' WEST, PARALLEL WITH SAID EAST LINE OF THE SE1/4 OF SECTION 27, A DISTANCE OF 1669.97 FEET TO THE BEGINNING OF A 1/4 MILE RADIUS CURVE; THENCE 11.28 FEET ALONG THE ARC OF SAID CURVE TO THE POINT OF BEGINNING, AN ANGLE OF 89°59' 59" 1/2; THENCE 11.28 FEET, SUBTENDED BY A CHORD BEARING SOUTH 42°01' WEST, 1429 FEET TO THE NORTHERLY RIGHT OF WAY OF 774 W. MAIN; THENCE NORTH 87°22'59" WEST, COINCIDENT WITH SAID NORTHERLY RIGHT OF WAY OF 774 W. MAIN, 378.12 FEET TO THE SOUTHWEST CORNER OF SAID 1/4 MILE RADIUS CURVE; THENCE SOUTH 07°29' WEST, PARALLEL WITH SAID EAST LINE OF THE SE1/4 OF SECTION 27, A DISTANCE OF 1611.19 FEET; THENCE NORTH 07°29' EAST, COINCIDENT WITH THE EASTERLY BOUNDARY OF SAID SUNSET RIM SUBDIVISION PHASE I, A DISTANCE OF 34.40 FEET; THENCE NORTH 87°22'59" WEST, COINCIDENT WITH THE EASTERLY BOUNDARY OF SAID SUNSET RIM SUBDIVISION PHASE I, A DISTANCE OF 468.61 FEET TO THE NORTHEAST CORNER OF SAID SUNSET RIM SUBDIVISION PHASE I; THENCE SOUTH 87°22'59" EAST, 2840 FEET; THENCE SOUTH 07°29' WEST, 4040 FEET; THENCE SOUTH 87°22'59" EAST, 1740 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED PARCEL, CONTAINING 4.57 ACRES, MORE OR LESS.

THE ROBERT CLARK GOODWIN LIVING TRUST
 ROBERT C. GOODWIN, TRUSTEE

ACKNOWLEDGMENT

STATE OF IDAHO }
 COUNTY OF PANHOLE } SS

ON THIS _____ DAY OF _____, 2016, BEFORE ME, THE UNDERSIGNED COUNTY CLERK AND FOR SAID STATE, PERSONALLY APPEARED ROBERT C. GOODWIN, KNOWN TO ME TO BE A TRUSTEE OF THE ROBERT CLARK GOODWIN LIVING TRUST, WHO HAS DECLARED THAT SUCH LIVING TRUST HAS BEEN CREATED THE SAME. IN WITNESS WHEREOF, I HAVE HERETO SET MY HAND AND SEAL, THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

NOTARY PUBLIC FOR IDAHO
 RESIDING AT
 MY COMMISSION EXPIRES:

CERTIFICATE OF SURVEYOR

I, CARL FORTNER, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR, LICENSED BY THE STATE OF IDAHO, AND THAT THIS PLAT, AS DESCRIBED IN THE CERTIFICATE OF OWNERS AND THE ATTACHED PLAT, WAS DRAWN FROM AN ACTUAL SURVEY MADE ON THE GROUND IN DIRECT SUPPORT OF AND ACCORDANCE WITH THE PROVISIONS OF THE IDAHO CODES RELATING TO PLATS, SURVEYS AND THE CONSUMER PROTECTION AND FILING ACT, IDAHO CODES 55-1601 THROUGH 55-1912.



CARL FORTNER
 P.L.S. 14221

2030 S. WASHINGTON AVE.
 EMMAETT, ID 83617
 (208) 398-8104
 FAX (208) 398-8105

WWW.SAMTOOTHLLC.COM

DATE:	DATE:	DATE:	DATE:
12/17/2016	12/17/2016	12/17/2016	12/17/2016
15149	15149	15149	15149

PLAT SHOWING
SUNSET RIM SUBDIVISION PHASE II
 2016

BOOK _____ PAGE _____

SOUTHWEST DISTRICT HEALTH DEPARTMENT

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER 20 HAVE BEEN SATISFIED BASED ON A REVIEW BY A QUALIFIED LICENSED PROFESSIONAL ENGINEER (LPE) WHO HAS REVIEWED THE DEVELOPER'S FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. BIRTH IS CALICHOED THAT AT THE TIME OF THIS APPROVAL, NO DRINKING WATER EXTENSIONS OR SEWER EXTENSIONS WERE CONSTRUCTED. BUILDING CONSTRUCTION ON THE ALLOWED PLAT MUST BE LIMITED TO THE EXISTING BUILDINGS AND EXISTING UTILITIES. THE DEVELOPER SHALL MAINTAIN THE EXISTING UTILITIES TO COMPLY WITH THE SANITARY RESTRICTIONS. IN ACCORDANCE WITH SECTION 50-128, IDAHO CODE, THE ASSISTANCE OF A PROFESSIONAL ENGINEER SHALL BE ALLOWED.

SOUTHWEST DISTRICT HEALTH DEPARTMENT, RBBS _____ DATE _____

CERTIFICATE OF COUNTY SUPERVISOR

I, THE UNDERSIGNED PROFESSIONAL LAND SURVEYOR FOR PAYETTE COUNTY, IDAHO, DO HEREBY CERTIFY THAT I HAVE REVIEWED THE PLAT AND FIND THAT IT COMPLIES WITH IDAHO CODE, TITLE 50, CHAPTER 12, RELATING TO PLATS AND SURVEYS.

COUNTY SUPERVISOR _____ DATE _____

CERTIFICATE OF CITY ENGINEER

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT, INCLUDING THE PUBLIC RIGHT OF WAY AND PUBLIC EASEMENT DESIGNATIONS, HAS BEEN APPROVED FOR ACCEPTANCE OF RIGHT OF WAY AND EASEMENTS AND REPRODUCTION AND CONFORMANCE TO THE REQUIREMENTS OF OUR RESPECTIVE OFFICES.

ENGINEER, CITY OF PAYETTE _____ DATE _____

APPROVALS

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT, INCLUDING THE PUBLIC RIGHT OF WAY AND PUBLIC EASEMENT DESIGNATIONS, HAS BEEN APPROVED FOR ACCEPTANCE OF RIGHT OF WAY AND EASEMENTS AND REPRODUCTION AND CONFORMANCE TO THE REQUIREMENTS OF OUR RESPECTIVE OFFICES.

COUNTY ASSESSOR, PAYETTE COUNTY _____ DATE _____

MAYOR, CITY OF PAYETTE _____ DATE _____

APPROVAL OF PAYETTE CITY COUNCIL

THE FOREGOING PLAT AND THE DEDICATION OF PUBLIC RIGHT OF WAYS SHOWN THEREON, WAS DULY ACCEPTED AND APPROVED BY THE PAYETTE CITY COUNCIL ON THIS _____ DAY OF _____, 2016.

MAYOR _____ DATE _____

CLERK _____ DATE _____

CERTIFICATE OF COUNTY TREASURER

THIS IS TO CERTIFY THAT THE UNDERSIGNED, AS THE REQUIREMENTS OF IDAHO CODE, TITLE 50, CHAPTER 12, HAVE BEEN SATISFIED AND THE PLAT IS IN FULL COMPLIANCE WITH THE REQUIREMENTS OF IDAHO CODE, TITLE 50, CHAPTER 12, THIS CERTIFICATION IS VALID FOR THE NEXT THIRTY (30) DAYS ONLY.

PAYETTE COUNTY TREASURER _____ DATE _____

CERTIFICATE OF COUNTY RECORDER



SAVTOOTH
 Land Surveyors, LLC
 2030 S. WASHINGTON AVE
 EMMAETT, ID 83617
 (208) 398-8104
 FAX (208) 398-8105
 WWW.SAVTOOTHLS.COM

SEARCHED	INDEXED	TOLMAN NO.	CHECKED BY	DATE
3 OF 3	5/2016	CP	CP	10/14/16

Recording Requested By and
When Recorded Return to:
City of Payette, Idaho
700 Center Avenue
Payette, Idaho 83661

For Recording Purposes Do
Not Write Above This Line

CONSTRUCTION IMPROVEMENT AGREEMENT

THIS AGREEMENT made this ____ day of March, 2016, between the City of Payette, a municipal corporation of the State of Idaho, hereinafter referred to as the "City", and RCG, Inc., hereinafter referred to as the "Developer", developing Sunset Rim Subdivision, as defined by the approved Preliminary Plat, (the "Project"), attached hereto as Exhibit A-1, and Sunset Rim Subdivision, Number 2, (Phase 2). City and Developer are hereinafter sometimes referred to as "Parties".

I, Robert G. Goodwin, execute this Agreement as the Developer with full responsibility for the proper development of the Project in accordance with provisions of the law and the specific terms and conditions made applicable to the Project in the course of Project review by the City of Payette, as applicable. It is understood that the person(s) who execute this Agreement of behalf of the Developer does so in the capacity of Owner, and that they represent that they have full legal authority to do so. The parties to this Agreement shall accept notices at the following respective addresses and telephone numbers:

DEVELOPER

CITY

RCG, Inc.
Bob Goodwin
P.O. Box 220
New Plymouth, Idaho 83655
(208) 440-4463

Jeffrey T. Williams, Mayor
City of Payette
700 Center Avenue
Payette, Idaho, 83661
(208) 642-6024

WHEREAS, Title 16, Subdivisions, of the Payette Municipal Code requires certain common improvements to be provided by the owner prior to the occupancy of structures built within a development project or acceptance of public improvements for maintenance; and,

WHEREAS, pursuant to Payette Municipal Code § 16.28.020, a final plat may be approved by the City Council, but not signed until the Owner has signed a Construction Improvement Agreement and either completed all required public improvements or provided a financial guarantee for all required improvements not completed at the time of signing of the final plat; and,

WHEREAS, the Developer has elected to construct some or all of the required public improvements prior to signing of the final plat;

NOW, THEREFORE, in consideration of mutual promises and covenants contained herein, and upon representations made in application documents and presentations before the City, the parties agree as follows:

ARTICLE I

GENERAL CONDITIONS

1.01 PERMITS, LAWS and FEES

- A. The Developer shall acquire and maintain in good standing all permits, licenses, platting approvals and other requirements necessary to its performance under this Agreement. All actions taken by the Developer under this Agreement shall comply with all applicable statutes, ordinances, rules, and regulations. The Developer shall pay all fees pertaining to its performance under this Agreement
- B. Developer shall develop the Project and complete all work in accordance with and subject to the conditions and limitations set forth in this Agreement, the B Residential zoning classification, the Idaho Standards for Public Works Construction (ISPWC), the requirements of the State of Idaho Department of Environmental Quality (DEQ), and the Payette Municipal Code as they exist in final form at the time of the preliminary plat application, except as provided in this Agreement or in the approved construction plans.
- C. As per the variance granted by the Payette City Council on October 15, 2012, the residential setback for homes constructed in the Project shall be as follows: The front setback for living quarters allowed to be twenty feet (20') from property line and the front setback for the garage to be twenty five feet (25') from back of sidewalk for the Project.
- D. Developer agrees that, unless otherwise agreed to by the Parties, subsequent Phases of the Project shall be substantially consistent with the Preliminary Plat of Sunset Rim Subdivision (the "**Preliminary Plat**"), attached as **Exhibit A-1**.

1.02 AMENDMENTS:

Any alteration or change to this Agreement shall be made only after complying with the notice and hearing provisions of Idaho Code Section 67-6509, as required by Payette Municipal Code, Title 16.

1.03 PARAGRAPH HEADINGS:

This Agreement shall be construed according to its fair meaning and as if prepared by both parties hereto. Titles and captions are for convenience only and shall not constitute a portion of this agreement. As used in this Agreement, masculine, feminine or neuter gender and the singular or plural number shall each be deemed to include the others wherever and whenever the context so dictates.

1.04 CHOICE OF LAW:

This Agreement shall be construed in accordance with the laws of the State of Idaho in effect at the time of the execution of this Agreement. Any action brought in connection with this Agreement shall be brought in a court of competent jurisdiction located within Payette County, Idaho.

1.05 CONVEYANCE OF DEVELOPMENT TRACTS WITHIN THE PROJECT:

The City hereby agrees that Developer may convey to other participants in the Project, development tracts within the Project which have been surveyed and described by metes and bounds, prior to recordation of final plat creating buildable lots within the Project, provided such conveyances are in compliance with and to the extent they are permitted by Idaho State law, and further provided that the new owner(s) read, agree to, and sign this Construction Improvement Agreement and the Final Plat.

1.06 ATTORNEY'S FEES AND COSTS:

In the event an action is brought to enforce any provision of this Agreement, or in the event an action is brought to recover damages for breach of this Agreement, the prevailing party in such action shall be entitled to recover from the other party all reasonable attorneys' fees and costs incurred, including attorneys' fees and costs incurred on appeal.

1.07 RELATIONSHIP OF PARTIES

Neither by entering into this Agreement, nor by doing any act hereunder, may the Developer, or any contractor or subcontractor of the Developer, be neither deemed an agent, employee, or partner of the City, nor otherwise associated with the City other than as an independent contractor. The Developer and its contractors and subcontractors shall not represent themselves to be agents, employees or partners of the City, or otherwise associated with the City other than as an independent contractor. The Developer shall notify all its contractors and subcontractors of the provision of this section.

1.08 ENGINEER'S RELATION TO THE CITY

Notwithstanding any other agreement, an engineer retained by the Developer to perform work under this Agreement shall not be deemed an agent, employee, partner, or contractor of the City, or otherwise associated with the City. The parties agree that the engineer retained by the Developer to evaluate the construction of the Project is doing so for the benefit of the Developer and City. Engineer's duties include evaluation of the work undertaken pursuant to this Agreement in accordance with standards of practice in the engineering profession.

1.09 DEVELOPER'S RESPONSIBILITY

The Developer shall be ultimately responsible for the faithful performance of all terms, covenants and conditions of this Agreement, notwithstanding the Developer's delegation to another of the actual performance of any term, covenant or conditions hereof.

1.10 ALLOCATION OF LIABILITY

The Developer shall indemnify and hold the City harmless from any claim, action, or demand arising from any act or omission related to Developer's performance of duties pursuant to this Agreement. The liability assumed by the Developer pursuant to this section includes, but is not limited to, claims for labor and materials furnished for the construction of the improvements. Developer acknowledges that the work on the Project will take place on lands, which may be owned or otherwise subject to control by the City.

Developer shall provide insurance in amounts sufficient to satisfy the obligations of the City pursuant to the Idaho Tort Claims Act, but in no case less than Five Hundred Thousand dollars (\$500,000) per occurrence. City shall be named as an additional insured respecting the premises and conduct of the work on the project including coverage for comprehensive general liability, premises liability and automobile liability. The City shall indemnify and hold the Developer harmless from any claim, action or demand arising from negligent or wrongful conduct of officials, employees, agents and contractors on the site during construction, subject to consideration and set-off of negligent or wrongful conduct on the part of the Developer or its contractors.

1.11 DISCLAIMER OF WARRANTY

Notwithstanding this Agreement or any action taken by any person hereunder, neither the City nor any City officer, agent or employee warrants or represents the fitness, suitability or merchantability of a property, plan, design, material, workmanship or structure for any purpose.

1.12 COST OF DOCUMENTS

All plans, reports, drawings, or other documents that this Agreement requires to be provided to the City by the Developer shall be furnished at the Developer's expense.

1.13 PUBLIC UTILITIES

- A. Any public utility service contemplated by this Agreement need be provided only to areas where the service is allowed by applicable law. All utility service shall conform to the rules, regulations, and tariffs of the State of Idaho to the extent they may apply.
- B. If the State of Idaho or other agency having authority disallows any utility service to be provided by the City or any utility following execution of this Agreement, requirements of this Agreement relating to the disallowed service shall be deleted from the requirements of the Developer under this Agreement. The disallowance shall not be grounds for any claim, action, or demand against the City.
- C. The developer shall bear all cost associated with the installation of all Public Utilities, including street lights. These installation costs shall not be passed on to the City unless provided for otherwise within an appendix to this agreement.

1.14 TIME IS OF THE ESSENCE

Unless otherwise expressly provided herein, time is of the essence of each and every term, covenant, and condition of this Agreement.

1.15 TRANSFERS & ASSIGNMENTS

- A. Right to Assign. Developer shall have the right to sell, assign or transfer, all of their rights, duties and obligations under this Agreement, to any entity during the Term of this Agreement; provided, however, in no event shall the rights, duties and obligations conferred upon Developer pursuant to this Agreement be at any time so transferred or assigned except through a transfer of that

party's interest in the Project, or portion thereof transferred. This right to assign or transfer shall not compromise the rights of the City to require surety to assure completion of Developer's obligations established hereby or by law.

- B. Release Upon Transfer. Upon the sale, transfer or assignment of Developer's rights and interests under this Agreement under Section 1.15A above, Developer shall be released from its obligations under this Agreement with respect to their interest in the Project, or portion thereof, so transferred arising subsequent to the effective date of such transfer if (1) that party is not then in default under this Agreement; (2) that party has provided to City notice of such transfer, (3) the transferee executes and delivers to City a written agreement in which (a) the name and address of the transferee is set forth; and (b) the transferee expressly and unconditionally, upon provision of sufficient surety or other assurance of performance, assumes all of the obligations of the transferor under this Agreement with respect to the Project, or portion thereof transferred; and (4) City approves the transferee, which approval City will not unreasonably withhold if such transferee is financially capable of performing the obligations of transferor pursuant to this Agreement or if surety is provided to guarantee performance. Failure to deliver a written assumption agreement hereunder shall not affect the running of any covenants herein with the land, nor shall such failure negate, modify or otherwise affect the liability of any transferee pursuant to the provisions of this Agreement.

1.16 DEFAULT – CITY'S REMEDIES

- A. The City may declare the Developer to be in default:
1. If the Developer is adjudged bankrupt, makes a general assignment for the benefit of creditors, suffers a receiver to be appointed on account of insolvency, takes advantage of any law for the benefit of insolvent debtors; or,
 2. If the Developer has failed in any measurable way to perform its obligations under this Agreement, except if delayed by an act or omission of the City, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, labor disputes, shortage of materials, sabotage or freight embargoes, provided the City gives the Developer notice of the failure to perform and the Developer fails to correct the failure within twenty-eight (28) days of receiving the notice; or if the failure requires more than twenty-eight (28) days to cure, the Developer fails within twenty-eight (28) days of receiving the notice to commence and proceed with diligence to prosecute the cure. All such notices to the Developer shall be in writing by certified mail, return receipt requested.
- B. Upon declaration of Default, and failure to cure in section 1.16 A 2 above, the City may:

1. Perform any act required of the Developer under this Agreement, including constructing all or any part of the improvements after giving seven (7) days notice in writing to the Developer. The Developer shall be liable to the City for any costs thus incurred. The City may deduct any costs incurred from any payments then or thereafter due the Developer from the City whether under this Agreement or otherwise.
2. Exercise its rights under any provision of this Agreement, or any performance or warranty guaranty securing the Developer's obligations under this Agreement.
3. Pursue any appropriate judicial remedy including, but not limited to, an action for specific performance, injunction, and civil penalties. City shall be entitled to its attorney's fees in any enforcement action necessary to enforce the terms of this Agreement.

1.17 AMENDMENT

The parties may amend this Agreement only by written agreement, which shall be attached as an appendix hereto.

1.18 COVENANTS RUN WITH THE LAND

- A. All of the provisions, agreements, rights, powers, standards, terms, covenants and obligations contained in this Agreement shall be binding upon the parties and their respective heirs, successors (by merger, consolidation, or otherwise) and assigns, devisees, administrators, representatives, lessees and all other persons or entity acquiring the Project real property, or any portion thereof, or any interest therein, whether by operation of law or in any manner whatsoever, and shall inure to the benefit of the parties and their respective heirs, successors (by merger, consolidation or otherwise) and assigns. All of the provisions of this Agreement shall be enforceable as equitable servitudes and constitute covenants running with the land pursuant to applicable laws.

ARTICLE II

IMPROVEMENT CONSTRUCTION STANDARDS AND PROCEDURES

2.01 RECORDING OF FINAL PLAT

Developer shall be solely responsible for all platting of the property. The plat shall be recorded within thirty (30) days of the final inspection of the completed improvements constructed under this Agreement and acceptance thereof by the Payette City Council, notwithstanding any other provision of this Agreement. Failure to timely record shall constitute a default.

2.02 PERFORMANCE GUARANTY

Developer has elected to construct all required public improvements prior to signing of the final plat in lieu of providing a financial guarantee as allowed by Payette Municipal Code. If during the Project the Developer elects to provide a financial guarantee as specified in Section 16.28.020 (C) of the Payette Municipal Code, the final plat shall be signed, and the

Developer may sell lots, however, no building permits shall be issued until all Public Improvements are complete and accepted by the City, except as provided in Section 2.02 A below.

A. Developer shall be allowed to obtain two (2) building permits for model homes prior to completion of public improvements as per Chapter 16.13 of the Payette Municipal Code.

2.03 ENGINEER

- A. The Developer shall retain an Engineer of Record, registered as a professional engineer under the laws of the State of Idaho, to observe and evaluate the construction of the improvements, assure quality of work and prepare the Record data. The Engineer shall perform the work described herein in accordance with the laws for professional engineers within the State of Idaho.
- B. The Developer shall inform the City of the name and mailing address of the Engineer of Record it has retained to perform the duties described in Subsection A of this section. Developer agrees that notice to the Developer and engineer at the addresses so specified regarding the performance of such duties shall constitute notice to the Developer. The Developer shall promptly inform the City of any change in the information required under this subsection.

2.04 REQUIRED REPORTING

- A. Quality Control
The Developer shall submit to the City regularly and promptly written reports prepared by the Engineer describing the results of all tests and inspections required by the Payette Municipal Code and ISPWC and all other test and inspections which the Developer may make.
- B. Express or implied approval by the City of any report or inspection shall not authorize any deviation from approved plans and specifications or from the terms of this Agreement unless such express approval notes such deviation.

2.05 SURVEILLANCE

- A. The City may monitor the progress of the Developer's compliance with this Agreement and perform any inspection or test, at City cost, which it deems necessary to determine whether the work conforms to this Agreement. Such inspections or tests do not relieve the Developer from performing tests and inspections required by 2.04A.
- B. If the Developer fails to notify the City of inspections, tests and construction progress as required by Section 2.04, the City may require, at the Developer's expense, retesting, exposure of previous stages of construction, or any other steps which the City deems necessary to determine whether the work conforms to this Agreement.

2.06 PLANS AND SPECIFICATIONS

- A. The City's approval of the plans and specifications is for general conformance with City Standards. Ultimate design and function remains the responsibility of the Developer. It shall be the responsibility of the Developer to correct errors and omissions found prior to final acceptance as provided in Section 3.01 of this Agreement.

2.07 MATERIALS

- A. The Developer shall use the materials specified in the approved plans and specifications for the Project. For materials which are not distinctly specified, the Developer shall submit, in such form as the City may specify, detailed information concerning all materials and equipment it proposes to incorporate into an improvement. All materials shall comply with the City of Payette Standards for Public Works Construction.
- B. Upon the City's request, the Developer shall submit samples of materials or equipment it proposes to incorporate into an improvement.
- C. The City may approve the materials and equipment, or indicate to the Developer unacceptable material and equipment within a reasonable time after submittal. The City's approval of material and equipment is for general conformance with City standards, alternate design and function remain the responsibility of the Developer. It shall be the responsibility of the Developer to correct errors and omissions found subsequent to City approval. Substitutions may be considered subject to review and approval of the City Engineer.

2.08 GENERAL STANDARDS OF WORKMANSHIP

- A. The Developer shall construct all improvements in accordance with the construction plans and specifications approved by the City, and with the terms, covenants, and conditions of this Agreement. The Developer shall not incorporate any material or equipment into an improvement which is not specified in the construction plans unless the City has approved its use. Unless the City specifically agrees otherwise in writing, all materials, supplies, and equipment incorporated into an improvement shall be new.
- B. If, in the course of construction, conditions appear, which, in the exercise of reasonable engineering judgment, require a modification of, or substitution for, approved materials, equipment, plans, specifications or contracts to meet an acceptable standard of performance, the Developer shall make the modification or substitution. The City shall reasonably approve all such substitution.

2.09 PLACEMENT OF UTILITIES

The Developer shall place all utilities underground, except where this requirement is specifically waived under this Agreement. The City Engineer shall approve the alignment of City utilities and those private utilities which will be within the right-of-way during plan

review.

2.10 WORK IN RIGHTS-OF-WAY

The Developer shall comply with all ordinances and secure all necessary permits and authorizations pertaining to work in public rights-of-way. The Developer shall coordinate construction of all utility improvements, including those not otherwise covered by this Agreement, in a manner that will prevent unreasonable delays.

2.11 STOP WORK ORDERS

- A. If the City determines there is a substantial likelihood, based upon reasonable and substantial information, that the Developer will fail to comply, or if the Developer does fail to comply with this Agreement or the Developer and/or his contractors actions present a threat to the public health and safety, the City may stop all further construction of improvements by posting a stop work order at the site of the nonconforming construction and notifying the Developer and its engineer of the order.
- B. A stop work order shall remain in effect until the City approves:
 - 1. Arrangements made by the Developer to remedy the nonconformity; and,
 - 2. Assurances by the Developer that future nonconformity's will not occur.
- C. The issuance of a stop work order under this section is solely for the benefit of the City. The City does not undertake to supervise the work for the benefit of the Developer or any other person. No suspension of work under this section shall be grounds for any action or claim against the City or for an extension of time to perform the work.
- D. The Developer shall include in all contracts for work to be performed, or materials to be used under this Agreement, the following provision:

The City of Payette, pursuant to a Construction Improvement Agreement on file with the City Clerk and incorporated by reference herein, has the authority to inspect all work or materials under this contract and to stop work in the event that the work performed under this Agreement fails to comply with any provision of the Construction Improvement Agreement. In the event that the City issues a stop work order, the contractor shall immediately cease all work and await further instructions from the Developer and City.

2.12 ACCESS

The City shall have access to all parts of the subdivision necessary or convenient for monitoring the Developer's performance, inspecting, surveying, testing or performing any other work.

2.13 MAINTENANCE

- A. Until the City accepts the improvements, the Developer shall maintain at his expense all road improvements within the Project that are necessary for access or service to property not owned by the Developer. For the purposes of this subsection, existing roads are roads that physically exist, as distinguished from mere rights-of-way dedicated for road purposes. The maintenance required by this subsection includes cleaning, effective dust control measures, snow removal and similar activities, but does not include repair, replacement or reconstruction, except if the need to repair, replace or reconstruct is caused by the Developer's activities or is required as a condition of this Agreement.
- B. The Developer shall repair or pay the cost of repairing damage to any improvement that occurs prior to the City's acceptance of the improvements, except for damage caused solely by the City, its agents, employees, or contractors. The Developer shall give reasonable notice to the City before undertaking the repair of any damaged improvement.

2.14 OPERATION OF IMPROVEMENTS PRIOR TO FINAL ACCEPTANCE

- A. Before final acceptance, the City may enter upon, inspect, control, and operate any improvement if the City determines that such action is necessary to protect the public's health, safety, and welfare.
- B. The action described in subsection A of this section shall not constitute the final acceptance of any improvement by the City, nor shall the action affect in any way the Developer's warranty under this Agreement.
- C. The Developer or his agents may not connect to or operate any City utilities without written consent from the City. No structure shall be occupied, nor shall any land use be established which requires a building or construction permit, until the improvements required by this Agreement or by applicable provisions of law have been accepted by the City or other responsible public agency or have been completed as required by this Agreement, excepting those two model homes as described in section 2.15 G(2).

2.15 ADDITIONAL CONSIDERATIONS

The City and the Developer agree to the following:

- A. Public Ways
 - 1. Homeowners shall be responsible for maintaining sidewalks, and this shall be so stated in the covenants of the subdivision.
 - 2. All drainage from streets within the subdivision shall be retained within the subdivision as shown in the approved construction plans for the Project. The

infiltration swale which receives the storm drainage for the streets within the subdivision shall be owned and maintained by the Developer, his successors or assigns, until such time as the Homeowner's Association (HOA) shall have the resources to assume maintenance responsibilities. The Developer/HOA shall maintain the swale in proper functional condition. The City shall not be liable for any future maintenance of this infiltration swale.

3. There is no existing storm drain system to handle the storm water from Iowa Avenue. The developer is responsible to improve the west half of Iowa Avenue adjacent to this property which includes installing a drainage system which will retain the storm water on site.

B. Water System

1. Before a building permit can be issued the Developer shall install water services in accordance with the approved construction plans so the City can place the water meter when the appropriate fees are paid at the City Clerk's Office. These fittings and meter box shall be marked with a blue steel post and protected while the developer is maintaining the lot. Temporary address or lot number signs shall be staked at the location where the water meter is to be installed.
2. During construction of the curb, the letter W shall be stamped into the top or face of the curb directly in front of the water meter box. The impression shall not be less than one and one half inches (1 ½") high. Meters shall be located as identified on the approved construction plans or at another location if requested by the Developer and approved by the City Engineer and Water Superintendent. Water meter boxes will not be allowed in driveway approaches.

C. Sewer System:

1. Before a building permit can be issued the Developer shall install the appropriate sewer service line to the lot. The line shall be capped to stop any infiltration and a green steel post placed to mark the end of the service line.
2. During construction of the curb the letter S shall be stamped into the top or face of the curb directly in front of the sewer service line location. The impression shall not be less than one and one half inches (1 ½") high.
3. The City of Payette is aware of the sewer odor issue adjacent to the proposed Sunset Rim Subdivision near the intersection of 7th Avenue N. and Iowa Avenue. The City agrees to the following course of action to alleviate the odor:
 - a. Reprogram lift station controls to hold sewage in lift station and pump it out early in the a.m. to flush the line prior to most activity.
 - b. Flush the pressure sewer line with water and chlorine to reduce bacteria in the line.

- c. If necessary, begin chemical treatment at the lift station and/or install charcoal filters on manhole lids.

D. Irrigation System:

1. The Developer shall construct a pressure irrigation system for the Project in accordance with the approved construction plans. The Developer shall connect each lot to the subdivision's pressure irrigation system. The subdivision is to provide a minimum of one irrigation outlet, standpipe and a 3/4" hose bib on the corner of each lot, providing a minimum of 25 psi of pressure when all irrigation outlets on rotation schedule are running. A tag labeling the outlet as non-potable is required.
2. The irrigation system shall be maintained and administered by the Developer, his successors or assigns, until such time as these duties are assumed by the Homeowner's Association.

E. Street Lighting:

Before a building permit can be issued, with the specific exception of those two lots referenced in G.2. below, the Developer shall install street lighting in accordance with the approved construction plans.

F. Other:

1. The local Post Office requires shared mailbox facilities. The Developer will coordinate with local Post Office and City to find a location that is acceptable to all parties. Locations must comply with current ADA regulations, including adequate clearance on the sidewalk adjacent to the mailboxes as appropriate.
2. Building permits shall be issued, in advance of the completion of public improvements, on up to two (2) lots in the Project to construct model homes as defined by the Payette Municipal Code. No additional building permits shall be issued for the remaining lots until all public improvements are complete in Phase 1 of the Project and accepted by the City of Payette. No certificates of occupancy shall be issued by the City for any lots until said improvements have been completed.
3. The Developer agrees to reimburse the City for all engineering costs incurred by the City while working with the Developer on this Project.
4. Any and all common areas, such as the storm water drainage retention areas and the irrigation system for the Sunset Rim Subdivision shall be controlled, maintained and administered by the Homeowner's Association. The Developer shall maintain all common areas until such time as the Homeowner's Association assumes this responsibility. The Developer shall file with the City the guidelines governing the structure and actions of that Homeowner's Association along with a copy of the subdivision's Restrictive Covenants, which shall be reviewed and acceptable to the City Attorney to ensure City is protected from responsibility of common areas. The City Attorney shall approve such documents prior to the City Engineer signing the final plat.
5. City plans to improve Iowa Avenue, north of the intersection with 7th Avenue North

as part of a City sponsored road improvement project. Developer shall be responsible for that portion of the cost of road and right of way improvements adjacent to the subdivision to include curbs, storm drainage, gutters and sidewalks.

ARTICLE III FINAL ACCEPTANCE OF IMPROVEMENTS

3.01 PREREQUISITES TO ACCEPTANCE

The City shall not accept the improvements until all the requirements of Section 3.02 through 3.05 have been met.

3.02 SURVEY MONUMENTS AND RECORD DRAWINGS

- A. Upon completing the improvements, the Developer shall replace lost lot corners and survey monuments per Idaho Code.
- B. All lot corners shall be surveyed and pinned per Idaho Code 50-1303, within the subdivision, as each phase is completed. Those pins shall be protected when weed eradication procedures take place on the undeveloped lots. Weeds shall be kept under 8" in height and dust control measures shall be taken to keep dust movement to a minimum during construction and on the remaining bare lots.
- C. No later than sixty (60) days after the final inspection and prior to final acceptance and certification under Section 3.06F, the Developer shall provide the City with one (1) acceptable set of reproducible Mylar, three (3) paper copies of Record drawings for each improvement and one (1) electronic CAD copy of the aforementioned Record drawings. The electronic CAD copy will be accepted on a CD-R compact disk. The Record drawings shall be certified by a professional engineer registered under the laws of the State of Idaho to represent accurately the improvements as actually constructed. One (1) Record copy of public water and sewer improvements shall be provided by Developer to State of Idaho DEQ.

3.03 CERTIFICATE OF COMPLIANCE

The Developer shall furnish the City with a certificate of compliance for the work performed under this Agreement, in the form prescribed in Paragraph 3.02C, as required by Payette Municipal Code 16.16.

3.04 CERTIFICATE OF PAYMENT OF CONTRACTORS AND VENDORS

Prior to final acceptance, the Developer shall certify that all contractors and vendors have been paid and no liens or other claims have been recorded, or that he knows of no intent to file a claim or lien against the City or private utility improvements. The Developer shall hold the City harmless against any claims made by Developer's contractors.

3.05 CONVEYANCE OF EASEMENTS AND RIGHTS-OF-WAY TO CITY

The Developer shall convey to the City any easement, rights-of-way, or other property

interest necessary to allow access to the City improvements to operate, maintain, or repair the City improvements as shown on the final plat. The Developer may condition the conveyance upon the City's acceptance of the improvements.

3.06 INSPECTION

- A. Upon receiving notice that the Developer has completed the improvements, the City shall schedule inspections of the improvements. The City may inspect all improvements and any other work in dedicated easements or rights-of-way. The Developer shall run tests for subgrade, roadway aggregate base, trench compaction, concrete and pavement, and such other tests that may be required by the City Code and Construction Design Standards.
- B. A privately owned utility may inspect any phase of work on an improvement of which it is to assume control.
- C. The City shall inform the Developer in writing of any deficiencies in the work found in the course of the inspection.
- D. The Developer shall, at its own expense, correct all deficiencies found by inspections under Subsection A or B of this section. Upon receiving notice that the deficiencies have been corrected, the City shall re-inspect the improvements.
- E. The City may continue to re-inspect an improvement until the Developer has corrected all deficiencies in the improvement.
- F. After final inspection has revealed that all improvements and other work in dedicated easements and rights-of-way meet City standards and the Developer has furnished the Record drawings required in Section 3.02B, and project certification required by Section 3.03, and upon written request by the Developer, the City Engineer shall submit within fifteen (15) days to the Payette City Council a recommendation for final acceptance of the improvements.

3.07 CONSEQUENCES OF ACCEPTANCE OF IMPROVEMENTS

- A. The City's final acceptance of the City improvements constitutes a grant to the City of all the Developer's right, title, and interest in and to the City improvements.
- B. Upon final acceptance of the improvements, the City will maintain said improvements, except regarding the Developer's obligations covered by warranty in Section 3.08.

3.08 DEVELOPER'S WARRANTY

- A. The Developer shall warrant the construction, materials, and workmanship of the improvements against any failure or defect in design, construction, material or workmanship which is discovered for one (1) year. This warranty shall cover all

direct or indirect costs of repair or replacement, and damage to the property, improvements or facilities of the City or any other person, caused by such failure or defect or in the course of repairs thereof, and any increase in cost to the City of operating and maintaining a City improvement resulting from such failures, defects or damages.

- B. The Developer's warranty shall not extend to any failure or defect caused solely by changes in, construction or materials required by the City.
- C. Except as provided in Subsection B of this section, the fact that the City takes any action, or omits to take any action authorized in this Agreement including, but not limited to, operation or routine maintenance of the improvements prior to acceptance or surveillance, inspections, review or approval of plans, tests or reports shall in no way limit the scope of the Developer's warranty.

3.09 CITY'S REMEDIES UNDER WARRANTY

- A. The City shall notify the Developer in writing upon its discovery of any failure or defect covered by the warranty in Section 3.08. The City shall notify the Developer before conducting any test or inspections to determine the cause of failure or defect to the extent the circumstances will allow and shall notify the Developer of the results of all such tests and inspection.
- B. The Developer shall correct or make a diligent effort to correct any failure or defect covered by the warranty within thirty (30) days of receiving notice of the failure or defect from the City. The Developer shall correct the failure or defect at its own expense and to the satisfaction of the City.
- C. If the Developer fails to correct the failure or defects within the time allowed by Subsection B of this section, the City may correct the failure or defect at the Developer's expense. If the Developer fails to pay the City for the corrective work within thirty (30) days of receiving the City's bill, the City may pursue any remedy provided by law or this Agreement to recover the cost of the corrective work, including a lien on Development property. The City's attorney's fees in pursuit of such remedy shall be an allowed cost.
- D. In case of an emergency affecting public health and safety, the City may make immediate required repairs and shall notify the Developer and contractor as quickly as possible.

It is understood and agreed that the Developer, is responsible for Sunset Rim Subdivision to be in compliance with City, ISPWC and Idaho Department of Environmental Quality's specifications and requirements and all points of agreement within this document.

IN WITNESS WHEREOF the parties hereto have agreed and set their hands and seals this ____ day of March, 2016.

CITY OF PAYETTE

DEVELOPER

BY: _____
Jeffrey T. Williams, Mayor

BY: _____
Robert C. Goodwin

ATTEST:

WITNESS:

Bobbie Black, Deputy City Clerk

Print Name:

ATTACHMENT A: PROPERTY DESCRIPTION

APPENDIX I: CONSTRUCTION PLANS AND SPECIFICATIONS

State of Idaho)
County of Payette) s.s.
City of Payette)

On this ____ day of _____, 2016, before me, a Notary Public in and for said state, personally appeared _____, known to me to be the Developer of _____, which executed the foregoing instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year in this certificate first above written.

S
E
A
L

Notary Public _____
Commission Expires: _____

State of Idaho)
County of Payette) S.S.
City of Payette)

On this ____ day of _____, 2016, before me, a Notary Public in and for said State, personally appeared Jeffrey T. Williams, Mayor, and Bobbie Black, Deputy City Clerk, known to me to be the Mayor and City Clerk of the City of Payette, Idaho, who executed the foregoing instrument, and acknowledged to me that they executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year in this certificate first above written.

S
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Notary Public _____
Commission Expires: _____

ORDINANCE 1406

AN ORDINANCE OF THE CITY OF PAYETTE, IDAHO, AMENDING THE PAYETTE MUNICIPAL CODE SECTION 5.15.050 A IN CHAPTER 5.15 OF TITLE 5; SETTING AN EFFECTIVE DATE; ALLOWING PUBLICATION IN SUMMARY FORM; ESTABLISHING SEVERABILITY; ESTABLISHING A REPEALER.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF PAYETTE, IDAHO:

Section 1. Section 5.15.050 A of Title 5, Chapter 5.15 of the Payette Municipal Code is hereby amended to read:

5.15.050: FOOD AND DRINK CONCESSIONS:

The proprietor of any mobile or temporary food service concession stand or operation shall be required to receive permission from the city clerk prior to receiving a concession license from the clerk's office, furnish proof of public liability insurance coverage in the minimum amount of five hundred thousand dollars (\$500,000.00) combined single limit, and to pay a concession license fee as set by resolution for each location at which the concession will be operated. Additional requirements may be imposed by the clerk and shall be subscribed on the permit.

A. During any period of time designated by the mayor or by the city council as a ceremonial, festival, cultural or special event period, the city may designate any committee as the organization which issues temporary mobile vendor permits. As a part of that authority, in accordance with a plan approved by the council, the committee may designate the public areas of the city in which temporary mobile vendors may set up, display, promote and sell their products. The designated committee will require that any vendor comply with the requirements of the Idaho Code and this code.

Section 2. This Ordinance may be published in summary form allowed by Idaho Code.

Section 3. This Ordinance shall be in full force and effect immediately upon passage and publication as required by the laws of the State of Idaho.

Section 4. Any ordinances or resolutions which are in conflict with this Ordinance are hereby repealed, but only insofar as the conflict exists.

Section 5. If any portion of this Ordinance should be found to be unconstitutional or unenforceable for any reason, the remainder of the Ordinance shall be applied to effectuate the purposes of this Ordinance.

PASSED and APPROVED by the Mayor and City Council of the
City of Payette, Idaho this _____ day of _____, 2016.

CITY OF PAYETTE, IDAHO

BY _____

Jeffrey T. Williams, Mayor

ATTEST:

City Clerk



CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Payette City Council
From: Bobbie Black, Deputy City Clerk
Date: 3/11/2016
Re: Library Board of Trustee's

A handwritten signature consisting of the letters "bb" inside a hand-drawn circle.

BACKGROUND & JUSTIFICATION: Ann Hanigan resigned from the Library Board of Trustees whose term would expire on 12-15-18 and Erica Bazil resigned from the Library Board of Trustees whose term would expired on 4-7-18. Laura Gross and Ronald Warzyn have submitted applications to serve on the Commission. The Library Board of Trustees recommended to the Mayor to appoint Laura Gross and Ronald Warzyn to fulfill these terms.

FISCAL IMPACT: None

RECOMMENDATION: Recommend that City Council approves the appointment from the Mayor of Laura Gross to fulfill Ann Hanigan's term to expire 12-15-2018 and the appointment of Ron Warzyn to fulfill Erica Bazil's term to expire 4-7-2018.

RESOLUTION NO. 2016-07

**A RESOLUTION OF THE CITY OF PAYETTE, IDAHO,
APPROVING AND ADOPTING A NEW PURCHASING POLICY MANUAL
FOR THE CITY OF PAYETTE AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the City of Payette, Idaho is responsible for the legal and prudent handling of public monies; and,

WHEREAS, there are numerous sections of Idaho Code that provide requirements regarding municipal purchasing; and,

WHEREAS, state and federal rules and regulations set forth certain provisions regarding municipal purchasing for the purpose of receiving federal funds; and,

WHEREAS, the Government Accounting Standards Board (GASB) recommends that cities adopt financial policies to clearly define the requirements for the handling of public monies; and,

WHEREAS, State law requires the City to conduct an annual audit and the results of that audit are dependent upon methods of purchasing that conform to state and federal laws and Generally Accepted Accounting Principles (GAAP) as set by GASB; and,

WHEREAS, the City's audit is used as the basis for the City's bond rating; and,

WHEREAS, a written policy defines the expectations of the Mayor and the City Council regarding municipal purchasing and provides clear direction and legal and responsible purchasing decisions on the part of the City Staff.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Payette, that the attached Purchasing Policy Manual is hereby approved and adopted as the Purchasing Policy Manual for the City of Payette, Idaho, effective March 22, 2016.

PASSED by the City Council and approved by the Mayor this 21st day of March, 2016.

Jeffrey T. Williams, Mayor

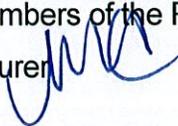
ATTEST:

City Clerk



CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor & Members of the Payette City Council
From: M. Cordova, City Treasurer 
Date: 3/17/2016
Re: Purchasing Policy and Procedures

BACKGROUND & JUSTIFICATION:

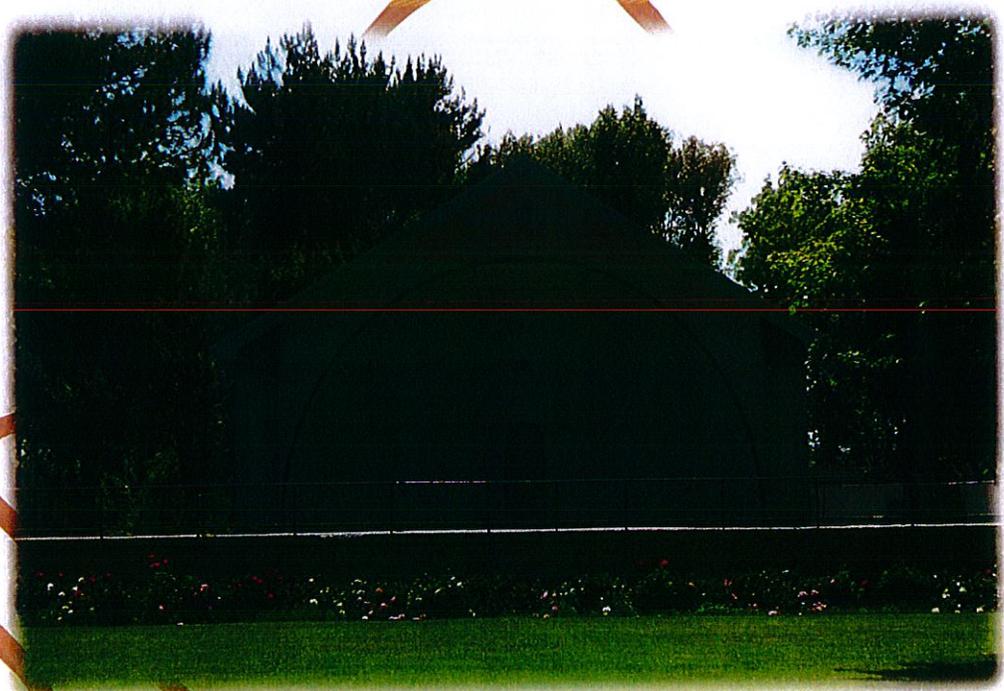
The purpose of the Purchasing Policy is to establish an overall philosophy and specific guidelines and regulations to be followed when procuring services for the City. The policy is intended to maximize the City's ability to obtain goods, services and equipment at a competitive price and in a fair and impartial manner. The Policy will ensure that public dollars continue to be expended in the most cost effective manner possible.

The responsibility for the day to day compliance with the Policy shall rest with the Treasurer, under the general direction of the Mayor. Each Department Head, Manager, and other City employees involved in the purchasing process, receives a copy of the Purchasing Policy. A certification of receipt of the Purchasing Policy shall be placed in the employee's personnel file.

RECOMMENDATION:

That the Council concur with the recommendation of the Administration and Finance Committee, and consider approval of the Purchasing Policy with an effective date of March 22, 2016.

PURCHASING POLICY



2016

CITY OF PAYETTE

RESPONSIBLE STEWARDS OF THE PUBLIC'S DOLLAR

Purchasing Policy

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INTRODUCTION

General Statement of Policy

The purpose of this document is to establish policies and clarify the procedures for purchasing supplies, materials and services by City of Payette employees. It is the policy of the City of Payette that all purchasing shall be conducted strictly on the basis of economic and business merit to best promote the interest of the citizens of Payette, Idaho. The City of Payette encourages free and unrestricted competition on all bid requests and purchases, ensuring the taxpayers the best possible return on each dollar.

This document does not create any enforceable rights or causes of actions in third parties. The provisions of this document are subordinate to the purchasing requirements of any grant requirements or federal, state or city laws governing purchasing. City employees involved in the purchasing process should be familiar with, and adhere to, the guidelines set forth in this manual. A certification of receipt of the Purchasing Policy shall be placed in the employee's personnel file. City staff is at risk of disciplinary action for unauthorized departure from these guidelines.

The cooperation of all employees is essential if the City is to obtain the maximum value for each tax and utility dollar spent. While the manual does not answer all questions related to purchasing, it does provide the foundation for a sound purchasing system.

The material in the manual is subject to revision to meet rapidly changing developments encountered in the field of purchasing and in the economy. Within these limits, it is hoped that this manual will prove beneficial to the City and to all City employees.

This manual is effective immediately upon issuance and receipt, and supersedes all previous purchasing instructions or directives. Contact the City Clerk's Office for further information regarding topics in this manual or other purchasing-related questions.

Policy Goals

The City's purchasing, contracting and property disposal goals are to:

- 1) Guarantee purchases of the City comply with State and Federal law.
- 2) Clarify purchasing procedures and ensure requirements are consistently followed by all City departments and employees.
- 3) Save money by encouraging competition for good value.
- 4) Enhance public confidence and prevent fraud and theft through internal controls and inventory tracking.
- 5) Promote the local business climate by providing equal opportunities to compete for businesses located within the City.
- 6) Dispose of surplus property in accordance with state law and adopted retention schedule.
- 7) Ensure purchasing decisions set high ethical standards, guard against favoritism and promote the fair and equitable treatment of all persons who deal with the City's purchasing system.

Purchasing Ethics

A. All City of Payette employees and elected officials responsible for purchasing goods or services shall:

- 1) Follow the rules and regulations of the City of Payette and the laws of the State of Idaho.
- 2) Avoid activities that would compromise or give the perception of compromising the best interest of the City.
- 3) Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.
- 4) Act as good custodians of public money by obtaining maximum benefit for funds spent.
- 5) Never solicit or accept money, loans, credits or prejudicial discounts, gifts or entertainment, favors, or services from your present or potential suppliers which might influence or appear to influence purchasing decisions. This does not apply to trivial benefits not to exceed a value of \$50.00 incidental to personal, professional or business contacts and involving no substantial risk of undermining official impartiality.

B. All City of Payette elected officials and employees responsible for obtaining goods or services are reminded of the following state laws regarding ethics in purchasing:

- 1) No officer or employee shall influence or attempt to influence the award of a contract to a particular vendor, or to deprive or attempt to deprive any vendor of an acquisition contract. This includes attempting to circumvent the competitive process by splitting purchases, creating false emergencies, etc. (Idaho Code 67-5726(2))
- 2) No officer or employee shall conspire with a vendor or its agent, and no vendor or its agent shall conspire with an officer or employee, to influence or attempt to influence the award of a contract. (Idaho Code 67-5726(3))
- 3) No public servant having any discretionary function to perform in connection with contracts, purchases, payments, claim or other pecuniary transactions of the government shall solicit, accept or agree to accept any pecuniary benefit from any person known to be interested in or likely to become interested in any such contract, purchase, payment, claim or transaction. (Idaho Code 18-1356(2))
- 4) A public servant commits a misdemeanor if he solicits, accepts or agrees to accept compensation for advice or other assistance in preparing or promoting a bill, contract, claim, or other transaction or proposal as to which he knows that he has or is likely to have an official discretion to exercise. (Idaho Code 18-1357(1))
- 5) No public servant shall use public funds or property to obtain a pecuniary benefit for himself. (Idaho Code 18-1359(a))
- 6) City Officers must not be interested in any contract made by them in their official capacity, or by anybody or board of which they are a member. (Idaho Code 59-201)
- 7) City Officers must not be purchasers at any sale nor vendors at any purchase made by them in their official capacity. (Idaho Code 59-202)

C. All boards, committees, or other recognized entities of the City of Payette wherein a City employee is the authorized approver of the board's purchases must comply with this purchasing policy. Any board or committee given independent purchasing authority by law or by the City Council, including the Library Board of Trustees, and Urban Renewal Agencies should comply with the requirements of this policy.

PURCHASE MANAGEMENT

Finance Department Responsibilities

The Finance Department along with the City Clerk's office shall be responsible for the following activities:

- 1) Legal advertising, invitations to bid, bid openings and assisting the departments in presentation of bids to the City Council for all materials, supplies and construction contracts should it be necessary.
- 2) Encourage competition between vendors through negotiations, competitive bidding and bulk buying by continuously monitoring requisitions by all departments to facilitate the consolidation of purchases where possible.
- 3) To solicit discussion, evaluation and recommendation from user departments on bids received from suppliers.
- 4) To encourage, promote and explore the use of Cooperative Purchasing Programs with the State of Idaho and other local governments.
- 5) To ensure compliance with state and federal laws and this policy and to ensure that purchasing is practiced in a fully open, transparent, competitive, and ethical environment.

Responsibilities of Department Heads

In accordance with this document, the Department Head shall.

- 1) Make no attempt to split projects or equipment purchases in order to avoid the formal or informal bid requirements. This is a violation of State Law subject to a fine up to \$5,000.
- 2) Provide accurate and complete information on items requested and prepare and submit purchase orders, requisitions and invoices to the Finance Department in a timely manner.
- 3) Manage expenditures and monitor revenues in order to prevent a negative fund balance in their department(s).
- 4) Guarantee that all expenditures above \$25,000 comply with Idaho Code Chapter 28, Section 67-2801, et seq.
- 5) Plan project and equipment purchases of over \$2,500 in order to allow approval by the Mayor, sufficient time to obtain quotations or bids, determine best vendor, and issue orders or contracts with reasonable lead time for delivery and payment and to eliminate avoidable emergencies.
- 6) Furnish the Treasurer with complete information regarding the full cost of vehicles, equipment and projects over \$5,000, including architectural or engineering costs required.
- 7) Recommend to the Council for their approval, (for the Public Library, recommend to the Board of Trustees for their approval), any gift of equipment with a value of more than \$500 and furnish the Treasurer with details for inventory purposes.
- 8) Recommend to the Council for their approval any gift of land and furnish the Treasurer with details for asset management purposes.
- 9) Recommend to the Council for their approval any disposal of land or equipment with value of more than \$500 and furnish the Treasurer with details regarding that disposal.
- 10) Notify the Treasurer of purchases of \$5,000 or more for renewals or parts replacement of equipment when it equals 33% or more of the original cost of the equipment.

- 11) Inspect or supervise the inspection of delivered supplies, services, equipment and construction, determining the acceptableness of their quality, quantity and conformance with specifications.

Vendor Relationships

Developing and maintaining good relationships with our suppliers is important. To the highest extent possible, business ethics, professional courtesy, timeliness, and competence should be practiced in all transactions. Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets, purchase quotes and bids, and other proprietary information.

Tax Exempt Status

The City of Payette is exempt from Federal, State and Local taxes. An exemption statement is available from the City Treasurer and can be furnished to any of the City's suppliers upon request submitted to the Treasurer.

Budget Requirements

Any purchase or expenditure must be included within the current year's budget and appropriation ordinance, except for emergency expenses authorized by Idaho Code and approved by the Mayor and Council.

Purchase Orders

A Purchase Order is required for all purchases except the following:

- Purchases with Petty Cash
- Credit card/Fuel Card
- Utilities
- Telephone Service

Purchase Orders shall be completed at the time of purchase, and include the following information:

- Vendor: Selected vendor's name, and address if a new vendor is used.
- Accounting Codes: List Fund (Department), and Object Code. Please refer to the chart of accounts.
- Quantity: The quantity requested should be clearly identified.
- Description: Information should be provided so no guesswork is needed
- Unit Cost: Include a total cost, including shipping if known at time of purchase.

Purchasing Deadlines

All payments of warrants are typically approved by the City Council at regularly scheduled meetings on the first and third Mondays of every month (except when a Monday is a recognized holiday, then the City Council meeting will be on the following Tuesday). Department Heads or their designees must provide final invoices and receipts to Accounts Payable by the Wednesday prior to the Council meeting where payment is approved. To promote timely payment of vendors, Department Heads or their designees should process bills for payment as quickly as possible. Ideally, and to streamline the process, receipts should be turned into Accounts Payable on a daily basis as they are received, not held and turned in all at once.

Review of Purchases

To assure adequate cross-check and internal control, the Treasurer shall review each invoice and receipt as they are processed to verify compliance with state statutes, city policies and the City's annual appropriation ordinance.

Whenever possible, local vendors are to be used for services and supplies. When quality, cost and service are comparable, Department Supervisors should strive to rotate business between local vendors. Only City employees are permitted to charge on vendor accounts in the name of the City of Payette. Contractors of the City are not allowed to charge purchases on City accounts. After a purchase is made, employees shall immediately provide the receipt and/or invoice to their supervisor.

The Department Supervisor should be familiar with the purchases made by their employees before they are made. The Department Supervisor should closely review invoices prior to signing and approving the expenditure. If a Department Head questions an employee's expenditure, steps should be taken to immediately resolve the problem to the supervisor's satisfaction because primary responsibility for the correctness of the expenditure rests with the Department Supervisor who signs the invoice. Department Supervisors are not to "rubber stamp" invoices without knowledge and authorization of the purchase.

Petty Cash

Any department with a Petty Cash fund, shall be in a minimal amount of \$50.00, per auditor recommendations. This fund is for small emergency purchases and postage only. It is not to be used for meals, travel, or circumstances where a credit account could be used. (For instance, Albertson's is a credit account with availability to purchase). Detailed receipts for use of petty cash are required to be submitted to Accounts Payable for replenishment of a department's petty cash funds. Petty Cash funds may be audited randomly by the City Treasurer. The exception to these provisions is the petty cash fund of the Drug Enforcement Fund, Special Investigations Unit which will be used as directed by the Chief of Police. Any petty cash fund shall be closed out and all receipts provided to Accounts Payable prior to the close of each fiscal year.

Retirement Event and Gift Requirements

Upon the retirement of a City employee the total cost of all purchases, including a gift, for a retirement party shall not exceed the amount of \$500.00, except in the case of a retiring Police Officer who shall also receive his duty weapon upon the approval of the Chief of Police and the Mayor, which amount shall not be included as part of the \$500.00 limit).

It is the Department Head's responsibility to review their qualified personnel annually to determine if they may have an employee retiring and if their budget will require the addition of a special events fund to be added to their budget and appropriated by the City Council during the regularly schedule budget meetings.

It is the Department Head's responsibility to review the requested purchasing amounts for the retirement party and retirement gift in a timely manner to stay within the allowed amounts.

There should be no solicitation of gifts or entertainments, favors, or services from any present or potential suppliers which might influence or appear to influence purchasing decisions. This does not apply to trivial benefits not to exceed a value of \$50.00 to professional or business contacts which would involve no substantial risk or cause undermining official impartiality. In addition avoid activities that would compromise or give the perception of compromising the best interest of the City.

It is the Department Head's responsibility to ensure purchasing decisions set high ethical standards, guard against favoritism and promote the fair and equitable treatment of all retiring persons.

Voluntary Resignation

If an employee is not retiring, but has voluntarily resigned from their position with the City, it shall be the Department Head's responsibility to ensure discretionary spending in an amount not to exceed \$150.00 for any resigning employees "going away party".

It is the Department Head's responsibility to ensure purchasing decisions are set at the high ethical standards that guard against favoritism and promote the fair and equitable treatment of all resigning persons.

PURCHASING GUIDELINES

Thresholds for Equipment and Capital Projects

Each Department Head or designee within the City will have the authority to purchase in accordance with the following guidelines:

Donations

The Department Head will obtain approval from the Mayor and Council prior to acceptance of all donations of land and any donation of equipment or services that may require any expenditure of City funds for installation, maintenance, etc. For the Public Library, the Board of Trustees will accept or decline gifts of money or personal property, in accordance with library policy, and under such terms as may be a condition of the gift. The City Clerk will provide a copy of the receipt to the donor for tax purposes as all donations to the City are tax deductible.

Negative Fund Balance

It is the Department Head's responsibility to monitor their department's fund balance on each monthly Treasurer's Report. With the exception of reimbursable grant funds, negative fund balances are to be prevented through management and timing of expenditures. If a fund shows a negative fund balance discretionary spending is limited to those expenditures required to sustain day to day operations. Mayor and Treasurer approval is required prior to overdrawing a budget line and prior to unplanned expenditures for all capital projects, equipment, or unusual maintenance and repairs. For the Public Library, approval of the Board of Trustees is required prior to overdrawing a budget line and a report and explanation of such approval shall be provided to the City Treasurer no later than the following business day.

Purchases up to \$2,500

Purchases up to \$2,500.00 can be made at the discretion of the Department Head if: 1) the expenditure is within the appropriated budget; and, 2) actual revenues are being received as projected; and/or, 3) the fund is not showing a negative fund balance. In September the Department Head must confirm with the City Treasurer availability of funds prior to any equipment or project purchase over \$1,500.00. All equipment purchases over \$5,000.00 must be accompanied by a signed Inventory Tracking Form showing all identifying information and approval by the Department Head. This approval takes place when the form is issued, before any obligation has been incurred. In other words, employees are not to purchase equipment over \$5000.00 without the signed approval of the Department Head and Mayor or Treasurer prior to purchase. For the Public Library, signed approval must be made by the Department Head and the Board of Trustees.

Purchases between \$2,500 and \$25,000

For purchases of this amount the City can purchase from any vendor believed to provide the best value, however, the Mayor or Treasurer may request that informal quotes be provided from more than one vendor for the purpose of comparison. This purchase must be accompanied by an Inventory Tracking Form available for the Treasurer. On very rare occasions purchases of a time-sensitive nature may be made by the department head without a formal request to purchase, although the check for payment will still be approved at the next regularly scheduled Council meeting. This purchase must be of immediate necessity, the most cost effective option and in the City's best interest. If these conditions exist, the purchase is allowed only if the funds are available in the department budget, legal requirements are met and contact has been made with the Mayor verbally or via e-mail prior to purchase.

Purchases over \$25,000

All budgeted purchases in this category require the approval of the Mayor or and/or Treasurer (or the Board of Trustees for the Public Library), and also must comply with Idaho Code Chapter 28, Section 67-2801, et seq. There are various provisions and exceptions regarding purchases of service contracts, equipment and public works construction projects in this category. It is the Department Head's responsibility to review the appropriate code sections prior to requesting a purchase of this amount. This chapter of Idaho Code is available for review on-line at www.legislature.idaho.gov. Details regarding these purchases shall be provided to the Treasurer for addition to the City's asset management system.

Determination of Need to Contract Services

Competitive bidding is not required for professional services provided to the City. Examples of services would be repair and maintenance services or various types of professional consulting under a certain amount. Even though bidding is not required, purchases of services must be in the Department's budget and included within the annual appropriation ordinance.

- 1) A contract may be established as the result of a bid or a Request for Proposals (RFP). (See Request for Proposals section of this document.) In agreements where a vendor is

performing a specific service defined by the City that will exceed \$10,000, a written contract is required.

- 2) The City Attorney must review all contracts for legal adequacy.
- 3) The Mayor/Treasurer must review all contracts prior to placement on the Council agenda.
- 4) All contracts must be placed on the City Council agenda for their review and approval.
- 5) All contracts must be signed by the Mayor with the City Clerk attesting to the Mayor's signature only after receiving approval from the City Council to do so.
- 6) The original signed contract will be retained by the City Clerk, and kept in a central location. Copies of all signed contracts will be available upon request from the City Clerk. The City Clerk will forward a signed copy to accounts payable for payment verification.
- 7) The City Attorney must approve any decision to breach a contract due to failure to perform. After notification of the City Council, the City Attorney will perform the steps necessary to legally terminate the contract.
- 8) On projects for which the professional service contract is expected to exceed \$25,000 for design professionals including architects, engineers, planners, landscape architects, land surveyors, and construction managers, see Idaho Code Section 67-2801, et seq.

Risk Management and Insurance Requirements

The City Clerk serves as the City's Risk Manager for all Departments. Departments must work with the City Clerk to ensure that all insurance requirements are met for their projects and that all equipment or vehicles purchased are added to the insurance policy. This includes Public Works licensing for all Public Works contractors. The City Clerk will maintain necessary documentation at City Hall and have it available for audit upon request.

Workers' Compensation

A Workers Compensation Certificate of Insurance is required when the City expressly or implicitly hires or contracts the service of another. This also includes contractors, sub-contractors, and any business that provides a service for the City that is to be performed on city property. The Certificate must be on file with Accounts Payable before a Purchase Order will be issued.

No waiver for coverage is permitted. No other type of insurance can be used as a substitute for Worker's Compensation Insurance. Idaho Code, Section 72-102(11) and 72-318(2). Certain occupation exemptions from coverage are allowed and listed in Idaho Code, Section 72-212. A statement indicating the exempt occupation category shall be submitted to Accounts Payable to that affect. Each department is responsible for ensuring a copy of the certificate is filed with the contract if appropriate.

Liability Insurance and Bonding

Contractors with the City are required to have liability insurance coverage and may be required to be bonded.

CREDIT ACCOUNTS

To improve efficiency and offer convenience within a controlled environment, purchasing via an authorized City Credit Account is allowed. These accounts are tax exempt and are to be used for City purchases ONLY. Contractors are not allowed to use a City credit account for materials or other purposes. City employees are not allowed to charge items for their personal use with the intent of reimbursing the City for the purchase, or to open lines of credit or apply for and receive charge cards as individuals, or to ship items to any address other than the designated City address. Such accounts will be canceled and any unauthorized use of City credit accounts will be considered cause for disciplinary action up to and including termination and/or prosecution. Only regular City employees are permitted to use credit accounts, and then only with the authorization of the Department Head. There are three categories of credit accounts:

- 1) **Credit Cards** – The City will maintain a limited number of bank credit cards, which can be checked out by authorized employees from the Clerk's Office or a Department Head. The use of credit cards is discouraged and should be used during travel or when a store charge account is not available. When using credit cards, itemized receipts showing the detailed nature of the purchase should be immediately turned over to the employees' supervisor, who will then provide it to Accounts Payable for reconciling of account statements. A department's charging privileges will be suspended if all itemized receipts are not turned in and the employee may be held responsible for those charges.
- 2) **Fuel Cards** – The City maintains a limited number of fuel credit cards for use with the City's authorized vendor. Fuel cards should only be used by regular city employees during working hours in vehicles or equipment owned by the City. Permanent City employees will be issued a PIN number for use with their fuel card. Employees should never share their PIN number with any other person, nor should it be recorded in writing and visible by others. Employees will be held responsible for any fuel charges using their PIN number. Using a City fuel card for a personal vehicle is cause for disciplinary action up to and including termination and/or prosecution.
- 3) **Vendor Credit Accounts** – In store charge accounts with vendors are to be set up by the Department Head only, using the following criteria:
 - a. Inquire whether an account already exists for the City of Payette, Idaho. If not:
 - b. Inform the vendor of the City's tax exempt status. If a form is required by the vendor, contact the City Treasurer and one will be provided by mail or fax.
 - c. Inform vendor that invoices are paid after Council approval of warrants on the 1st and 3rd Mondays of each month, (unless the Monday is a recognized holiday, then paid the following business day).
 - d. Absolutely no account should be opened in a department name, with the exception of the Public Library. All vendors should be directed to use ONLY the City Hall address for billing or the Public Library address if applicable. Other than the library, whose billings must be approved by an independent board prior to approval by the Council, all departments will use "City of Payette" for an account name, rather than an individual department name:

City of Payette
700 Center Avenue
Payette, ID 83661
 - e. The shipping address may be the department's address.

BIDDING PROCESS

Formal and Informal Bids for Purchases over \$25,000

All purchases in this category require the approval of the Mayor and City Council and also must comply with Idaho Code Title 67, Chapter 28, Section 67-2801, et seq. There are various provisions and exceptions regarding bids for services not otherwise excluded, equipment and public works construction projects in this category. It is the Department Head's responsibility to review the appropriate code sections prior to requesting a purchase of this amount. This chapter of Idaho Code is available for review on-line at www.legislature.idaho.gov. Details regarding the purchase shall be provided to the Treasurer for addition to the City's asset management system.

Request for Proposals

The City may on occasion use a Request for Proposals as the preferred method in the acquisition of services or complex purchases. An RFP describes a problem or need in general terms and seeks a written response including pricing information, which describes the solution or means of providing the property requested by the RFP. Price might be one evaluation criteria for proposals, but will not necessarily be the predominant basis for contract award.

The RFP is written so that potential respondents understand the problem they are being asked to address. Any limits or conditions that apply must be included. The RFP must state in general terms all of the evaluation factors and their relative importance, including price.

The evaluation must be based on the evaluation factors as set forth in the RFP. Numerical rating systems are frequently used but are not required. Factors not specified in the Request for Proposal shall not be considered in evaluating offers or determining award of contract.

A written determination shall be made explaining how the award was found to be most advantageous for the agency based on the evaluation criterion set forth in the RFP.

If only one proposal is received in the response to a Request for Proposal, the City, as it deems appropriate, may make an award, reject the proposal, or if time permits, re-solicit for the purpose of obtaining additional proposals.

Exclusions to Competitive Bidding

Specific exclusions from purchasing requirements established in Idaho Code are described in Code Section 67-2803, 67-2807 and 67-2808, attached. Among those exclusions are:

- 1) A contract for goods or services that has been competitively bid by the State of Idaho. The Division of Purchasing contract information is located at: <http://www2.state.id.us/adm/purchasing/agyinfo.htm> If local businesses cannot meet purchasing needs, City employees are strongly urged to use State of Idaho contracts. State contracts are developed to include price, delivery, reporting capability and other beneficial services. They meet the important competitive bidding criteria and save the time and effort the employee spends shopping around. All contracts must be reviewed by the City Attorney prior to being presented to the City Council for approval.

2) Departments may also “piggy-back” on other City or County bids if the pricing is consistent with the original bid and the bid process followed complies with state statutes. All bid documentation must accompany the request and payment voucher and must be reviewed by the City Attorney prior to being presented to the City Council for approval.

3) Emergency Purchasing - Any sum may be expended by the City in the event of an emergency. The Mayor must designate the emergency as provided in State Code and provide expenditure approval. This circumstance would typically be extraordinary circumstances such as “fire, flood, storm, epidemic or other disaster, if it is necessary to do emergency work to prepare for national or local defense or to safeguard life, health or property.” Such contracts may not be for a period that exceeds one year.

4) Professional or Consultation Services - Professional and consultation service contracts may be entered into without formal bidding, however design professional services must be chosen based on the provisions of Idaho Code Section 67-2320. Professional service contracts require review by the City of Payette attorney for legal adequacy, approval by the City Council and the Mayor’s signature. If over \$10,000 annually these contracts must be published according to Idaho Code 59-514 by the City Clerk. Professional Services is work rendered by an independent contractor who has a professional knowledge of some department of learning or science. This includes but is not limited to legal, accounting and auditing, education and research. Consultation Services may be rendered by either independent individuals or firms who possess specialized knowledge, experience, and expertise including but not limited to such areas as management, personnel, finance, accounting, planning information systems and data processing. Design professional services include engineering, architectural, planning, landscape architecture, construction management and land surveying and must be chosen according to the provisions of Idaho Code Section 67-2320.

5) Use of Correctional Industries - The City can purchase Correctional Industries furniture and other goods or services without competitive bidding. The City may also utilize Idaho Department of Correction labor crews without competitive bidding.

6) Use of State Surplus Equipment – The City can purchase equipment from State Surplus Auctions without competitive bidding.

SURPLUS PROPERTY

Guidelines for Disposal

When the economic or useful life of property owned by the City is less than the cost of maintenance, transportation, storage or other requirements, that property may be deemed “surplus property”. All surplus property, except scrap metal and used, recyclable materials, must be declared surplus by the City Council before disposal.

Surplus property will be disposed of in the manner that maximizes the value received by the City of Payette in accordance with following guidelines:

- 1) All employees of the City, including their spouses, dependents, or any person acting on the employee's behalf, are prohibited from acquiring surplus property from the City unless the property is acquired through a competitive bidding process, such as an auction or sealed bid;
- 2) No elected official of the City, including their spouses, dependents, or any person acting on the official's behalf, can purchase or obtain surplus property from the City, based on Idaho Code Section 59-202.
- 3) When property is of nominal value having a value of zero or less than what it would cost to dispose of or repair the property, the items may be donated to a charitable organization that qualifies under Section 501-C and 501-C(19) of the Internal Revenue Service or to any state or local government pursuant to Idaho Code Section 50-1405 after the proper paperwork and procedures have been followed; or, the item may be disposed of at a local refuse site or be removed by an outside party willing to pay for its removal.
- 4) Property of less than \$1000 in value may be sold or transferred to another state or local government without public advertisement or competitive bid after the proper paperwork and procedures have been followed; or, sold at public auction conducted by a licensed auctioneer; or, sold to the highest bidder in response to notice of public sale advertised for at least one week in a newspaper of general publication.
- 5) Property of greater than \$1000 in value can be sold at public auction conducted by a licensed auctioneer; or, sold to the highest bidder in response to notice of public sale advertised for at least one week in a newspaper of general publication; or, with the approval of the Mayor and City Council, may be donated to 501-C (3) and 501-C (19) charitable organizations, or transferred to a state or local government after the proper paperwork and procedures have been followed.

This Policy was Approved and Adopted by the City Council on the ____ day of _____, 2016 to be Effective as of _____, 2016.



Proposal For City of Payette

prepared for: Donald Reiman, Echelon Group

prepared by: Liz Barnett, March 09, 2016



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Company Profile

Established as a Third-Party Administrator in 2003, IntegraFlex is an independent benefits administrator providing technology-based, consumer-driven benefits and compliance solutions to brokers and their clients throughout the United States. *IntegraFlex* is headquartered in Boise, Idaho and serves many different types of clientele.

IntegraFlex's commitment to innovative technology delivers a wealth of consumer-driven benefit options, as well as a robust, liability-free, web-based COBRA administration system. These turnkey solutions provide our broker partners the ability to remain strategically competitive in the ever-changing landscape of employee benefits, consumer-driven healthcare, and compliance.

Our banking intermediary, Alegeus Technologies, is on the cutting edge of Debit Card Technology gaining substantial market share and has used this momentum to further enhance our technological capabilities, including the development of a consolidated debit card platform combining FSA, HRA, HSA, and QTP into one debit card, the Flex Benefits Debit Card (MasterCard®). This singular approach provides simplification and ease of use for both employer and employee. The employer is rewarded with the savings derived from per participant rather than per account pricing, as well as real-time balances and user-friendly consolidated reporting. The employee is unencumbered with the confusion and frustration inherent in the understanding and use of multiple cards. Many TPAs who were late adopters of debit card technology continue to face the obstacles associated with dual processing platforms and data interface challenges. Seven years of our banking intermediary refining the Flex Benefits Debit Card the system now allows us to take full advantage of the potential inherent in this technology.

The power and simplicity of IntegraFlex's complete suite of services with particular emphasis on our utilization of a single debit card platform and in-depth knowledge of consumer-driven healthcare have positioned *IntegraFlex* as an industry leader.

FAQ Flexible Benefits Questions

What is a Flexible Benefits Plan?

Employer-sponsored flexible spending accounts (FSAs) are benefit plan arrangements that allow employees to pay for certain health care or dependent care expenses on a pre-tax basis.

The maximum amount of expenses an employee may be reimbursed for under a dependent care FSA is \$5,000 annually (\$2,500 for a married taxpayer filing separately). Effective January 1, 2013 the IRS placed a \$2,500 annual limit on the amount of reimbursement employees may receive under a health care FSA. Nevertheless, employers may set a lesser maximum limit (e.g., \$2,000) to protect themselves against major losses under the "uniform coverage" rule, which requires that employers make the full amount of coverage elected

under the plan available to employees from the first day of the plan year, regardless of how much they have actually contributed to the account.

To maintain a tax-qualified status, flexible spending account plans must comply with special requirements under Internal Revenue Code Section 125. They must also meet some general rules that apply to all cafeteria plans, including written plan, reporting, and record keeping requirements.

How will a Flexible Benefits Plan benefit my company?

Flexible spending accounts offer significant tax advantages. Employees generally do not pay federal income, state income, or FICA taxes on the salary they contribute to a FSA plan. Employers, in turn, do not pay matching FICA (7.65%) and FUTA taxes because employees' gross incomes are marginally reduced. FSAs also allow employers to offer a low-cost benefit that is targeted to meet employee needs in critical benefit areas. Childcare costs are of vital concern to both single parents and married employees with young children who must work. Moreover, employees of all ages and in all industries are experiencing increased medical care costs, as employers are working to reduce those benefit costs through cost-sharing arrangements. A health care FSA, which allows employees to pay co-payments and deductibles with tax-free dollars, can go a long way to helping employees shoulder their share of the burden.

Can I continue with the same insured benefits I am currently using?

Yes. Because we are not affiliated with an insurance provider, you may use the insurance company of your choice.

What is a Dependent Care Plan?

FSAs can also be established to pay for certain expenses to care for dependents that live with you while you are at work. While this most commonly means child care, for children under the age of 13, it can also be used for adult day care for senior citizen dependents that live with you, such as parents. It cannot be used for summer camps (other than "day camps") or for long term care for parents that live elsewhere (such as in a nursing home).

The dependent care FSA is federally capped at \$5,000 per year. While married spouses can each elect to have this amount deducted from their paycheck and applied to expenses, at tax time all withdrawals in excess of \$5,000 are taxed. Unmarried couples can each deduct and use \$5,000. However, these expenses are subject to the "qualifying child" rule, which usually means unmarried couples cannot pay expenses for the same child.

Unlike medical FSAs, dependent care FSAs are not "pre-funded"; employees cannot receive reimbursement for the full amount of the annual contribution on day one. Employees can only be reimbursed up to the amount they have had deducted during that plan year.

If married, BOTH spouses must earn income in order for the Dependent Care FSA to work. The only exception is if the non-earning spouse is disabled or a student. If one spouse earns less than \$5,000 then the benefit is limited to whatever that spouse earned.

What is a Medical Reimbursement Plan?

Health care expenses that may be reimbursed through a health care FSA are those that are excludable from gross income under tax code Section 213D, and are not reimbursable under any other health plan coverage. This could include expenses for:

- Deductibles
- Co-insurance payments
- Dental expenses not covered by insurance
- Prescription drugs
- Chiropractic services
- Vision expenses
- Hearing devices
- Psychiatric/psychologist's fees

Cosmetic procedures are not eligible for reimbursement. In addition, a health care FSA may not reimburse employees for expenses that are covered under another health plan or for health insurance premiums, whether for the employee, the employee's spouse, or the employee's dependents. (Note: Premium payments may be paid on a salary reduction basis as part of a normal cafeteria plan arrangement or through a premium- conversion plan.) *The medical flexible spending account (FSA) allows for reimbursement of over-the-counter items purchased on a non-prescription basis to alleviate or treat an illness or injury. Some examples of the items that are eligible for reimbursement are antacids, allergy medicine, pain relievers and cold medicine. Non-prescription dietary supplements (such as Ensure) and vitamins that are purchased to maintain good health are not eligible for reimbursement under a medical FSA. General hygiene products such as toothpaste or cosmetics also are not eligible for medical FSA reimbursement.

In 2005, the Internal Revenue Service authorized an optional $2\frac{1}{2}$ month grace period that employers can use in their plans, allowing use of the funds for $2\frac{1}{2}$ months after the end of the plan year.

On Oct. 31, 2013, the IRS released [Notice 2013-71](#), which relaxes the "use-or-lose" rule for health FSAs. Under the relaxed rule, employers will now be able to allow participants to **carry over up to \$500 in unused funds** into the next year. This modification applies only if the plan does not also incorporate the optional $2\frac{1}{2}$ grace period mentioned above.

The "use-or-lose" rule generally prohibits any contribution or benefit under a health FSA from being used in a later plan year or period of coverage. Employees are required to use their health FSA funds by the end of the plan year (or grace period) or the funds would be lost. The IRS allows employers to offer an extended deadline, or grace period, of two and a half months after the end of a plan year to use remaining health FSA funds.

Under the modified rule, an employer, at its option, is permitted to amend its section 125 cafeteria plan document to allow up to \$500 of unused funds remaining at the end of a plan year in a health FSA to be paid or reimbursed to plan participants for qualified medical expenses incurred during the following plan year. The plan may specify a lower amount as the permissible maximum (and has the option of not permitting any carryover at all). As noted above, this modification

applies only if the plan does not also incorporate the grace period rule.

To implement the \$500 carryover option, a cafeteria plan offering a health FSA must be amended to include the carryover provision. The amendment must be adopted on or before the last day of the plan year from which amounts may be carried over, and may be effective retroactively to the first day of that plan year, provided that the cafeteria plan operates in accordance with the rules in IRS Notice 2013-71 and informs participants of the carryover provision.

** Pursuant to Sec. 9003 of the Affordable Care Act; effective January 1st, 2011 reimbursements for over-the-counter medicines through a health FSA, HRA, or other employer-provided accident or health plan may not be excluded from the employee's gross income. This does not include amounts paid for medicine or a drug if such medicine or drug is a pre-scribed drug (determined without regard to whether such drug is available without a prescription) or is insulin.*

What is a Qualified Transportation Plan?

Qualified Transportation Plan (QTP) is a reimbursement plan governed by IRS Section 132 that allows employees to contribute a certain amount of their gross income to a designated account or accounts before taxes are calculated. These accounts are for specified transportation and parking expenses for commuters. Only employees (not owners) are eligible to participate in a QTP.

The two types of QTP accounts are:

Transit & Vanpooling Accounts

For transit accounts, any out-of-pocket expenses for passes, tokens, fare cards, vouchers, or similar items, vanpooling for transportation to and from the participant's residence in a commuter highway vehicle (one that seats at least six plus the driver). The 2016 maximum monthly contribution is \$130.

Parking Accounts

For parking accounts, any out-of-pocket expenses for parking at or near the employer's business premises. Also included are expenses for parking at or near a location from which the participant commutes via mass transit or commuter highway vehicle. The 2016 maximum monthly contribution is \$255.

Employer Advantages

Employee benefits purchased on a pre-tax basis reduce the employer wage base for purposes of calculating payroll taxes. Employers can realize direct bottom-line savings from the reduced employer FICA taxes and disability and workers' compensation insurance premiums (this may vary from state by state). Total savings to the employer can be substantial and typically cover the administrative costs associated with these plans.

Following is an illustration of the potential employer FICA savings for various benefits when an average number of participants are multiplied by average participation levels.

Eligible Employees:	50			
Flexible Spending Accounts*:				
15 Med FSA Participants	x	\$2,500 Per Participant	\$	37,500.00
2 Dep FSA Participants	x	\$5,000 Per Participant	\$	10,000.00
0 CRA FSA Participants	x	\$1,200 Per Participant	\$	
<i>FICA saved</i>		7.65% X	\$	47,500.00
				\$3,634
Voluntary Benefit Premiums				
25 Voluntary Participants	x	\$540 Per Participant	\$	13,500.00
<i>FICA saved</i>		7.65% X	\$	13,500.00
				\$1,033
Health Insurance Premiums				
50 Health Participants	x	\$900 Per Participant	\$	45,000.00
<i>FICA saved</i>		7.65% X	\$	45,000.00
				\$3,443

Estimated Potential Annual F.I.C.A Savings \$8,109

Employee Advantages

When employees contribute pre-tax dollars to their FSA, their compensation is reduced for purposes of calculating wages subject to Federal and FICA (Social Security & Medicare) taxes. Based on 2009 tax rates, potential savings can range from 17.65% to 35.65% depending on an employee's individual tax bracket, and, in most states, employees can also save on state income taxes.

The following is an example of how an average employee can increase their monthly take home pay by \$51 through a Flexible Spending Account:

Monthly Compensation	\$2,000	\$2,000
Pre-Tax Contributions	N/A	(200)
Taxable Income	\$2,000	\$1,800
State Income Tax (3%)	\$60	\$54
State and Federal Taxes (22%)	\$300	\$270
Social Security & Medicare (7.65%)	\$153	\$138
Salary After Taxes	\$1,487	\$1,338
After Tax Expenses	(200)	N/A
Net Take Home Pay	\$1,287	\$1,338

Per Pay Period Savings \$51

*Participation assumes the Flexible Spending MasterCard® is being used. If not, assume an average participation of 26% in Medical Reimbursement accounts and 10% in Dependent Care Reimbursement accounts.

*State tax savings are estimated. Most state and local governments also treat cafeteria plan elections favorably for purposes of state and local income taxes.

Employers save 6.2% on pre-tax payroll deductions if they make less than the maximum Social Security wage base (\$106,800 for 2009; indexed annually) plus 1.45% on all pre-tax deductions under the plan.

Flexible Spending Account MasterCard®

With the inclusion of The Flexible Spending Account MasterCard®; *IntegraFlex* has created a clear win-win circumstance for both employer and employee by providing an easier, more convenient method for employees to utilize their Flexible Spending Accounts. This debit card allows for the automatic electronic transfer of pre-tax dollars from an employee account when paying for qualified expenses. Employees are able to receive immediate reimbursement of their medical and dependent care expenses simply by using their card at the point of service. The normal paper claims process is eliminated, as are worries of forgotten purchases or lost receipts.

A Concept of Simplicity

The Flexible Spending Account MasterCard can be used wherever MasterCard® is accepted, and all charges are paid electronically. The MasterCard® system carves the world into more than 1,000 merchant category codes, each code reflecting whether the merchant is a restaurant, department store, gas station, pharmacy, doctor's office, etc. Therefore, the card will not work at an unauthorized MasterCard® merchant (e.g. gas station, restaurant, etc.) but it will recognize applicable healthcare, dependent care, and transit MCC/SIC codes, allowing Integrated Benefits Administration to properly adjudicate claims according to IRS guidelines.

When the debit card is swiped, the system qualifies the expense. Next, it determines if there is an adequate/available balance in the employee FSA account. Finally, pre-authorization occurs at the merchant POS terminal. At this point, the merchant will get paid via ACH and the amount of the charge is deducted from the employee's FSA account. It is important for employees to remember that in some cases further substantiation may be required, so they should always save their receipts.

Capitalizing on Technology

Technological innovation has been a hallmark of *IntegraFlex* since its inception: With the emergence of consumer-driven health care, *IntegraFlex* has recognized the need to deliver a technology-based solution that enhances the common debit card platform. Our unmatched industry experience and knowledge-based administrative expertise once again enabled us to pioneer the development of a consolidated FSA/HRA/HSA/QTP platform with single-participant pricing.

Emerging consumer-driven benefit strategies that seek to utilize multiple accounts (HRA/FSA/HSA/QTP) have made the *IntegraFlex* Benefits Card an even more compelling innovation. We employ technology that provides the flexibility to handle a multitude of variations in

plan structure on one card, which is a prerequisite to achieving seamless compatibility with the electronic payment systems that are critical to these types of plans.

Service & Support

In addition to being a leader in debit card technology and electronic claims processing, *IntegraFlex* recognizes that the key to exceptional administration is service. From the beginning, you receive individualized attention from account setup through end of year reporting. Upon receiving a new client application, your group is assigned a dedicated Account Executive who is responsible for the implementation and daily management of your plan. Your Account Executive serves as your primary contact for all administrative inquiries.

Your employees will enjoy exceptional customer service from *IntegraFlex*, as well. In addition to having a knowledgeable and courteous staff of customer service representatives, we also offer another option for employees to access account balances, transaction history and claim reimbursement via our website, www.integra-flex.com that is available 24 hours a day, 7 days a week.

Benefits of the Card

- One fee per card - no per-swipe or transaction fees
- Single participant pricing, regardless of the number of accounts selected
- Option to waive pre-fund with ACH election
- Account history access and reporting online (www.integra-flex.com)
- Real time balances and consolidated reporting
- One card for all Flexible Spending Accounts
- Pay only once...no double outlay of funds
- Universal acceptance of MasterCard®
- Spouse and dependent cards provided at no additional fee
- Claims account information provided real-time
- No credit application needed from employees
- Unlimited lost or stolen card fraud protection
- Increased FSA utilization
- Increased employer FICA savings
- Increased employee morale



Administrative Services

Plan Installation/Takeover

Flexible Spending Account Document Preparation

Flexible Spending Account MasterCard® Setup and Installation

Summary Plan Description (SPD) and Plan Document Preparation

Online Enrollment Capabilities

Initial Enrollment Report

Coordination with the payroll supervisor to ensure proper deductions

Consulting

A dedicated Account Executive to manage all aspects of group administration

Discrimination testing provided for all plans and self-administered by employer.

Electronic education and enrollment materials

Monthly/Annual Administration

Tracking of all FSA contributions

Daily claims processing and coordination with MasterCard®

Online access to claim forms and service documentation

Online/Smartphone claim submission

Paper claims submission via fax

Direct Deposit option for all claims submissions

Employee statement with each claim check

Online employee account access and reporting (www.integra-flex.com)

Monthly employer reports

Online employer account access (www.integra-flex.com)

Implementation Process

IntegraFlex has made implementation simple. It all starts with the [Employer FSA/HRA Plan Set-Up Forms](#), which are accessed on our web site at www.integra-flex.com under the Employer tab under the drop-down menu located under Employer Forms.

The application provides all information required to complete your plan documents, set up your account, and ensure that your FSA plan is in compliance with all IRS Regulations. Once your account is established, you simply collect employee elections and fund your claims account.

Enrollment Options

One-on-One Enrollment: Generally the most effective method of enrollment is to provide your employees with consultation and education via a one-on-one meeting with your broker or other benefits counselor. This method ensures that employees best understand how to use the plan, recognize what expenses qualify, and have the opportunity to get their individual questions answered. Effective personal enrollments usually produce the highest participation levels which, in turn, serve to enhance overall tax savings.

Online Enrollment: For current and subsequent plan years, *IntegraFlex* can provide access to online enrollments. Employees will be given a password to our secure system and can then enroll at their convenience, during the specified open enrollment period 24 hours a day.*

File Upload: If your company currently utilizes an H.R.I.S. System, *IntegraFlex* can Integrate/Import your data seamlessly into our system for current enrollment and ongoing enrollment throughout the plan year.*

**These methods of enrollment can be combined to create the best environment for you and your employees to enroll in your Flexible Benefit Plan, when the H.R.I.S. System is able to provide the necessary data to IntegraFlex for your benefits administration.*

Funding Options

Employer Bank Account: IntegraFlex **Works Solely Off Of Your Bank Account**, meaning you are always in control of your employees' money, thus there is never any risk to your employee's contributions as there can be in a "Trust Account" funding situation.

- *IntegraFlex* will pay claims as they incur or if you prefer on a scheduled day of the week.
- We will mail checks to your employees directly or to the employer for signature.
- We offer direct deposit into your employees account at no extra charge.
- Flexible Spending Account Debit MasterCard® works directly off of **Your** account, so no need to set up multiple accounts.

Administrative Fees

Flexible Spending/Health Reimbursement Account

Account Setup (per plan) with COBRA administrative service	Waived*
Monthly Fees	\$5.00/p/m**
Minimum Monthly Fee (per plan)	\$60.00
Additional FSA cards for spouse or dependent (Must be over 18)	Included
Annual Renewal Fee	\$250.00
Enrollment materials (PDF via e-mail)	Included
Integrated FSA online enrollment option	Included

*Only one account setup fee. If multiple services are selected at the point of application, the lowest account setup fee will be applied.

**The monthly fee is based on the number of plan participants and is All-Inclusive of all debit card charges incurred (no transaction fee per swipe or incremental debit card charges) and covers FSA administration.

FEE GUARANTEE

Fees are guaranteed for a period of 12 months following the effective date of the plan. IntegraFlex reserves the right to change fees/services without notice after 30 days from the date of this proposal, if an Administrative Services Agreement has not been signed.

Other Services Provided By IntegraFlex

Healthcare Reimbursement Accounts (HRAs)

Health insurance premiums are rising due to the ever-increasing cost of care. Employers and employees must cope with higher co-payments, higher deductibles and increased provider restrictions. Many employers are now exploring alternatives to standard medical care that combine high-deductible health plans (HDHP) with a Healthcare Reimbursement Account to ease this burden. HRAs are employer-funded accounts that can be designed to help offset the increase in employees' out-of-pocket expenses due to the implementation of the HDHP. HRA administrative costs and HRA contributions can be deducted from taxes without increasing FICA or FUTA taxes or disability or workers' compensation insurance premiums. The "hat-trick" created by combining the savings from LOW-COST, high-deductible health plans with the associated tax savings and even the ability to deduct HRA administrative costs, make HRAs a valuable option worth considering for your employee benefits package.

Health Savings Accounts (HSAs)

Maybe you're a small business owner and you need a good insurance plan to attract top-notch employees. Maybe you run a multi-million-dollar company and are looking to provide better insurance for your team - and cut costs. If you're offering a High Deductible Health Plan to your employees, a HSA just might be the perfect solution for you. A HSA makes health coverage more like insurance —what health care coverage should be. After all, you buy car insurance to protect yourself in the event of a catastrophe. You don't "insure" routine maintenance and minor repairs like a flat tire or a new turn-signal bulb.

HSAs can be funded by either an employee or an employer. The savings roll over into subsequent years, earning interest. This low-cost, tax-free alternative to traditional insurance is the biggest change to health policy in decades. Seize the HSA opportunity. Because taking control of how you or your company spends health care dollars is just smart business.

COBRA Administration

Federal law requires any employer with over 20 employees to offer eligible employees and their dependents the opportunity to continue coverage under the Group Health / Medical Reimbursement/ Health Reimbursement Plan should a qualifying event occur.

For the employee a qualifying event is

1. Termination of employment,
(for reasons other than gross misconduct)
2. Reduction in the hours of employment.

For the spouse of the employee a qualifying event is

1. The death of Spouse.
2. Termination of spouse's employment,
(for reasons other than gross misconduct).
3. Reduction in spouse's hours of employment.
4. Divorce or legal separation from spouse.

For a dependent child a qualifying event is

1. Death of the employee parent.
2. Termination of the employee parent's employment,
(for reasons other than gross misconduct).
3. Reduction in the employee parent's hours of employment.
4. Parent's divorce or legal separation.

Should the employee and spouse divorce or legally separate, the employee must notify the employer with 60 days of the event.

If a termination of the employee from employment occurs, the employer will notify the employee of his/her COBRA rights. The employee must reply within 60 days.

The IRS claims that over 90% of all employers are out of compliance with COBRA regulations. Penalties are substantial and enforcement of regulations has been increased in recent years. *IntegraFlex* allows you to stay focused on business, confident that issues relating to COBRA/HIPAA administration and compliance are being managed in accordance with the ever-changing regulatory environment.

Outsourcing COBRA administration relieves the Employer of burdensome tracking, notification, and billing processes. *IntegraFlex's* COBRA system delivers a fast, highly automated, easy-to-use, cost-effective method for administration and compliance of your COBRA/HIPAA obligations and communication with carriers.

COBRA rights notices and HIPAA Certificates sent

Online Employer access

COBRA Administrative Fees

Account Setup Waived*
with FSA or HRA administrative service

Monthly Administration

Flat Monthly Fee \$40.00**

Annual Renewal \$150.00***

HIPAA Certification (Per Active Employee Enrolled) Included

Note: Flat Monthly Fee subject to change should benefit enrolled change.

*Only one account setup fee. If multiple services are selected at the point of application, the lowest account setup fee will be applied.

**The monthly fee is based on the number of insured employees. *IntegraFlex* will retain the 2% admin fee.

***Only one annual fee. If multiple services are selected at the point of application, the highest annual renewal fee will be applied.

Consolidated Billing Services

Accounting for benefits costs on an ongoing basis is a vital component of employee benefits administration. It's about more than just paying the carriers.

Many times, employers do not have the personnel on staff to dedicate to continuous reviews of membership records. In doing so, they expose themselves to the serious financial risks that are associated with carrying and paying for members beyond the maximum timeframe required under the plan.

IntegraFlex's dedicated billing unit provides clients with resource dedicated to the specialized tasks of reporting, reconciling, auditing and paying monthly insurance costs. Our billing systems are configured to match rate and eligibility rules, and our processes yield deliverables that wrap around each client's internal financial controls.

Customized, Consolidated Reporting

IntegraFlex's in-house billing unit provides customized billing reports tailored to each client's specified need. These reports include member/group-related costing data that can be organized by such criteria as department, location and branch and thus allowing for an easier allocation of benefit-related costs. This detail can be rolled up into monthly and year-to-date premium summary reports. All billing information is prepared and issued to our clients on a specified date each month.

Invoice Reconciliation & Auditing

IntegraFlex follows a reconciliation process which involves auditing invoices for accuracy and analyzing any variances (prior month to current month, *IntegraFlex* system to insurer invoice, etc.). These variances are reported and monitored on a month-to-month basis in an attempt to minimize exposures tied to excessive retroactivity.

We also prepare self-administered invoices using snapshots of membership data on record for the applicable billing cycle. We maintain direct contact with our vendor partners in order to expedite questions or concerns regarding premium payments, rate discrepancies, timing of invoices and adjustments.

Bill Pay Service

To round out our billing services, we offer our clients flexible options when it comes to arranging third-party payments. We can pay carriers directly on behalf of our clients or remit payment information to clients in a manner that allows enough time for internal payment processing and issuance. This flexibility is essential in order to provide a value added accounting service that is engrained with a client's preferred financial protocols.

Consolidated Billing Administrative Fees

Account Setup Waived*
with FSA or HRA administrative service

Monthly Administration

Per Active Employee Enrolled \$5.00**

Minimum Monthly Fee \$100.00

*Only one account setup fee. If multiple services are selected at the point of application, the lowest account setup fee will be applied.

**Starting Fee – Dependent upon services provided.

Summary of Employer Savings

of employees assumed: 50

Projected Annual F.I.C.A. Savings from Flexible Spending Accounts	\$ 3,634
Projected Annual MedFSA/HRA Administrative Fees 50 participants @ \$5.00 per month	\$ 3,000
Projected Annual DepFSA Administrative Fees 2 participants @ \$0.00 per month	\$ -
Projected Annual COBRA Administrative Fees 50 participants @ \$0.80 per month	\$ 480
<i>Note: Flat Monthly COBRA Fee subject to change should the benefit enrolled number change</i>	
One Time Account Setup	\$ -
Annual Renewal Fee	\$ 250
Total 1st Year Fees	\$ 3,480
Total 2nd Year Fees	\$ 3,730

Projected Net Employer Savings 1st Year \$ 154
Projected Net Employer Savings 2nd Year \$ (96)

Note: COBRA Pricing is based on a maximum 25% annual turnover rate.

Should the turnover rate be higher, a re-evaluation of the rate will be determined at renewal each year.

Rate Guarantee: 1 year

Partnering with IntegraFlex is more than us providing Administrative Services

At *IntegraFlex*, we continually look for innovative benefits management resources and value-added services to ensure your satisfaction. We use state-of-the art technology to deliver these products and services to you.

We extend many of our value-added services to you electronically through *IntegraFlex Connect*, our web-based client portal that allows you to access information and resources from our website participate in Employee Benefit surveys to find out how you compare to others from around the country, and easily connect with a nationwide network of industry peers.

Our range of value-added services includes:

Compliance Resources

Do you find it difficult to keep up with legislation affecting insurance, your industry and your business? *IntegraFlex* can provide *Legislative Brief* educational articles to help you understand important regulations and stay in compliance. Our materials cover health care reform, COBRA, HIPAA, FMLA, Medicare Part D, ADA, state-specific legislation and more.

Human Resources Education, Tools and Forms

We offer the support that your HR department needs, including educational articles on important HR issues, plus tools such as surveys, checklists, letters and forms. In addition, we can provide a comprehensive employee handbook and help you develop policies unique to your company.

Employee Satisfaction

Employee satisfaction is paramount to retaining top employees. *IntegraFlex* can help you measure employee satisfaction and engagement, plus develop strategies to improve these areas. In addition, you'll have access to fully customizable benefits statement to educate employees on the full value of their benefits and increase employee appreciation of their total compensation.

Enrollment Tools

Open enrollment is an overwhelming time for HR departments and employees alike. Our educational materials, tools and communications can help streamline and simplify the process for your company and employees.

Employee Benefit Communications

Many employees don't take full advantage of their benefits because they don't understand them. Educate employees about your benefits and how to best use their plan with a range of materials from *IntegraFlex*. Plus, our communications can help employees understand how various laws impact them and their families, such as health care reform, COBRA and FMLA.

Workplace Wellness

IntegraFlex is committed to helping you implement workplace wellness initiatives that will reduce health care costs and increase employee productivity and satisfaction. We can build and customize a wellness campaign specific to your company and employee needs. Through our online services, we can provide payroll stuffers, posters, employee newsletters and educational flyers on health and wellness, designed to help you drive consumerism in your workplace.

Education & Training

We provide exceptional service through our education and training opportunities. Our employee seminars are designed to help educate employees, promote health care consumerism, and reduce high claim utilization and high-dollar claim expenses. They also provide an atmosphere for team building. Together, we can determine the topics that best suit your needs. We also will provide you with educational articles and newsletters to keep you informed of hot benefits and HR-related topics.

Here is just a sampling of the information that we can deliver to you via the site:

Legislative Briefs
Employee Benefit Compliance Chart:
Notice and Disclosure Rules



Health Care Reform
Health Care Reform Timeline



HR Tools
Employee Benefits Survey



Workplace Wellness
Wellness Initiatives to Promote



Know Your Employee Benefits
Is Your Drug Plan Hard to Swallow?



Plan Designs
Health Savings Accounts



Handbook & Policies
Employee Handbook



Employer Education Articles & Newsletters
Benefits Bulletin



Live Well, Work Well
Healthy Portion Sizes



IntegraFlex Mobile App

We know life is busy and no matter where it takes you, our goal is to simplify and make your "on-the-go" life as convenient as possible when it comes to accessing your *IntegraFlex* healthcare spending accounts – securely, at any time from virtually anywhere with our *IntegraFlex* Mobile App allowing you to take care of your unverified *IntegraFlex* Benefits Card transactions on your time and at your convenience. Through the *IntegraFlex* Mobile App you will be able to access detailed account information including:

- Account balances
- Plan details
- Recent Transactions
- Communications
- Claim receipt submission simply by taking a picture with your Smartphone



IntegraFlex and **FSA Store** THE FLEXIBLE SPENDING ACCOUNT SITE

Our established partnership helps members make the most of their FSA funds, with thousands of eligible items stocked daily, **FSA Store** let's members purchase eligible items online using their *IntegraFlex* Benefits Card. Members receive FREE shipping on orders of \$50.00 or more, one to two days turnaround time on their order and 24/7 customer service. And with Health Care Reform law requiring a Doctor's prescription for Over-the-Counter (OTC) medications, **FSA Store** will contact the member's Doctor on their behalf to obtain their prescription, alleviating the member from having to visit their Doctor. Once the prescription is received, **FSA Store** will then transact the product onto the *IntegraFlex* Benefits Card and ship the product.

And due to the Inventory Information Approval System (IIAS) the majority of pharmacies utilize, as well as, **FSA Store**, transactions are "auto-adjudicated" alleviating the member from having to submit documentation for substantiation, because the data is sent electronically via the IIAS to *IntegraFlex* when a member transacts their *IntegraFlex* Benefits Card.

RESOLUTION NO. 2016-06

A RESOLUTION AUTHORIZING THE CITY TREASURER TO PAY CERTAIN VENDORS PRIOR TO SUBMITTING THE BILLS TO COUNCIL

WHEREAS, certain vendors that provide services or goods to the City of Payette on a regular basis have a billing cycle that requires the bill to be paid prior to the first Council meeting of the month and a late fee is charged to the city for later payment; and,

WHEREAS, it is the desire of the City Council to avoid payment of late fees.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Payette that the following pre-authorization for payment of certain bills be adopted:

1. The City Treasurer is authorized to pay the following vendors for the listed purposes by the due date on the bill and prior to submitting the bill to the City Council for approval:

- | | |
|--------------------------------|------------------------------------|
| COLUMBIA BANK | CITY CREDIT CARDS |
| STAPLES | CREDIT CARD |
| HARDIN SANITATION | GARBAGE AND CARTS |
| CITY OF PAYETTE EMPLOYEES | PAYROLL |
| COLONIAL | SUPPLEMENTAL INSURANCE |
| BLUE CROSS | HEALTH INSURANCE |
| METLIFE | DENTAL INSURANCE |
| BLUE CROSS | VISION INSURANCE |
| UNITED HERITAGE | LIFE INSURANCE |
| PERSI | PAYROLL CONTRIBUTIONS |
| STATE TAX COMMISSION | IDAHO WITHHOLDING/SALES TAX |
| WELLS FARGO BANK | FICA, MEDICARE AND SOCIAL SECURITY |
| STATE INSURANCE FUND | WORKER'S COMPENSATION |
| IDAHO POWER | UTILITY |
| NCPERS | SUPPLEMENTAL INSURANCE |
| FLEET SERVICES | FUEL |
| BENEFITS MANAGERS/INTEGRA FLEX | HRA/BRIDGE |
| UNAM | SUPPLEMENTAL INSURANCE |
| IDAHO TRANSPORTATION DEPT. | LICENSE PLATES |
| CENTURYLINK | UTILITY - Phone |
| CITY OF PAYETTE | UTILITY |
| INTERMOUNTAIN GAS | UTILITY |
| PAETEC-WINDSTREAM | UTILITY – Long Distance |
| ALLIED SOLUTIONS | COPIER |

2. The City Treasurer shall include the above bills in the bills submitted to Council for ratification at the first Council meeting following the payment of the bill.

3. This Resolution supersedes Resolution 2015-13 passed on the 21st day of September, 2015.

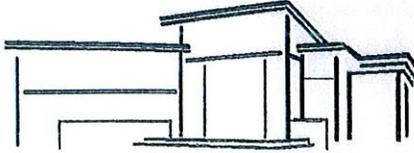
BE IT FURTHER RESOLVED, that the Mayor or Treasurer are hereby authorized to pay vendors at his/her discretion prior to submitting to the City Council for approval upon notification of the finance committee.

PASSED by the City Council this 21st day of March, 2016.

Jeffrey T. Williams, Mayor

Attest:

City Clerk



Payette Public Library
24 South 10th Street
Payette, ID 83661



March 15, 2016

City of Payette City Council

With the approval of the Library Board of Trustees, I am proposing an alternative to the traditional process of disposing surplus library books via auction.

Because the weeding in the library was somewhat neglected prior to my arrival, we have a span of approximately 5+ years of "weeding," or cultivating the collection to catch up on to reflect an accurate and relevant collection for library patrons.

Prior to this request, books had been weeded from the library collection and sent over to be stored on city property until the annual city auction. The library has over 50% of the library still to cultivate, and as the library continues to actively weed, an alternative means of disposal is becoming necessary.

I propose that the library books allowed to be disposed by the library staff themselves. Disposal means of allowing discarded books to go to schools in need, programs that could actively use the materials or donated to the annual book sale to be held during Apple Blossom Festival, where the funds gained support the library.

I feel that this is a better alternative that promotes the outreach into the community, as well as better utilizes the materials for the overall intent they were purchased with initially.

I appreciate your consideration on this subject,

Erin Haley
Director
Payette Public Library

1 GENERAL

Revenue	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
311100 PROPERTY TAXES	13,167.20	7.43	849,016.57	90.82	1,378,796.00	-529,779.43
316000 FRANCHISE FEES	5,483.00	3.10	9,900.00	1.06	65,000.00	-55,100.00
319100 PENALTY & INTEREST	612.49	0.35	9,510.12	1.02	25,000.00	-15,489.88
321100 BUSINESS & ALCOHOL LICENSES	95.00	0.05	6,616.50	0.71	11,000.00	-4,383.50
321900 PLANNING & ZONING FEES	1,100.00	0.62	2,350.00	0.25	3,000.00	-650.00
322100 BUILDING PERMITS	1,535.84	0.87	10,099.43	1.08	33,000.00	-22,900.57
331000 GRANTS, GIFTS AND DONATIONS	0.00		2,964.00	0.32	5,000.00	-2,036.00
331200 JAG GRANT	0.00		21,108.00	2.26	64,000.00	-42,892.00
335000 STATE SHARED REVENUE	0.00		102,922.53	11.01	199,000.00	-96,077.47
335100 STATE LIQUOR APPORTIONMENT	0.00		42,610.00	4.56	99,000.00	-56,390.00
334400 COURT REVENUE	2,814.75	1.59	11,778.03	1.26	35,000.00	-23,221.97
335500 COUNTY SALES TAX	26,347.49	14.88	51,057.96	5.46	105,515.00	-54,457.04
353100 DOG LICENSES	807.00	0.46	5,061.00	0.54	9,500.00	-4,439.00
353200 DOG FINES	50.00	0.03	186.00	0.02	2,000.00	-1,814.00
353300 DOG IMPOUND	130.00	0.07	480.00	0.05	1,600.00	-1,120.00
371000 INTEREST EARNED	217.97	0.12	746.72	0.08	7,000.00	-6,253.28
373100 ENGINEERING COST REIMBURSEMENT	0.00		0.00	2.90	3,000.00	-3,000.00
379000 MISCELLANEOUS REVENUE	59.00	0.03	27,157.42		35,000.00	-7,842.58
379100 SANITATION CONTRACT	0.00		0.00		34,850.00	-34,850.00
398000 UNENCUMBERED FUNDS	0.00		0.00		47,912.00	-47,912.00
398100 UNENCUMBERED FUNDS	0.00		0.00		175,000.00	-175,000.00
398200 UNENCUMBERED FUNDS TO CAPITAL	0.00		0.00		183,528.00	-183,528.00
398300 UNENCUMBERED FUND FIRE	0.00		0.00		70,000.00	-70,000.00
Total Revenue	52,419.74	100.00	1,153,564.28	100.00	2,592,701.00	-1,439,136.72
Expenses						
LEGISLATIVE						
110 Salaries	900.00	0.51	4,500.00	0.48	10,800.00	6,300.00
200 Personnel Benefits	19.60	0.01	139.12	0.01	399.00	259.88
230 FICA	55.80	0.03	279.00	0.03	670.00	391.00
240 MEDICARE	13.05	0.01	65.25	0.01	157.00	91.75
260 Worker's Compensation	38.44	0.02	38.44	0.04	832.00	424.48
261 Retirement	101.88	0.06	407.52	0.04	832.00	424.48
270 Insurance	996.01	0.56	3,497.12	0.37	16,578.00	13,080.88
305 Election	0.00		0.00		200.00	200.00
350 Planning & Zoning Stipend	0.00		0.00		2,300.00	2,300.00
543 Dues & Subscriptions	0.00		3,306.22	0.35	4,000.00	693.78
544 Promotions and Donations	0.00		260.00	0.03	3,000.00	2,740.00
580 Travel/Meetings/Education	37.81	0.02	478.02	0.05	3,000.00	2,521.98
610 Supplies-Operating	65.00	0.04	1,056.85	0.11	2,000.00	943.15
613 Economic Development	1,085.00	0.61	1,578.21	0.17	20,000.00	18,421.79
810 Donation-Soil Conservation	0.00		0.00		1,000.00	1,000.00

1 GENERAL

CODE	DESCRIPTION	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
811	Donation-Payette Museum	0.00		0.00		2,500.00	2,500.00
812	Donation-Snake River Transit	0.00		5,000.00	0.53	10,000.00	5,000.00
813	Donation - Annual	865.00	0.49	865.00	0.09	2,000.00	1,135.00
	Account Total	4,177.59	2.36	21,470.75	2.30	79,573.00	58,102.25
EXECUTIVE							
110	Salaries	300.00	0.17	1,500.00	0.16	3,600.00	2,100.00
200	Personnel Benefits	5.52		39.96		80.00	40.04
230	FICA	18.60	0.01	93.00	0.01	223.00	130.00
240	MEDICARE	4.35		21.75		52.00	30.25
260	Worker's Compensation	6.40		6.40	0.02	18.00	11.60
261	Retirement	33.96	0.02	169.80	0.28	416.00	246.20
270	Insurance	417.58	0.24	2,601.26	0.28	5,032.00	2,430.74
544	Promotions and Donations	0.00		443.13	0.05	1,000.00	556.87
581	Mayor's Youth Advisory Council	0.00		0.00		2,000.00	2,000.00
613	Economic Development	0.00		277.97	0.03	13,000.00	12,722.03
	Account Total	786.41	0.44	5,153.27	0.55	25,421.00	20,267.73
ADMINISTRATION							
110	Salaries	6,444.83	3.64	36,918.58	3.95	90,200.00	53,281.42
130	Overtime	0.99		633.40	0.07	200.00	-433.40
200	Personnel Benefits	12.88	0.01	90.78	0.01	121.22	121.22
230	FICA	399.66	0.23	2,328.30	0.25	5,922.00	3,263.70
240	MEDICARE	93.44	0.05	544.52	0.06	1,308.00	763.48
260	Worker's Compensation	272.22	0.15	272.22	0.04	382.00	109.78
261	Retirement	729.69	0.41	4,155.53	0.44	10,418.00	6,262.47
270	Insurance	1,313.98	0.74	6,520.37	0.70	17,949.00	11,428.63
300	Professional Purchased Services	175.00	0.10	8,682.75	0.93	25,000.00	16,317.25
320	Legal	2,700.00	1.52	17,253.44	1.85	50,000.00	32,746.56
340	Building Inspection	599.74	0.34	9,829.64	1.05	25,000.00	15,170.36
344	Employee Drug Testing	0.00		75.00	0.01	30.00	-45.00
360	Comprehensive & Strategic Plan	0.00		0.00		60,000.00	60,000.00
410	Utilities	951.72	0.54	3,468.43	0.37	10,000.00	6,531.57
420	Custodial & Cleaning	625.00	0.35	2,500.00	0.27	8,600.00	6,100.00
430	Repair and Maint-Other	276.73	0.16	306.68	0.03	4,000.00	3,693.32
505	Postage	0.00		132.00	0.01	2,700.00	2,568.00
530	Telephone & Communication	180.09	0.10	1,314.86	0.14	5,000.00	3,685.14
531	Information Technology	251.41	0.14	9,089.40	0.97	20,000.00	10,910.60
540	Advertising & Publishing	314.64	0.18	874.38	0.09	5,000.00	4,125.62
541	Printing & Binding	0.00		500.00	0.05	5,000.00	4,500.00
543	Dues & Subscriptions	0.00		1,617.89	0.17	5,394.00	3,776.11
580	Travel/Meetings/Education	1,085.00	0.61	1,216.40	0.13	5,000.00	3,783.60
610	Supplies-Operating	581.61	0.33	1,921.48	0.21	9,000.00	7,078.52
612	Supplies-Other	0.00		190.55	0.02	7,000.00	6,809.45
714	Capital Outlay - Misc	0.00		0.00		41,000.00	41,000.00
773	Capital Outlay - Copier	1,083.84	0.61	2,666.20	0.29	5,000.00	2,333.80
830	Sales Tax	0.00		0.00		25.00	25.00
	Account Total	18,092.47	10.21	113,102.80	12.10	419,010.00	305,907.20
ENFORCEMENT							
110	Salaries	2,648.08	1.50	14,990.56	1.60	34,995.00	20,004.44

1 GENERAL

	Actual Period to Date	%	Actual Year-to-Date	%	Annual Budget	Variance
200 Personnel Benefits	9.20	0.01	58.42	0.01	133.00	74.58
230 FICA	164.18	0.09	929.41	0.10	2,170.00	1,240.59
240 MEDICARE	38.40	0.02	217.36	0.02	507.00	289.64
250 Worker's Compensation	417.44	0.24	417.44	0.04	766.00	348.56
261 Retirement	299.76	0.17	1,696.93	0.18	4,042.00	2,345.07
270 Insurance	649.92	0.37	3,249.60	0.35	7,824.00	4,574.40
300 Professional Purchased Services	0.00		0.00		2,500.00	2,500.00
342 Impoundment/Code Enforcement	0.00		0.00		3,000.00	3,000.00
344 Employee Drug Testing	0.00		0.00		30.00	30.00
410 Utilities	289.22	0.16	742.36	0.08	2,000.00	1,257.64
431 Repair and Maint-Auto	0.00		0.00		1,000.00	1,000.00
432 Repair and Maint-Buildings	0.00		0.00		1,000.00	1,000.00
505 Postage	0.00		0.00		500.00	500.00
530 Telephone & Communication	0.00		0.00		312.00	312.00
540 Advertising & Publishing	0.00		73.13	0.01	500.00	500.00
543 Dues & Subscriptions	0.00		0.00		80.00	80.00
580 Travel/Meetings/Education	100.00	0.06	100.00	0.01	1,000.00	900.00
610 Supplies-Operating	0.00		173.38	0.02	2,500.00	2,326.62
626 Gas and Oil	95.88	0.05	439.17	0.05	3,000.00	2,560.83
Account Total	4,712.08	2.66	23,087.76	2.47	67,859.00	44,771.24
LAW ENFORCEMENT						
110 Salaries	51,268.33	28.94	322,592.91	34.51	692,726.00	370,133.09
130 Overtime	735.32	0.42	2,093.62	0.22	1,500.00	-593.62
200 Personnel Benefits	138.00	0.08	615.43	0.07	1,928.00	1,312.57
230 FICA	3,232.85	1.83	20,142.04	2.15	43,042.00	22,899.96
240 MEDICARE	756.04	0.43	4,710.55	0.50	10,066.00	5,355.45
260 Worker's Compensation	15,615.09	8.82	15,615.09	1.67	29,740.00	14,124.91
261 Retirement	6,053.52	3.42	36,548.42	3.91	81,842.00	45,293.58
270 Insurance	13,692.34	7.73	71,908.03	7.69	175,441.00	103,532.97
341 Prisoner Care/Investigation	138.75	0.08	283.75	0.03	2,000.00	1,716.25
343 Drug Enforcement	95.98	0.05	95.98	0.01	1,500.00	1,404.02
344 Employee Drug Testing	25.00	0.01	25.00	0.03	500.00	475.00
410 Utilities	83.66	0.05	300.67	0.03	2,500.00	2,199.33
430 Repair and Maint-Other	0.00		845.80	0.09	4,000.00	3,154.20
431 Repair and Maint-Auto	0.00		0.00		7,775.86	7,775.86
450 Contract Services	1,315.23	0.74	4,224.14	0.45	12,000.00	7,775.86
505 Postage	0.00		0.00		30,550.00	30,550.00
530 Telephone & Communication	74.35	0.04	166.20	0.02	1,000.00	833.80
531 Information Technology	222.09	0.13	1,502.47	0.16	6,100.00	4,597.53
543 Dues & Subscriptions	240.00	0.14	821.99	0.09	4,500.00	3,678.01
545 Animal Rescue	0.00		6,762.71	0.72	7,894.00	1,131.29
560 Uniforms	0.00		161.08	0.02	0.00	-161.08
580 Travel/Meetings/Education	631.55	0.36	2,659.10	0.28	8,000.00	5,340.90
610 Suppliers-Operating	362.56	0.20	1,758.01	0.19	7,500.00	5,741.99
612 Suppliers-Other	378.20	0.21	3,709.96	0.40	8,000.00	4,290.04
614 Minor Equipment	300.94	0.17	1,354.86	0.14	3,500.00	2,145.14
626 Gas and Oil	306.51	0.17	665.21	0.07	4,000.00	3,334.79
746 Capital Outlay - Vehicles	1,478.87	0.83	6,658.32	0.71	30,000.00	23,341.68
747 Capital Outlay - Computer	0.00		3,000.00	0.32	3,000.00	0.00
767 Capital Outlay - Computer	2,988.41	1.69	2,988.41	0.32	70,000.00	67,011.59
	0.00		1,770.00	0.19	2,000.00	230.00

1 GENERAL

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
773 Capital Outlay - Copier	295.09	0.17	1,536.59	0.16	2,400.00	863.41
825 JAG GRANT	0.00		0.00		1,900.00	1,900.00
Account Total	100,428.68	56.70	515,516.34	55.14	1,249,129.00	733,612.66
FIRE PROTECTION						
110 Salaries	14,864.40	8.39	88,212.54	9.44	199,902.00	111,689.46
116 Salaries-Firemen Paid Call	32.25	0.02	2,791.00	0.30	25,000.00	22,209.00
117 Salaries-Drill Night	417.12	0.24	4,008.71	0.43	15,000.00	10,991.29
200 Personnel Benefits	41.35	0.02	244.01	0.03	1,115.00	870.99
230 FICA	13.51	0.01	371.48	0.04	2,480.00	2,108.52
240 MEDICARE	221.73	0.13	1,376.26	0.15	3,479.00	2,102.74
250 Reserve for Unemployment	67.67	0.04	67.67	0.01	0.00	-67.67
260 Worker's Compensation	6,536.06	3.69	6,583.36	0.70	12,702.00	6,118.64
261 Retirement	2,536.25	1.43	14,964.46	1.60	58,306.00	43,341.54
270 Insurance	3,385.62	1.91	16,938.32	1.81	40,359.00	23,420.68
344 Employee Drug Testing	0.00		0.00		500.00	500.00
410 Utilities	1,055.58	0.60	3,390.69	0.36	8,500.00	5,109.31
430 Repair and Maint-Other	0.00		83.86	0.01	900.00	816.14
431 Repair and Maint-Auto	1,418.07	0.80	3,739.76	0.40	8,500.00	4,760.24
432 Repair and Maint-Buildings	381.37	0.22	1,511.87	0.16	1,400.00	-111.87
433 Repair and Maint-Equipment	1,428.16	0.81	2,324.45	0.25	6,000.00	3,675.55
450 Contract Services	0.00		0.00		16,450.00	16,450.00
505 Postage	0.00		12.02	0.13	100.00	87.98
530 Telephone & Communication	234.68	0.13	1,201.79	0.13	4,500.00	3,298.21
531 Information Technology	0.00		65.00	0.01	1,000.00	935.00
543 Dues & Subscriptions	0.00		1,024.89	0.11	3,094.00	2,069.11
560 Uniforms	0.00		97.59	0.01	9,500.00	9,402.41
580 Travel/Meetings/Education	15.00	0.01	1,080.29	0.12	4,500.00	3,419.71
606 Public Education	0.00		0.00		1,000.00	1,000.00
610 Supplies-Operating	44.46	0.03	331.89	0.04	3,500.00	3,168.11
612 Supplies-Other	105.99	0.06	249.75	0.03	1,400.00	1,150.25
614 Minor Equipment	94.00	0.05	592.80	0.06	4,500.00	3,907.20
621 Medical Supplies	164.48	0.09	618.43	0.07	1,400.00	781.57
626 Gas and Oil	238.70	0.13	1,154.83	0.12	6,500.00	5,345.17
768 Capital Outlay -	0.00		31,860.03	3.41	70,000.00	38,139.97
826 Grants	0.00		2,966.12	0.32	5,000.00	2,033.88
Account Total	33,296.45	18.80	187,863.97	20.10	516,587.00	328,723.13
PARKS						
110 Salaries	5,656.00	3.19	31,082.40	3.32	73,790.00	42,707.60
120 Salaries-Part Time	0.00		5,895.20	0.63	41,310.00	35,414.80
130 Overtime	212.12	0.12	212.12	0.02	500.00	287.88
200 Personnel Benefits	18.40	0.01	116.84	0.01	266.00	149.16
230 FICA	363.83	0.21	1,940.30	0.21	4,575.00	2,634.70
240 MEDICARE	85.08	0.05	453.72	0.05	1,070.00	616.28
250 Reserve for Unemployment	1,438.72	0.81	1,438.72	0.15	0.00	-1,438.72
260 Worker's Compensation	2,026.28	1.14	2,026.28	0.22	3,900.00	1,873.72
261 Retirement	664.28	0.38	3,542.55	0.38	8,523.00	4,980.45
270 Insurance	1,808.28	1.02	9,041.40	0.97	21,786.00	12,744.60
344 Employee Drug Testing	0.00		18.75		200.00	181.25
410 Utilities	1,646.49	0.93	5,765.53	0.62	16,000.00	10,234.47

1 GENERAL

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
431 Repair and Maint-Auto	144.69	0.08	698.85	0.07	3,000.00	2,301.15
432 Repair and Maint-Buildings	0.00		155.25	0.02	3,500.00	3,344.75
433 Repair and Maint-Equipment	647.00	0.37	1,427.72	0.15	7,000.00	5,572.28
434 Repair and Maint-Docks	0.00		0.00		2,500.00	2,500.00
470 Tree Maintenance	0.00		0.00		2,500.00	2,500.00
480 Greenway	63.49	0.04	504.29	0.05	5,000.00	4,495.71
481 BMX PARK	0.00		524.99	0.06	4,000.00	3,475.01
505 Postage	0.00		0.00		20.00	20.00
530 Telephone & Communication	77.10	0.04	381.44	0.04	1,300.00	918.56
543 Dues & Subscriptions	0.00		545.89	0.06	1,382.00	836.11
580 Travel/Meetings/Education	460.23	0.26	640.23	0.07	1,000.00	359.77
610 Supplies-Operating	73.96	0.04	440.20	0.05	4,500.00	4,059.80
612 Supplies-Other	145.97	0.08	409.22	0.04	3,000.00	2,590.78
615 Chemicals	0.00		0.00		3,000.00	3,000.00
616 Plants and Seeds	0.00		194.85	0.02	2,000.00	1,805.15
626 Gas and Oil	99.03	0.06	1,210.24	0.13	8,500.00	7,289.76
740 Capital Outlay - Equipment	0.00		0.00		4,000.00	4,000.00
822 Forestry Projects	0.00		0.00		7,000.00	7,000.00
Account Total	15,630.95	8.82	68,666.98	7.35	235,122.00	166,455.02
Total Expenses	177,124.63	100.00	934,861.77	100.00	2,592,701.00	1,657,839.23
Net Income (Loss)	-124,704.89	-70.41	218,702.51	23.39		

CITY OF PAYETTE
Income Statement by Department
For the Accounting Period: 2 / 16

2 STREET

Revenue	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
311100 PROPERTY TAXES	3,750.14	6.36	249,793.86	76.60	411,861.00	-162,067.14
319100 PENALTY & INTEREST	117.24	0.20	1,612.88	0.49	4,000.00	-2,387.12
335300 HIGHWAY USERS TAX (GAS TAX)	0.00		70,123.03	21.50	321,000.00	-250,876.97
335500 COUNTY SALES TAX	2,498.07	4.24	5,374.60	1.65	10,000.00	-4,625.40
338100 ROAD & BRIDGE TAX	898.14	1.52	142,494.42	43.69	110,000.00	32,494.42
343200 ENCROACHMENT PERMIT RECEIPTS	0.00		350.00	0.11	1,600.00	-1,250.00
371000 INTEREST EARNED	136.89	0.23	468.79	0.14	700.00	-231.21
379000 MISCELLANEOUS REVENUE	0.00		739.70	0.23	3,000.00	-2,260.30
398100 UNENCUMBERED FUNDS	0.00		0.00		60,000.00	-60,000.00
398400 UNENCUMBERED FUNDS - Street	0.00		0.00		120,032.00	-120,032.00
399100 SPRING CLEAN UP	0.00		0.00		30,000.00	-30,000.00
Total Revenue	7,400.48	100.00	470,957.28	100.00	1,072,193.00	-601,235.72

Expenses

ADMINISTRATION	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
110 Salaries	3,644.80	6.19	20,010.40	6.14	47,565.00	27,554.60
130 Overtime	0.00		0.00		450.00	-450.00
200 Personnel Benefits	8.90	0.02	69.05	0.02	133.00	63.95
230 FICA	225.98	0.38	1,240.64	0.38	2,949.00	1,708.36
240 MEDICARE	52.85	0.09	290.12	0.09	690.00	399.88
250 Reserve for Unemployment	0.00		0.00		700.00	700.00
261 Retirement	412.58	0.70	2,265.17	0.69	5,494.00	3,228.83
270 Insurance	700.71	1.19	3,480.60	1.07	8,749.00	5,268.40
344 Employee Drug Testing	0.00		163.75	0.05	500.00	336.25
505 Postage	0.00		0.00		100.00	100.00
580 Travel/Meetings/Education	252.68	0.43	362.96	0.11	1,000.00	637.04
Account Total	5,298.50	8.99	27,882.69	8.55	68,330.00	40,447.31

SHOP

110 Salaries	3,310.75	5.62	18,075.42	5.54	42,804.00	24,728.58
200 Personnel Benefits	8.94	0.02	57.23	0.02	133.00	75.77
230 FICA	205.27	0.35	1,120.70	0.34	2,654.00	1,533.30
240 MEDICARE	48.01	0.08	262.10	0.08	621.00	358.90
260 Worker's Compensation	962.39	1.63	962.39	0.30	1,740.00	777.61
261 Retirement	374.78	0.64	2,046.12	0.63	4,944.00	2,897.88
270 Insurance	1,305.17	2.21	6,537.27	2.00	16,154.00	9,616.73
344 Employee Drug Testing	0.00		0.00		100.00	100.00
410 Utilities	1,135.18	1.93	3,409.10	1.05	7,000.00	3,590.90
431 Repair and Maint-Auto	38.32	0.07	40.81	0.01	1,500.00	1,459.19
530 Telephone & Communication	260.75	0.44	73.13	0.02	350.00	276.87
611 Supplies-Shop	54.92	0.09	1,136.43	0.35	6,000.00	4,863.57
626 Gas and Oil			229.08	0.07	1,500.00	1,270.92

2 STREET

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
STREET MAINTENANCE						
110 Salaries	14,898.80	25.28	79,462.06	24.37	178,545.00	99,082.94
130 Overtime	98.77	0.17	112.88	0.03	500.00	387.12
200 Personnel Benefits	46.56	0.08	256.39	0.08	665.00	408.61
230 FICA	927.37	1.57	4,923.87	1.51	11,070.00	6,146.13
240 MEDICARE	216.88	0.37	1,151.58	0.35	2,589.00	1,437.42
260 Worker's Compensation	8,839.39	15.00	8,839.39	2.71	16,220.00	7,380.61
261 Retirement	1,693.20	2.87	8,989.92	2.76	20,622.00	11,632.08
270 Insurance	5,345.72	9.07	26,587.31	8.15	64,170.00	37,582.69
300 Professional Purchased Services	0.00	0.00	3,241.62	0.99	20,000.00	16,758.38
410 Utilities	957.40	1.62	2,924.22	0.90	7,500.00	4,575.78
431 Repair and Maint-Auto	2,128.82	3.61	4,493.38	1.38	16,000.00	11,506.62
432 Repair and Maint-Buildings	85.97	0.15	214.67	0.07	3,000.00	2,785.33
433 Repair and Maint-Equipment	129.08	0.22	1,882.54	0.58	6,000.00	4,117.46
435 Repair and Maint-Bridges	0.00	0.00	321.45	0.10	3,000.00	2,678.55
436 Repair and Maint-Storm Sewer	0.00	0.00	1,713.95	0.53	5,000.00	3,286.05
465 Fees-Dig Line	22.30	0.04	104.47	0.03	500.00	395.53
505 Postage	0.00	0.00	0.00	0.00	50.00	50.00
530 Telephone & Communication	46.54	0.08	666.89	0.20	4,000.00	3,333.11
531 Information Technology	0.00	0.00	170.00	0.05	1,400.00	1,230.00
540 Advertising & Publishing	0.00	0.00	0.00	0.00	100.00	100.00
543 Dues & Subscriptions	0.00	0.00	595.90	0.18	3,394.00	2,798.10
601 Paint & Supplies	165.37	0.28	581.67	0.18	13,000.00	12,418.33
610 Supplies-Operating	630.22	1.07	4,749.10	1.46	12,000.00	7,250.90
612 Supplies-Other	209.70	0.36	1,214.69	0.37	5,500.00	4,285.31
615 Chemicals	0.00	0.00	0.00	0.00	6,000.00	6,000.00
626 Gas and Oil	320.35	0.54	2,284.66	0.70	15,000.00	12,715.34
627 Supplies-Sand/Gravel/Asphalt	0.00	0.00	2,767.55	0.83	110,000.00	107,292.45
628 Street Signs	0.00	0.00	285.00	0.09	3,000.00	2,715.00
740 Capital Outlay - Equipment	2,363.36	4.01	38,492.03	11.80	57,000.00	18,507.97
760 Capital Outlay - Streets -	0.00	0.00	0.00	0.00	150,000.00	150,000.00
Account Total	39,125.80	66.40	196,967.19	60.40	735,825.00	538,857.81
SNOW AND ICE						
130 Overtime	0.00	0.00	542.83	0.17	2,000.00	1,457.17
200 Personnel Benefits	0.00	0.00	1.43	0.00	0.00	-1.43
230 FICA	0.00	0.00	33.58	0.01	0.00	-33.58
240 MEDICARE	0.00	0.00	7.84	0.00	0.00	-7.84
261 Retirement	0.00	0.00	61.29	0.02	0.00	-61.29
270 Insurance	0.00	0.00	152.82	0.05	0.00	-152.82
433 Repair and Maint-Equipment	302.69	0.51	776.17	0.24	4,000.00	3,223.83
610 Supplies-Operating	37.77	0.06	37.77	0.01	2,500.00	2,462.23
626 Gas and Oil	142.22	0.24	908.74	0.28	4,500.00	3,591.26
627 Supplies-Sand/Gravel/Asphalt	0.00	0.00	9,121.11	2.80	10,000.00	878.89
740 Capital Outlay - Equipment	387.38	0.66	22,405.38	6.87	30,000.00	7,594.62
Account Total	870.06	1.48	34,048.96	10.44	53,000.00	18,951.04
STREET LIGHTING						

CITY OF PAVETTE
Income Statement by Department
For the Accounting Period: 2 / 16

2 STREET

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
410 Utilities	5,852.04	9.93	23,705.12	7.27	71,000.00	47,294.88
437 Repair and Maint-Lights	0.00		0.00		15,000.00	15,000.00
Account Total	5,852.04	9.93	23,705.12	7.27	86,000.00	62,294.88
STREET CLEANING						
110 Salaries	0.00		3,035.25	0.93	10,440.00	7,404.75
200 Personnel Benefits	0.00		12.42		0.00	-12.42
230 FICA	0.00		188.18	0.06	647.00	458.82
240 MEDICARE	0.00		44.01	0.01	151.00	106.99
425 Spring/Fall Cleanup	0.00		2,959.75	0.91	7,000.00	4,040.25
433 Repair and Maint-Equipment	47.96	0.08	1,624.57	0.50	7,000.00	5,375.43
461 Fees-Landfill	0.00		0.00		500.00	500.00
610 Supplies-Operating	0.00		679.62	0.21	4,500.00	3,820.38
612 Supplies-Other	0.00		0.00		300.00	300.00
626 Gas and Oil	29.95	0.05	1,020.04	0.31	7,000.00	5,979.96
Account Total	77.91	0.13	9,563.84	2.93	37,538.00	27,974.16
Total Expenses	58,928.79	100.00	326,117.58	100.00	1,072,193.00	746,075.42
Net Income (Loss)	-51,528.31	-87.44	144,839.70	44.41		

3 LIBRARY

Revenue	Actual Period to Date	%	Actual Year-to-Date	%	Annual Budget	Variance
311100 PROPERTY TAXES	1,927.11	7.21	127,556.05	130.16	210,438.00	-82,881.95
319100 PENALTY & INTEREST	74.47	0.28	1,080.86	1.10	2,900.00	-1,819.14
331000 GRANTS, GIFTS AND DONATIONS	5.49	0.02	128.74	0.13	6,000.00	-5,871.26
335000 STATE SHARED REVENUE	0.00	0.00	9,301.30	9.49	18,000.00	-8,698.70
335500 COUNTY SALES TAX	4,863.05	18.19	10,234.41	10.44	19,485.00	-9,250.59
335600 SALES TAX	38.40	0.14	141.60	0.14	350.00	-208.40
356000 RURAL DUES	634.00	2.37	2,873.20	2.93	7,000.00	-4,126.80
361000 FINES & FORFEITS	275.88	1.03	1,369.30	1.40	4,500.00	-3,130.70
371000 INTEREST EARNED	4.24	0.02	14.50	0.01	100.00	-85.50
379000 MISCELLANEOUS REVENUE	422.79	1.58	1,351.21	1.38	4,000.00	-2,648.79
398100 UNENCUMBERED FUNDS	0.00	0.00	0.00	0.00	4,904.00	-4,904.00
Total Revenue	8,245.43	100.00	154,051.17	100.00	277,677.00	-123,625.83

Expenses	Total Revenue	%	Actual	%	Annual Budget	Variance
LIBRARY	9,596.36	35.90	47,564.85	48.54	131,460.00	83,895.15
110 Salaries	31.50	0.12	182.23	0.19	554.00	371.77
200 Personnel Benefits	594.96	2.23	2,948.97	3.01	8,151.00	5,202.03
230 FICA	139.14	0.52	689.67	0.70	1,906.00	1,216.33
240 MEDICARE	0.00	0.00	0.00	0.00	3,605.00	3,605.00
250 Reserve for Unemployment	204.64	0.77	204.64	0.21	415.00	210.36
260 Worker's Compensation	1,086.31	4.06	5,384.35	5.49	15,184.00	9,799.65
261 Retirement	2,727.88	10.20	11,465.84	11.70	32,152.00	20,686.16
270 Insurance	0.00	0.00	25.00	0.03	75.00	50.00
344 Employee Drug Testing	0.00	0.00	4,985.70	5.09	15,000.00	10,014.30
410 Utilities	2,952.73	11.05	4,985.70	5.09	15,000.00	7,645.00
420 Custodial & Cleaning	1,705.00	6.38	3,355.00	3.42	11,000.00	7,645.00
430 Repair and Maint-Other	676.00	2.53	699.96	0.71	3,500.00	2,800.04
505 Postage	0.00	0.00	198.00	0.20	1,000.00	802.00
530 Telephone & Communication	1,035.25	3.87	1,500.99	1.53	3,760.00	2,259.01
531 Information Technology	85.00	0.32	520.25	0.53	1,700.00	1,179.75
532 E-Books	372.51	1.39	1,183.38	1.21	2,000.00	816.15
533 Audio/Visual	256.90	0.96	918.48	0.94	2,000.00	1,081.52
534 Book Replacement	142.63	0.53	412.83	0.42	2,000.00	1,587.17
540 Advertising & Publications	26.12	0.10	54.52	0.06	1,000.00	945.48
543 Dues & Subscriptions	515.10	1.93	3,930.99	4.01	7,565.00	3,634.01
580 Travel/Meetings/Education	0.00	0.00	320.08	0.33	1,000.00	679.92
607 Suppliers-Children's Programs	336.24	1.26	490.52	0.50	5,000.00	4,509.48
610 Suppliers-Other	474.42	1.77	1,702.34	1.74	4,000.00	2,297.66
620 Periodicals	5.97	0.02	189.77	0.19	500.00	310.23
745 Books - Library	0.00	0.00	370.59	0.38	1,000.00	629.41
753 Capital Outlay - Projects	3,297.98	12.34	6,936.21	7.08	15,000.00	8,063.79
	0.00	0.00	0.00	0.00	3,700.00	3,700.00

CITY OF PAYETTE
Income Statement by Department
For the Accounting Period: 2 / 16

3 LIBRARY

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
773 Capital Outlay - Copier	453.79	1.70	1,657.84	1.69	3,100.00	1,442.16
830 Sales Tax	15.60	0.06	103.20	0.11	350.00	246.80
Account Total	26,732.03	100.00	97,996.67	100.00	277,677.00	179,680.33
Total Expenses	26,732.03	100.00	97,996.67	100.00	277,677.00	179,680.33
Net Income (Loss)	-18,486.60	-69.16	56,054.50	57.20		

5 INSURANCE

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
Revenue						
311100 PROPERTY TAXES	92.29		2,223.03	5.10	68,511.00	-66,287.97
319100 PENALTY & INTEREST	22.13		427.26	0.98	0.00	427.26
371000 INTEREST EARNED	4.05		13.86	0.03	0.00	13.86
39200 WATER FUND PORTION	0.00		0.00		9,550.00	-9,550.00
399300 SEWER FUND PORTION	0.00		0.00		9,550.00	-9,550.00
Total Revenue	118.47	100.00	2,664.15	100.00	87,611.00	-84,946.85
Expenses						
INSURANCE						
520 Insurance - Liability	0.00		43,555.50	100.00	87,111.00	43,555.50
521 Insurance - Deductible	0.00		0.00		500.00	500.00
Account Total			43,555.50	100.00	87,611.00	44,055.50
Total Expenses	0.00		43,555.50	100.00	87,611.00	44,055.50
Net Income(Loss)	118.47		-40,891.35	-93.88		

6 RECREATION

Revenue	Actual Period to Date	%	Actual Year-to-Date	%	Annual Budget	Variance
311100 PROPERTY TAXES	477.00	2.45	30,002.31	39.03	48,086.00	-18,083.69
319100 PENALTY & INTEREST	28.28	0.15	461.87	0.60	1,300.00	-838.13
335000 STATE SHARED REVENUE	0.00		12,938.18	16.83	25,000.00	-12,061.82
335500 COUNTY SALES TAX	17,481.38	89.72	39,840.83	51.82	70,000.00	-30,159.17
350400 POOL REVENUE	3,005.00	15.42	13,644.28	17.75	72,000.00	-58,355.72
350500 POOL REVENUE - CONCESSION	0.00		0.00		6,000.00	-6,000.00
350600 POOL REVENUE - LESSONS	433.00	2.22	1,121.75	1.46	17,000.00	-15,878.25
350700 POOL REVENUE - SPECIAL EVENTS	200.00	1.03	500.00	0.65	1,000.00	-500.00
371000 INTEREST EARNED	62.52	0.32	214.14	0.28	300.00	-85.86
379000 MISCELLANEOUS REVENUE	12.00	0.06	135.00	0.18	2,000.00	-1,865.00
398000 UNENCUMBERED FUNDS	0.00		0.00		64,478.00	-64,478.00
Total Revenue	21,699.18	100.00	98,858.36	100.00	307,164.00	-208,305.64

Expenses

RECREATION	Actual Period to Date	%	Actual Year-to-Date	%	Annual Budget	Variance
110 Salaries	3,407.06	17.49	19,986.65	26.00	86,422.00	66,435.35
115 Salaries-Guards	2,763.41	14.18	12,848.52	16.71	51,840.00	38,991.48
130 Overtime	0.00		3.85	0.01	2,500.00	2,496.15
200 Personnel Benefits	9.20	0.05	58.42	0.08	357.00	298.58
230 FICA	382.58	1.96	2,036.03	2.65	8,572.00	6,535.97
240 MEDICARE	89.45	0.46	476.09	0.62	2,005.00	1,528.91
250 Reserve for Unemployment	0.00		0.00		1,505.00	1,505.00
260 Worker's Compensation	3,000.00	15.40	3,000.00	3.90	7,355.00	4,355.00
261 Retirement	444.74	2.28	2,656.29	3.46	9,982.00	7,325.71
270 Insurance	574.22	2.95	2,871.10	3.73	17,387.00	14,515.90
300 Professional Purchased Services	0.00		0.00		5,000.00	5,000.00
344 Employee Drug Testing	25.00	0.13	75.00	0.10	400.00	325.00
410 Utilities	4,288.36	22.01	16,952.68	22.05	44,000.00	27,047.32
430 Repair and Maint-Other	0.00		1,734.19	2.26	8,000.00	6,265.81
438 Repair and Maint-Pool	1,769.07	9.08	2,969.55	3.86	10,000.00	7,030.45
505 Postage	0.00		0.00		100.00	100.00
530 Telephone & Communication	128.06	0.66	572.64	0.74	2,000.00	1,427.36
531 Information Technology	0.00		63.75	0.08	3,000.00	2,936.25
540 Advertising & Publishing	0.00		0.00		500.00	500.00
543 Dues & Subscriptions	0.00		545.89	0.71	1,239.00	693.11
580 Travel/Meetings/Education	0.00		175.51	0.23	1,000.00	824.49
610 Suppliers-Operating	1,193.27	6.12	3,414.76	4.44	7,000.00	3,585.24
612 Suppliers-Other	100.97	0.52	185.54	0.24	3,500.00	3,314.46
615 Chemicals	1,096.34	5.63	5,594.60	7.28	10,000.00	4,405.40
617 Suppliers-Concession	0.00		0.00		4,000.00	4,000.00
618 Suppliers-Special Events	0.00		0.00		500.00	500.00
761 Capital Outlay-Contingency	0.00		0.00		5,000.00	5,000.00

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6 RECREATION

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
770 Capital Outlay	0.00		0.00		10,000.00	10,000.00
830 Sales Tax	212.52	1.09	656.97	0.85	4,000.00	3,343.03
Account Total	19,484.25	100.00	76,878.03	100.00	307,164.00	230,285.97
Total Expenses	19,484.25	100.00	76,878.03	100.00	307,164.00	230,285.97
Net Income (Loss)	2,214.93	11.37	21,980.33	28.59		

CITY OF PAYETTE
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7 AIRPORT

Revenue	Actual Period to Date	%	Actual Year-to-Date	%	Annual Budget	Variance
311100 PROPERTY TAXES	385.97	27.34	27,562.41	901.02	47,430.00	-19,867.59
319100 PENALTY & INTEREST	5.24	0.37	12.06	0.39	50.00	-37.94
320000 FUEL REVENUE	2,654.31	188.04	6,784.82	221.80	40,000.00	-33,215.18
331400 USER FEES	275.50	19.52	2,917.50	95.37	3,000.00	-82.50
334000 GRANT	0.00		0.00		337,500.00	-337,500.00
335000 STATE SHARED REVENUE	0.00		1,558.66	50.95	3,000.00	-1,441.34
371000 INTEREST EARNED	6.22		21.31	0.70	30.00	-8.69
398100 UNENCUMBERED FUNDS	0.00	0.44	0.00		35,000.00	-35,000.00
Total Revenue	3,327.24	100.00	38,856.76	100.00	466,010.00	-427,153.24

Expenses	Actual Period to Date	%	Actual Year-to-Date	%	Annual Budget	Variance
AIRPORT						
300 Professional Purchased Services	0.00		0.00		1,000.00	1,000.00
410 Utilities	285.17	20.20	969.90	31.71	2,500.00	1,530.10
420 Custodial & Cleaning	0.00		0.00		200.00	200.00
439 Repair and Maint-Airport	0.00		11.98	0.39	2,500.00	2,488.02
543 Dues & Subscriptions	0.00		0.00		60.00	60.00
580 Travel/Meetings/Education	0.00		0.00		250.00	250.00
610 Supplies-Operating	0.00		0.00		500.00	500.00
625 Fuel - Airport	0.00		2,077.16	67.90	35,000.00	35,000.00
629 Fuel - Expenses	1,126.37	79.80	0.00		4,000.00	1,922.84
731 Capital Outlay - Airport	0.00		0.00		420,000.00	420,000.00
Account Total	1,411.54	100.00	3,059.04	100.00	466,010.00	462,950.96
Total Expenses	1,411.54	100.00	3,059.04	100.00	466,010.00	462,950.96
Net Income (Loss)	1,915.70	135.72	35,797.72	1170.23		

20 CAPITAL IMPROVEMENT

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
Revenue						
311100 PROPERTY TAXES	17.39		396.34		0.00	396.34
319100 PENALTY & INTEREST	5.10		91.80		0.00	91.80
371000 INTEREST EARNED	39.84		136.45		200.00	-63.55
398200 UNENCUMBERED FUNDS TO CAPITAL	0.00		0.00		70,000.00	-70,000.00
Total Revenue	62.33	100.00	624.59	100.00	70,200.00	-69,575.41
Expenses						
CAPITAL IMPROVEMENT						
720 Capital Outlay - Buildings	0.00		0.00		50,200.00	50,200.00
765 Capital Outlay - Pool	0.00		0.00		10,000.00	10,000.00
766 Capital Outlay - Library	0.00		0.00		10,000.00	10,000.00
Account Total					70,200.00	70,200.00
Total Expenses	0.00		0.00		70,200.00	70,200.00
Net Income (Loss)	62.33		624.59			

21 RESERVE FOR PROJECTS

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
Revenue						
399000 TRANSFER FROM OTHER FUND	0.00		0.00		110,000.00	-110,000.00
Total Revenue	0.00	100.00	0.00	100.00	110,000.00	-110,000.00
Expenses						
TRUCK FUND - FIRE DEPT. 847 FIRE TRUCK REPLACEMENT Account Total	0.00		0.00		110,000.00	110,000.00
Total Expenses	0.00		0.00		110,000.00	110,000.00
Net Income (Loss)	0.00		0.00			

25 WATER

Revenue	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
346100 WATER METERED SALES	59,829.67	62.55	317,807.75	101.63	790,000.00	-472,192.25
346200 WATER CONNECTION FEES	875.00	0.91	6,250.00	2.00	15,000.00	-8,750.00
346900 OTHER REVENUE-WATER - FIRE	614.25	0.64	3,079.40	0.98	6,500.00	-3,420.60
361000 FINES & FORFEITS	3,680.00	3.85	19,760.80	6.32	45,000.00	-25,239.20
371000 INTEREST EARNED	38.47	0.04	132.03	0.04	250.00	-117.97
379000 MISCELLANEOUS REVENUE	36.56	0.04	725.22	0.23	2,000.00	-1,274.78
398100 UNENCUMBERED FUNDS	0.00		0.00		59,737.00	-59,737.00
Total Revenue	65,073.95	100.00	347,755.20	100.00	918,487.00	-570,731.80

Expenses

Expenses	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
WATER	12,928.20	13.52	71,718.43	22.93	210,806.00	139,087.57
110 Salaries	230.02	0.24	1,252.36	0.40	2,000.00	747.64
130 Overtime	59.84	0.06	352.02	0.11	1,145.00	792.98
200 Personnel Benefits	815.81	0.85	4,524.19	1.45	13,070.00	8,545.81
230 FICA	190.82	0.20	1,058.11	0.34	3,057.00	1,998.89
240 MEDICARE	3,311.64	3.46	3,311.64	1.06	8,055.00	4,743.36
260 Worker's Compensation	1,422.71	1.49	7,883.00	2.52	24,348.00	16,465.00
261 Retirement	5,740.96	6.00	28,726.54	9.19	82,520.00	53,793.46
270 Insurance	3,151.38	3.29	7,509.27	2.40	20,000.00	12,490.73
300 Professional Purchased Services	55.00	0.06	73.75	0.02	200.00	126.25
344 Employee Drug Testing	3,699.95	3.87	13,617.37	4.35	42,000.00	28,382.63
410 Utilities	0.00		820.80	0.26	3,000.00	2,179.20
430 Repair and Maint-Other	130.31	0.14	467.64	0.15	4,000.00	3,532.36
431 Repair and Maint-Auto	194.18	0.20	501.51	0.16	25,000.00	24,498.49
432 Repair and Maint-Buildings	0.00		15,195.20	4.86	40,000.00	24,804.80
440 Repair and Maint-Distribution	0.00		10,472.00	3.35	12,000.00	1,528.00
462 Fees-DEQ	6,575.99	6.87	7,025.91	2.25	18,000.00	10,974.09
463 Fees-Water Testing	22.30	0.02	104.47	0.03	300.00	195.53
465 Fees-Dig Line	1,571.62	1.64	3,349.45	1.07	10,000.00	6,650.55
505 Postage	0.00		632.05	0.20	2,000.00	1,367.95
530 Telephone & Communication	65.00	0.07	554.99	0.18	2,000.00	1,445.01
531 Information Technology	290.00	0.30	1,810.88	0.58	6,000.00	4,189.12
543 Dues & Subscriptions	500.00	0.52	527.78	0.17	3,000.00	2,472.22
580 Travel/Meetings/Education	1,730.20	1.81	2,855.50	0.91	6,000.00	3,144.50
610 Supplies-Operating	144.24	0.15	413.66	0.13	2,500.00	2,086.34
612 Supplies-Other	734.02	0.77	7,259.02	2.32	20,000.00	12,740.98
615 Chemicals	1,800.00	1.88	2,823.00	0.90	15,000.00	12,177.00
619 Meters	287.31	0.30	1,225.61	0.39	8,000.00	6,774.39
626 Gas and Oil	0.00		0.00		60,000.00	60,000.00
750 Capital Outlay - Water	0.00		27,425.00	8.77	35,000.00	7,575.00
751 Capital Outlay - Rehab Wells	0.00		0.00		35,000.00	35,000.00
752 Capital Outlay -	0.00		0.00		32,785.00	32,785.00

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25 WATER

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
755 Capital Outlay - Water Master	43,700.00	45.69	57,727.00	18.46	105,000.00	47,273.00
762 Capital Outlay - Projects	0.00		0.00		10,000.00	10,000.00
844 Transfer to Water Rehab Fund	6,300.00	6.59	31,500.00	10.07	75,600.00	44,100.00
846 Transfer to Other Fund	0.00		0.00		9,550.00	9,550.00
Account Total	95,651.50	100.00	312,718.15	100.00	918,487.00	605,768.85
Total Expenses	95,651.50	100.00	312,718.15	100.00	918,487.00	605,768.85
Net Income (Loss)	-30,577.55	-31.97	35,037.05	11.20		

26 SEWER

Revenue	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
347100 SEWER SERVICE REVENUE	119,896.89	199.39	555,530.21	140.80	1,370,000.00	-814,469.79
347200 SEWER CONNECTION FEES	750.00	1.25	3,750.00	0.95	8,000.00	-4,250.00
361000 FINES & FORFEITS	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
371000 INTEREST EARNED	140.46	0.23	482.77	0.12	1,100.00	-617.23
371150 BAB INTEREST	0.00	0.00	11,915.41	3.02	12,000.00	-84.59
379000 MISCELLANEOUS REVENUE	-2,369.00	-3.94	129.66	0.03	7,000.00	-6,870.34
398200 UNENCUMBERED FUNDS TO CAPITAL	0.00	0.00	0.00	0.00	143,206.00	-143,206.00
Total Revenue	118,418.35	100.00	571,808.05	100.00	1,551,306.00	-979,497.95

Expenses

SEWER	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
110 Salaries	18,504.19	30.77	103,723.80	26.29	251,842.00	148,118.20
130 Overtime	930.72	1.55	3,213.28	0.81	6,000.00	2,786.72
200 Personnel Benefits	47.19	0.08	289.78	0.07	800.00	510.22
230 FICA	1,203.13	2.00	6,622.82	1.68	15,573.00	8,950.18
240 MEDICARE	281.39	0.47	1,548.93	0.39	3,642.00	2,093.07
260 WORKER'S COMPENSATION	4,599.01	7.65	4,599.01	1.17	9,935.00	5,335.99
261 Retirement	2,129.88	3.54	11,714.74	2.97	29,012.00	17,297.26
270 Insurance	5,206.88	8.66	26,448.93	6.70	68,234.00	41,785.07
300 Professional Purchased Services	1,275.50	2.12	1,800.50	0.46	75,000.00	73,199.50
344 Employee Drug Testing	0.00	0.00	73.75	0.02	500.00	426.25
410 Utilities	9,944.79	16.54	37,895.18	9.60	100,000.00	62,104.82
430 Repair and Maint-Other	0.00	0.00	129.80	0.03	1,000.00	870.20
431 Repair and Maint-Auto	880.77	1.46	2,015.14	0.51	7,000.00	4,984.86
441 Repair and Maint-Plant	2,172.52	3.61	6,903.98	1.75	45,000.00	38,096.02
442 Repair and Maint-Collection	0.00	0.00	5,549.51	1.41	50,000.00	44,450.49
460 Sludge Disposal	1,423.28	2.37	2,301.75	0.58	10,000.00	7,698.25
464 Fees-Lab Testing	358.88	0.60	3,681.64	0.93	14,000.00	10,318.36
465 Fees-Dig Line	22.30	0.04	104.46	0.03	300.00	195.54
505 Postage	1,628.26	2.71	3,758.26	0.95	11,000.00	7,241.74
530 Telephone & Communication	128.08	0.21	690.39	0.17	2,500.00	1,809.61
531 Information Technology	0.00	0.00	1,161.69	0.29	1,500.00	338.31
543 Dues & Subscriptions	851.00	1.43	2,483.88	0.63	9,000.00	6,516.12
580 Travel/Meetings/Education	0.00	0.00	665.00	0.17	3,500.00	2,835.00
610 Supplies-Operating	1,892.72	3.15	5,324.17	1.35	11,000.00	5,675.83
615 Chemicals	0.00	0.00	5,417.56	1.37	40,000.00	34,582.44
626 Gas and Oil	340.41	0.57	933.68	0.24	6,000.00	5,066.32
635 Rehab Projects	6,300.00	10.48	31,500.00	7.98	75,000.00	44,100.00
762 Capital Outlay - Projects	0.00	0.00	12,063.94	3.06	25,000.00	12,936.06
763 Capital Outlay - CMOW,	0.00	0.00	0.00	0.00	77,818.00	77,818.00
764 Capital Outlay -	0.00	0.00	0.00	0.00	435,000.00	435,000.00
846 Transfer to Other Fund	0.00	0.00	0.00	0.00	9,550.00	9,550.00

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26 SEWER

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
901 Debt Service-DEQ	0.00	100.00	111,943.17	28.37	156,000.00	44,056.83
Account Total	60,130.90	100.00	394,558.74	100.00	1,551,306.00	1,156,747.26
Total Expenses	60,130.90	100.00	394,558.74	100.00	1,551,306.00	1,156,747.26
Net Income (Loss)	58,287.45	96.93	177,249.31	44.92		

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30 SANITATION

Revenue	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
345100 GARBAGE COLLECTION	27,029.61	101.85	134,671.07	90.33	305,000.00	-170,328.93
345200 CART RENTAL COLLECTION	5,639.47	21.25	28,184.85	18.91	67,000.00	-38,815.15
371000 INTEREST EARNED	16.53	0.06	56.65	0.04	100.00	-43.35
398200 UNENCUMBERED FUNDS TO CAPITAL	0.00		0.00		30,000.00	-30,000.00
Total Revenue	32,685.61	100.00	162,912.57	100.00	402,100.00	-239,187.43
Expenses						
SANITATION						
451 Contract-Hauling	21,000.00	79.13	121,201.66	81.30	270,000.00	148,798.34
452 Contract-Cart Rental	5,539.44	20.87	27,880.53	18.70	67,000.00	39,119.47
605 Suppliers-Office	0.00		0.00		300.00	300.00
841 Transfer to General Fund	0.00		0.00		34,800.00	34,800.00
843 Transfer to Streets	0.00		0.00		30,000.00	30,000.00
Account Total	26,539.44	100.00	149,082.19	100.00	402,100.00	253,017.81
Total Expenses	26,539.44	100.00	149,082.19	100.00	402,100.00	253,017.81
Net Income (Loss)	6,146.17	23.16	13,830.38	9.28		

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31 WATER REHAB PROJECT

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
Revenue						
371000 INTEREST EARNED	241.45		826.93		1,000.00	-173.07
398000 UNENCUMBERED FUNDS	0.00		0.00		3,400.00	-3,400.00
399000 TRANSFER FROM OTHER FUND	6,300.00		31,500.00		75,600.00	-44,100.00
Total Revenue	6,541.45	100.00	32,326.93	100.00	80,000.00	-47,673.07
Expenses						
Water Rehab Projects					80,000.00	80,000.00
800 Projects					80,000.00	80,000.00
Account Total	0.00		0.00		80,000.00	80,000.00
Total Expenses	0.00		0.00		80,000.00	80,000.00
Net Income (Loss)	6,541.45		32,326.93			

32 SEWER REHAB PROJECT

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
Revenue						
371000 INTEREST EARNED	146.06		500.32		0.00	500.32
399000 TRANSFER FROM OTHER FUND	6,300.00		31,500.00		75,600.00	-44,100.00
Total Revenue	6,446.06	100.00	32,000.32	100.00	75,600.00	-43,599.68
Expenses						
Sewer Rehab Project					75,600.00	75,600.00
800 Projects					75,600.00	75,600.00
Account Total	0.00		0.00		75,600.00	75,600.00
Total Expenses	0.00		0.00		75,600.00	75,600.00
Net Income(Loss)	6,446.06		32,000.32			

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	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
Revenue						
31110 ASSESSMENT RECEIPTS	66.24		15,382.24	128.82	6,000.00	9,382.24
319100 PENALTY & INTEREST	0.00		318.90	2.67	200.00	118.90
371000 INTEREST EARNED	19.48		66.69	0.56	75.00	-8.31
398000 UNENCUMBERED FUNDS	0.00		0.00		7,166.00	-7,166.00
Total Revenue	85.72	100.00	15,767.83	100.00	13,441.00	2,326.83
Expenses						
DEBT SERVICE						
902 Debt Service-LID 98-1	0.00		11,941.00	100.00	11,941.00	0.00
905 Other Expenses	0.00		0.00		1,500.00	1,500.00
Account Total			11,941.00	100.00	13,441.00	1,500.00
Total Expenses	0.00		11,941.00	100.00	13,441.00	1,500.00
Net Income (Loss)	85.72		3,826.83	32.05		

CITY OF PAYETTE
Income Statement by Department
For the Accounting Period: 2 / 16

45 REVOLVING LOAN

Revenue	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
371000 INTEREST EARNED	39.98	30.99	136.92	1.26	150.00	-13.08
379000 MISCELLANEOUS REVENUE	0.00		1,260.00	11.56	3,600.00	-2,340.00
398100 UNENCUMBERED FUNDS	0.00		0.00		96,250.00	-96,250.00
Total Revenue	39.98	100.00	1,396.92	100.00	100,000.00	-98,603.08
Expenses						
REVOLVING LOAN						
850 Business Loans	0.00		0.00		100,000.00	100,000.00
851 FACADE GRANT	129.00	100.00	10,896.68	100.00	0.00	-10,896.68
Account Total	129.00	100.00	10,896.68	100.00	100,000.00	89,103.32
Total Expenses	129.00	100.00	10,896.68	100.00	100,000.00	89,103.32
Net Income (Loss)	-89.02	-69.01	-9,499.76	-87.18		

CITY OF PAYETTE
Income Statement by Department
For the Accounting Period: 2 / 16

49 HEALTH INSURANCE

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
Revenue						
371000 INTEREST EARNED	53.63	15.24	183.58	1.37	0.00	183.58
398100 UNENCUMBERED FUNDS	0.00		0.00		50,000.00	-50,000.00
Total Revenue	53.63	100.00	183.58	100.00	50,000.00	-49,816.42
Expenses						
HEALTH CARE REIMBURSEMENT						
271 Health Care Reimbursement	351.79	100.00	1,689.54	12.57	35,000.00	33,310.46
272 Health Reimbursement Account	0.00		11,752.74	87.43	15,000.00	3,247.26
Account Total	351.79	100.00	13,442.28	100.00	50,000.00	36,557.72
Total Expenses	351.79	100.00	13,442.28	100.00	50,000.00	36,557.72
Net Income(Loss)	-298.16	-84.76	-13,258.70	-98.63		

03/14/16
13:40:40

CITY OF PAYETTE
Income Statement by Department
For the Accounting Period: 2 / 16

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53 IMPACT FEES

Revenue	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget	Variance
341310 IMPACT FEES - POLICE	0.00		2,884.00		0.00	2,884.00
341320 IMPACT FEES - FIRE	0.00		1,452.00		0.00	1,452.00
Total Revenue	0.00	100.00	4,336.00	100.00	0.00	4,336.00
Net Income (Loss)	0.00		4,336.00			

03/14/16
13:40:40

CITY OF PAYETTE
Income Statement by Department
For the Accounting Period: 2 / 16

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54 DEBT SERVICES

	Actual Period to Date	%	Actual Year-to-Date	%	Annual Budget	Variance
Revenue						
311120 BOND RECEIPTS - LIBRARY	455.51		29,445.96	47.73	49,199.00	-19,753.04
371150 BAB INTEREST	0.00		12,397.47	20.09	12,500.00	-102.53
Total Revenue	455.51	100.00	41,843.43	100.00	61,699.00	-19,855.57
Expenses						
DEBT SERVICE						
900 Debt Service	0.00		61,699.00	100.00	61,699.00	0.00
Account Total	0.00		61,699.00	100.00	61,699.00	0.00
Total Expenses	0.00		61,699.00	100.00	61,699.00	0.00
Net Income (Loss)	455.51		-19,855.57	-32.18		



CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor & Members of the Payette City Council
From: Bobbie Black, Deputy City Clerk (bw)
Date: 3/15/2016
Re: Building Permits & Business License

	<u>BUILDING PERMITS</u>	<u>BUSINESS LICENSE</u>
January 2016	0	3
February 2016	2	1
March 2016		
April 2016		
May 2016		
June 2016		
July 2016		
August 2016		
September 2016		
October 2016		
November 2016		
December 2016		

MINUTES
Administration & Finance Committee Meeting
March 8, 2016

A meeting of the Administration and Finance Committee was called to order at 4:00 PM in the Break Room at City Hall, 700 Center Avenue.

ROLL CALL

Members Present: Councilor Jensen, Councilor Nelson, Kathy Patrick, Vonnie Paul,
Councilor Massey and Kevin Coats (arriving at 4:17)
Members Absent: None
Staff Present: Mary Cordova, Mayor Williams & Bobbie Black
Also Present: Erin Haley & Stephen Cook

Massey opened the meeting due to Coats being gone.

MINUTES

Motion was made by Nelson to approve the October 5, 2015 meeting minutes as written. The motion was seconded by Paul.

After a unanimous voice vote, the motion CARRIED.

AGENDA ITEMS

1. Election of Chairman/Vice Chairman:

Nelson made a motion to elect Massey as chairman of Admin & Finance Committee. The motion was seconded by Jensen.

After a unanimous voice vote, the motion CARRIED.

Nelson made a motion to elect Paul as vice-chairman of Admin & Finance Committee. The motion was seconded by Jensen.

After a unanimous voice vote, the motion CARRIED.

2. Proposed Code Change re: Appointed Officials: The Committee discussed the proposed code change for appointed officials. Nelson stated this change would require appointed officials to be appointed every two years. He stated in the past we haven't done this. Massey stated the reason for this change is to clarify when we would do reappointments and reappointment would be the first meeting in April. The City Attorney came up with draft ordinance after speaking with Massey. Ms. Cordova handed the committee a post from Jerry Mason on January 7, 2016 that stated "for clarification, state law requires appointment of the people who hold three city positions: clerk, treasurer and attorney. Others may be appointed pursuant to adopted city policy - not by tradition alone. Appointees serve until they are removed - or retire/resign, unless

their express appointment is for a fixed term (not recommended). Remember that appointment is different from conventional employment. Mayors can hire and fire those who aren't appointed. Appointments involve the council for confirmation or removal. Only mayors can appoint, councils confirm. Removal has to follow the statutory procedure – not just firing." Nelson stated he reads it as once your appointed you're appointed. Jensen asked for clarification on how we do it now. Massey stated his interpretation is when a new mayor comes in it was done then. Nelson stated he doesn't remember if Heleker reappointed every time. If Mayor appoints it has to be confirmed by Council. If he doesn't re-appoint there is nothing to vote on. If an appointed official is dismissed by Mayor, it has to have Council approval. Ms. Cordova stated we are making sure we are following state code. Appointment is until the appointed official is removed. Nelson stated back in the days we had a lot of appointed officials and City Council repealed those sections of code. Jensen stated by having every two years it gives the new City Council time to see how it is going to work out. Nelson stated he thinks two years is too often. Paul agrees with Nelson, the City needs people that know what is going on and we need to have experienced people in key positions. Jensen stated the reason this came up is so the new City Council to be able to have input and say on appointed officials. If we have a more involved City Council, the better off we are. Massey stated it was to clarify and reengage the City Council and this gives a window of opportunity. Nelson stated he is not crazy about it and like the window and would be for this if a new Mayor comes on board, then they can appoint. Jensen stated that a couple of councilors didn't understand why they didn't have any input in this decision. Paul stated even six months is not long enough when only meet twice a month. Nelson stated this would create instability within the City. Ms. Cordova stated that is why the Mayor is given the power to appoint. Mayor Williams stated he had the opportunity to talk to the department heads and the question came up are they next. Jensen state he has heard from two department heads and they like the idea of every two years. Patrick asked if appointed for life and it was stated no the Mayor would re-appoint if he chose to.

Paul made a motion to table this item for further review.
The motion was seconded by Nelson.

After a voice vote, with Jensen voting No, the motion
CARRIED.

3. Discussion of Purchasing Policy: Ms. Cordova stated this is a policy that we do already, we are just putting it in writing. The only thing that is new is the retirement event and gift requirements. A retiring police officer receives his duty weapon also. Massey asked what started this and Ms. Cordova stated we do this already, just putting in writing. Mr. Massey asked if she was the risk manager and Ms. Cordova stated we all take care of different items for risk management. Patrick thought \$500 was a lot of money to spend on a party, maybe \$500 for everything. Massey asked about staff providing or doing a potluck. Paul asked about the liability of staff providing food for the public.

Patrick made a motion to recommend to City Council to
adopt the purchasing policy as presented with the

retirement/party total of \$500. The motion was seconded by Paul.

Ms. Cordova stated there are a couple of grammar errors, inventory tracking form, and adding holiday for bills that will be correct.

After a unanimous voice vote, the motion CARRIED.

4. IntegraFlex proposal: The Committee was provided with a proposal from IntegraFlex for the City's HRA, Cobra & Bridge management. We currently use Prime Pay, but have had numerous problems with them. Patrick stated she likes staying local.

Jensen made a motion to recommend to City Council to accept the IntegraFlex proposal as the new provider. The motion was seconded by Coats.

After a unanimous voice vote, the motion CARRIED.

5. Payette County – tax cancellation: Ms. Cordova informed the Committee of the letter we received regarding a \$20,406.96 in tax money the City will be receiving for this budget year. The deficit will be spread out amongst departments as allocated.
6. Discussion of Personnel Policy/Volunteer Policy: Discussion followed regarding volunteers for the City. They are covered under the City's workman's comp, but we need to have timecards on hours they volunteered and information on each one, just like other employees.
7. FY 16 Budget Report: The Committee was provided the February revenue and expenditure statements.

GENERAL DISCUSSION

Next meeting will be April 5th, 2016 at 4:00 PM

CITIZENS COMMENTS

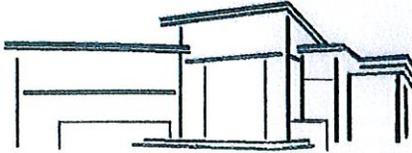
Massey stated he will be gone for the next meeting.

ADJOURN

A motion was made by Jensen and seconded by Coates to adjourn meeting at 5:30 PM.

After a unanimous voice vote, the motion CARRIED.

Bobbie Black, Deputy City Clerk
Recording Secretary



Payette Public Library
24 South 10th Street
Payette, ID 83661



PAYETTE PUBLIC LIBRARY BOARD MEETING MINUTES
March 10, 2016

Roll Call: Board members Philippa Smith, Isabel Brito, Erica Bazil and Stephen Cook were present. Nancy Dale, City Council Liaison, Erin Haley, Library Director were present.
City Staff: Mary Cordova, City Clerk and Jeff Williams, Mayor were present.

Stephen called the meeting to order at 5:08pm.

Approval of Agenda:

Erica moved to accept the agenda as amended to add Kevin Tomlinson, Phiippa seconded. All approved.

Approval of Minutes:

Stephen moved to approve the February 11th, 2016 meeting minutes as amended, Erica seconded. All approved.

Treasurer's Report:

Stephen reported that the cost of phone lines seems excessive that the board should consider VoIP phones as an alternative. Library Director Erin Haley distributed the plans that had been received as proposals thus far, however voiced that she would like at least one more comparison before coming to a conclusion.

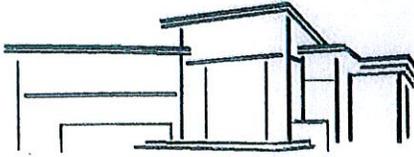
Phillipa then made a motion to have the results discussed on next month's agenda, along with the results of an audit done through Idaho Power. Stephen seconded. All approved.

Approval of Bills:

Library Liaison Nancy Dale spoke to the library board regarding their current calendar issues, and the current City Council Resolution Centurylink, Windstream, City of Payette-Water, Intermountain Gas and Allied Solutions (copier). On the current resolution, Columbia Bank VISA, Hardin Sanitation and Idaho Power.

Philippa made a motion to allow the City to pay the listed bills before the regular Library Board meeting: Cableone, Centurylink, Windstream, Larry Rhinehart, City of Payette, Water, Intermountain Gas and Allied Solutions (copy machine), in addition to those listed in Resolution #2015-13. Isabel seconded. All approved.

A motion was made by Isabel and seconded by Philippa to approve the bills in the amount of \$5635.38. All approved.



Payette Public Library
 24 South 10th Street
 Payette, ID 83661



Director's Report:

Highlights

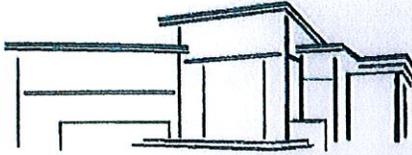
- 2/24-26: Idaho Commission for Libraries Makerspace Training, Boise
- 2/29: Kevin Tomlinson from ICfL came to Payette and assisted with policy writing.
- 3/2: New Hours implemented at library. The first Monday the library was open to the public saw 120 patrons. The overall attendance on Saturdays in the past six months has not exceeded this number.
- 3/7: City Council Meeting
- 3/8: City of Payette Administrative & Finance Committee meeting

Programs

Event	Attendance
Storytime	221
Maker Space	49
LEGO Club	117
Kindergarten Storytime	258
Preschool Storytime	74
Adult Programming	4
	Total: 719

Library Statistics

	February FY15/16	February FY14/15
Patron Count	2719	2832
Computer Sessions	679	890
Items Checked Out	6456	6690
New Items Added	234	274
Monetary Intake	\$971.55	\$1275.33



Payette Public Library
24 South 10th Street
Payette, ID 83661



THE COUNTDOWN TO
Spring Break

FRIDAY 3/18: MOVIE @3PM

CHIPMUNKS: ROAD CHIP

MONDAY 3/21: BOARD GAMES 1-3PM

TUESDAY 3/22: STORY TIME @10:15AM &
MAKERSPACE! @4PM

WEDNESDAY 3/23: STORYTIME @ 10:15 & 5PM

OPEN INTEREST ANIMAE CLUB @2PM

THURSDAY 3/24:

MOVIE @11AM THE GOOD DINOSAUR

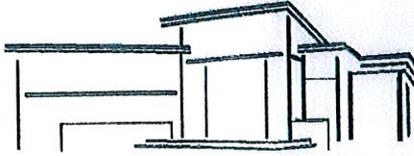
& LEGO CLUB @3:30-5:00PM

FRIDAY 3/25: MOVIE @3PM PEANUTS MOVIE



(208) 642-6029

<http://payette.lili.org>



Payette Public Library
24 South 10th Street
Payette, ID 83661



New Business

Kevin Tomlinson was featured as the guest speaker from Idaho Commission for Libraries (ICfL), to discuss the proposed bylaws as prepared. Minor modifications after discussion to include board member role definitions, to include the order of business, as well as the specifications for having draft minutes prepared within 7 days after the board meeting. Specifics were made in Article V, Section 2 to include "In the case of an unexpected vacancy of a position accounted for in the current budget, the director shall have interim authority to appoint without prior approval of the Board provided that any such appointment shall be reported to the Board at its next regular meeting. "

Chairman Stephen Cook suggested that officers be assigned at the next regular board meeting.

Stephen Cook moved to accept the new bylaws effective March 10, 2016, Isabel seconded. All approved.

The Library Board received two applications for the current vacancy that occurred upon Anne Hanigan's resignation. Erica Bazil then announced that she would be relocating to Wyoming, and therefore will be resigning her position on the library board.

Laura Gross, one of the applicants under consideration was invited to introduce herself, and expanded upon her background in Payette. She stated that she saw the advertisement for Trustee on the facebook group page, Payette CAN.

At that time, it was determined that both applications would be accepted for the current vacancy and the pending vacancy to occur. The board then designated the library director to convey the selections and Erica Bazil's resignation to Mayor Williams.

Stephen made a motion to send these two application recommendations to Mayor Williams to consider to fill the present vacancy and future vacancy that will occur. Isabel seconded. All approved.

Public Comments

Adjourn

Stephen moved for the regular meeting to be adjourned at 7:53pm.

**MINUTES OF A REGULAR SCHEDULED CITY OF PAYETTE AIRPORT COMMISSION MEETING
HELD MARCH 14, 2016, AT 4:15 P.M. IN THE AIRPORT MEETING ROOM, PAYETTE, IDAHO.**

THE MEETING WAS CALLED TO ORDER BY COMMISSIONER OSBORN AT 4:47 PM.

MEMBERS PRESENT: Dave Koeppen, Jan Zatloukal and Bert Osborn arriving at 4:47 PM

ABSENT: Gary Cox and Frazer Peterson

Also in attendance was Councilor Dodson and Bobbie Black

APPROVAL OF MINUTES:

Koeppen moved and Zatloukal seconded a motion to approve the minutes of February 8, 2016 as written. Motion carried.

COMMUNICATIONS:

None

AGENDA ITEMS:

1. Fuel at Airport: The Commission was given updated reports on fuel for February. Koeppen reported we have 1889 gallons of av-gas and 946 of mo-gas.
2. Runway Extension Update: Councilor Dodson informed the Commission that the State has given the "green light" to go. They are not going to combine the grants, so we can get started. The Engineer is putting the finishing touches on the final design and is getting the bid specs together. They will need to talk to the Commission about add-alternates. Once he makes a better determination of the cost, they will submit a contract to the Council for engineering and get the bid docs out.
3. Golf Carts at Airport: Osborn stated that we might want to put a golf cart at the airport, so that a pilot can fly in and go play golf. Koeppen stated he might have a gas golf cart we could use. Zatloukal stated putting parking at the north end of airport with t-downs would be beneficial also. Osborn stated he will have Peterson talk to golf course.
4. Commission Recommendation: Osborn stated we first need to accept Carter's resignation.

A motion was made by Zatloukal to accept the resignation of Brenda Carter on the Airport Commission. The motion was seconded by Koeppen and passed by a unanimous voice approval.

A motion was made by Koeppen to recommend to the Mayor the appointment of Prescott Eugene Wilkie to fulfill Brenda Carter's remaining term. The motion was seconded by Zatloukal and passed by a unanimous voice approval.

GENERAL DISCUSSION:

Black informed the Commission the State will be doing an evaluation of the pavement for the pavement management system report on April 4th from 9:20 am to 1:30 pm. We do not have to close the runway, but we will issue a notice that they will be doing work in the area.

CITIZENS COMMENTS:

Mr. Wilkie asked about scraping the pad where the fire was. He will get a quote to see if possible to have done.

NEXT AGENDA:

April 11th, 2016

Meeting adjourned at 5:12 PM.

Recording Secretary

Bobbie Black