

City of Greenleaf

20523 N. Whittier Drive
Greenleaf, Idaho 83626
208/454-0552
208/454-7994 (fax)
cityhall@greenleaf-idaho.us

CITY COUNCIL MEETING AGENDA

Regular Session – 7:00pm 07 April 2020 at Greenleaf City Hall

This meeting can be joined via computer, tablet, or smartphone at:
<https://www.gotomeet.me/CityofGreenleaf/city-council-07p-20200407>
Via telephone - United States: +1 (872) 240-3412 Access Code: 409-167-981

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call

<input type="checkbox"/> Seat 1: Ryan Schnuerle	<input type="checkbox"/> Seat 2: Rob Fisher	<input type="checkbox"/> Seat 3: Kurt Kopadt
<input type="checkbox"/> Seat 4: Dan Hyer	<input type="checkbox"/> Mayor: Brad Holton	<input type="checkbox"/> Impact Area: Liza Warner
Also Present:		
<input type="checkbox"/> City Clerk	<input type="checkbox"/> Public Services Director	<input type="checkbox"/> Police Chief
<input type="checkbox"/> City Attorney	<input type="checkbox"/> City Engineer	<input type="checkbox"/> City Treasurer

4. *Comments to the Council - This agenda item is reserved for those wishing to address the Council regarding city-related issues. In order to ensure adequate public notice, Idaho law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing, and should not be discussed by Council before the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have a maximum of three (3) minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permits. Multiple persons speaking to the same concern will be acknowledged, but only one speaker will be allowed.*

5. Adjustments to meeting agenda [ACTION ITEM]
6. Police report

7. AGENDA ITEMS REQUIRING CONTRACT STAFF INPUT

7.1 Consideration of Authorization of Mayor's Signature on Memorandum of Understanding with Canyon County Local Highway Jurisdictions regarding a Proposed Increase in Canyon County Vehicle Registration Fees

7.2 Consideration of Draft Ordinance # FY20-001 – Amending GC §4-4-4 Open Burning – Conditions of Permit – AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, AMENDING GREENLEAF CODE §4-4-4 TO SPECIFY THAT OPEN BURNING PERMITS SHALL BE VALID FOR 90 DAYS FROM DATE OF ISSUE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; DIRECTING THE CLERK TO ASSIGN THE NEXT ORDINANCE NUMBER AND SCHEDULE FOR PUBLICATION AND CODIFICATION; AUTHORIZING PUBLICATION BY SUMMARY; AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]
(Clerk's Note: Second Reading, Sponsored by Kurt Kopadt)

7.3 Consideration of Draft Ordinance #FY20-004 (Civil Emergencies Amendments) - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING TITLE 5, CHAPTER 6, GREENLEAF CODE, BY ADDING NEW SECTIONS RELATING TO LEGAL AUTHORITY, PURPOSE AND INTENT, AND DEFINITIONS;

AMENDING SECTION 5-6-3, EMERGENCY OPERATIONS PLANS; AMENDING SECTION 5-6-6, EMERGENCY POWERS BY MAKING TECHNICAL CORRECTIONS, PROVIDING FOR AUTHORITY OF THE CITY COUNCIL TO OVERRIDE PUBLIC HEALTH EMERGENCY ORDERS, AUTHORIZING THE COUNCIL PRESIDENT TO ACT IN THE PLACE OF THE MAYOR, AND REPEALING THE SUNSET PROVISION; MAKING TECHNICAL CORRECTIONS; RENUMBERING SECTIONS; PROVIDING A REPEALER CLAUSE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]

7.4 Consideration of a Public Health Emergency Order [ACTION ITEM]

7.4 Consideration of Draft Resolution #006-FY20 (Authorizing Destruction of Semi-Permanent or Temporary Records) - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, IDAHO AUTHORIZING DESTRUCTION OF SEMI-PERMANENT OR TEMPORARY RECORDS; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE [ACTION ITEM]

7.5 Report on Dark Sky issue at 21258 Main Street

7.5 Any other agenda items requiring contract staff input

8. OTHER REPORTS AND PREVIOUS MEETING MINUTES (CONSENT AGENDA)

8.1 Treasurer's Report and Disbursement List

8.2 Public Services Director's report

8.3 City Clerk's report

8.4 Previous Meeting Minutes (03, 10, 17, 26, & 31 March 2020)

8.5 Consideration of staff reports and minutes (consent agenda) [ACTION ITEM]

9. OTHER OLD BUSINESS

9.1 Other Old Business

10. OTHER NEW BUSINESS

10.1 Other New Business

11. Adjournment [ACTION ITEM]

- Posted physically at the following locations at approximately 5:00p 03 April 2020:

Greenleaf City Hall (outside bulletin board next to front door)

Greenleaf Store (in window to right of entry)

Greenleaf Post Office (inside lobby bulletin board)

Greenleaf Café (outside bulletin board)

- Posted electronically at approximately 4:30p 03 April 2020 at the city website (greenleaf-idaho.us) and referencing post on the city's Facebook page

* The meeting may move to an alternate location if attendance is over 41 people.

** The Chair may recess the meeting at any time.

NONDISCRIMINATION STATEMENT: In accordance with Federal law and U.S. Department of Agriculture policy, the City of Greenleaf is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

SPECIAL ACCOMMODATION: Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.

Subject: Canyon County Registration Fee MOU

From: Jeff Barnes <barnesj@cityofnampa.us>

Date: 4/2/2020, 12:13 PM

To: Mayor <mayor@greenleaf-idaho.us>, "clerk@greenleaf-idaho.us" <clerk@greenleaf-idaho.us>

CC: Tom Points <pointst@cityofnampa.us>, Teresa Hewitt <hewittt@cityofnampa.us>, Deborah Kling <dkling@cityofnampa.us>

Dear Mayor Holton,

On behalf of Mayor Kling and Nampa Public Works Director, Tom Points, thank you for your reconsideration of the Canyon County Registration Fee proposal. We request to place the item on the next Greenleaf City Council Agenda on April 7th, 2020. A five-minute PowerPoint presentation is available to provide background information.

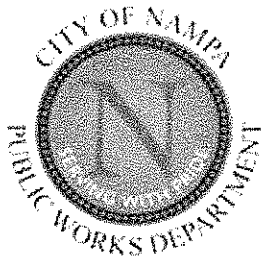
We believe Registration Fees are especially important to Canyon County cities as follows:

1. **Alternative to property tax**—Property tax is a primary transportation funding mechanism for cities. Based on our projections in Nampa, the registration fee dollars will eliminate the need for four consecutive years of 1% property tax increases (toward transportation).
2. **Impact Fee match**—Relying on growth to pay its share is a current theme. If you currently require development Impact Fees or are considering them in the future, match dollars are essential. Impact Fees require approximately 50% match—Registration Fees can be used as a match for some Impact Fee projects.
3. **User fee**—As the legislature and local governments look to reduce property taxes, specific transportation funding streams will become more important.
4. **Projected reduction in gas tax dollars:** Due to COVID-19, there will be a significant reduction in gas tax dollars. Registration Fees are a consistent, user-based fee to offset fluctuations in state dollars.
5. **Timing**—We understand with current needs, the timing for this Council item is not ideal. We have a hard deadline of April 30th to get the MOU signed and on the November 2020 ballot. Signing the MOU is important now. If things change dramatically in the next several months, we can revisit the schedule.

Currently 8 out of the 13 highway jurisdictions in Canyon County have approved the MOU:

- | | |
|---|--|
| • Nampa Highway District - Approved | • Canyon Highway District - Approved |
| • Notus Parma Highway District - Approved | • City of Star –April Agenda |
| • Golden Gate Highway District - Approved | • City of Greenleaf – Reconsideration 4/7/20 Agenda |
| • City of Nampa - Approved | • City of Melba – 4/13/20 Agenda |
| • City of Wilder - Approved | • City of Parma – 4/14/20 Agenda |
| • City of Middleton - Approved | • City of Caldwell – Pending placement on Council Agenda |
| • City of Notus - Approved | |

Please let us know if you have any questions or need additional information. Thank you for your consideration.



Jeff Barnes, P.E.
Deputy Public Works Director (Transportation)

Public Works Department/Administration
O: 208.468.5521, C:208.965.0092
City of Nampa - Like us on Facebook

NAMPAReady

Notice: All communication transmitted within the City of Nampa Email system may be a public record and may be subject to disclosure under the Idaho Public Records Act (Idaho Code 74-101 et seq.) and as such may be copied and reproduced by members of the public. In addition, archives of all City emails are generally kept for a period of two years and are also subject to monitoring and review.

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Subject: Canyon County Registration Fee Initiative Reconsideration
From: Jeff Barnes <barnesj@cityofnampa.us>
Date: 3/16/2020, 3:59 PM
To: "mayor@greenleaf-idaho.us" <mayor@greenleaf-idaho.us>, Lee Belt <clerk@greenleaf-idaho.us>
CC: Tom Points <pointst@cityofnampa.us>, Teresa Hewitt <hewittt@cityofnampa.us>, Deborah Kling <dkling@cityofnampa.us>, "Ashlee Teeter" <teetera@cityofnampa.us>

Mayor Holton, Lee Belt,

Thank you for presenting the Canyon County Registration Fee Initiative at Greenleaf’s March 10th Council meeting. We appreciate your input and suggestions moving forward. We understand Council had concerns about Section 4 of the MOU covering education and consultant assistance. Based on your feedback and concerns from other jurisdictions, the paragraph was removed from the MOU.

An updated copy of the MOU is attached. We are requesting reconsideration of the MOU at the next Greenleaf Council meeting. Staff will be in attendance to answer questions and provide more detailed information.

Please let me know if you have questions or need additional information. Thank you for your time, partnership and consideration.



Jeff Barnes, P.E.
Deputy Public Works Director (Transportation)
O: 208.468.5521, C: 208.965.0092.
[City of Nampa. Like us on Facebook](#)
NAMPA*Proud*

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— Attachments: —

Canyon County Registration MOU 3.4.2020.pdf	817 KB
Greenleaf CC Registration Fee Presentation 3-16-2020.pdf	880 KB

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into this ____ day of ____, 2020, by and between CANYON COUNTY, the CITY OF NAMPA, the CITY OF CALDWELL, the CANYON HIGHWAY DISTRICT #4, the GOLDEN GATE HIGHWAY DISTRICT #3, the CITY OF GREENLEAF, the CITY OF MELBA, the CITY OF MIDDLETON, the NAMPA HIGHWAY DISTRICT #1, the CITY OF NOTUS, the NOTUS PARMA HIGHWAY DISTRICT #2, the CITY OF PARMA, the CITY OF STAR, and the CITY OF WILDER (the “Jurisdictions”).

RECITALS

WHEREAS, the Jurisdictions propose an increase to vehicle registration fees according to Idaho Code § 40-827; and

WHEREAS, said increase will allow the Jurisdictions to accomplish specific currently unfunded maintenance and improvement of their respective streets, roadways and highways; and

WHEREAS, the Jurisdictions will propose an increase of twenty-five dollars (\$25) per vehicle for the vehicles listed in Idaho Code § 49-402(1), which includes pickup trucks, neighborhood electric vehicles, and all other motor vehicles having a maximum gross weight not in excess of eight thousand pounds and that comply with the federal motor vehicle safety standards, as defined in Idaho Code § 49-107; and

WHEREAS, if the citizens of Canyon County vote to approve said registration fee increase, the apportionment of funds collected pursuant to said fee increase can be controlled by an agreement entered into by the Jurisdictions per Idaho Code § 40-827(6); and

WHEREAS, this MOU is an agreement between the Jurisdictions as to the distribution of said increased vehicle registration fees (the “Fees”).

NOW THEREFORE, THE FOREGOING RECITALS BEING INCORPORATED INTO THIS AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

- 1. Authorization.** The Jurisdictions agree to distribute the Fees according to this MOU, this MOU and its purpose being authorized by Idaho Code § 40-827(6).
- 2. Administration:** Fees will be collected and administered by Canyon County. The County will semi-annually receive lump sum checks from the Idaho Transportation Department for all new Fees paid. The County will be responsible for calculating and distributing said Fees, on a semi-annual basis, in accordance with provisions of this agreement. The County shall retain one percent (1%) of the gross Fees for administrative costs.
- 3. Apportionment.** The Fees shall be divided equally between the municipalities and the highway districts within Canyon County, with fifty percent (50%) of the Fees being distributed to the municipalities (the “Municipal Fees”) and fifty percent (50%) of the Fees

being paid to the highway districts (the "Highway District Fees"). The Highway District Fees shall be allocated among the highway districts in same the proportions as their Idaho Transportation Department Highway Distribution Account distributions. The municipalities shall distribute their fifty percent (50%) of the fees based upon the following calculation, which calculation utilizes data from the annual Idaho Transportation Department Highway Distribution Account (the "HDA") distributions.

- (1) The total amount of the distributions from the HDA to each of the municipalities in Canyon County shall be added together (the "Total Distribution"). Each municipality shall then divide its HDA distribution amount by the Total Distribution, which calculation shall result in that specific municipality's Registration Fee Percentage. Each municipality shall multiply their Registration Fee Percentage by the Municipal Fees, which calculation shall result in the portion of the Municipal Fees which shall be distributed to them.
- (2) If any municipality would receive less than forty thousand dollars (\$40,000) under the foregoing calculation, they shall be entitled to a minimum distribution of forty thousand dollars (\$40,000). They shall then be removed from the calculation contained within subsection (1), above, and said calculation shall be re-run for the remaining municipalities.

4. **Modification.** This MOU may be modified at any time by written agreement of all parties hereto.
5. **Limitation on Effect.** Other than the funds raised by the vehicle registration fee increase contemplated by this MOU, this MOU shall not affect the distribution of any other funds or vehicle registration fees.
6. **Term.** This MOU shall have a term equal to the duration of the existence of the Fees, modified only by written consent of all parties to this MOU.
7. **Counterparts.** This MOU may be executed in any number of counterparts and by the parties hereto in separate counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same MOU.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum by affixing their signatures to it below:

(Signatures on following pages)

CITY OF GREENLEAF, IDAHO

By: _____

Name: _____

Its: _____

Date: _____



CITY OF GREENLEAF

"A Caring Community"



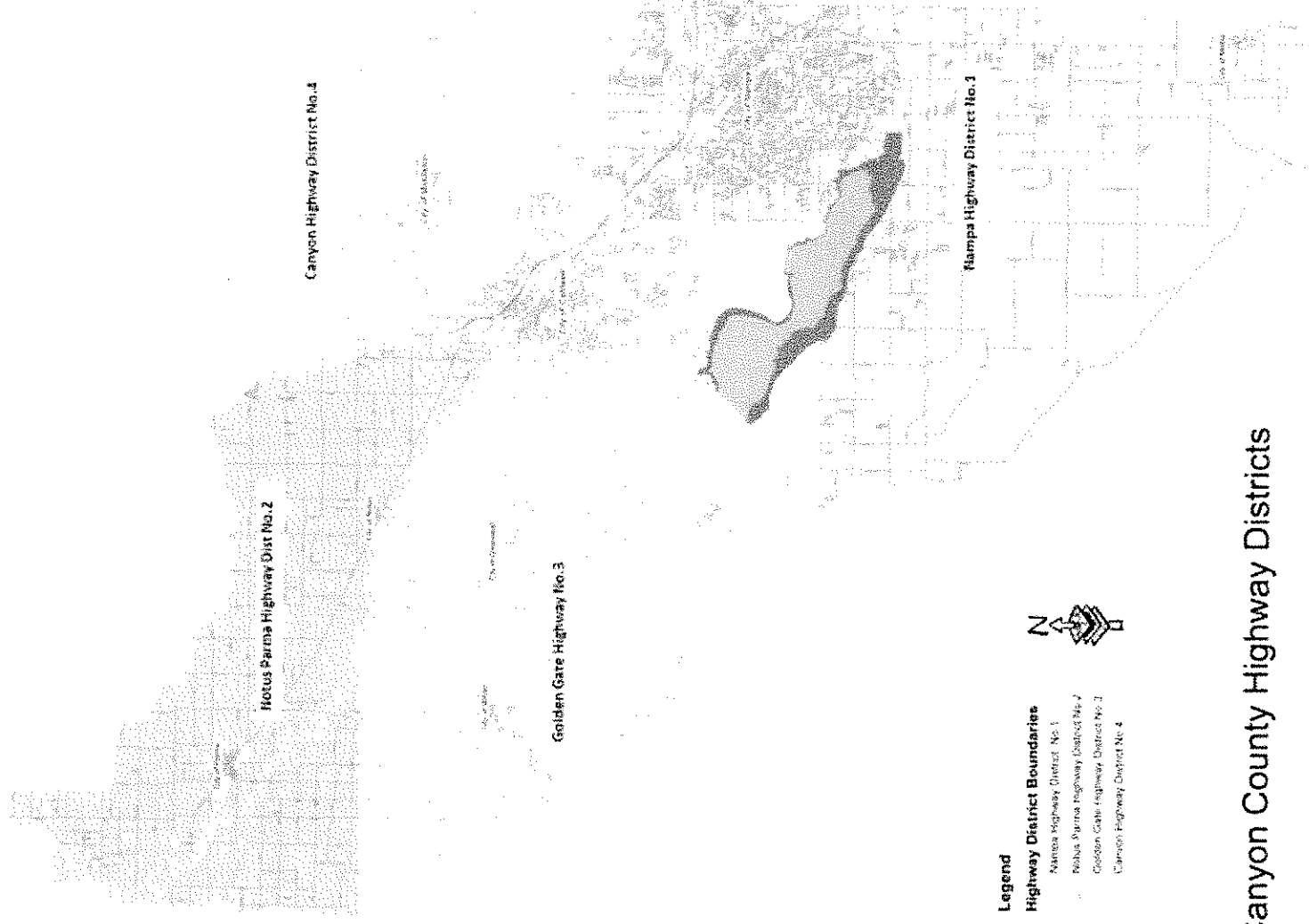
Canyon County Registration Fee Increase Proposal

City of Nampa Public Works
Tom Points, P.E., Public Works Director
Jeff Barnes, P.E., Deputy Public Works Director



Seeking Support from all 13 Canyon County Highway Jurisdictions

- **4 Highway Districts**
 - Nampa HD #1
 - Notus Parma HD #2
 - Golden Gate HD #3
 - Canyon HD #4
- **9 Cities w Highway Jurisdictions**
 - Notus
 - Parma
 - Wilder
 - Greenleaf
 - Middleton
 - Caldwell
 - Nampa
 - Melba
 - Star



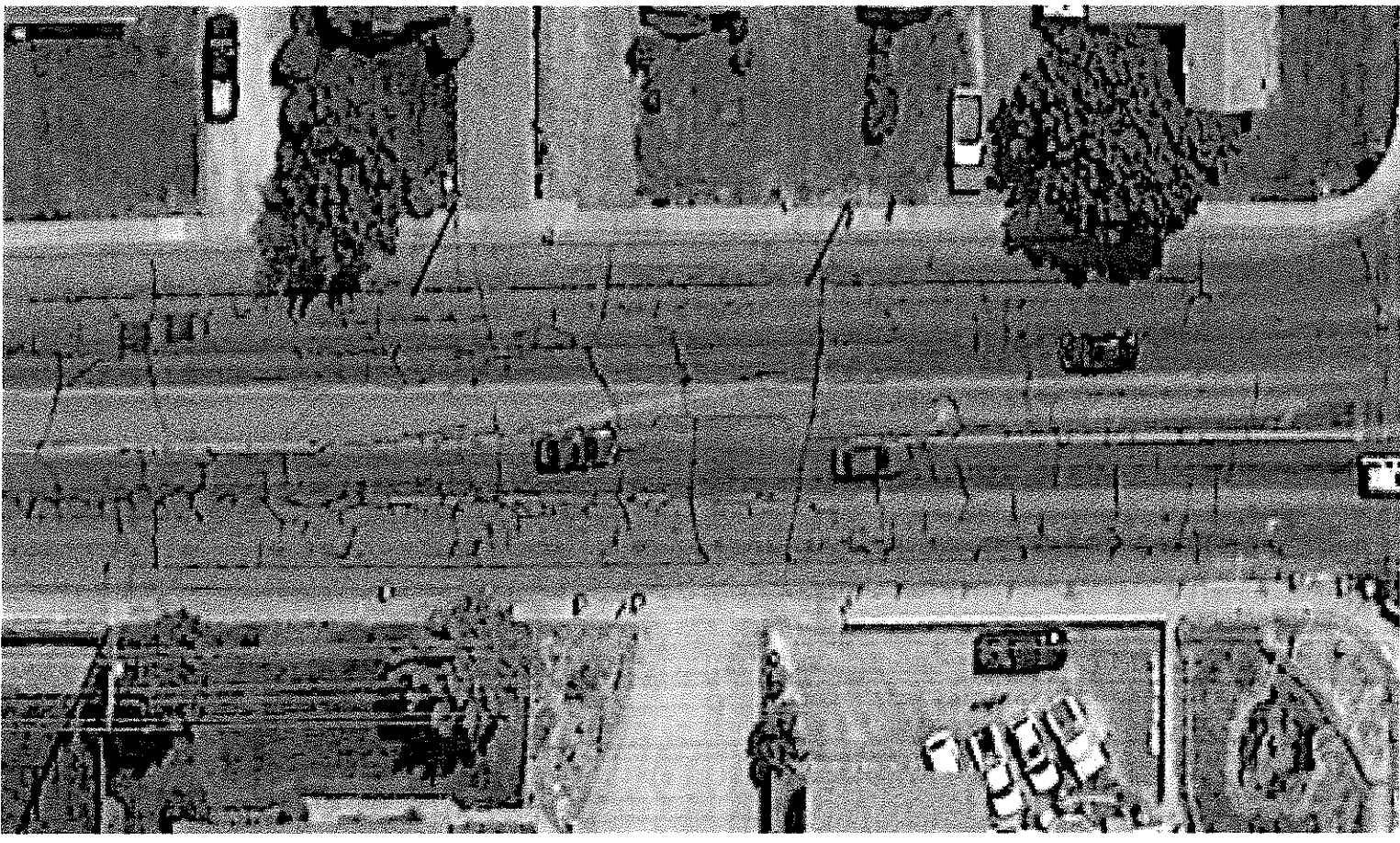


Why a Registration Fee Increase?

- **Meets Critical Funding Needs**—Dollars can be used for maintenance and Safe Routes to Schools program
- **Attainable**—Public is requesting transportation improvements
- **Equitable**—Users of the roads pay for the increase
- **A Way for Growth to Help Pay for Growth**—As growth occurs, dollars will increase

What Have We Heard

- Focus on maintenance, safety, and Safe Routes to Schools
- Present clear, unified message with specific recognizable projects
- Start early
- Concerns over tax increases and levy rates
- Alternative to property tax increases



Proposed Memorandum of Understanding (MOU)

- 13 highway jurisdictions
- \$25 increase, **Approx. \$4.4 M** annually to Canyon County
- Distribution according to Memorandum of Understanding (MOU)
- Minimum \$40,000 per year *(to Greenleaf & other smaller cities)*
- November 2020 election

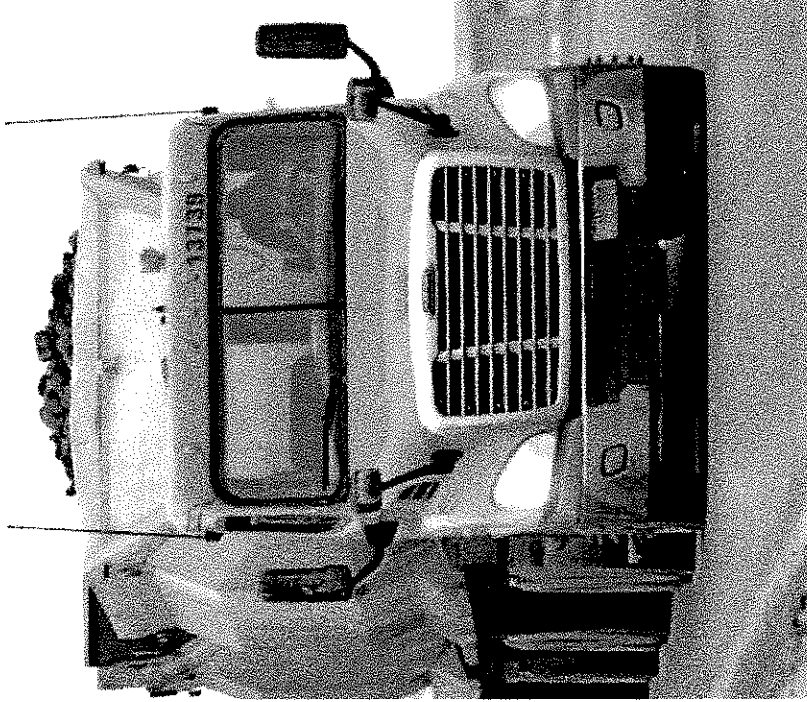
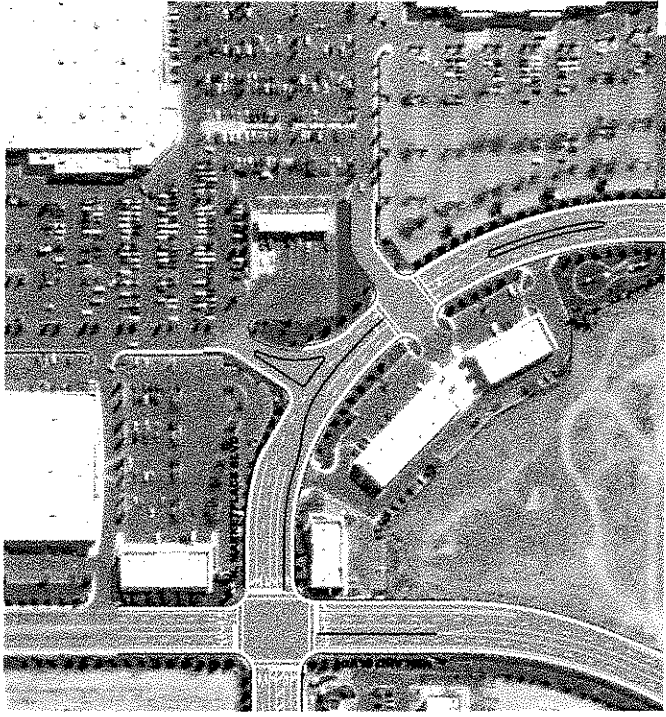
Annual Funding Distribution Estimate

Est. Payout = \$	4,384,104	Small Town Min. = \$	40,000
City Percent =	50%	HD Percent =	50%
City Payout = \$	2,192,052	HD Payout = \$	2,192,052

Entity	HDA %	Registration Fee		Adjusted %	Proposed Reg. Fee Payout
		Min. Payout			
CHD4	17.0%			15.34%	\$ 672,496
GGHD3	7.2%			6.50%	\$ 285,035
NHD1	24.4%			22.10%	\$ 968,972
NPHD2	6.7%			6.06%	\$ 265,549
HD subtotal	55.3%			50.0%	\$ 2,192,052
Caldwell	15.1%			15.62%	\$ 684,643
Greenleaf	0.2%	\$ 40,000		0.91%	\$ 40,000
Melba	0.1%	\$ 40,000		0.91%	\$ 40,000
Middleton	2.0%			2.12%	\$ 92,766
Nampa	25.9%			26.79%	\$ 1,174,643
Notus	0.2%	\$ 40,000		0.91%	\$ 40,000
Parma	0.6%	\$ 40,000		0.91%	\$ 40,000
Wilder	0.5%	\$ 40,000		0.91%	\$ 40,000
Star (by CHD4)		\$ 40,000		0.91%	\$ 40,000
City subtotal	44.7%			50.00%	\$ 2,192,052

Next Steps

- Gather final comments from Cities and Highway Districts
- Final MOU to Canyon County Councils and Highway District Commissions for authorization
- Signed MOU to Canyon County Commissioners for authorization and approval to place on the November 2020 ballot
- Identify key local projects and begin public education process



Questions?

ORDINANCE # FY20-001

(Amending GC §4-4-3(C) Open Burning – Restrictions; Permit)

Sponsored by: Kurt Kopadt

AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, AMENDING GREENLEAF CODE §4-4-3(C) TO SPECIFY THAT OPEN BURNING PERMITS SHALL BE VALID FOR 90 DAYS FROM DATE OF ISSUE AND PROVIDING TECHNICAL CORRECTIONS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; DIRECTING THE CLERK TO ASSIGN THE NEXT ORDINANCE NUMBER AND SCHEDULE FOR PUBLICATION AND CODIFICATION; AUTHORIZING PUBLICATION BY SUMMARY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Greenleaf Code Chapter 4 Title 4, the Greenleaf Open Burning Ordinance, does not specify how long burning permits are valid; and

WHEREAS, Current practice is for the Office of the City Clerk to issue open burning permits valid for 30 days; and

WHEREAS, in Spring and Autumn months it can be difficult for the public to find non-windy conditions suitable for open burning within a 30 day period; and,

WHEREAS, the Mayor and City Council deem it in the interest of the public health and welfare to specify that open burning permits shall be valid until 31 December of the year of issuance.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, as follows:

Section 1: That Section 4-4-3(C) – Permit Issuance, of the Greenleaf City Code be, and hereby is, amended as follows:

4-4-3: OPEN BURNING RESTRICTIONS; PERMIT

...

C. Permit Issuance: ~~When the city clerk has duly~~ may issued a permit, upon approved approval by resolution of the city council, ~~and in compliance with section 4-4-4 of this chapter and only~~ for open burning of rubbish or refuse used for control or alleviation of fire hazard or for weed control when no alternate control method exists. Permits shall be subject to the conditions of section 4-4-4 of this chapter and shall be valid until 31 December of the year of issuance. (Ord. 196, 10-4-2005).

Section 2: Severability. If any section, subsection, clause or phrase of this Ordinance is held by a court of competent jurisdiction to be invalid, such decision shall not affect the remaining portions of this Ordinance.

Section 3: Repealer. All previous ordinances, resolutions, orders, or parts thereof, in conflict herewith are hereby repealed, rescinded and annulled.

Section 5: Ordinance Number; Codification. The City Clerk is hereby directed to assign the next ordinance number in sequence and schedule this Ordinance for publication and codification.

Section 5: Publication; Effective Date. This Ordinance, or a summary thereof in compliance with Idaho Code §50-901A, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval and publication.

Adopted and approved by the City Council of the City of Greenleaf this ____ day of _____ 20____.

Bradley Holton, Mayor

ATTEST:

[seal]

Lee C. Belt, City Clerk

DRAFT ORDINANCE #FY20-004

(Civil Emergencies Amendments)

AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING TITLE 5, CHAPTER 6, GREENLEAF CODE, BY ADDING NEW SECTIONS RELATING TO LEGAL AUTHORITY, PURPOSE AND INTENT, AND DEFINITIONS; AMENDING SECTION 5-6-3, EMERGENCY OPERATIONS PLANS; AMENDING SECTION 5-6-6, EMERGENCY POWERS BY MAKING TECHNICAL CORRECTIONS, PROVIDING FOR AUTHORITY OF THE CITY COUNCIL TO OVERRIDE PUBLIC HEALTH EMERGENCY ORDERS, AUTHORIZING THE COUNCIL PRESIDENT TO ACT IN THE PLACE OF THE MAYOR, AND REPEALING THE SUNSET PROVISION; MAKING TECHNICAL CORRECTIONS; RENUMBERING SECTIONS; PROVIDING A REPEALER CLAUSE; PROVIDING FOR SEVERABILITY; DIRECTING THE CLERK TO ASSIGN THE NEXT ORDINANCE NUMBER AND SCHEDULE FOR PUBLICATION AND CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Idaho Code §50-302 authorizes cities to make all such ordinances, bylaws, rules, regulations and resolutions not inconsistent with the laws of the State of Idaho as may be expedient to maintain the peace, good government and welfare of the corporation and its trade, commerce and industry; and

WHEREAS, pursuant to Idaho Code §50-304, the City may pass all ordinances and make all regulations necessary to preserve the public health, prevent the introduction of contagious diseases into the City, and make quarantine laws for that purpose and enforce the same within five (5) miles of the City of Greenleaf; and

WHEREAS, pursuant to Idaho Code §50-606, the Mayor shall have such jurisdiction as may be vested in him by ordinance over all places within five (5) miles of the corporate limits of the City of Greenleaf, for the enforcement of any health or quarantine ordinance and regulation thereof; and

WHEREAS, Idaho Code §46-1011 authorizes the Mayor to declare a local disaster emergency, which declaration may be ratified, approved and extended by the City Council; and

WHEREAS, on March 31, 2020, pursuant to Idaho Code §50-901, the City Council adopted Ordinance No. 284, providing for emergency powers of the Mayor, in response to the worldwide outbreak of the 2019 novel coronavirus (COVID-19), Idaho Governor Brad Little's declaration of a state of emergency in the State of Idaho, and the March 25, 2020, Order to Self-Isolate for the State of Idaho, issued by the Director of the Idaho Department of Health and Welfare; and

WHEREAS, Ordinance No. 284 included a sunset clause whereby the Ordinance would expire six (6) months after its effective date, or upon termination of the Mayor's declaration of emergency that was approved, ratified and extended by the City Council on March 17, 2020, whichever is later; and

WHEREAS, the Mayor and City Council of the City of Greenleaf believe it is in the interest of the citizens of the City of Greenleaf to provide for a permanent emergency powers ordinance in the event of future natural disasters or public health emergencies; and

WHEREAS, in order to effectively preserve the public health and safety of the citizens of Greenleaf and surrounding area, the City Council desires to authorize emergency powers in the Mayor as outlined in this ordinance and to further define City obligations and powers in the event of civil emergencies.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, as follows:

Section 1. That Title 5, Chapter 6, Greenleaf Code be amended by additions and deletions as follows:

5-5-1: TITLE:

5-5-2: LEGAL AUTHORITY; POLICY, PURPOSE AND INTENT:

5-5-3: DEFINITIONS

5-5-4: HEADS OF HOUSEHOLD, EMERGENCY PREPARATION:

5-5-5: EMERGENCY OPERATIONS PLAN:

5-5-6: VOLUNTEERS AND TRAINING:

5-5-7: EXPENSES:

5-5-8: EMERGENCY POWERS OF THE MAYOR:

5-5-1: TITLE:

This chapter shall be known and cited as the CIVIL EMERGENCIES ORDINANCE. (Ord. 208, 11-14-2006)

5-5-2: LEGAL AUTHORITY; PURPOSE AND INTENT:

A. Legal Authority: This ordinance is adopted pursuant to Idaho Code §§46-1011, 50-302, 50-304 and 50-606, granting certain powers to the Mayor related to disaster declarations and public health emergencies.

B. Policy, Purpose and Intent: It is the policy of the City to plan and prepare for disasters and emergencies resulting from natural or man-made causes, enemy attack, terrorism, sabotage or other hostile action, or infectious or contagious disease. The City finds that the preservation of the public health, safety and welfare may require immediate action by the City in response to such disaster or emergency situations. Therefore, the City hereby authorizes the preparation of emergency operations plans, training and other actions necessary to protect life and property in times of emergency. The City further authorizes certain powers in the Mayor for immediate response to foreseeable, imminent, or present public health emergencies, natural disasters and other civil emergencies.

5-5-3: DEFINITIONS: For the purposes of this Section, the following terms, phrases, and words shall have the meanings given herein.

A. Disaster: means the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including but not limited to: fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action and including acts of terrorism.

B. Emergency: means the occurrence or imminent threat of a disaster or conditions threatening life or property that requires state emergency assistance to supplement local efforts to save lives and to protect property or to avert or lessen the threat of a disaster.

C. Isolation: The separation of infected persons, or of persons suspected to be infected, from other persons to such places, under such conditions, and for such time as will prevent transmission of the infectious agent.

D. Public Health Emergency: The foreseeable, imminent, or present threat of any pathogen, agent, vector, or environmental condition, including hazardous materials, which does or may cause illness or injury to humans.

E. Public Health Emergency Order: An advisory, social distancing, isolation, or quarantine order enacted by the Mayor.

F. Social Distancing: Actions taken to maintain distance from other people, including avoiding or canceling congregate settings and mass gatherings.

G. Quarantine: The restriction placed on the entrance to and exit from the place of premises where an infectious agent or hazardous material exists.

5-5-4: HEADS OF HOUSEHOLD, EMERGENCY PREPARATION:

A. In order to provide for the emergency management of the city, and further in order to provide for and protect the safety, security and general welfare of the city, its inhabitants and any refugees that may arrive in the city, it is recommended that every head of household residing in the city limits obtain training in the areas including, but not limited to: citizen's emergency response training, self-defense, emergency preparedness, food and water storage, first aid/CPR, local emergency response protocols and plans, disaster communications, and any other training that may be available pertaining to handling emergency situations. Further, it is recommended that each head of household residing in the city limits prepare to care for any refugees that may arrive in the city or to care for themselves in an emergency situation by maintaining a store of nonperishable food, water and other essential items that would sustain the household for a period of at least ninety-six (96) hours.

B. It is further recommended that each head of household residing in the city limits that is not prohibited by law or judicial decree from possessing firearms and that chooses to exercise the right to legally maintain firearms as protected by the Second Amendment of the Constitution of the United States of America, do so and obtain appropriate training relating to proper, safe and lawful handling of firearms. (Ord. 208, 11-14-2006)

5-5-5: EMERGENCY OPERATIONS PLANS:

A. The city of Greenleaf accepts the Canyon County emergency operations plan dated May 2006 2015 and the 2013 Canyon County Multi-Jurisdiction All-Hazard Mitigation Plan (AHMP), and its their successors, authorizing the mayor and city staff to actively participate in coordinated planning, preparedness, response and recovery efforts, and to offer reasonable assistance in times of disaster emergency.

~~B. The mayor, city clerk, and public services director are encouraged to develop plans for creation of an emergency operations center (EOC) for the city of Greenleaf, and general resources to support the following areas of concern:~~

~~Emergency communications~~

~~RAPID disaster assessment capability (within 1 to 3 hours of event)~~

~~Residents ability to shelter in place~~

~~Evacuation~~

~~Receipt of refugees~~

~~C. B.~~ The city reaffirms its Emergency Operations Plan dated July 2017 (City EOP) and authorizes ~~t~~The mayor, city clerk, and public services director are authorized to develop ~~periodically review and update the City EOP a city of Greenleaf emergency operations plan, including plans for creation of an incident command post modeled after and complementing the Canyon County plans, without merely restating the Canyon County plan. Such a city of Greenleaf emergency operations plan would~~ The City EOP shall complement the Canyon County plans, be reviewed by the city attorney, and adopted by the city council in resolution form, ~~and should be periodically reviewed by city staff for recommendation of updates and changes to the city council. Such a city of Greenleaf emergency operations plan should address the following general topics:~~

~~Purpose statement
Situation and assumptions, including a hazard/risk analysis statement
Concept of operations, including phases of management, direction and control, organization, and continuity of government
Roles and responsibilities in time of emergency
Disaster declaration process
Emergency communications, including contact/call lists and alternative communications plans
RAPID disaster assessment plan
Residents shelter in place
Evacuation plan
Receipt of refugees plan
Master resource and contact list, including memorandums of understanding~~

Upon adoption, a copy of the city of Greenleaf emergency operations plan City EOP shall be maintained available for public inspection at the office of the city clerk.

~~D.C.~~ The mayor, city clerk, and public services director are authorized to pursue memorandums of understanding (MOUs) with area individuals, businesses, and organizations to develop a network of available resources in time of emergency. All MOUs shall be reviewed by the city attorney and adopted by the city council in resolution form. (Ord. 208, 11-14-2006)

5-5-6: VOLUNTEERS AND TRAINING:

A. The mayor, city clerk, and public services director are authorized to promote and support an active citizen emergency response team (CERT) group for the city of Greenleaf, to provide a core of citizen volunteers trained and

equipped to assist emergency first responders (i.e., fire and police), and to act in disaster situations when assistance from emergency first responders may be delayed.

B. The mayor and city clerk are authorized to promote and support active neighborhood watch (NW) or other such groups within the city of Greenleaf, to support police efforts to combat crime within the city.

C. The mayor and city clerk are authorized to promote and encourage training of residents of the city, such training on topics including, but not limited to, those topics outlined in section 5-6-24 of this chapter. (Ord. 208, 11-14-2006)

5-5-7: EXPENSES:

A. Any expenditures by the city of Greenleaf in support of efforts authorized under this chapter are to be budgeted or otherwise approved by the city council.

B. Unless otherwise budgeted or allocated by the city council, franchise fees collected by the city may be earmarked for inclusion in the annual budget for expenditure through the general fund for expenses related to efforts authorized under this chapter. (Ord. 208, 11-14-2006)

5-5-8: EMERGENCY POWERS OF THE MAYOR:

5-5-8-1: LEGAL AUTHORITY; PURPOSE AND INTENT:

~~A. Legal Authority: This ordinance is adopted pursuant to Idaho Code Sections 50-304 and 50-606, granting certain powers to the Mayor related to public health emergencies.~~

~~B. Purpose and Intent: The City finds that the preservation of the public health, safety and welfare may require immediate action by the City in response to emergency situations. Therefore, the City hereby authorizes the Mayor certain powers for immediate response to foreseeable, imminent, or present public health emergencies.~~

~~5-5-8-2: DEFINITIONS: For the purposes of this Section, the following terms, phrases, and words shall have the meanings given herein.~~

~~A. Public Health Emergency: The foreseeable, imminent, or present threat of any pathogen, agent, vector, or environmental condition, including hazardous materials, which does or may cause illness or injury to humans.~~

~~B. Public Health Emergency Order: An advisory, social distancing, isolation, or quarantine order enacted by the Mayor.~~

~~C. Isolation: The separation of infected persons, or of persons suspected to be infected, from other persons to such places, under such conditions, and for such time as will prevent transmission of the infectious agent.~~

~~D. Quarantine: The restriction placed on the entrance to and exit from the place of premises where an infectious agent or hazardous material exists.~~

~~E. Social Distancing: Actions taken to maintain distance from other people, including avoiding or canceling congregate settings and mass gatherings.~~

PUBLIC HEALTH EMERGENCY ORDER:

The Mayor, being duly authorized by Idaho Code Sections ~~§§46-1011, 50-302, 50-304 and 50-606~~, and this Section, may issue the following orders upon an emergency or disaster declaration issued by the President of the United States, the Governor of the State of Idaho, Canyon County, or the Mayor of Greenleaf, as ratified and approved by the city council, and as deemed appropriate by the Mayor following consultation with or review of information issued by local, regional, state or national public health authorities. All orders shall include an effective date and an anticipated expiration date, which may be extended after consultation with the City Council.

A. Advisory Order. Where a public health emergency is foreseeable or imminent, the Mayor may enact an advisory order, which order may provide information and recommended guidelines for preventing, detecting, and/or mitigating the onset or spread of a public health hazard.

B. Social Distancing Order. Where a public health emergency is imminent, the Mayor may enact a social distancing order. A social distancing order may apply within the Greenleaf city limits and five (5) miles outside the Greenleaf city limits. The order may establish any or all of the following:

1. Appropriate restrictions regarding the operation or economic occurrence of planned or foreseeable commercial, recreational, or expressive gatherings or events.
2. Restrictions on travel through or visitation within the community.

3. Postponement of cancellation of public meetings and hearings.
4. A limit on the number of persons who may gather in one location and may apply to indoor or outdoor venues.
5. Measures to be taken in order to prevent, avoid, detect, address, or mitigate a foreseeable, imminent, or present public health hazard.

C. Isolation Order. Where a public health emergency is present, and poses a clear threat of harm to the public health, the Mayor may enact an isolation order. An isolation order shall be effective only when and for so long as the public health emergency is present, and when no less restrictive alternative exists. The order may establish any or all of the following:

1. A directive that infected and/or exposed individuals isolate themselves from other persons.
2. Geographical areas of restricted or prohibited access.
3. Other measures necessary to avoid, address, or mitigate an imminent public health hazard.
4. The scope and manner of delivery of services, materials, or supplies to be provided by the City, if any.
5. Measures to be taken in order to prevent, avoid, detect, address, or mitigate a foreseeable, imminent, or present public health hazard.
6. Conditions of the isolation order.

D. Quarantine Order. Where a health emergency is present and poses a clear threat of harm to the public health, the Mayor may enact a quarantine order. A quarantine order shall be effective only when and for so long as the public health emergency is present, and when no less restrictive alternative exists. A quarantine order may apply within the Greenleaf city limits and five (5) miles outside of the Greenleaf city limits. The order may establish any or all of the following:

1. A directive that infected and/or exposed individuals isolate themselves from other persons.

2. Geographical or other areas of restricted or prohibited access.
3. Other measures necessary to avoid, address, or mitigate an imminent public health hazard.
4. The scope and manner of delivery of services, materials, or supplies to be provided by the City, if any.
5. Measures to be taken in order to prevent, avoid, detect, address, or mitigate a foreseeable, imminent, or present public health hazard.
6. Conditions of the quarantine.

~~5-5-6-4~~~~5-5-8-2~~: PROCESS FOR ENACTING PUBLIC HEALTH EMERGENCY ORDERS:

A. Summary Enactment; Consultation. When necessary to protect the public health and welfare, the Mayor is authorized to issue a public health emergency order. Either prior to the issuance of such order, or within seven (7) days thereafter, the Mayor shall consult with the City Council regarding the purpose and content of the order.

B. Publication of Public Health Emergency Order. As possible and prudent under the circumstances, the Mayor shall cause the public health emergency order to be published by posting in a prominent place at Greenleaf City Hall and posting on the City's website. Except as may be specifically stated in the public health emergency order, such order shall be effective upon posting at Greenleaf City Hall.

C. Term of Order. Every public health emergency order shall include an effective date and a termination date that shall be no more than thirty (30) days from the effective date, which may be extended upon approval of the City Council.

D. Council Override. A majority of Council members may override any action taken by the Mayor pursuant to this chapter.

E. Authority of Council President in Absence of Mayor. In case of a temporary vacancy in the office of the Mayor due to absence or disability during a period of a declared disaster or public health emergency, the president of the council is authorized to exercise all powers of the Mayor set forth in this chapter.

~~5-5-6-55-5-8-3~~: EXCLUSIONS:

Unless otherwise specifically prohibited by a public health emergency order duly enacted by the Mayor, the following activities shall be exempt from the scope of such order:

1. Any and all expressive and associative activity that is protected by the United States and Idaho Constitutions, including speech, press, assembly, and/or religious activity.
2. Educational institutions, which shall follow the duly adopted policies of their respective governing bodies.
3. Activities necessary to operate critical infrastructure and utilities.
4. Activities necessary to operate and use medical facilities and services.
5. Activities necessary to buy, sell, or otherwise deliver food and necessities.

~~5-5-6-65-5-8-4~~: SUSPENSION AND WAIVER OF CERTAIN CITY SERVICES, ORDINANCES, ~~AND~~ POLICIES AND PROCEDURES:

During a public health emergency and upon issuance of a public health emergency order, the Mayor may suspend certain non-essential City government services and functions as deemed necessary and advisable given the specific public health emergency and in consideration of the health of employees and the general public. During such time, the Mayor may also suspend the regular meetings of City boards and commissions, including but not limited to the Planning and Zoning Commission. In order to facilitate such suspension of meetings, the ordinances providing for the regular meetings of these commissions shall be temporarily suspended. Those ordinances providing the timeline for processing applications shall also be suspended. The Mayor is also authorized to waive such internal rules, regulations and procedures as deemed necessary to protect the health and welfare of City employees.

~~5-5-6-75-5-8-5~~: FORCE MAJEURE: In the context of this section, a public health emergency is a force majeure. No person shall be entitled to recover from the City of Greenleaf any costs incurred, or profits lost, as may be alleged to be attributed to the enactment of a public health emergency order.

~~5-5-6-85-5-8-6~~: PENALTY: It shall be unlawful to violate any provision or directive of a duly enacted public health emergency order while such order is in

effect. The violation of any provision or directive of a public health emergency order shall be a misdemeanor.

~~5-5-6-9: SUNSET PROVISION: This section shall terminate and be of no force or effect six (6) months after its effective date, or upon termination of the Mayor's declaration of emergency that was approved ratified and extended by Council on March 17, 2020 as Resolution No. _____, whichever is later.~~

Section 2. Repealer. That all ordinances, resolutions, orders, or parts thereof in conflict with this ordinance are hereby repealed.

Section 3. Severability. This ordinance is hereby declared to be severable. If any portion of this ordinance is declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry out the purposes of the ordinance before the declaration of partial invalidity.

Section 4. Ordinance Number; Codification. The City Clerk is hereby directed to assign the next ordinance number in sequence and schedule this Ordinance for publication and codification.

Section 5. Publication; Effective Date. This ordinance, or a summary thereof in compliance with Idaho Code §50-901A, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval and publication.

Adopted and approved by the Mayor and City Council of the City of Greenleaf, Idaho, this ____ day of _____, 2020.

Bradley Holton, Mayor

ATTEST:

Lee C. Belt, City Clerk



CITY OF GREENLEAF

20523 North Whittier Drive
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PUBLIC HEALTH EMERGENCY ORDER NO. 20-01

SUSPENSION OF CERTAIN CITY SERVICES, ORDINANCES, POLICIES AND PROCEDURES

April 7, 2020

WHEREAS, on March 11, 2020, the World Health Organization declared the worldwide outbreak of the 2019 novel coronavirus (COVID-19) a pandemic, and on March 13, 2020, the President of the United States issued an emergency declaration for the country in response to the increasing number of COVID-19 cases within the United States; and

WHEREAS, on March 13, 2020, Idaho Governor Brad Little signed a declaration of emergency for the State of Idaho in response to concerns that cases of COVID-19 are imminent in Idaho; and

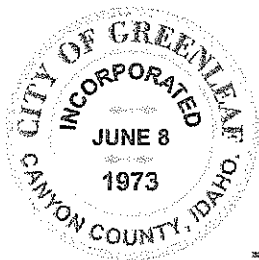
WHEREAS, on March 19, 2020, Southwest District Health (SWDH) shared that it is following the Centers for Disease Control (CDC) "Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission" guidance, which recommends activities and development of specific strategies for "none to minimal," "minimal to moderate," and "substantial" levels of community transmission or impact of COVID-19; and

WHEREAS, on March 25, 2020, the Director of the Idaho Department of Health and Welfare issued an Order to Self-Isolate for the State of Idaho, which Order requires all Idahoans to self-isolate at their place of residence, except as specifically set forth in the Order, from March 25, 2020 through 11:59 p.m. on April 15, 2020 or until such order is extended, rescinded, superseded, or amended in writing by the Director; and

WHEREAS, on March 31, 2020, the President of the United States extended federal COVID-19 guidelines for America, which encourage Americans to practice self-isolation and social-distancing (not gathering in groups of more than 10 people and keeping a distance of at least six feet between people) to reduce the spread of COVID-19, through April 30, 2020; and

WHEREAS, on March 31, 2020, the City Council of the City of Greenleaf adopted Ordinance 284, setting forth the authority, purpose, and intent of emergency powers to address the threat of COVID-19 within the City of Greenleaf; and

WHEREAS, the risk of community spread throughout the City of Greenleaf impacts life and health of the public, and public health is imperiled by the person-to-person spread of COVID-19, and the reduction of opportunities for the person-to-person transmission of



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COVID-19 in meetings and other gatherings is necessary to combat the spread of the disease;
and

WHEREAS, as of April 1, 2020, Southwest District Health, which encompasses Adams, Canyon, Gem, Owyhee, Payette and Washington Counties in southwest Idaho, had confirmed 77 cases of COVID-19 in the district and one death resulting from the disease, with 68 of those cases and lone death occurring in Canyon County.

NOW, THEREFORE, I, Bradley Holton, Mayor of the City of Greenleaf, Canyon County, Idaho, by virtue of the authority vested in me by Section 5-5-6, Greenleaf Code, and the common law authority to protect the public in the event of an emergency, order as follows:

Section 1. The recitals set forth herein are incorporated into this Order and expressly made a part hereof.

Section 2. In accordance with Greenleaf Code §5-5-6-6, I hereby suspend meetings of the following City of Greenleaf commissions and committees:

- Planning and Zoning Commission
- Public Services Commission

Section 3. In accordance with Greenleaf Code §5-5-6-6, the following licenses and/or businesses or activities authorized by Title 3, Chapter 3, Greenleaf Code, are hereby suspended for the period set forth herein:

- Peddlers and Hawkers, with or without a license
- Door-to-door sales of agricultural products

Section 4. In accordance with Greenleaf Code §5-5-6-6, any event, festival, yard sale, farmers market or other gathering of more than ten (10) people is prohibited. Gatherings of less than ten (10) people may occur, provided that social distancing requirements of all federal, state and local authorities (e.g. minimum of six feet between persons) shall apply. In accordance with Greenleaf Code §5-5-6-5(1), this order does not prohibit activity protected by the United States or Idaho Constitutions. However, individuals are strongly encouraged to avoid gatherings of more than ten (10) people during the period this order is in effect.

Section 5. In accordance with Greenleaf Code §5-5-6-6, all public hearings required or authorized under Title 9, Greenleaf Code are hereby suspended. The suspension includes hearings on all of the following types of applications:



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- Subdivisions (GC Title 9, Chapter 6)
- Planned Unit Developments (GC Title 9, Chapter 9)
- Development Agreements (GC Title 9, Chapters 10 and 13-7)
- Variances (GC Title 9, Chapter 13-2)
- Conditional Use Permits (GC Title 9, Chapter 13-3)
- Land Use Map or Ordinance Amendments (GC Title 9, Chapter 13-4 and 13-5)
- Zoning Upon Annexation (GC Title 9, Chapter 13-6)
- Design Review (GC Title 9, Chapter 16)

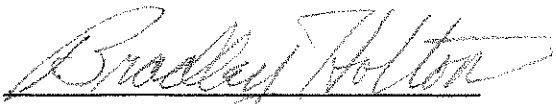
During the period of this Order, no public hearings on any such application will be scheduled or held. However, applications may be filed and city staff and contracted professional staff may still review such applications, to the extent they are able while complying with federal, state and local guidelines relating to the prevention of the spread of COVID-19.

Section 6. In accordance with Greenleaf Code §5-5-6-6, all timelines set forth in Greenleaf Code Title 9, relating to the time within which an application required or authorized by Title 9 must be acted upon by the Planning and Zoning Commission and/or City Council, are hereby suspended. This Order does not prevent city staff, or contracted professional staff, to the extent they are able while complying with federal, state and local guidelines relating to the prevention of the spread of COVID-19, from reviewing any such applications.

Section 7. This Order shall be in effect within the city limits of the city of Greenleaf.

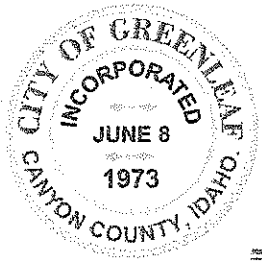
Section 8. In accordance with Greenleaf Code §5-5-6-8, any person who knowingly violates the provisions of Sections 2 through 4 of this Order shall be guilty of a misdemeanor, provided, however, that law enforcement shall be encouraged to provide education of this order before issuing any citations hereunder.

Section 9. This Emergency Public Health Order shall take effect immediately upon posting at City Hall, and in accordance with Greenleaf Code §5-5-6-4(C), shall remain in effect for as long as SWDH is operating at "minimal to moderate" or "substantial" levels of community transmission of COVID-19 among the counties it serves, but in no event longer than thirty (30) days from its effective date, unless extended upon approval of the city council.


Bradley Holton, Mayor

Dated: 03 April 2020

POSTED AT GREENLEAF CITY HALL
03 APR 2020 3:55P [Signature]



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ORDINANCE #284

(Emergency Powers)

AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING TITLE 5, CHAPTER 6, GREENLEAF CODE BY ADDING NEW SECTION 5-6-6 RELATING TO EMERGENCY POWERS; SETTING FORTH THE AUTHORITY, PURPOSE AND INTENT; DEFINITIONS; DESCRIBING PUBLIC HEALTH EMERGENCY ORDERS; PROVIDING A PROCESS FOR ENACTING PUBLIC HEALTH EMERGENCY ORDERS; PROVIDING FOR EXCLUSIONS; PROVIDING FOR SUSPENSION OF SERVICES; PROVIDING A FORCE MAJEURE CLAUSE; PROVIDING A PENALTY FOR VIOLATION; PROVIDING A SUNSET PROVISION; AND PROVIDING AN EFFECTIVE DATE UPON PROCLAMATION OF THE MAYOR POSTED IN FIVE (5) PUBLIC PLACES OF THE CITY.

WHEREAS, on March 11, 2020, the World Health Organization declared the worldwide outbreak of the 2019 novel coronavirus (COVID-19) a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States issued an emergency declaration for the country in response to the increasing number of COVID-19 cases within the United States; and

WHEREAS, on March 13, 2020, Idaho Governor Brad Little signed a proactive emergency declaration for response to COVID-19, citing risk to life and the continued operation of public infrastructure as a result of the potential for cases of COVID-19 throughout the State of Idaho; and

WHEREAS, the Mayor of the City of Greenleaf issued a disaster declaration on March 16, 2020, in relation to the effects of COVID-19 pursuant to Idaho Code §46-1011, which declaration was ratified by Resolution of the City Council on March 17, 2020 (Resolution #196); and

WHEREAS, pursuant to Idaho Code §50-304, the City may pass all ordinances and make all regulations necessary to preserve the public health, prevent the introduction of contagious diseases into the City, and make quarantine laws for that purpose and enforce the same within five (5) miles of the City of Greenleaf; and



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WHEREAS, pursuant to Idaho Code §50-606, the Mayor shall have such jurisdiction as may be vested in him by ordinance over all places within five (5) miles of the corporate limits of the City of Greenleaf, for the enforcement of any health or quarantine ordinance and regulation thereof; and

WHEREAS, in order to effectively preserve the health and safety of the citizens of Greenleaf and surrounding area, the City Council desires to authorize emergency powers in the Mayor as outlined in this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, as follows:

Section 1. That Title 5, Chapter 6, Greenleaf Code be amended by adding a new Section 5-5-6 as follows:

5-5-6-1: LEGAL AUTHORITY; PURPOSE AND INTENT:

A. Legal Authority: This ordinance is adopted pursuant to Idaho Code Sections 50-304 and 50-606, granting certain powers to the Mayor related to public health emergencies.

B. Purpose and Intent: The City finds that the preservation of the public health, safety and welfare may require immediate action by the City in response to emergency situations. Therefore, the City hereby authorizes the Mayor certain powers for immediate response to foreseeable, imminent, or present public health emergencies.

5-5-6-2: DEFINITIONS: For the purposes of this Section, the following terms, phrases, and words shall have the meanings given herein.

A. Public Health Emergency: The foreseeable, imminent, or present threat of any pathogen, agent, vector, or environmental condition, including hazardous materials, which does or may cause illness or injury to humans.

B. Public Health Emergency Order: An advisory, social distancing, isolation, or quarantine order enacted by the Mayor.



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C. Isolation: The separation of infected persons, or of persons suspected to be infected, from other persons to such places, under such conditions, and for such time as will prevent transmission of the infectious agent.

D. Quarantine: The restriction placed on the entrance to and exit from the place of premises where an infectious agent or hazardous material exists.

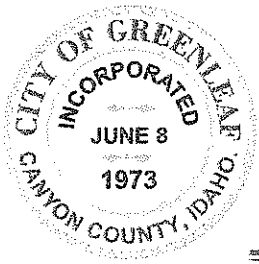
E. Social Distancing: Actions taken to maintain distance from other people, including avoiding or canceling congregate settings and mass gatherings.

5-5-6-3: PUBLIC HEALTH EMERGENCY ORDER: The Mayor, being duly authorized by Idaho Code Sections 50-304 and 50-606, and this Section, may issue the following orders, as deemed appropriate by the Mayor following consultation with or review of information issued by local, regional, state or national public health authorities. All orders shall include an effective date and an anticipated expiration date, which may be extended after consultation with the City Council.

A. Advisory Order. Where a public health emergency is foreseeable or imminent, the Mayor may enact an advisory order, which order may provide information and recommended guidelines for preventing, detecting, and/or mitigating the onset or spread of a public health hazard.

B. Social Distancing Order. Where a public health emergency is imminent, the Mayor may enact a social distancing order. A social distancing order may apply within the Greenleaf city limits and five (5) miles outside the Greenleaf city limits. The order may establish any or all of the following:

1. Appropriate restrictions regarding the operation or economic occurrence of planned or foreseeable commercial, recreational, or expressive gatherings or events.
2. Restrictions on travel through or visitation within the community.
3. Postponement or cancellation of public meetings and hearings.



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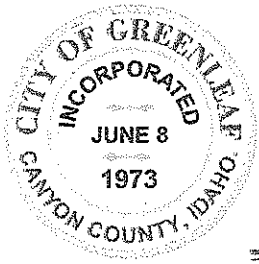
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4. A limit on the number of persons who may gather in one location and may apply to indoor or outdoor venues.
5. Measures to be taken in order to prevent, avoid, detect, address, or mitigate a foreseeable, imminent, or present public health hazard.

C. Isolation Order. Where a public health emergency is present, and poses a clear threat of harm to the public health, the Mayor may enact an isolation order. An isolation order shall be effective only when and for so long as the public health emergency is present, and when no less restrictive alternative exists. The order may establish any or all of the following:

1. A directive that infected and/or exposed individuals isolate themselves from other persons.
2. Geographical areas of restricted or prohibited access.
3. Other measures necessary to avoid, address, or mitigate an imminent public health hazard.
4. The scope and manner of delivery of services, materials, or supplies to be provided by the City, if any.
5. Measures to be taken in order to prevent, avoid, detect, address, or mitigate a foreseeable, imminent, or present public health hazard.
6. Conditions of the isolation order.

D. Quarantine Order. Where a health emergency is present and poses a clear threat of harm to the public health, the Mayor may enact a quarantine order. A quarantine order shall be effective only when and for so long as the public health emergency is present, and when no less restrictive alternative exists. A quarantine order may apply within the Greenleaf city limits and five (5) miles outside of the Greenleaf city limits. The order may establish any or all of the following:



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1. A directive that infected and/or exposed individuals isolate themselves from other persons.
2. Geographical or other areas of restricted or prohibited access.
3. Other measures necessary to avoid, address, or mitigate an imminent public health hazard.
4. The scope and manner of delivery of services, materials, or supplies to be provided by the City, if any.
5. Measures to be taken in order to prevent, avoid, detect, address, or mitigate a foreseeable, imminent, or present public health hazard.
6. Conditions of the quarantine.

5-5-6-4: PROCESS FOR ENACTING PUBLIC HEALTH EMERGENCY ORDERS:

A. Summary Enactment; Consultation. When necessary to protect the public health and welfare, the Mayor is authorized to issue a public health emergency order. Either prior to the issuance of such order, or within seven (7) days thereafter, the Mayor shall consult with the City Council.

B. Publication of Public Health Emergency Order. As possible and prudent under the circumstances, the Mayor shall cause the public health emergency order to be published by posting in a prominent place at Greenleaf City Hall and posting on the City's website. Except as may be specifically stated in the public health emergency order, such order shall be effective upon posting at Greenleaf City Hall.

C. Term of Order. Every public health emergency order shall include an effective date and a termination date that shall be no more than thirty (30) days from the effective date, which may be extended upon approval of the City Council.



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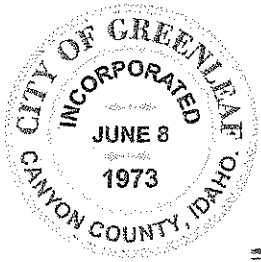
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5-5-6-5: EXCLUSIONS: Unless otherwise specifically prohibited by a public health emergency order duly enacted by the Mayor, the following activities shall be exempt from the scope of such order:

1. Any and all expressive and associative activity that is protected by the United States and Idaho Constitutions, including speech, press, assembly, and/or religious activity.
2. Educational institutions, which shall follow the duly adopted policies of their respective governing bodies.
3. Activities necessary to operate critical infrastructure and utilities.
4. Activities necessary to operate and use medical facilities and services.
5. Activities necessary to buy, sell, or otherwise deliver food and necessities.

5-5-6-6: SUSPENSION AND WAIVER OF CERTAIN CITY SERVICES, ORDINANCE AND POLICIES AND PROCEDURES: During a public health emergency and upon issuance of a public health emergency order, the Mayor may suspend certain non-essential City government services and functions as deemed necessary and advisable given the specific public health emergency and in consideration of the health of employees and the general public. During such time, the Mayor may also suspend the regular meetings of City boards and commissions, including but not limited to, the Planning and Zoning Commission. In order to facilitate such suspension of meetings, the ordinances providing for the regular meetings of these commissions shall be temporarily suspended. Those ordinances providing the timeline for processing applications shall also be suspended. The Mayor is also authorized to waive such internal rules, regulations and procedures as deemed necessary to protect the health and welfare of City employees.

5-5-6-7: FORCE MAJEURE: In the context of this section, a public health emergency is a force majeure. No person shall be entitled to recover from the City of Greenleaf any costs incurred, or profits lost, as may be alleged to be attributed to the enactment of a public health emergency order.



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626



5-5-6-8: PENALTY: It shall be unlawful to violate any provision or directive of a duly enacted public health emergency order while such order is in effect. The violation of any provision or directive of a public health emergency order shall be a misdemeanor.

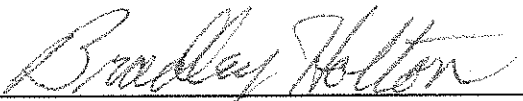
5-5-6-9: SUNSET PROVISION: This section shall terminate and be of no force or effect six (6) months after its effective date, or upon termination of the Mayor's declaration of emergency that was approved ratified and extended by Council on March 17, 2020 as Resolution No. 196, whichever is later.

Section 2. That all ordinances, resolutions, orders, or parts thereof in conflict with this ordinance are hereby repealed.

Section 3. This ordinance is hereby declared to be severable. If any portion of this ordinance is declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry out the purposes of the ordinance before the declaration of partial invalidity.

Section 4. That this ordinance, consistent with Idaho Code Section 50-901, shall be effective immediately upon its passage and proclamation of the Mayor with publication via posted notice in at least five (5) public places of the City.

Passed and approved by the Mayor and City Council of the City of Greenleaf, Idaho, this 31st day of March, 2020.

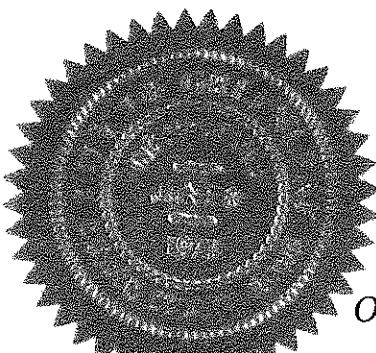


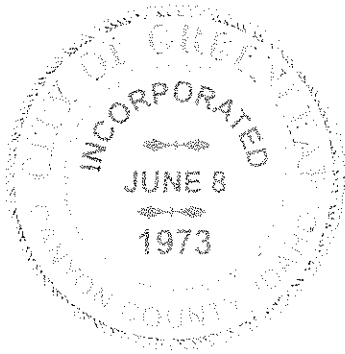
Bradley Holton, Mayor

ATTEST:



Lee C. Belt, City Clerk





City of Greenleaf

20523 N. Whittier Drive
Greenleaf, Idaho 83626-9199
208/454-0552 (office)
208/454-7994 (fax)
greenleafcity@cableone.net
<http://greenleaf-idaho.us/>

Memorandum

Date: 02 April 2020
To: File
cc:
From: Lee C. Belt, City Clerk
RE: POSTING ORDINANCE #284 (EMERGENCY POWERS)

Ordinance #284 (Emergency Powers) was passed and approved by the Mayor and City Council of the City of Greenleaf, Idaho on 31 March 2020 under the COVID-19 disaster declaration ratified by the City Council on 17 March 2020 by Resolution #196.

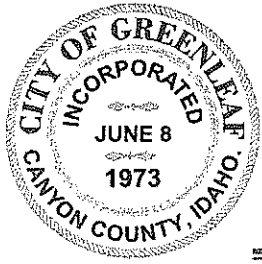
Consistent with Idaho Code §50-901, Ordinance #284 (Emergency Powers) is effective immediately upon passage and proclamation of the Mayor with publication via posted notice in at least five (5) public places of the city.

Ordinance #284 (Emergency Powers) was posted in the following places and at the times given below:

Place	Time / Date
CITY HALL OUTSIDE READER BOARD	02 APR 2020 APPROX. 4:45P
'BUS STOP' / INFO KIOSK AT WHITTIER DR. + MAIN STREET	02 APR 2020 APPROX. 4:50P
POST OFFICE INSIDE BULLETIN BOARD	02 APR 2020 APPROX. 4:55P
CHEVROLET STATION INSIDE COUNTER	02 APR 2020 APPROX. 5:00P
NATURAL'S GREENLEAF CAFE BULLETIN BOARD	02 APR 2020 APPROX. 5:05P



Lee C. Belt, City Clerk, City of Greenleaf



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

RESOLUTION #DRAFT 006-FY20

(Authorizing Destruction of Semi-Permanent or Temporary Records)

Sponsored by: _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, IDAHO AUTHORIZING DESTRUCTION OF SEMI-PERMANENT OR TEMPORARY RECORDS; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Idaho Code §50-907 allows for the classification, retention, preservation, and destruction of certain records as "permanent", "semi-permanent", and "temporary" records; and

WHEREAS, Idaho Code §50-907 requires the City Council to adopt by Resolution a records retention schedule, which the City Council accomplished with Resolution #110 adopted on 05 December 2006; and

WHEREAS, Resolution #110 provides definitions and allows destruction of Semi-permanent Records after retention for five (5) years and destruction of Temporary Records after retention for two (2) years by resolution of the City Council upon advice of the City Attorney and written notice to the Idaho State Historical Society thirty (30) days prior to the destruction of records.

Now, therefore, be it resolved by the Mayor and Council of the City of Greenleaf, Idaho, as follows:

SECTION 1. That the Semi-permanent and/or Temporary Records identified in the attached Exhibit 'A' are authorized for destruction by the City Clerk, contingent upon review by the Idaho Historical Society and the City Attorney in accordance with Idaho Code §50-907 and City of Greenleaf Resolution #110.

SECTION 2. That all previous resolutions, orders, or parts thereof in conflict with this Resolution are hereby null and void to the extent of the conflict.

SECTION 3. That if any part of this resolution is declared to be invalid by a court of competent jurisdiction, then the remaining portion shall remain in effect.



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

SECTION 4. That the clerk is directed to assign the next resolution number in sequence and that this resolution is effective upon approval.

Adopted by the City Council of the City of Greenleaf this ____ day of ____
____, 20__.

Attest:

Bradley Holton, Mayor

Lee C. Belt, City Clerk



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

RESOLUTION #DRAFT 006-FY20

(Authorizing Destruction of Semi-Permanent or Temporary Records)

Exhibit 'A'

Description: Irrigation Invoice (received back with payment from customer)

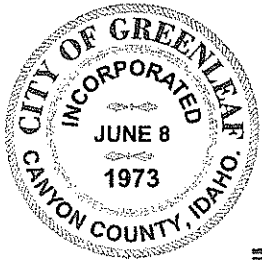
Record Type: Semi-Permanent (5-year retention)

Date Range: January 2006 to December 2014

Sample: Please see image below

Notes: Data available in Intuit QuickBooks software & database

City of Greenleaf 20523 N. Whittier Dr. Greenleaf, ID 83626		Invoice	
		Date [REDACTED]	Invoice # [REDACTED]
<div>Bill To [REDACTED] [REDACTED] [REDACTED] [REDACTED]</div>			
		P.O. No.	Terms
			payable upon receipt
		Project	
Quantity	Description	Rate	Amount
0.00	irrigation season water charge (per acre)	[REDACTED]	[REDACTED]
1	irrigation season operations and maintenance (O&M) charge (per parcel)	[REDACTED]	[REDACTED]
Irrigation assessment is due and payable on or before April 1st of each year (Idaho Code 50-1814)		Total	\$ [REDACTED]



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

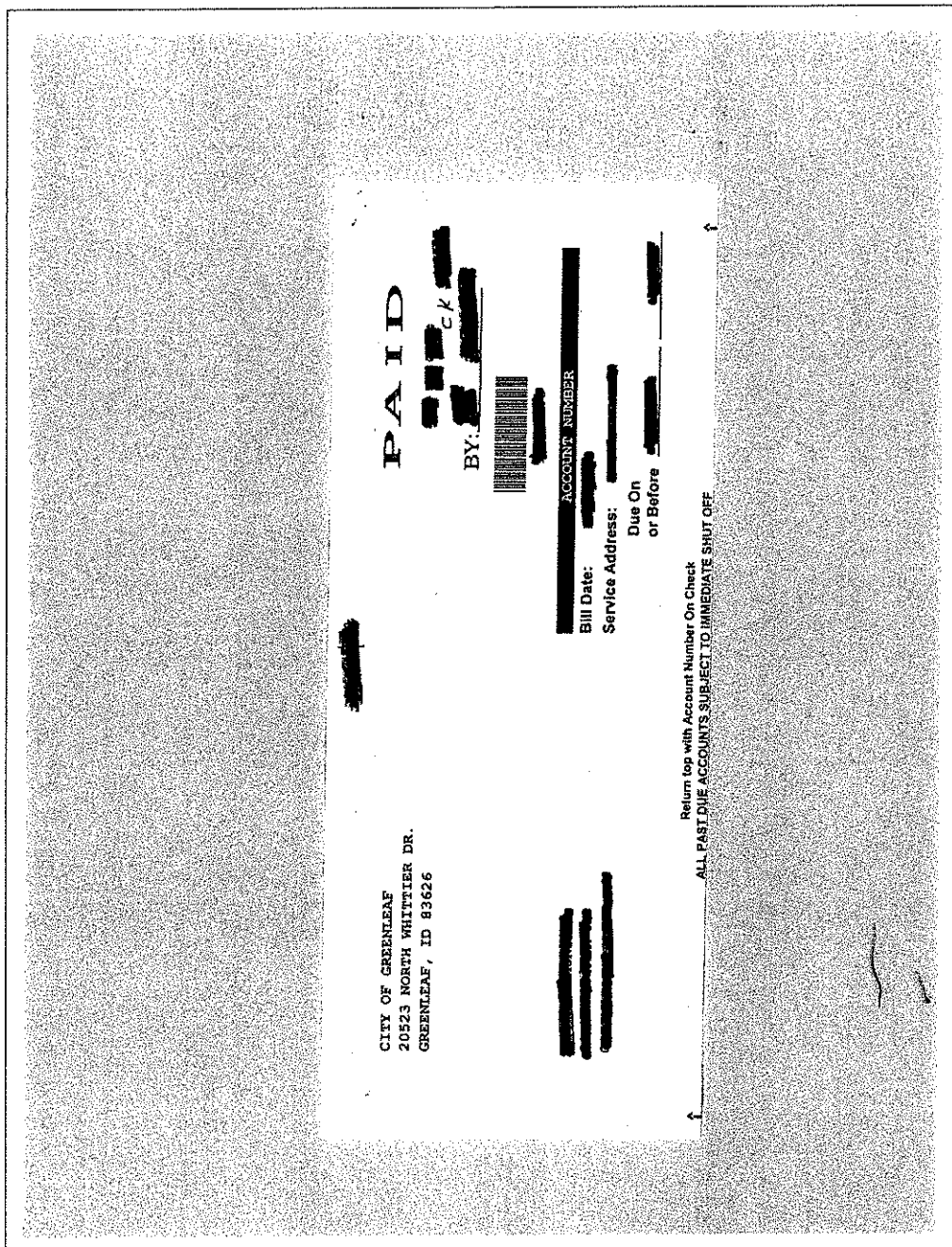
Description: Payment Stub (received back with payment from customer)

Record Type: Semi-Permanent (5-year retention)

Date Range: January 2006 to December 2014

Sample: Please see image below

Notes: Data available in Utility Data System UBS-Lite software & database





CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

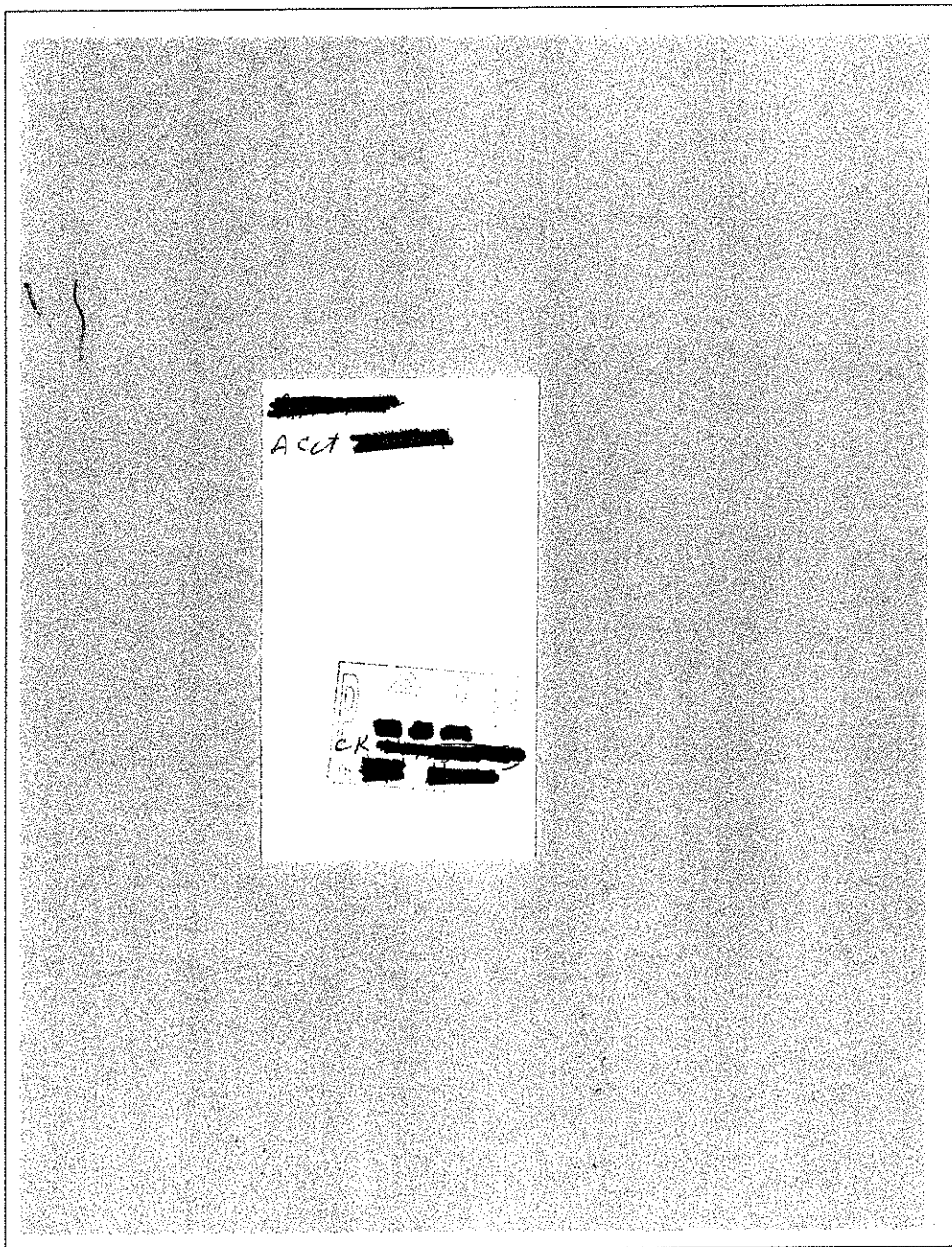
Description: Payment Stub (hand-generated for internal tracking and processing of payment from customer)

Record Type: Semi-Permanent (5-year retention)

Date Range: January 2006 to December 2014

Sample: Please see image below

Notes: Data available in Utility Data System UBS-Lite software & database





CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

Description: Billing Register Report

Record Type: Semi-Permanent (5-year retention)

Date Range: January 2006 to December 2014

Sample: Please see image below

Notes: Data available in Utility Data System UBSlite software & database

DATE: [REDACTED]

TIME: 14:06:32

USER: Admin - 1

ACCT NO.

SERV RATE

PRES READ

NAME

PREV READ

CONSUMP

MINIMUMS

BILLING REGISTER

For [REDACTED] Through [REDACTED]

CITY OF GREENLEAF ROUTE 1

SERVICE ADDRESS

CHARGE AMT

TOTAL CHGS

AMOUNT

ARREARS TOT

ARREARS

PENALTY

NET DUE

TAX

PENALTY

PAY PLAN

GROSS AMT

PAGE 1

BILLREG.FRX

SERV RATE	PRES READ	PREV READ	CONSUMP MINIMUMS	CHARGE AMT TOTAL CHGS	AMOUNT	ARREARS ARREARS TOT	PENALTY NET DUE	TAX	PAY PLAN	GROSS AMT
WA 0101	214340	213710	630							
SW 0203										
CO 0500										
GB 0510										
			4							
WA 0101	3287720	3284540	3180							
SW 0203										
			8							
WA 0101	2156950	2156900	50							
SW 0203										
			2							
WA 0101	546900	540880	6020							
SW 0203										
CO 0500										
GB 0510										
			5							
WA 0102	19891000	19843000	48000							
SW 0203										
			10							
WA 0102	88560	85500	3060							
SW 0203										
			5							
WA 0101	641400	637720	3680							
SW 0203										
CO 0500										
GB 0510										
			4							
WA 0101	420020	416820	3200							
SW 0203										
CO 0500										
GB 0510										
			4							
WA 0101	241800	238660	3140							
SW 0203										
CO 0500										
GB 0510										
			4							

* = Summed Service (Consumption from this service is added to another service) or the service is an attached service and not the primary consumption. Total consumption is adjusted by the multiplier.

Lee,

They are
working on
the canopy
situation

Cindy

3/31/2020

AK



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

AKA Potato Investment Inc.
21258 Main Street
Greenleaf, ID 83626

via certified mail (7015 1520 0000 2329 9082)
and e-mail (kamalsivia@gmail.com)

06 March 2020

RE: NOTICE OF VIOLATION - SERVICE STATION GAS PUMP CANOPY LIGHTING

Greetings!

On 21 November 2019 a letter was hand-delivered by the City Clerk to 21258 Main Street RE: Service Station Gas Pump Canopy Lighting. This letter requested a written response within 30 days. No response has been received, and the lighting issue has not been resolved.

This letter is being mailed 03 March 2020 as a notice of violation dated 06 March 2020 per Greenleaf Code (GC) 9-14-6 and GC 9-17-6:B.

The city has determined that the property is in complete violation of GC 9-14-4-1:C, which states:

Canopy lights: Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties.

The canopy lights are not fully recessed or fully shielded, resulting in light source visibility and glare on public rights of way along Main Street (SH-19) and Academy Road, and to adjacent properties.

Per GC 9-14-6, the City Code requires that the violation be abated within thirty (30) days of the notice of violation. City planning department staff is available to assist in working to correct the violation. A copy of GC 9-14-6 is enclosed.

Per GC 9-17-6:B, a copy of Chapter 17 Title 9 is enclosed to provide detailed procedure to contest the city's allegation. Please note that per GC 9-17-6:B:2 a settlement conference may be scheduled upon receipt of a written request received within seven (7) days from the service date of this notice of violation.

RE: Notice of Violation – Service Station Gas Pump Canopy Lighting, p. 1 of 2

208.454.0552 • greenleafcity@cableone.net



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

Please be aware that GC 9-14-6 provides that, if the violation is not abated within the thirty (30) day period, the zoning official may institute actions and proceedings, either legal or equitable, to enjoin, restrain or abate any violations of this chapter.

Please also be aware that GC 9-17-9 provides for both criminal and civil penalties.

Respectfully submitted,

Lee C. Belt
City Clerk / Assistant Zoning Official
City of Greenleaf

cc Mayor
City Council
City Attorney
Kamal Sivia, 3064 Stonington Drive, Roseville, CA 95747

enc Letter 21 November 2019 RE: Service Station Gas Pump Canopy Lighting
GC 9-14-6
GC Chapter 17 Title 9



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

AKA Potato Investment Inc.
21258 Main Street
Greenleaf, ID 83626

21 November 2019

RE: SERVICE STATION GAS PUMP CANOPY LIGHTING

Greetings!

In the period of time since changes were made to the service station gas pump canopy to reflect Chevron product, Mayor reports he and Council Members have received numerous complaints directly regarding the brightness of lighting from the canopy.

Upon cursory review, the canopy lighting does not appear to be in conformance with the City of Greenleaf Outdoor Lighting Ordinance (Chapter 14 Title 9). Per Greenleaf Code (GC) §9-14-3 all new lighting is required to conform, and all pre-existing exterior lighting was required to be brought into compliance by the end of 2016.

In particular, GC §9-14-4-1(C) states, "Canopy lights: Canopy lights, such as service station lighting shall be fully recessed or fully shielded so as to ensure that no light source is visible from or causes glare on public rights of way or adjacent properties."

The canopy's lighting does not appear to be fully recessed or fully shielded. GC §9-14-4-5 provides figures to give graphic examples to illustrate fixture styles and features, including recessed and shielded lighting. Please see §9-14-4-5 figure 1, figure 2 and figure 4 for detail.

The Chevron #373947 ExtraMile located in Caldwell at 122 W. Simplot Blvd near the intersection of State Highway 19 and Paynter Avenue is a local example of a service station gas pump canopy with fully recessed or fully shielded lighting.

A copy of the Greenleaf Outdoor Lighting Ordinance is enclosed. The full city code is available at the city's website (<http://www.greenleaf-idaho.us/>, direct link: http://www.greenleaf-idaho.us/var/m_2/24/248/50723/849067-GC_-_Ord_282-6512b.pdf?download)

Please provide a written response (including the option of e-mail to my attention at clerk@greenleaf-idaho.us) within the next 30 days detailing how the current canopy

RE: Service Station Gas Pump Canopy Lighting, p.1 of 2

208.454.0552 • greenleafcity@cableone.net



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626

lighting meets the Greenleaf Outdoor Lighting Ordinance, or an estimated date for when the canopy is anticipated to be brought into compliance. City staff would prefer to resolve this situation without making an official finding and pursuit of actions in GC §9-14-6.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lee C. Belt".

Lee C. Belt
City Clerk / Assistant Zoning Official
City of Greenleaf

cc Mayor
City Council
Public Services Director
City Engineer / Zoning Official

enc Greenleaf Outdoor Lighting Ordinance (GC §9-14)

9-14-6: VIOLATIONS AND LEGAL ACTIONS: If the zoning official finds that any provision of this chapter is being violated, notice shall be given by hand delivery or by certified mail, return receipt requested, of such violation to the owner and/or to the occupant of such premises, demanding that the violation be abated within thirty (30) days of the date of hand delivery or of the date of mailing of the notice. The planning department staff shall be available to assist in working with the violator to correct said violation. If the violation is not abated within the thirty (30) day period, the zoning official may institute actions and proceedings, either legal or equitable, to enjoin, restrain or abate any violations of this chapter. (Ord. 205, 10-25-2006)

Chapter 17

ENFORCEMENT

9-17-1: GENERAL:

9-17-2: COMPLIANCE BY ISSUERS OF PERMITS:

9-17-3: DETECTION OF VIOLATION:

9-17-4: ENFORCEMENT OF SUBDIVISION PLATS:

9-17-5: SALE OF LOTS VIOLATION:

9-17-6: CITY ENFORCEMENT:

9-17-7: CIVIL AND CRIMINAL ENFORCEMENT:

9-17-8: INVESTIGATIONS:

9-17-9: PENALTIES:

9-17-10: ELECTION OF REMEDIES:

9-17-1: GENERAL: The enforcement of this chapter shall apply equally to each person and property in similar circumstances; it shall not, however, be a defense to any particular enforcement action, that some one or more other persons or properties similarly situated are not the subject of enforcement action. (Ord. 205, 10-25-2006)

9-17-2: COMPLIANCE BY ISSUERS OF PERMITS: All departments, officials, and public employees of the city vested with the duty or authority to issue permits, shall conform to the conditions of this title, and shall issue no permit, certificate, or license for the use of land, buildings, or purposes, in conflict with the provisions of this title and such permit, certificate, or license issued in conflict with the provisions of this title shall be null and void ab initio. (Ord. 205, 10-25-2006)

9-17-3: DETECTION OF VIOLATION: The building official may periodically research the county assessor's records and perform the necessary investigation to detect any violations of this title. (Ord. 205, 10-25-2006)

9-17-4: ENFORCEMENT OF SUBDIVISION PLATS: No subdivision plat required by this title or the Idaho Code shall be admitted to the public land records of the county or recorded by the county recorder, until such subdivision plat has received final plat approval by the council. No public board, agency, commission, official or other authority shall proceed with the construction of or authorize the construction of any of the public improvements required by this title until the final plat has received approval by the council. (Ord. 205, 10-25-2006)

9-17-5: SALE OF LOTS VIOLATION: No person shall dispose of nor offer for sale any lots, tracts and/or parcels of land, nor shall any person divide any original lot, tract or parcel of land nor effect any lot line adjustment of any lot, tract or parcel of land in the city until the final plat thereof had been duly acknowledged and recorded, and/or the lot split and/or lot line adjustment had been duly certified by the city as is required by the provisions of this title. (Ord. 205, 10-25-2006)

9-17-6: CITY ENFORCEMENT: Whenever it appears to any person, including, but not limited to, the building official, community development staff, commission members, the council, the Canyon County prosecuting attorney, city attorney, Canyon County sheriff, or city police that any person is engaging in or about to engage in an act or practice violating any provisions of this title, the person should orally or in writing notify the zoning official or the zoning official's office. The zoning official, with the assistance of staff, the appropriate law enforcement agency, and attorney, shall cause an investigation to be made of the alleged violation, as the zoning official deems advisable under the circumstances.

A. The zoning official or the zoning official's staff, or the appropriate law enforcement agency, has the authority to:

1. Conduct a program of continuing surveillance and of regular or periodic inspection of potential or actual violations.
2. Enter, at all reasonable times after an application for a building permit or for a permit under this title has been received, upon any private or public property for the purpose of inspecting it or to ascertain whether there is or has been a violation of this title, a permit, or other ordinances relating hereto.

B. If an investigation discloses that there is a basis for believing that a violation exists, the zoning official, or the appropriate law enforcement agency, may follow the following procedure, unless the zoning official, in his discretion, determines that prompt criminal prosecution or authorization of prompt civil action is required:

1. Issue and serve upon the person alleged to have violated this ordinance a written notice. This notice shall specify the provision of the ordinance, variance or permit which has been violated; the extent and manner in which the ordinance, variance or permit has been violated, and the procedure for the person to contest the allegation. A copy of this notice shall be delivered to the city attorney.
2. If a hearing is requested by the person in writing within seven (7) days of the service of the notice, then the zoning official shall schedule a settlement conference with said person within thirty (30) days from the time that the zoning official has been served with said request for a hearing. The zoning official shall also schedule within sixty (60) days a hearing before the council on said notice.
3. If the allegations of the notice cannot be resolved in the above mentioned settlement conference, the matter shall be submitted for

hearing before the council. If the matter can be resolved, then the agreement shall be accepted or rejected by the council.

4. The conduct of the hearing on the notice shall be as set forth in chapter 15 of this title.

5. The council shall render its decision within thirty (30) working days from the date of the hearing.

C. If the preventive or corrective measure is not taken in accordance with the settlement agreement or order of the council, then the person in violation of said agreement, or order of the council shall be liable for a civil penalty not to exceed one thousand dollars (\$1,000.00) per day beginning with the time fixed for the taking of the preventive or corrective measure set forth in the agreement or order of the council.

D. If the circumstances of the violation of the ordinance, permit, or variance constitute an emergency creating conditions of immediate danger to the public health, safety, welfare or to the quality of the environment, the zoning official shall immediately notify the council and the appropriate attorney. The council may institute a civil action for immediate injunction to seek any relief deemed appropriate under the circumstances as well as a civil penalty not to exceed one thousand dollars (\$1,000.00) per day.

E. The zoning official shall consider in any imposition of a civil penalty the following factors:

1. The nature of the violation.
2. Whether the violation was disclosed to the zoning official or staff prior to its detection.
3. Whether the violation was corrected without zoning official or staff action.
4. The cost of enforcing and investigating the violation.
5. Whether the violation was an isolated occurrence or a multiple offense.
6. Whether there is an undue risk of future violations during the remaining construction phase of the permit.
7. Whether a fine under the circumstances would serve as a deterrent to this person or other persons similarly situated.

8. Whether there were grounds tending to excuse or justify the violation.

9. Whether the person was cooperative and willing to correct the violation.

F. Nothing in this chapter or this section shall preclude the council from any other legal or equitable remedy available. (Ord. 205, 10-25-2006)

9-17-7: CIVIL AND CRIMINAL ENFORCEMENT: Nothing in this title respecting notice and administrative process or any other matter shall preclude the council or board from instituting any cause of action against any person for any relief legally available under the circumstances, nor preclude the city attorney or the Canyon County prosecuting attorney from commencing criminal enforcement at the request of the zoning official. (Ord. 205, 10-25-2006)

9-17-8: INVESTIGATIONS: Any applicant for a variance, conditional use, planned unit development, or zone map amendment, by filing the related application consents to inspection of the subject property by the zoning official or the zoning official's staff at all reasonable times, and by the commission during and in the context of a hearing, for the purpose of ascertaining the completeness and accuracy of factual assertions in the application; and any person claiming the benefit of an approved variance or conditional use consents to inspection of the subject property by the zoning official or the zoning official's staff at all reasonable times for the purpose of inspecting or investigating whether or not the property and use are in compliance with conditions of approval and this title. (Ord. 205, 10-25-2006)

9-17-9: PENALTIES:

A. Criminal penalties shall be as follows:

1. Each violation of this title, or of the conditions of approval of a variance, planned unit development, subdivision, or conditional use, and each day of each such violation, shall be considered a separate criminal offense.

2. Each person acting as a principal, and each person acting as an agent, violating this title, or the conditions of approval of a variance, planned unit development, subdivision or conditional use, shall be responsible for the criminal offense.

3. Any person found guilty of violating this title shall be guilty of an infraction, and upon the first conviction, be subject to the payment of a fine of not less than one hundred dollars (\$100.00), upon the conviction of a second offense shall be fined a sum of three hundred dollars (\$300.00), and upon the third and subsequent offenses shall be guilty of a misdemeanor and fined an amount not more than one thousand dollars

(\$1,000.00) and/or one hundred eighty (180) days incarceration in the county jail. None of the fines shall be suspended by the court.

B. Civil penalties shall be as follows:

1. Each violation of this title, or of the conditions of approval of a variance, planned unit development, or conditional use, and each day of each such violation, shall be considered a separate civil offense.
2. Each person acting as a principal, and each person acting as an agent, violating this title, or the conditions of approval of a variance, planned unit development, or conditional use, shall be responsible for the civil offense.
3. Each civil offense shall be punishable by a civil penalty not to exceed one thousand dollars (\$1,000.00) per day or per violation, whichever is greater.
4. The city, and if the property is located in the impact area, Canyon County also, shall be entitled to recover, in any action for a civil penalty, the actual costs of investigation, enforcement, and mitigation, together with interest, court costs, and attorney fees at the prevailing hourly rate, notwithstanding that the city attorney and Canyon County prosecuting attorneys may be salaried, at the option of the city or county, as the case may be. (Ord. 205, 10-25-2006)

9-17-10: ELECTION OF REMEDIES: The city attorney or Canyon County prosecuting attorney has the discretion to enforce this code either criminally or civilly. (Ord. 205, 10-25-2006)

GREENLEAF P.O.
21344 MAIN ST
GREENLEAF, ID 83626-9998
USPS 1538500478
1-800-275-8777
098157201

Term ID: 01
Clerk ID: 000003

sale

*****1799

VISA

Chip

TOTAL: \$230.60

03/03/20 14:40:31
Inv #: 000004 Appr Code: 665176
Receipt #: 00000692

All Sales Final on Status and Postage.
Refunds for Guaranteed Services Only.

VISA CREDIT

AID: A0000000031010
AC: C0 7E FA 41 CA 56 20 8B
CVR: 5E 00 00
IAD: 06010A03608000
ARC: 00
TVR: 80 80 00 80 00
TSE: 68 00

CUSTOMER COPY

Order Status at USPS.com/shop or call
1-800-Status24. Go to
USPS.com/shipping to print shipping
labels with postage. For other info call
1-800-ASK-USPS.

7015 1520 0000 2329 9082

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OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	7.80
Sent To	AKA Potato Investments, Inc.
Street and Apt. No., or PO Box No.	2123 S MAIN STREET
City, State, ZIP+4 [®]	GREENLEAF, ID 83626

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

0.00 *
1.80 +
1.00 +
7.80 +
55.00 +
55.00 +
55.00 +
55.00 +
230.60 *



City of Greenleaf

Balance Sheet

As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Water Cash on Hand	200.00
D.L. Evans Checking	
General Fund--DL Evans	688.73
Irrigation Fund--DL Evans	2,024.75
Road Fund--DL Evans	1,266.30
Sewer Fund--DL Evans	-11,856.39
Sewer Loan Reserve--DL Evans	13,888.07
Water Fund--DL Evans	868.91
Water Deposit Fund--DL Evans	764.50
Waste Disposal Fund--DL Evans	6,892.78
WAED Project--DL Evans	47,996.34
Total D.L. Evans Checking	62,533.99
D.L. Evans Special Account	1,001.62
Investment Pool--SIP 981	
SIP 6 month reserve funded	
General- 6 month reserve	90,000.00
Irrigation- 6 month reserve	25,000.00
Road- 6 month reserve	24,000.00
Water- 6 month reserve	90,000.00
Total SIP 6 month reserve funded	229,000.00
SIP 6 month reserve unfunded	
Sewer- 6 month reserve	63,225.05
Total SIP 6 month reserve unfunded	63,225.05
Reserve Accounts- CIP	
General Fund CIP Reserve	138,597.36
Parks & Rec. CIP Reserve	6,402.17
Irrigation Fund CIP Reserve	66,009.45
Road Fund CIP Reserve	119,419.45
Sewer Fund CIP Reserve	1,526.00
Water Fund CIP Reserve	88,032.46
Total Reserve Accounts- CIP	419,986.89
Reserve Accts- Limited Use Fund	
Sewer Connection Fees	160,295.50
Water Connection Fees	
Water Meter	717.36
Water Connection Fees - Other	68,402.06
Total Water Connection Fees	69,119.42
Water Deposit Reserve	34,391.49
Total Reserve Accts- Limited Use Fund	263,806.41
Total Investment Pool--SIP 981	976,018.35
Water Fund Rev Bond Accounts	
2006 Bond DS--SIP 2908	15,143.13
2006 Bond DS Reserve--SIP 2909	38,429.97
2007 Bond DS--SIP 2952	19,313.67
2007 Bond DS Reserve--SIP 2953	20,677.07
2013 Bond DS--SIP 3313	673.82
2013 Bond DS Reserve--SIP 3314	14,477.42
Total Water Fund Rev Bond Accounts	108,715.08
Sewer Fund Note Accts	
2013 Collection DS- SIP 3344	2,163.60
2013 Collection Res.- SIP 3345	3,694.36
2013B Treatment DS-SIP 3346	27,166.86

City of Greenleaf
Balance Sheet
As of March 31, 2020

	Mar 31, 20
2013B Treatment Res.- SIP 3347	89,327.05
Total Sewer Fund Note Accts	122,351.87
Total Checking/Savings	1,270,820.91
Accounts Receivable	
Accounts Receivable-Irrigation	49,925.96
Accounts Rec.--WAED	4,300.00
Total Accounts Receivable	54,225.96
Other Current Assets	
Accounts Receivable-Water	25,575.52
Accounts Receivable-Sewer	29,683.88
Reserve for Uncollectible Accts	
Res. for uncollectible--Sewer	-1,920.00
Res. for uncollectible--Water	-3,987.00
Total Reserve for Uncollectible Accts	-5,907.00
Taxes Receivable	85,607.89
Due from other Funds	
To General	24,369.30
Total Due from other Funds	24,369.30
Due from other Governments	10,723.29
Total Other Current Assets	170,052.88
Total Current Assets	1,495,099.75
Fixed Assets	
Water Assets	
Land - Water	16,000.00
Water Equipment	94,182.00
Water Project	1,237,811.31
Accum Depr--Water	-362,314.00
Total Water Assets	985,679.31
Sewer Assets	
Sewer Equipment	8,497.00
Sewer Project	
Land Purchase	354,794.42
Construction	7,522,333.24
Treatment/ Collection costs	1,942,900.03
Total Sewer Project	9,820,027.69
Accum Depr--Sewer	-1,590,335.00
Total Sewer Assets	8,238,189.69
Total Fixed Assets	9,223,869.00
TOTAL ASSETS	10,718,968.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	26,287.15
Total Accounts Payable	26,287.15
Other Current Liabilities	
Deferred Revenue	84,260.40
Accrued Payroll	710.81
Accrued Deferred Comp Expense	31,490.98

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Accrual Basis

City of Greenleaf
Balance Sheet
 As of March 31, 2020

	Mar 31, 20
Interest Payable-2006 Bond	4,819.80
Interest Payable-2007 Bond	9,200.53
Interest Payable-2013 Bond	164.02
Int. Pay. WW Treatment 2013B	2,560.34
Int. Pay. WW Collection 2013	511.82
Unearned Rev-GLAR Developers	-6,553.84
Water Deposits	40,651.90
Due to other Funds	
From Sewer	24,369.30
Total Due to other Funds	24,369.30
Payroll Liabilities	
Idaho State Withholdings	991.00
FICA and Federal Withholdings	6,895.57
Payroll Liabilities - Other	-3,103.36
Total Payroll Liabilities	4,783.21
Total Other Current Liabilities	196,969.27
Total Current Liabilities	223,256.42
Long Term Liabilities	
WW Collection Rev. Note - 2013	76,630.67
WW Treatment Rev. Note - 2013B	3,326,375.81
2006 Water Bond Payable	445,701.26
2007 Water Bond Payable	244,954.44
2013 Water Bond Payable	329,169.96
Total Long Term Liabilities	4,422,832.14
Total Liabilities	4,646,088.56
Equity	
Retained Earnings	5,896,490.28
Net Income	176,389.91
Total Equity	6,072,880.19
TOTAL LIABILITIES & EQUITY	10,718,968.75

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Accrual Basis

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	General Fund	Irrigation Fund	Road Fund
Income			
Direct Income			
CC Property Taxes	52,452.19	0.00	0.00
State Inv Pool - Interest	2,481.02	922.53	1,357.87
State Inv Pool - Liquor	14,020.00	0.00	0.00
SIP-State Sales Tax Rev Sharing	18,874.93	0.00	0.00
County Dist.- Sales Tax Sharing	9,886.04	0.00	0.00
Replacement personal prop. tax	984.63	0.00	0.00
Fines	131.10	0.00	0.00
Franchise Fees	5,955.59	0.00	0.00
Licenses & Misc Fees	120.00	0.00	0.00
Other Tax Revenue - County	5.78	0.00	0.00
Irrigation Rev. O & M	0.00	47,611.22	0.00
County Highway	0.00	0.00	18,035.77
State Inv Pool - Highway	0.00	0.00	16,680.74
State Inv Pool Hwy HB 312	0.00	0.00	4,938.00
Sewer Revenue	0.00	0.00	0.00
Sewer- Add. Rev.	0.00	0.00	0.00
Water Revenue	343.50	0.00	0.00
Water disconnect/ restore fee	0.00	0.00	0.00
Interest Income	0.26	0.00	0.00
Other Income			
Fax	5.65	0.00	0.00
Photocopies	9.42	0.00	0.00
Other Income - Other	316.65	0.00	0.00
Total Other Income	<u>331.72</u>	<u>0.00</u>	<u>0.00</u>
Total Direct Income	105,586.76	48,533.75	41,012.38
Pass Through Income			
Sales Tax Income	2.06	0.00	5.67
Building Permits & Fees	19,951.45	0.00	0.00
Irrigation Toll - Wilder	0.00	18,265.89	0.00
Hook-up fees--Sewer	0.00	0.00	0.00
Hook-up fees--Water	0.00	0.00	0.00
Utility Deposit	0.00	0.00	0.00
Waste Disposal Rev -- Westtown	0.00	0.00	0.00
WAED Grant Income	0.00	0.00	0.00
Memberships--WAED	0.00	0.00	0.00
Fundraising/ Scholarships--WAED	0.00	0.00	0.00
Total Pass Through Income	<u>19,953.51</u>	<u>18,265.89</u>	<u>5.67</u>
Grant and Special Income			
Grants			
Grant - Transportation	100,000.00	0.00	0.00
Total Grants	<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>
Donations	<u>18.87</u>	<u>0.00</u>	<u>174.33</u>
Total Grant and Special Income	<u>100,018.87</u>	<u>0.00</u>	<u>174.33</u>
Licenses & Permits	<u>25.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income	<u>225,584.14</u>	<u>66,799.64</u>	<u>41,192.38</u>
Gross Profit	225,584.14	66,799.64	41,192.38
Expense			
Contracted			
Insurance - ICRMP	2,199.34	422.96	1,099.68
Audit & Accounting	1,638.00	315.00	819.00
Police Contract	16,999.98	0.00	0.00
Total Contracted	<u>20,837.32</u>	<u>737.96</u>	<u>1,918.68</u>
Professional Services			
Legal & City Attorney			
Planning & Zoning	5,170.80	0.00	0.00
Legal & City Attorney - Other	1,744.46	335.48	872.22
Total Legal & City Attorney	<u>6,915.26</u>	<u>335.48</u>	<u>872.22</u>
Engineering			
ReUse Application	0.00	0.00	0.00
Planning & Zoning	945.00	0.00	0.00
Engineering - Other	1,760.20	338.51	880.11

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Accrual Basis

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	General Fund	Irrigation Fund	Road Fund
Total Engineering	2,705.20	338.51	880.11
Total Professional Services	9,620.46	673.99	1,752.33
City Hall			
Electricity	219.71	42.26	109.84
Natural Gas	86.78	16.69	43.38
Phone- Internet	335.35	64.49	167.67
Trash	54.73	10.54	27.36
Photocopier	699.11	134.45	349.55
Office Supplies	282.07	54.25	141.03
Main., Tech Equip, Upgrade	1,354.63	0.00	0.00
Total City Hall	3,032.38	322.68	838.83
Public Services			
City Projects			
Water Meter Project	0.00	0.00	0.00
Harmony Project	138,883.32	0.00	0.00
Total City Projects	138,883.32	0.00	0.00
Maintenance & Repairs	0.00	1,032.79	560.29
Vehicle Maint & Repair	0.00	496.26	496.26
Fuel	155.89	212.85	99.66
Postage/Aircard	13.10	220.00	0.00
Weed Control	0.00	47.24	47.25
Electricity	0.00	83.88	0.00
Electricity (street lights)	0.00	0.00	2,764.63
Laboratory Expense	0.00	0.00	0.00
Generator Fuel	0.00	82.80	82.80
DEQ Assessment Water/Sewer	0.00	0.00	0.00
Sequestering Agent	0.00	0.00	0.00
Chlorine	0.00	0.00	0.00
De-Chlorine	0.00	0.00	0.00
Certified Operator	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00
Land Application	0.00	0.00	0.00
Supplies	0.00	365.40	487.41
Training	0.00	27.79	12.59
Telephone/Pagers	0.00	0.00	0.00
Sludge Handling	0.00	0.00	0.00
Irrigation Exp- Wilder/Pioneer	0.00	0.00	0.00
Total Public Services	139,052.31	2,569.01	4,550.89
Parks and Recreation			
Electricity-Parks and Rec	66.61	0.00	0.00
General Parks and Rec	12.66	0.00	0.00
Total Parks and Recreation	79.27	0.00	0.00
Other Expense			
Bank Charges	92.25	0.00	0.00
Prof mbrships, dues & subscrip	672.25	129.28	336.11
Public notice/newspaper/code	626.23	0.00	0.00
Training	39.62	7.62	19.81
Meetings	104.20	67.01	106.39
Ordinance 208 Initiative/Misc	446.27	0.00	0.00
Other	57.26	0.00	0.00
Total Other Expense	2,038.08	203.91	462.31
Payroll			
Mayor Salary	3,600.00	0.00	0.00
City Council Salary	5,400.00	0.00	0.00
Wages	27,107.96	7,728.35	6,734.41
Treasurer	0.00	0.00	0.00
Payroll Expenses			
Benefits-PERSI	4,347.71	984.09	838.46
Payroll Liab. Other	-3,900.46	613.69	521.05
Payroll Expenses - Other	6,916.08	0.00	0.00
Total Payroll Expenses	7,363.33	1,597.78	1,359.51
Reim.-Cell & Utility Reim	193.76	0.00	0.00
Benefits - Health Insurance	3,019.69	580.73	1,509.84

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	General Fund	Irrigation Fund	Road Fund
HSA Contributions	702.00	135.00	351.00
Total Payroll	47,386.74	10,041.86	9,954.76
WAED--Expenses			
Cell Phone --WAED	0.00	0.00	0.00
Fuel--WAED	0.00	0.00	0.00
Health Insurance - WAED	0.00	0.00	0.00
Insurance Corp- WAED	0.00	0.00	0.00
Marketing--WAED	0.00	0.00	0.00
Meals/ Meetings--WAED	0.00	0.00	0.00
Office Supplies- WAED	0.00	0.00	0.00
Professional Membership & Dues	0.00	0.00	0.00
Training --WAED	0.00	0.00	0.00
Vehicle Lease-- WAED	0.00	0.00	0.00
Vehicle Maint--WAED	0.00	0.00	0.00
Reserves--WAED	0.00	0.00	0.00
Total WAED--Expenses	0.00	0.00	0.00
Pass Through Exp.			
Irrigation Exp- Wilder Irr	0.00	15,824.27	0.00
Building Inspector	7,335.43	0.00	0.00
Water Deposit Exp.	0.00	0.00	0.00
Westtown Exp.	0.00	0.00	0.00
Sales Tax Exp.	1.42	0.00	4.31
Total Pass Through Exp.	7,336.85	15,824.27	4.31
Debt. Exp			
Interest Exp. Collection 2013	0.00	0.00	0.00
Interest Exp. Treatment 2013B	0.00	0.00	0.00
Interest Expense-2013 Bond	0.00	0.00	0.00
Interest Expense-2007 Bond	0.00	0.00	0.00
Interest Expense-2006 Bond	0.00	0.00	0.00
2013B sewer loan principal	0.00	0.00	0.00
2013 sewer loan principal	0.00	0.00	0.00
2013 USDA water loan principal	0.00	0.00	0.00
2006 USDA water loan principal	0.00	0.00	0.00
Total Debt. Exp	0.00	0.00	0.00
Total Expense	229,383.41	30,373.68	19,482.11
Net Income	-3,799.27	36,425.96	21,710.27

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Accrual Basis

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	Sewer Fund	Water Fund	Trash Disposal
Income			
Direct Income			
CC Property Taxes	0.00	0.00	0.00
State Inv Pool - Interest	3,362.95	4,160.27	0.00
State Inv Pool - Liquor	0.00	0.00	0.00
SIP-State Sales Tax Rev Sharing	0.00	0.00	0.00
County Dist.- Sales Tax Sharing	0.00	0.00	0.00
Replacement personal prop. tax	0.00	0.00	0.00
Fines	0.00	0.00	0.00
Franchise Fees	0.00	0.00	2,275.15
Licenses & Misc Fees	0.00	0.00	0.00
Other Tax Revenue - County	0.00	0.00	0.00
Irrigation Rev. O & M	0.00	0.00	0.00
County Highway	0.00	0.00	0.00
State Inv Pool - Highway	0.00	0.00	0.00
State Inv Pool Hwy HB 312	0.00	0.00	0.00
Sewer Revenue	184,538.69	0.00	0.00
Sewer- Add. Rev.	1,824.00	0.00	0.00
Water Revenue	0.00	116,503.03	0.00
Water disconnect/ restore fee	0.00	112.00	0.00
Interest Income	0.00	0.00	0.00
Other Income			
Fax	0.00	0.00	0.00
Photocopies	0.00	0.00	0.00
Other Income - Other	720.00	0.00	0.00
Total Other Income	<u>720.00</u>	<u>0.00</u>	<u>0.00</u>
Total Direct Income	190,445.64	120,775.30	2,275.15
Pass Through Income			
Sales Tax Income	0.00	0.00	358.99
Building Permits & Fees	0.00	0.00	0.00
Irrigation Toll - Wilder	0.00	0.00	0.00
Hook-up fees--Sewer	127,640.50	0.00	0.00
Hook-up fees--Water	0.00	13,231.50	0.00
Utility Deposit	0.00	5,334.15	0.00
Waste Disposal Rev -- Westtown	0.00	0.00	28,576.41
WAED Grant Income	0.00	0.00	0.00
Memberships--WAED	0.00	0.00	0.00
Fundraising/ Scholarships--WAED	0.00	0.00	0.00
Total Pass Through Income	<u>127,640.50</u>	<u>18,565.65</u>	<u>28,935.40</u>
Grant and Special Income			
Grants			
Grant - Transportation	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Grants	0.00	0.00	0.00
Donations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Grant and Special Income	0.00	0.00	0.00
Licenses & Permits	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income	<u>318,086.14</u>	<u>139,340.95</u>	<u>31,210.55</u>
Gross Profit	318,086.14	139,340.95	31,210.55
Expense			
Contracted			
Insurance - ICRMP	1,691.80	2,960.62	84.60
Audit & Accounting	1,260.00	2,205.00	63.00
Police Contract	0.00	0.00	0.00
Total Contracted	<u>2,951.80</u>	<u>5,165.62</u>	<u>147.60</u>
Professional Services			
Legal & City Attorney			
Planning & Zoning	0.00	0.00	0.00
Legal & City Attorney - Other	<u>1,341.88</u>	<u>2,348.27</u>	<u>67.09</u>
Total Legal & City Attorney	1,341.88	2,348.27	67.09
Engineering			
ReUse Application	14,809.08	0.00	0.00
Planning & Zoning	0.00	0.00	0.00
Engineering - Other	<u>1,354.00</u>	<u>2,369.47</u>	<u>67.71</u>

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Accrual Basis

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	Sewer Fund	Water Fund	Trash Disposal
Total Engineering	16,163.08	2,369.47	67.71
Total Professional Services	17,504.96	4,717.74	134.80
City Hall			
Electricity	169.02	295.74	8.45
Natural Gas	66.74	116.80	3.34
Phone- Internet	257.97	451.42	12.90
Trash	42.09	73.65	2.10
Photocopier	537.78	941.10	26.89
Office Supplies	216.96	379.72	10.84
Main., Tech Equip, Upgrade	0.00	0.00	0.00
Total City Hall	1,290.56	2,258.43	64.52
Public Services			
City Projects			
Water Meter Project	0.00	29,620.34	0.00
Harmony Project	0.00	0.00	0.00
Total City Projects	0.00	29,620.34	0.00
Maintenance & Repairs	7,322.67	3,263.68	0.00
Vehicle Maint & Repair	77.68	1,313.19	0.00
Fuel	335.69	484.57	0.00
Postage/Aircard	0.00	360.00	0.00
Weed Control	47.24	47.24	0.00
Electricity	10,987.21	4,059.74	0.00
Electricity (street lights)	0.00	0.00	0.00
Laboratory Expense	5,624.00	1,163.00	0.00
Generator Fuel	250.90	245.86	0.00
DEQ Assessment Water/Sewer	0.00	1,232.00	0.00
Sequestering Agent	0.00	1,344.00	0.00
Chlorine	1,161.74	1,302.71	0.00
De-Chlorine	1,455.75	0.00	0.00
Certified Operator	11,550.00	0.00	0.00
Professional Services	1,159.16	1,159.16	0.00
Land Application	-18.24	0.00	0.00
Supplies	542.66	962.45	0.00
Training	90.00	90.00	0.00
Telephone/Pagers	439.68	0.00	0.00
Sludge Handling	1,216.64	0.00	0.00
Irrigation Exp- Wilder/Pioneer	1,966.06	0.00	0.00
Total Public Services	44,208.84	46,647.94	0.00
Parks and Recreation			
Electricity-Parks and Rec	0.00	0.00	0.00
General Parks and Rec	0.00	0.00	0.00
Total Parks and Recreation	0.00	0.00	0.00
Other Expense			
Bank Charges	25.00	0.00	0.00
Prof mbrships, dues & subscrip	1,202.01	1,589.82	178.06
Public notice/newspaper/code	0.00	0.00	0.00
Training	30.48	53.35	1.52
Meetings	114.95	243.82	3.63
Ordinance 208 Initiative/Misc	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total Other Expense	1,372.44	1,886.99	183.21
Payroll			
Mayor Salary	0.00	0.00	0.00
City Council Salary	0.00	0.00	0.00
Wages	19,707.07	20,568.99	826.74
Treasurer	0.00	0.00	0.00
Payroll Expenses			
Benefits-PERSI	2,266.48	2,548.78	100.13
Payroll Liab. Other	1,379.80	1,603.01	62.27
Payroll Expenses - Other	0.00	0.00	0.00
Total Payroll Expenses	3,646.28	4,151.79	162.40
Reim.-Cell & Utility Reim	0.00	0.00	0.00
Benefits - Health Insurance	2,322.84	4,065.01	116.15

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Accrual Basis

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	Sewer Fund	Water Fund	Trash Disposal
HSA Contributions	540.00	945.00	27.00
Total Payroll	26,216.19	29,730.79	1,132.29
WAED--Expenses			
Cell Phone --WAED	0.00	0.00	0.00
Fuel--WAED	0.00	0.00	0.00
Health Insurance - WAED	0.00	0.00	0.00
Insurance Corp- WAED	0.00	0.00	0.00
Marketing--WAED	0.00	0.00	0.00
Meals/ Meetings--WAED	0.00	0.00	0.00
Office Supplies- WAED	0.00	0.00	0.00
Professional Membership & Dues	0.00	0.00	0.00
Training --WAED	0.00	0.00	0.00
Vehicle Lease-- WAED	0.00	0.00	0.00
Vehicle Maint--WAED	0.00	0.00	0.00
Reserves--WAED	0.00	0.00	0.00
Total WAED--Expenses	0.00	0.00	0.00
Pass Through Exp.			
Irrigation Exp- Wilder Irr	0.00	0.00	0.00
Building Inspector	0.00	0.00	0.00
Water Deposit Exp.	0.00	2,559.12	0.00
Westown Exp.	0.00	0.00	28,576.41
Sales Tax Exp.	0.00	0.00	182.50
Total Pass Through Exp.	0.00	2,559.12	28,758.91
Debt. Exp			
Interest Exp. Collection 2013	371.22	0.00	0.00
Interest Exp. Treatment 2013B	4,957.75	0.00	0.00
Interest Expense-2013 Bond	0.00	5,143.86	0.00
Interest Expense-2007 Bond	0.00	5,052.18	0.00
Interest Expense-2006 Bond	0.00	9,565.95	0.00
2013B sewer loan principal	128,334.07	0.00	0.00
2013 sewer loan principal	4,786.08	0.00	0.00
2013 USDA water loan principal	0.00	9,415.31	0.00
2006 USDA water loan principal	0.00	16,800.57	0.00
Total Debt. Exp	138,449.12	45,977.87	0.00
Total Expense	231,993.91	138,944.50	30,421.33
Net Income	86,092.23	396.45	789.22

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Accrual Basis

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	Western Alliance Project	TOTAL
Income		
Direct Income		
CC Property Taxes	0.00	52,452.19
State Inv Pool - Interest	0.00	12,284.64
State Inv Pool - Liquor	0.00	14,020.00
SIP-State Sales Tax Rev Sharing	0.00	18,874.93
County Dist.- Sales Tax Sharing	0.00	9,886.04
Replacement personal prop. tax	0.00	984.63
Fines	0.00	131.10
Franchise Fees	0.00	8,230.74
Licenses & Misc Fees	0.00	120.00
Other Tax Revenue - County	0.00	5.78
Irrigation Rev. O & M	0.00	47,611.22
County Highway	0.00	18,035.77
State Inv Pool - Highway	0.00	16,680.74
State Inv Pool Hwy HB 312	0.00	4,938.00
Sewer Revenue	0.00	184,538.69
Sewer- Add. Rev.	0.00	1,824.00
Water Revenue	0.00	116,846.53
Water disconnect/ restore fee	0.00	112.00
Interest Income	0.00	0.26
Other Income		
Fax	0.00	5.65
Photocopies	0.00	9.42
Other Income - Other	0.00	1,036.65
Total Other Income	0.00	1,051.72
Total Direct Income	0.00	508,628.98
Pass Through Income		
Sales Tax Income	0.00	366.72
Building Permits & Fees	0.00	19,951.45
Irrigation Toll - Wilder	0.00	18,265.89
Hook-up fees--Sewer	0.00	127,640.50
Hook-up fees--Water	0.00	13,231.50
Utility Deposit	0.00	5,334.15
Waste Disposal Rev -- Westtown	0.00	28,576.41
WAED Grant Income	18,300.00	18,300.00
Memberships--WAED	63,524.00	63,524.00
Fundraising/ Scholarships--WAED	1,127.55	1,127.55
Total Pass Through Income	82,951.55	296,318.17
Grant and Special Income		
Grants		
Grant - Transportation	0.00	100,000.00
Total Grants	0.00	100,000.00
Donations	0.00	193.20
Total Grant and Special Income	0.00	100,193.20
Licenses & Permits	0.00	25.00
Total Income	82,951.55	905,165.35
Gross Profit	82,951.55	905,165.35
Expense		
Contracted		
Insurance - ICRMP	0.00	8,459.00
Audit & Accounting	0.00	6,300.00
Police Contract	0.00	16,999.98
Total Contracted	0.00	31,758.98
Professional Services		
Legal & City Attorney		
Planning & Zoning	0.00	5,170.80
Legal & City Attorney - Other	0.00	6,709.40
Total Legal & City Attorney	0.00	11,880.20
Engineering		
ReUse Application	0.00	14,809.08
Planning & Zoning	0.00	945.00
Engineering - Other	0.00	6,770.00

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Accrual Basis

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	Western Alliance Project	TOTAL
Total Engineering	0.00	22,524.08
Total Professional Services	0.00	34,404.28
City Hall		
Electricity	0.00	845.02
Natural Gas	0.00	333.73
Phone- Internet	0.00	1,289.80
Trash	0.00	210.47
Photocopier	0.00	2,688.88
Office Supplies	0.00	1,084.87
Main., Tech Equip, Upgrade	0.00	1,354.63
Total City Hall	0.00	7,807.40
Public Services		
City Projects		
Water Meter Project	0.00	29,620.34
Harmony Project	0.00	138,883.32
Total City Projects	0.00	168,503.66
Maintenance & Repairs	0.00	12,179.43
Vehicle Maint & Repair	0.00	2,383.39
Fuel	0.00	1,288.66
Postage/Aircard	0.00	593.10
Weed Control	0.00	188.97
Electricity	0.00	15,130.83
Electricity (street lights)	0.00	2,764.63
Laboratory Expense	0.00	6,787.00
Generator Fuel	0.00	662.36
DEQ Assessment Water/Sewer	0.00	1,232.00
Sequestering Agent	0.00	1,344.00
Chlorine	0.00	2,464.45
De-Chlorine	0.00	1,455.75
Certified Operator	0.00	11,550.00
Professional Services	0.00	2,318.32
Land Application	0.00	-18.24
Supplies	0.00	2,357.92
Training	0.00	220.38
Telephone/Pagers	0.00	439.68
Sludge Handling	0.00	1,216.64
Irrigation Exp- Wilder/Pioneer	0.00	1,966.06
Total Public Services	0.00	237,028.99
Parks and Recreation		
Electricity-Parks and Rec	0.00	66.61
General Parks and Rec	0.00	12.66
Total Parks and Recreation	0.00	79.27
Other Expense		
Bank Charges	22.75	140.00
Prof mbrships, dues & subscrip	0.00	4,107.53
Public notice/newspaper/code	0.00	626.23
Training	0.00	152.40
Meetings	0.00	640.00
Ordinance 208 Initiative/Misc	0.00	446.27
Other	0.00	57.26
Total Other Expense	22.75	6,169.69
Payroll		
Mayor Salary	0.00	3,600.00
City Council Salary	0.00	5,400.00
Wages	26,071.50	108,745.02
Treasurer	0.00	0.00
Payroll Expenses		
Benefits-PERSI	3,391.54	14,477.19
Payroll Liab. Other	10.74	290.10
Payroll Expenses - Other	4,480.46	11,396.54
Total Payroll Expenses	7,882.74	26,163.83
Reim.-Cell & Utility Reim	0.00	193.76
Benefits - Health Insurance	0.00	11,614.26

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Accrual Basis

City of Greenleaf
Profit & Loss by Class
 October 2019 through March 2020

	Western Alliance Project	TOTAL
HSA Contributions	0.00	2,700.00
Total Payroll	33,954.24	158,416.87
WAED--Expenses		
Cell Phone --WAED	321.72	321.72
Fuel--WAED	537.32	537.32
Health Insurance - WAED	5,437.60	5,437.60
Insurance Corp- WAED	1,283.00	1,283.00
Marketing--WAED	529.08	529.08
Meals/ Meetings--WAED	336.42	336.42
Office Supplies- WAED	624.51	624.51
Professional Membership & Dues	1,004.65	1,004.65
Training --WAED	875.75	875.75
Vehicle Lease-- WAED	1,949.76	1,949.76
Vehicle Maint--WAED	165.71	165.71
Reserves--WAED	1,133.99	1,133.99
Total WAED--Expenses	14,199.51	14,199.51
Pass Through Exp.		
Irrigation Exp- Wilder Irr	0.00	15,824.27
Building Inspector	0.00	7,335.43
Water Deposit Exp.	0.00	2,559.12
Westown Exp.	0.00	28,576.41
Sales Tax Exp.	0.00	188.23
Total Pass Through Exp.	0.00	54,483.46
Debt. Exp		
Interest Exp. Collection 2013	0.00	371.22
Interest Exp. Treatment 2013B	0.00	4,957.75
Interest Expense-2013 Bond	0.00	5,143.86
Interest Expense-2007 Bond	0.00	5,052.18
Interest Expense-2006 Bond	0.00	9,565.95
2013B sewer loan principal	0.00	128,334.07
2013 sewer loan principal	0.00	4,786.08
2013 USDA water loan principal	0.00	9,415.31
2006 USDA water loan principal	0.00	16,800.57
Total Debt. Exp	0.00	184,426.99
Total Expense	48,176.50	728,775.44
Net Income	34,775.05	176,389.91

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Accrual Basis

City of Greenleaf Profit & Loss Budget vs. Actual

October 2019 through March 2020

5096

TOTAL

	Oct '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Income				
Direct Income				
CC Property Taxes	52,452.19	80,924.00	-28,471.81	64.8%
State Inv Pool - Interest	12,284.64	18,000.00	-5,715.36	68.2%
State Inv Pool - Liquor	14,020.00	28,948.00	-14,928.00	48.4%
SIP-State Sales Tax Rev Sharing	18,874.93	34,165.80	-15,290.87	55.2%
County Dist.- Sales Tax Sharing	9,886.04	17,191.20	-7,305.16	57.5%
Replacement personal prop. tax	984.63	1,697.00	-712.37	58.0%
Fines	131.10	1,250.00	-1,118.90	10.5%
Franchise Fees	8,230.74	14,250.00	-6,019.26	57.8%
Licenses & Misc Fees	120.00	300.00	-180.00	40.0%
Other Tax Revenue - County	5.78	0.00	5.78	100.0%
Irrigation Rev. O & M	47,611.22	42,951.00	4,660.22	110.9%
Pressurized Irr. O & M	0.00	4,000.00	-4,000.00	0.0%
Irrigation Penalty	0.00	500.00	-500.00	0.0%
County Highway	18,035.77	22,250.00	-4,214.23	81.1%
State Inv Pool - Highway	16,680.74	31,552.00	-14,871.26	52.9%
State Inv Pool Hwy HB 312	4,938.00	9,876.00	-4,938.00	50.0%
Sewer Revenue	184,538.69	383,527.80	-198,989.11	48.1%
Sewer- Add. Rev.	1,824.00	67,500.00	-65,676.00	2.7%
Sewer-Sustainable Agronomics	0.00	7,300.00	-7,300.00	0.0%
Water Revenue	116,846.53	235,900.93	-119,054.40	49.5%
Water disconnect/ restore fee	112.00	0.00	112.00	100.0%
Interest Income	0.26	0.00	0.26	100.0%
Other Income				
Fax	5.65	0.00	5.65	100.0%
Photocopies	9.42	0.00	9.42	100.0%
Other Income - Other	1,036.65	0.00	1,036.65	100.0%
Total Other Income	1,051.72	0.00	1,051.72	100.0%
Total Direct Income	508,628.68	1,002,083.73	-493,454.75	50.8%
Pass Through Income				
Fund Loan	0.00	500.00	-500.00	0.0%
Sales Tax Income	366.72	1,020.00	-653.28	36.0%
Building Permits & Fees	19,951.45	5,500.00	14,451.45	362.8%
Projected Permits	0.00	125,000.00	-125,000.00	0.0%
Projected Permits-Land Use	0.00	75,000.00	-75,000.00	0.0%
Irrigation Toll - Wilder	18,285.89	20,355.00	-2,069.11	89.7%
Hook-up fees-Sewer	127,640.50	360,675.00	-233,034.50	35.4%
Hook-up fees-Water	13,231.50	220,525.00	-207,293.50	6.0%
Utility Deposit	5,334.15	7,500.00	-2,165.85	71.1%
Waste Disposal Rev - Westown	28,578.41	60,000.00	-31,421.59	47.6%
WAED Grant Income	18,300.00	30,000.00	-11,700.00	61.0%
Memberships-WAED	63,524.00	68,124.00	-4,600.00	93.2%
Grant Admin Fees-WAED	0.00	10,600.00	-10,600.00	0.0%
Fundraising/ Scholarships-WAED	1,127.55	750.00	377.55	150.3%
Total Pass Through Income	298,318.17	984,949.00	-686,630.83	30.1%
Grant and Special Income				
Grants				
Grant - Transportation	100,000.00	0.00	100,000.00	100.0%
Grants - Other	0.00	157,000.00	-157,000.00	0.0%
Total Grants	100,000.00	157,000.00	-57,000.00	63.7%
Donations	193.20	0.00	193.20	100.0%
Total Grant and Special Income	100,193.20	157,000.00	-56,806.80	63.8%
Licenses & Permits	25.00	0.00	25.00	100.0%
Vehicle Payback	0.00	15.00	-15.00	0.0%
Invest Pool Trans- Cash Carry	0.00	365,674.00	-365,674.00	0.0%
Total Income	905,165.35	2,509,721.73	-1,604,556.38	36.1%
Gross Profit	905,165.35	2,509,721.73	-1,604,556.38	36.1%
Expense				
Contracted				
Insurance - ICRMP	8,459.00	8,459.00	0.00	100.0%
Audit & Accounting	6,300.00	8,000.00	-1,700.00	78.8%
Police Contract	16,999.98	34,000.00	-17,000.02	50.0%
Total Contracted	31,758.98	50,459.00	-18,700.02	62.9%
Professional Services				
Legal & City Attorney				
Planning & Zoning	5,170.80	0.00	5,170.80	100.0%
Legal & City Attorney - Other	6,709.40	25,000.00	-18,290.60	26.8%
Total Legal & City Attorney	11,880.20	25,000.00	-13,119.80	47.5%
Engineering				
Refuse Application	14,809.08	0.00	14,809.08	100.0%
Special Projects Eng	0.00	1,000.00	-1,000.00	0.0%
Planning & Zoning	945.00	0.00	945.00	100.0%
Engineering - Other	6,770.00	25,000.00	-18,230.00	27.1%
Total Engineering	22,524.08	26,000.00	-3,475.92	86.6%
Total Professional Services	34,404.28	51,000.00	-16,595.72	67.5%
City Hall				
Electricity	845.02	1,200.00	-354.98	70.4%
Natural Gas	333.73	700.00	-366.27	47.7%
Phone- Internet	1,289.80	2,700.00	-1,410.20	47.8%
Trash	210.47	350.00	-139.53	60.1%
Photocopier	2,688.88	4,700.00	-2,011.12	57.2%
Office Supplies	1,084.87	3,500.00	-2,415.13	31.0%
Main., Tech Equip, Upgrade	1,354.63	3,500.00	-2,145.37	38.7%
Total City Hall	7,807.40	16,650.00	-8,842.60	46.9%
Public Services				
Capital Improvement Plan Proj.	0.00	22,200.00	-22,200.00	0.0%
City Projects				
Water Meter Project	29,620.34	0.00	29,620.34	100.0%

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Accrual Basis

City of Greenleaf
Profit & Loss Budget vs. Actual

October 2019 through March 2020

5096

	TOTAL			
	Oct '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Harmony Project	138,883.32	0.00	138,883.32	100.0%
City Projects - Other	0.00	493,174.00	-493,174.00	0.0%
Total City Projects	188,503.86	493,174.00	-324,670.34	34.2%
Capital Outlay-Equip/Materials	0.00	28,369.67	-28,369.67	0.0%
Maintenance & Repairs	12,179.43	28,900.00	-18,720.57	42.1%
Maint. & Repair Pressurized Irr	0.00	1,000.00	-1,000.00	0.0%
Vehicle Maint & Repair	2,383.39	3,150.00	-766.61	75.7%
Fuel	1,288.66	6,195.92	-4,907.26	20.8%
Postage/Aircard	593.10	1,100.00	-506.90	53.9%
Weed Control	168.97	2,000.00	-1,831.03	9.4%
Vehicle payback	0.00	15.00	-15.00	0.0%
Electricity	15,130.83	36,400.00	-21,269.17	41.6%
Electricity (street lights)	2,764.63	6,100.00	-3,335.37	45.3%
Electricity Pressurized Irr	0.00	3,000.00	-3,000.00	0.0%
Street Maint. HB 312	0.00	9,876.00	-9,876.00	0.0%
Laboratory Expense	6,787.00	17,500.00	-10,713.00	38.8%
Generator Fuel	862.36	2,200.00	-1,337.64	30.1%
DEQ Assessment Water/Sewer	1,232.00	3,750.00	-2,518.00	32.9%
Sequestering Agent	1,344.00	4,000.00	-2,656.00	33.6%
Chlorine	2,464.45	9,500.00	-7,035.55	25.9%
De-Chlorine	1,455.75	4,000.00	-2,544.25	36.4%
Certified Operator	11,550.00	27,800.00	-16,250.00	41.8%
Professional Services	2,318.32	21,500.00	-19,181.68	10.8%
Land Application	-18.24	3,000.00	-3,018.24	-0.6%
Supplies	2,357.92	10,500.00	-8,142.08	22.5%
Training	220.38	2,100.00	-1,879.62	10.5%
Telephone/Pagers	438.88	1,500.00	-1,061.12	29.3%
Sludge Handling	1,216.84	5,000.00	-3,783.16	24.3%
Irrigation Exp- Wilder/Pioneer	1,986.08	2,020.00	-33.92	97.3%
Exp. due to vacancies	0.00	4,449.30	-4,449.30	0.0%
Uncollectible Accts Write-off	0.00	5,689.78	-5,689.78	0.0%
USDA Water Loan 10% Contingency	0.00	1,970.28	-1,970.28	0.0%
Sewer Bond Payments 10% Cont.	0.00	14,385.56	-14,385.56	0.0%
Capital Outlay-Hook-up Fees	0.00	581,200.00	-581,200.00	0.0%
Total Public Services	237,028.99	1,363,325.49	-1,126,296.50	17.4%
Parks and Recreation				
Electricity-Parks and Rec	66.61	250.00	-183.39	26.6%
General Parks and Rec	12.65	1,500.00	-1,487.34	0.8%
Community Events	0.00	1,350.00	-1,350.00	0.0%
Park Grant	0.00	2,000.00	-2,000.00	0.0%
Total Parks and Recreation	79.27	5,100.00	-5,020.73	1.6%
Other Expense				
Bank Charges	140.00	535.00	-395.00	26.2%
Prof mbrships, dues & subscrip	4,107.53	6,754.50	-2,646.97	60.8%
Public notice/newspaper/code	626.23	2,500.00	-1,873.77	25.0%
Training	152.40	1,500.00	-1,347.60	10.2%
Meetings	640.00	1,000.00	-360.00	64.0%
Planning	0.00	1,000.00	-1,000.00	0.0%
Spring Cleanup	0.00	862.24	-862.24	0.0%
Ordinance 208 Initiative/Misc	446.27	5,000.00	-4,553.73	8.9%
Other	57.26	0.00	57.26	100.0%
Total Other Expense	6,169.69	19,151.74	-12,982.05	32.2%
Rainy Day Fund	0.00	3,500.00	-3,500.00	0.0%
Payroll				
Mayor Salary	3,600.00	7,200.00	-3,600.00	50.0%
City Council Salary	5,400.00	10,800.00	-5,400.00	50.0%
Wages	108,745.02	241,244.42	-132,499.40	45.1%
Payroll Expenses				
Benefits-PERSI	14,477.19	30,956.50	-16,481.31	46.8%
Payroll Liab. Other	290.10	28,873.95	-28,583.85	1.0%
Payroll Expenses - Other	11,396.54	0.00	11,396.54	100.0%
Total Payroll Expenses	26,163.83	59,832.45	-33,668.62	43.7%
Reim.-Cell & Utility Reim	193.76	0.00	193.76	100.0%
Benefits - Health Insurance	11,614.26	38,400.00	-26,785.74	30.2%
HSA Contributions	2,700.00	9,000.00	-6,300.00	30.0%
Total Payroll	158,416.87	368,476.87	-208,060.00	43.2%
WAED-Expenses				
Cell Phone -WAED	321.72	660.00	-338.28	48.7%
Fuel-WAED	537.32	2,500.00	-1,962.68	21.5%
Grant Admin Exp.-WAED	0.00	10,000.00	-10,000.00	0.0%
Health Insurance - WAED	5,437.60	9,322.00	-3,884.40	58.3%
Insurance Corp- WAED	1,283.00	1,400.00	-117.00	91.6%
Marketing-WAED	529.08	3,000.00	-2,470.92	17.6%
Meals/ Meetings-WAED	336.42	1,000.00	-663.58	33.6%
Office Supplies- WAED	624.51	1,000.00	-375.49	62.5%
Professional Membership & Dues	1,004.65	1,920.00	-915.35	52.3%
Training -WAED	875.75	1,800.00	-924.25	48.7%
Travel- WAED	0.00	2,000.00	-2,000.00	0.0%
Vehicle Lease- WAED	1,949.76	3,756.00	-1,806.24	51.9%
Vehicle Maint-WAED	165.71	500.00	-334.29	33.1%
Reserves-WAED	1,133.99	0.00	1,133.99	100.0%
Total WAED-Expenses	14,199.51	38,858.00	-24,658.49	36.5%
Pass Through Exp.				
Sewer System Exp. (Septic)	0.00	67,500.00	-67,500.00	0.0%
Irrigation Exp- Wilder Irr	15,824.27	20,355.00	-4,530.73	77.7%
Building Inspector	7,335.43	4,125.00	3,210.43	177.6%
City Engineer-Land Use App	0.00	40,000.00	-40,000.00	0.0%
City Attorney -Land Use App	0.00	35,000.00	-35,000.00	0.0%
Projected Building Permits-75%	0.00	125,000.00	-125,000.00	0.0%
Water Deposit Exp.	2,559.12	7,500.00	-4,940.88	34.1%
Westown Exp.	28,576.41	60,000.00	-31,423.59	47.6%
Sales Tax Exp.	188.23	1,020.00	-831.77	18.5%

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04/06/20

Accrual Basis

City of Greenleaf
Profit & Loss Budget vs. Actual

October 2019 through March 2020

50%

	TOTAL			
	Oct '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Potential LGIP Savings Reimb	0.00	15,288.00	-15,288.00	0.0%
Total Pass Through Exp.	54,463.46	375,788.00	-321,304.54	14.5%
Debt. Exp				
Interest Exp. Collection 2013	371.22	774.32	-403.10	47.9%
Interest Exp. Treatment 2013B	4,957.75	10,107.64	-5,149.89	49.0%
Interest Expense-2013 Bond	5,143.86	10,140.60	-4,996.74	50.7%
Interest Expense-2007 Bond	5,052.18	9,941.96	-4,889.78	50.8%
Interest Expense-2006 Bond	9,585.95	18,948.15	-9,362.20	50.5%
2013B sewer loan principal	128,334.07	128,206.09	127.98	100.1%
2013 sewer loan principal	4,786.08	4,767.58	18.50	100.4%
2013 USDA water loan principal	9,415.31	9,562.40	-147.09	98.5%
2007 USDA water loan principal	0.00	9,812.04	-9,812.04	0.0%
2006 USDA water loan principal	16,800.57	17,351.85	-551.28	96.8%
Total Debt. Exp	184,426.99	219,412.63	-34,985.64	84.1%
Total Expense	728,775.44	2,509,721.73	-1,780,946.29	29.0%
Net Income	176,389.91	0.00	176,389.91	100.0%

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04/06/20

Cash Basis

City of Greenleaf
Disbursement Report
March 4 through April 6, 2020

Type	Date	Num	Memo	Account	Original Amount	Paid Amount
AAA-1 Lock & Key						
Bill Pmt -Check	03/23/2020	31622	Inv # S53568	Multi Class Fund...	-34.72	-34.72
Total AAA-1 Lock & Key						-34.72
Aflac						
Liability Check	03/09/2020	EFT	DDM63 Jan 2020 WAED portion	WAED Project--...	-51.24	-51.24
Liability Check	03/09/2020	EFT	DDM63 Jan 2020 COG portion	General Fund--D...	-83.88	-83.88
Liability Check	03/09/2020	EFT	DDM63 Feb 2020 WAED portion	WAED Project--...	-51.24	-51.24
Liability Check	03/09/2020	EFT	DDM63 Feb 2020 COG	General Fund--D...	-83.88	-83.88
Total Aflac						-270.24
AME Electric Inc						
Bill Pmt -Check	03/16/2020	31619	Inv # 200099	Multi Class Fund...	-1,090.82	-1,090.82
Total AME Electric Inc						-1,090.82
Analytical Labs, Inc.						
Bill Pmt -Check	03/09/2020	31606	Inv # 70141 & 70142	Multi Class Fund...	-1,041.00	-1,041.00
Total Analytical Labs, Inc.						-1,041.00
Austin, Matthew						
Bill Pmt -Check	04/03/2020	31649	Inv #1001 water meter project	Water Fund--DL ...	-557.50	-557.50
Total Austin, Matthew						-557.50
Automated Office Systems, Inc						
Bill Pmt -Check	03/23/2020	31620	Inv # 64002	General Fund--D...	-152.73	-152.73
Total Automated Office Systems, Inc						-152.73
Blue Cross of Idaho						
Bill Pmt -Check	03/16/2020	31612	Group 10031748-R001	General Fund--D...	-1,935.71	-1,935.71
Bill Pmt -Check	03/16/2020	31615	Group 10031748-R001	WAED Project--...	-776.80	-776.80
Bill Pmt -Check	04/06/2020	31662	Group 10031748-R001	General Fund--D...	-1,935.71	-1,935.71
Bill Pmt -Check	04/06/2020	31673	Group 10031748-R001	WAED Project--...	-776.80	-776.80
Total Blue Cross of Idaho						-5,425.02
CENTURYLINK						
Bill Pmt -Check	03/09/2020	31597	208-454-0552 343B	General Fund--D...	-116.77	-116.77
Bill Pmt -Check	04/06/2020	31664	208-454-0552 343B	General Fund--D...	-116.77	-116.77
Total CENTURYLINK						-233.54
City of Wilder -- Police						
Bill Pmt -Check	03/31/2020	31640	March 2020 contract	General Fund--D...	-2,833.33	-2,833.33
Total City of Wilder -- Police						-2,833.33
Civil Dynamics, Inc.						
Bill Pmt -Check	03/09/2020	31603	Inv # 2020-037 & 2020-038	Multi Class Fund...	-8,707.50	-8,707.50
Bill Pmt -Check	04/06/2020	31671	Inv # 2020-059 & 060	Multi Class Fund...	-7,929.00	-7,929.00
Total Civil Dynamics, Inc.						-16,636.50
Control Engineers, PA, Inc.						
Bill Pmt -Check	03/09/2020	31604	SCADA upgrade Inv # 26825 & # 26826	Multi Class Fund...	-1,227.50	-1,227.50
Total Control Engineers, PA, Inc.						-1,227.50
Core & Main						
Bill Pmt -Check	03/23/2020	31621	water project Inv # M004887	Water Fund--DL ...	-26,995.96	-26,995.96
Total Core & Main						-26,995.96
D&B Supply						
Bill Pmt -Check	03/09/2020	31602	Acct # 3405	Multi Class Fund...	-101.97	-101.97
Bill Pmt -Check	04/06/2020	31670	Acct # 3405	Multi Class Fund...	-447.97	-447.97
Total D&B Supply						-549.94
D.L. Evans Bank						
Liability Check	03/30/2020	31632	HSA-Tax Year 2020 150 R Flores 472.50 D. Amick	General Fund--D...	-622.50	-622.50
Total D.L. Evans Bank						-622.50
De Lage Landen Financial						
Bill Pmt -Check	03/30/2020	31629	Inv # 67456279	General Fund--D...	-328.60	-328.60
Total De Lage Landen Financial						-328.60
Doug Amick						
Bill Pmt -Check	03/30/2020	31634	Franklin Bldg cash sale	Sewer Fund--DL ...	-11.66	-11.66
Bill Pmt -Check	03/30/2020	31635	March contract 2020	Water Fund--DL ...	-60.00	-60.00
Total Doug Amick						-71.66
E3 Consulting LLC						
Bill Pmt -Check	04/03/2020	31648	Inv # 11289	Sewer Fund--DL ...	-2,100.00	-2,100.00
Total E3 Consulting LLC						-2,100.00
Ferguson Enterprises, Inc.						

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Cash Basis

City of Greenleaf
Disbursement Report
 March 4 through April 6, 2020

Type	Date	Num	Memo	Account	Original Amount	Paid Amount
Bill Pmt -Check	03/30/2020	31636	Inv # 8108571	Multi Class Fund...	-722.23	-722.23
Total Ferguson Enterprises, Inc.						-722.23
Frank's Heating & Cooling						
Bill Pmt -Check	03/16/2020	31611	Inv 2162	General Fund--D...	-119.00	-119.00
Total Frank's Heating & Cooling						-119.00
Gem County Chamber of Commerce						
Bill Pmt -Check	03/23/2020	31623	Inv # 1935 FY 2020	WAED Project--...	-116.67	-116.67
Total Gem County Chamber of Commerce						-116.67
GM Financial Leasing						
Bill Pmt -Check	03/30/2020	31638	Acct # 0170301174	WAED Project--...	-324.96	-324.96
Total GM Financial Leasing						-324.96
Health Equity						
Liability Check	03/30/2020	31633	HSA -Tax yr 2020 Acct ending ss # 9069	General Fund--D...	-420.00	-420.00
Total Health Equity						-420.00
Idaho Building Inspection Services, Inc.						
Bill Pmt -Check	03/09/2020	31599	Inv # G-02-20	General Fund--D...	-1,586.10	-1,586.10
Total Idaho Building Inspection Services, Inc.						-1,586.10
Idaho Counties Risk Management Program						
Bill Pmt -Check	03/16/2020	31617	Inv # 02070-1920-2	General Fund--D...	-4,229.50	-4,229.50
Total Idaho Counties Risk Management Program						-4,229.50
Idaho Power Company						
Bill Pmt -Check	03/09/2020	31601	Acct # 2200176218	Road Fund--DL ...	-460.02	-460.02
Bill Pmt -Check	03/31/2020	31644	March stmts	Multi Class Fund...	-2,580.04	-2,580.04
Bill Pmt -Check	04/06/2020	31667	Acct # 2200176218	Road Fund--DL ...	-456.21	-456.21
Total Idaho Power Company						-3,496.27
Idaho Press-Tribune						
Bill Pmt -Check	03/09/2020	31596	Inv 3061662 annual subscription	General Fund--D...	-286.00	-286.00
Bill Pmt -Check	03/16/2020	31616	Inv # 1202980	General Fund--D...	-91.94	-91.94
Bill Pmt -Check	04/03/2020	31646	Inv # 1204523	General Fund--D...	-47.92	-47.92
Total Idaho Press-Tribune						-425.86
Idaho State Tax Commission						
Liability Check	04/03/2020	31647	000118786 March 2020 COG	General Fund--D...	-445.00	-445.00
Liability Check	04/03/2020	31652	000118786 March 2020 WAED	WAED Project--...	-546.00	-546.00
Total Idaho State Tax Commission						-991.00
Integrity Inspection Solutions, Inc.						
Bill Pmt -Check	04/06/2020	31668	FY20M3-236	Sewer Fund--DL ...	-900.00	-900.00
Total Integrity Inspection Solutions, Inc.						-900.00
Intermountain Gas Company						
Bill Pmt -Check	03/09/2020	31598	637 293 3000 9	General Fund--D...	-84.37	-84.37
Total Intermountain Gas Company						-84.37
Interwest Supply, Inc.						
Bill Pmt -Check	04/06/2020	31666	Inv # 31270	Irrigation Fund--...	-64.50	-64.50
Total Interwest Supply, Inc.						-64.50
Middleton Chamber of Commerce						
Bill Pmt -Check	03/23/2020	31624	Inv. for FY2020 membership	WAED Project--...	-50.00	-50.00
Total Middleton Chamber of Commerce						-50.00
Mike's Metal Fab, Inc.						
Bill Pmt -Check	04/06/2020	31669	Inv # 56701	Sewer Fund--DL ...	-255.08	-255.08
Total Mike's Metal Fab, Inc.						-255.08
MSBT Law						
Bill Pmt -Check	03/09/2020	31594	Inv # 64690 & 64691	General Fund--D...	-277.75	-277.75
Bill Pmt -Check	04/06/2020	31665	Inv # 64950 & 64951	General Fund--D...	-3,685.00	-3,685.00
Total MSBT Law						-3,962.75
Nathan's Greenleaf Cafe						
Bill Pmt -Check	03/09/2020	31595	Sponsorship	General Fund--D...	-100.00	-100.00
Total Nathan's Greenleaf Cafe						-100.00
National Access Long Distance						
Bill Pmt -Check	03/16/2020	31618	Inv # 41888612	General Fund--D...	-23.88	-23.88
Total National Access Long Distance						-23.88
Office Depot						

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Cash Basis

City of Greenleaf
Disbursement Report
 March 4 through April 6, 2020

Type	Date	Num	Memo	Account	Original Amount	Paid Amount
Bill Pmt -Check	04/06/2020	31660	Inv # 468386456001	General Fund--D...	-708.40	-708.40
Total Office Depot						-708.40
OXARC						
Bill Pmt -Check	04/06/2020	31672	Inv # 30927558	Multi Class Fund...	-803.46	-803.46
Total OXARC						-803.46
PERSI - payroll liability						
Liability Check	03/16/2020	31610	C266 COG portion Bi-weekly	General Fund--D...	-1,438.77	-1,438.77
Liability Check	03/16/2020	31614	C266 Wage and Bonus PERSI WAED Bi-weekly	WAED Project--...	-916.64	-916.64
Liability Check	03/30/2020	31631	C266 Bi-weekly COG portion	General Fund--D...	-1,438.77	-1,438.77
Liability Check	03/30/2020	31637	C266 Bi-weekly WAED portion	WAED Project--...	-471.04	-471.04
Liability Check	04/06/2020	31659	C266 Monthly March 2020 COG	General Fund--D...	-329.50	-329.50
Total PERSI - payroll liability						-4,594.72
PipeLine Inspection Services, Inc.						
Bill Pmt -Check	03/31/2020	31641	Inv # 16402 hydrocleaning	Sewer Fund--DL ...	-325.00	-325.00
Total PipeLine Inspection Services, Inc.						-325.00
QuickBooks Payroll Service						
Liability Check	03/13/2020	EFT	T. Wilson pay period 2-29-2020 to 3-13-2020	WAED Project--...	-1,034.59	-1,034.59
Liability Check	03/13/2020	EFT	D. Amick pay period 2-29-2020 to 3-13-2020	General Fund--D...	-1,121.11	-1,121.11
Liability Check	03/13/2020	EFT	L. Belt pay period 2-29-2020 to 3-13-2020	General Fund--D...	-1,331.11	-1,331.11
Liability Check	03/13/2020	EFT	C. Huggins pay period 2-29-2020 to 3-13-2020	General Fund--D...	-961.42	-961.42
Liability Check	03/27/2020	EFT	T. Wilson pay period 3-14-2020 to 3-27-2020	WAED Project--...	-1,034.59	-1,034.59
Liability Check	03/27/2020	EFT	COG employees pay period 3-14 to 3-27-2020	General Fund--D...	-3,413.65	-3,413.65
Total QuickBooks Payroll Service						-8,896.47
Sparklight						
Bill Pmt -Check	03/09/2020	31600	Acct 111798120	General Fund--D...	-83.23	-83.23
Bill Pmt -Check	03/23/2020	31625	Acct # 112660196	Sewer Fund--DL ...	-73.28	-73.28
Bill Pmt -Check	04/06/2020	31661	Acct # 111798120	General Fund--D...	-83.23	-83.23
Total Sparklight						-239.74
State of Idaho -- Surplus						
Bill Pmt -Check	03/09/2020	31607	Inv # 4955	Multi Class Fund...	-75.00	-75.00
Bill Pmt -Check	03/16/2020	31613	Inv # 4975	Multi Class Fund...	-95.00	-95.00
Total State of Idaho -- Surplus						-170.00
United States Treasury						
Liability Check	03/12/2020	EFT	82-0314498 Feb 2020 WAED portion	WAED Project--...	-1,330.82	-1,330.82
Liability Check	03/12/2020	EFT	82-0314498 Feb 2020 COG portion	General Fund--D...	-2,904.40	-2,904.40
Total United States Treasury						-4,235.22
USA Blue Book						
Bill Pmt -Check	03/31/2020	31642	Inv # 179353 & 180171	Multi Class Fund...	-5,358.29	-5,358.29
Total USA Blue Book						-5,358.29
USDA - RD						
Bill Pmt -Check	03/26/2020	EFT	Annual 2013 water bond payment	Water Fund--DL ...	-19,703.00	-19,703.00
Total USDA - RD						-19,703.00
Utility Data Systems						
Bill Pmt -Check	03/05/2020	31593	Order # 19133 & 19134	Water Fund--DL ...	-2,423.00	-2,423.00
Total Utility Data Systems						-2,423.00
Verizon						
Bill Pmt -Check	03/23/2020	31626	Inv # 9850566879	WAED Project--...	-53.51	-53.51
Total Verizon						-53.51
VISA- WILSON						
Bill Pmt -Check	03/31/2020	31645	Acct ending 5642	WAED Project--...	-169.25	-169.25
Total VISA- WILSON						-169.25
VISA - AMICK						
Bill Pmt -Check	03/25/2020	31639	acct ending 1807	Multi Class Fund...	-480.21	-480.21
Total VISA - AMICK						-480.21
VISA - BELT						
Bill Pmt -Check	03/31/2020	31643	acct ending 1799	Multi Class Fund...	-1,744.10	-1,744.10
Total VISA - BELT						-1,744.10
Westowns Disposal						
Bill Pmt -Check	04/03/2020	31650	March collections	Waste Disposal ...	-4,790.61	-4,790.61
Total Westowns Disposal						-4,790.61
Wilder Building Center						
Bill Pmt -Check	04/06/2020	31663	Inv # L4740	General Fund--D...	-59.26	-59.26
Total Wilder Building Center						-59.26

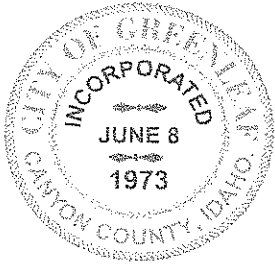
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Cash Basis

City of Greenleaf
Disbursement Report
March 4 through April 6, 2020

Type	Date	Num	Memo	Account	Original Amount	Paid Amount
Wilder Irrigation District						
Bill Pmt -Check	03/09/2020	31605	604*1792*, 601*2467*,601-0*1788*,668-0-2-1*3931*	Multi Class Fund...	-16,872.30	-16,872.30
Total Wilder Irrigation District						-16,872.30
Wilson Point S						
Bill Pmt -Check	03/09/2020	VOID	VOID: Inv # 2003342 might pay by credit card	Multi Class Fund...	0.00	0.00
Total Wilson Point S						0.00
Zwygart John & Associates PLLC						
Bill Pmt -Check	03/30/2020	31630	FY19 audit	General Fund--D...	-6,300.00	-6,300.00
Total Zwygart John & Associates PLLC						-6,300.00
Brad Holton						
Paycheck	04/06/2020	31653	pay period 3-1 to 3-31-2020	General Fund--D...	-511.14	-511.14
Total Brad Holton						-511.14
Carrie Salberg-Huggins						
Paycheck	03/16/2020	DD1236	Direct Deposit	General Fund--D...	0.00	0.00
Paycheck	03/30/2020	DD1238	Direct Deposit	General Fund--D...	0.00	0.00
Total Carrie Salberg-Huggins						0.00
Daniel F Hyer						
Paycheck	04/06/2020	31654	pay period 3-1 to 3-31-2020	General Fund--D...	-191.68	-191.68
Total Daniel F Hyer						-191.68
Doug C. Amick						
Paycheck	03/16/2020	DD1234	Direct Deposit	General Fund--D...	0.00	0.00
Paycheck	03/30/2020	DD1239	Direct Deposit	General Fund--D...	0.00	0.00
Total Doug C. Amick						0.00
Kurt H. Kopadt						
Paycheck	04/06/2020	31655	pay period 3-1 to 3-31-2020	General Fund--D...	-81.68	-81.68
Total Kurt H. Kopadt						-81.68
Lee C. Belt						
Paycheck	03/16/2020	DD1235	Direct Deposit	General Fund--D...	0.00	0.00
Paycheck	03/30/2020	DD1240	Direct Deposit	General Fund--D...	0.00	0.00
Total Lee C. Belt						0.00
Robert A. Fisher						
Paycheck	04/06/2020	31656	pay period 3-1 to 3-31-2020	General Fund--D...	-191.68	-191.68
Total Robert A. Fisher						-191.68
Robert R. Schnuerle						
Paycheck	04/06/2020	31657	pay period 3-1 to 3-31-2020	General Fund--D...	-191.68	-191.68
Total Robert R. Schnuerle						-191.68
Ruben Flores						
Paycheck	03/16/2020	31609	pay period 2/29/2020 to 3/13/2020	General Fund--D...	-1,086.31	-1,086.31
Paycheck	03/30/2020	31628	pay period 3/14/2020 to 3/27/2020	General Fund--D...	-1,086.30	-1,086.30
Total Ruben Flores						-2,172.61
Steve Jett						
Paycheck	04/06/2020	31658	pay period 3-1 to 3-31-2020	General Fund--D...	-191.68	-191.68
Total Steve Jett						-191.68
Tina G Wilson						
Paycheck	03/16/2020	DD1233	T. Wilson pay period 2-29-2020 to 3-13-2020	WAED Project--...	0.00	0.00
Paycheck	03/30/2020	DD1237	T Wilson pay period 3/14/2020 to 3/27/2020	WAED Project--...	0.00	0.00
Paycheck	03/10/2020	31608	Bonus pay check per WAED Board	WAED Project--...	-1,725.48	-1,725.48
Total Tina G Wilson						-1,725.48
Simmons, Tyler						
Check	03/23/2020	31627	Utility acct 110402 refund	Water Deposit F...	-166.76	-166.76
Total Simmons, Tyler						-166.76
Telford, Jessica						
Check	04/03/2020	31651	Refund acct # 115104	Water Deposit F...	-352.63	-352.63
Total Telford, Jessica						-352.63
TOTAL						-161,747.29



City of Greenleaf

20523 N. Whittier Drive

Greenleaf, Idaho 83626

208/454-0552

208/454-7994 (fax)

greenleafcity@cableone.net

Memorandum

Date: 07 April 2020
To: City Council
cc:
From: Lee C. Belt, City Clerk
RE: 07 APRIL 2020 CLERK'S REPORT

CURRENT PROJECTS:

- Close LHTAC Sign Grant
- Adjustments to physical record-keeping at City Hall (with the City Treasurer)
- New Internal Controls Policy & SOPs (with the City Treasurer)
- Annual USDA-RD Reporting
- Review and update Title VI processes and forms for ITD compliance, including 4-sector analysis and LEP policy implementation (needed for Peckham Rd. project)
- Update Comprehensive Plan
- Shooting Range Project
- Volunteer Program
- Develop draft zoning use tables update ordinance based on American Planning Association (APA) Land-Based Classification Standards (LBCS) for P&Z review
- Update personnel policy (ICRMP has an updated template)
- Develop and implement digital scanning and formal electronic record-keeping system
- Update forms & scan material for update of the city website
- Update 'spare key' inventory & spreadsheet at City Hall to include vehicles & equipment as well as buildings
- Message Center for Vance Taylor Park
- Filing Project

ATTACHMENTS:

- E-Mail from Tina Wilson RE: Call for shovel ready water/wastewater projects
- Application for Absentee Voter's Ballot
- E-mail from Canyon County RE: Spring Cleanup Day
- E-mail from AIC RE: AIC Cancels 'in-Person' Annual Conference
- E-Mail from AIC RE: Governor Teleconference for City Officials (redacted)
- E-Mail from ICRMP RE: Cyber Liability and Increased Attacks on Idaho Public Entities
- Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

CALENDAR OF UPCOMING EVENTS:

09	Apr	11:30a	Greenleaf Community Emergency Preparedness VidCon
09	Apr	2:00p	Canyon County COVID-19 Update VidCon
09	Apr	2:45p	Governor's Teleconference for City Elected Officials
10	Apr	11:00a	Ada Canyon MAC Policy Group VidCon
12	Apr	n/a	Easter Sunday
13	Apr	11:00a	Ada Canyon MAC Policy Group VidCon
15	Apr	n/a	Tax Day
16	Apr	11:30a	Greenleaf Community Emergency Preparedness VidCon
16	Apr	2:00p	Canyon County COVID-19 Update VidCon
17	Apr	11:00a	Ada Canyon MAC Policy Group VidCon
20	Apr	11:00a	Ada Canyon MAC Policy Group VidCon
21	Apr	1:30p	CC All Hazards Mitigation Plan Mtg – CC Paramedics
23	Apr	11:30a	Greenleaf Community Emergency Preparedness VidCon
23	Apr	2:00p	Canyon County COVID-19 Update VidCon
25	Apr	n/a	Canyon County Free Dump Day at Pickles Butte
27	Apr	11:00a	Ada Canyon MAC Policy Group VidCon
28	Apr	12noon	WAED Meeting
30	Apr	11:30a	Greenleaf Community Emergency Preparedness VidCon
30	Apr	2:00p	Canyon County COVID-19 Update VidCon
01	May	11:00a	Ada Canyon MAC Policy Group VidCon
05	May	n/a	Cinco de Mayo
05	May	7:00p	City Council Mtg

Subject: Call for shovel ready water/waste water projects

From: Tina Wilson <tina@westernallianceed.org>

Date: 4/7/2020, 1:08 PM

To: "mayor (mayor@parmacityid.org)" <mayor@parmacityid.org>, "Steve Rule (srule@middletoncity.com)" <srule@middletoncity.com>, 'Dave Porterfield' <notuscitymayor@gmail.com>, Brad Holton - City Email Acct <mayorholton@cableone.net>, Steve Rhodes <srhodes@cityofwilder.org>, "Clint Seamons (cseamons@cityofemmett.org)" <cseamons@cityofemmett.org>, Bill Butticci <bbutticci@co.gem.id.us>, Kelly Aberasturi <kaberasturi@co.owyhee.id.us>

CC: "publicworks@parmacityid.org" <publicworks@parmacityid.org>, Bruce Bayne <bwayne@middletoncity.com>, Notus City Clerk <notuscityclerk@gmail.com>, "City Clerk - Greenleaf, Idaho (clerk@greenleaf-idaho.us)" <clerk@greenleaf-idaho.us>, Chelsie Johnson <CJohnson@cityofwilder.org>, "Brian Smith (BDS@JUB.com)" <BDS@JUB.com>, 'Amy Woodruff' <amy@civildynamics.net>, "Ketterling, Kasey (kketterling@to-engineers.com)" <kketterling@to-engineers.com>

Good afternoon all

The Army Corps is asking for a list of **shovel ready water/wastewater projects for bidding Dec 2020** or proximate.

The program is defined as: Section 595 of the Water Resources Development Act of 1999

The primary objective of this program is to provide design and construction assistance to non-federal sponsor interests for carrying out water-related environmental infrastructure and resource protection and development projects in rural Montana and Idaho.

Projects may include wastewater treatment and related facilities, water supply, and related facilities, environmental restoration, and surface water resource protection and development. This is a cost-share program, 75 percent federal, 25 percent non-federal. The Corps of Engineers can engage in design, construction, or both for projects under this program. These funds are often used in connection with other funders such as CDBG/ or State RLF

Example projects include storm/sewer systems, water treatment, and water delivery.

If you have such a project, please let me know ASAP so that I may get the particulars from you. I need to send this off as soon as possible.

Thanks

Tina

Tina Gustafson Wilson, PCED

Executive Director for

Western Alliance for Economic Development

20523 Whittier Drive, Greenleaf, Idaho 83626

www.westernallianceed.org

Cell: 208-615-6083



APPLICATION FOR ABSENTEE VOTER'S BALLOT WITH PARTY AFFILIATION CHANGE FORM

For Official Use Only:

1. Residence Address

Last Name	First Name	Middle Name	Suffix (Sr., Jr., etc.)
Residence Address			Phone Number (Optional - which will be public record)
City	State	Zip Code	Email (Optional - which will be public record)

2. Mailing Address — Complete this section ONLY if the ballot is to be mailed to an address different than the address in section 1.

Mailing Address			
City	State	Zip Code	Country (Other than USA)

3. Choose Election(s) — Check the Election(s) for this Absentee Ballot Request

<input type="checkbox"/> 2nd Tuesday in March Presidential Primary and/ or School Bond or Levy	<input type="checkbox"/> 3rd Tuesday in May Primary Election and/or Taxing Districts Elections	<input type="checkbox"/> Last Tuesday in August School Bond or Levy	<input type="checkbox"/> Tuesday following 1st Monday in November General Election and/or Taxing Districts Election	<input type="checkbox"/> Special Emergency Election if any, to be held on _____
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2020 Presidential Primary / 2020 Primary Election

IMPORTANT: To participate in the Presidential Primary and the Primary Election in 2020, every registered voter must either be affiliated with one of the 4 recognized political parties or have designated themselves an "Unaffiliated" voter (i.e. no party preference). If you have not yet selected a party affiliation, you may do it prior to the 2020 Presidential Primary and the 2020 Primary Election by **completing #4 - Party Affiliation** below. Any registered voter who has not selected a party affiliation or designated themselves as an "Unaffiliated" voter by the 2020 Primary Election shall be automatically designated as an "Unaffiliated" voter.

Besides selecting a Party Affiliation for the 2020 Presidential Primary and the 2020 Primary Election, you must also identify the Ballots you wish to receive by **completing the Ballot Request** sections below. Some political parties restrict their ballots to affiliated voters only. Due to these restrictions you will see your available ballot options in the same row as your party affiliation below. **PLEASE NOTE: Non-Partisan ballots contain only bonds, levies, measures and non-partisan positions like Judges, they DO NOT contain candidates from ALL PARTIES.**

You may change your party affiliation or become unaffiliated until March 13, 2020. This means you have the option to change your affiliated party between the March Presidential Primary and the May Primary. If you are filling out this form after March 13, 2020, please skip section 6.

	March Presidential Primary	May State Primary	
4. Party Affiliation Check <u>ONLY ONE</u> from this column.	5. Ballot Request Check <u>ONLY ONE</u> ballot in this column from the same row as your party affiliation.	6. Change Party Optional until MARCH 13, 2020.	7. Ballot Request Check <u>ONLY ONE</u> ballot in this column from the same row as your party affiliation.
<input type="checkbox"/> Constitution Party	<input type="checkbox"/> Constitution Ballot <input type="checkbox"/> Non-Partisan Ballot	<input type="checkbox"/> Constitution Party	<input type="checkbox"/> Constitution Ballot <input type="checkbox"/> Democratic Ballot <input type="checkbox"/> Non-Partisan Ballot
<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Democratic Ballot <input type="checkbox"/> Non-Partisan Ballot	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Democratic Ballot <input type="checkbox"/> Non-Partisan Ballot
<input type="checkbox"/> Libertarian Party	<input type="checkbox"/> Non-Partisan Ballot	<input type="checkbox"/> Libertarian Party	<input type="checkbox"/> Libertarian Ballot <input type="checkbox"/> Democratic Ballot <input type="checkbox"/> Non-Partisan Ballot
<input type="checkbox"/> Republican Party	<input type="checkbox"/> Republican Ballot <input type="checkbox"/> Non-Partisan Ballot	<input type="checkbox"/> Republican Party	<input type="checkbox"/> Republican Ballot <input type="checkbox"/> Democratic Ballot <input type="checkbox"/> Non-Partisan Ballot
<input type="checkbox"/> Unaffiliated	<input type="checkbox"/> Constitution Ballot <input type="checkbox"/> Democratic Ballot <input type="checkbox"/> Non-Partisan Ballot	<input type="checkbox"/> Unaffiliated	<input type="checkbox"/> Constitution Ballot <input type="checkbox"/> Democratic Ballot <input type="checkbox"/> Non-Partisan Ballot

8. Signature (Required)

Signature of Voter

Date

Subject: RE: May Elections Question
From: electionsclerk <electionsclerk@canyonco.org>
Date: 4/1/2020, 10:17 AM
To: "City Clerk - Greenleaf, Idaho" <clerk@greenleaf-idaho.us>

Yes, by fax 208-454-6899 or email at absentee@canyonco.org

Cathleen Smith
Elections Specialist
Canyon County Elections
1102 E Chicago St. Caldwell, ID 83605
Office: (208) 454-7562

-----Original Message-----

From: City Clerk - Greenleaf, Idaho [<mailto:clerk@greenleaf-idaho.us>]
Sent: Wednesday, April 1, 2020 10:10 AM
To: electionsclerk <electionsclerk@canyonco.org>
Subject: May Elections Question

Good Morning!

Can absentee ballot requests be submitted by FAX (208/454-6899)?

Thank you,

--
Lee C. Belt
City Clerk
City of Greenleaf
208/454-0552 phone
208/454-7994 fax

--
This email has been checked for viruses by Avast antivirus software.
<https://www.avast.com/antivirus>

Subject: Spring Cleanup Day

From: Jamie Miller <jmiller@canyonco.org>

Date: 3/19/2020, 4:12 PM

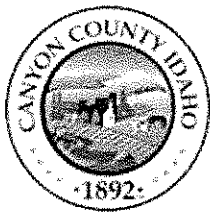
To: "'clerk@greenleaf-Idaho.us'" <clerk@greenleaf-Idaho.us>

Hello,

Pickles Butte Sanitary Landfill will hold its annual Spring cleanup day on Saturday, April 25, 2020. As part of this annual event, Canyon County residents can bring up to one ton of residential waste to the landfill for no cost. Additional landfill fees will be waived...

Spring cleanup day is Saturday, April 25

Thanks,
Jamie



Jamie Miller
Sr. Administrative Specialist
Canyon County Commissioners' Office
1115 Albany St, Caldwell, ID 83605
(208) 454-7507 main
(208) 454-7505 direct
(208) 454-7336 Fax

Subject: AIC Cancels "In-Person" Annual Conference
From: aicwebsite@idahocities.org
Date: 4/6/2020, 1:14 PM
To: clerk@greenleaf-idaho.us



Dear AIC Member,

Due to COVID-19, the Association of Idaho Cities has made the decision to cancel the in-person 2020 AIC Annual Conference scheduled to be held June 10-12 at the Boise Centre. Without knowing what condition our state will be in at that time, we feel that you, our members, may be hesitant to travel for various reasons as you focus on returning to your new "normal".

We are disappointed that the AIC Annual Conference will not be able to continue in its traditional format, however, our goal is to continue holding our annual conference on a virtual platform complete with sponsors and exhibitors! While viewing different platform options, we ask for your patience while we learn what will be available with this new format. Our goal is to send more information within the following weeks!

Thank you.

<http://idahocities.org/members/EmailOptPreferences.aspx?id=30335280&e=clerk@greenleaf-idaho.us&h=e84785edc4f588e562463df222dab39398e4a66d>

Subject: Governor Teleconference for City Officials
From: aicwebsite@idahocities.org
Date: 4/7/2020, 8:16 AM
To: clerk@greenleaf-idaho.us



Governor Brad Little will hold another conference call with city elected officials Thursday, **April 9th at 2:45 p.m. Mountain Time**, 1:45 p.m. Pacific Time to share updated information with cities and answer submitted questions. The call-in number is 1-██████████ and the passcode is ████████#.

There is NO need to state your name when joining the call. Please remember to put your phone on MUTE (not on hold) when your call is connected.

Questions for the Governor may be sent to AIC's Sheila Christensen at schristensen@idahocities.org prior to the call.

Thank you.

<http://idahocities.org/members/EmailOptPreferences.aspx?id=30335280&e=clerk@greenleaf-idaho.us&h=e84785edc4f588e562463df222dab39398e4a66d>

Subject: Cyber Liability and Increased Attacks on Idaho Public Entities
From: Justin Nyquist <JNyquist@icrmp.org>
Date: 4/7/2020, 12:33 PM
To: Intake <intake@icrmp.org>

ICRMP Members,

Now, more than ever, we must be vigilant and cautious when sending and receiving emails. Though cyber criminals are ever-present, they are more dangerous right now because of COVID-19. They know more people are working remote, which is a great opportunity to prey on the dispersed workforce. Idaho counties have already experience this.

What happened? Last week, after realizing that an employee clicked on a malicious link in an email, a County jumped into action with our cyber experts to stop the criminal from doing further damage to their network. Not only was this one County affected, but the cyber-criminal sent out malicious emails to everyone in that employee's address book, which happened to be a lot of other Counties' email addresses. So far, two other ICRMP members have reported cyber breaches as a result of this cyber criminal's actions as they also had employees click on bad links from the fictitious email pretending to be someone they knew from a neighboring county.

The County that was first attacked is the best performer in our KnowBe4 Cyber Risk Management program, which provides monthly training and measures how many employees click on test phishing email links. Even this member, who is proactive and diligent at training employees, had an employee with a momentary lapse in cyber awareness and let their human firewall guard down.

What should we do? One person, on one day, during a crisis when guards are down, clicking one malicious link... that's all it takes to let a criminal have free reign of your network. Criminals are taking advantage of you being tired through this crisis and working remotely, or on your cell phone where it's harder to check the credibility of an email. It's critical to **ALWAYS** call the sender if your "internal suspicion alert" tells you something isn't right. Also, get into the practice of "hovering" over **every** link before you click, to validate the address it's sending you to. We know calling and/or hovering to verify links "takes time" or is a "pain", but the ramifications of not taking these steps can have substantial effects on your public entity operations. Hovering over links and verifying their authenticity is the new normal for email communications. **TIP:** To hover over an email link in an email on your phone, "long press/hold" the link. This pops up a window that is a "preview" of where you are going with that link. A quick tap opens the link, so don't do that!

ICRMP Resources:

- **KnowBe4** – if you haven't joined our online cyber security training and phishing testing program, call our technology team to get started. This program is offered at no additional cost to you and helps train your employees on how to recognize malicious emails.
- **Online Tools** – We have compiled different documents on our website for use in your agency. Go to www.icrmp.org and then select the Technology Page under the Risk Management menu at the top. (we don't include links, so you trust this information) Some of what we have online includes:
 - Technology Policies
 - Safe Online Guidelines
 - Password Recommendations
 - Links to National and Regional Cyber Resources/Groups
 - Election Resources
 - COVID-19 Resources, Guides & Technology Assistance

If you have questions about any of our resources, please reach out to a member of the technology team by calling 208-246-8216. Please forward this email along to elected officials, supervisors, employees and/or anyone

else in your organization, so we can all help reduce cyber criminals' impact here in Idaho.

Justin Nyquist, ARM
Underwriting Coordinator
Direct: (208) 246-8216
www.icrmp.org



NOTICE: This email, and any files transmitted with it, is the property of the ICRMP and may contain information considered privileged or confidential and legally exempt from disclosure. If you have received this email in error, please notify the sender immediately by calling 208-336-3100 or toll free 800-336-1985

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

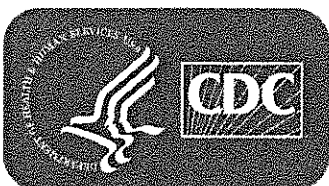
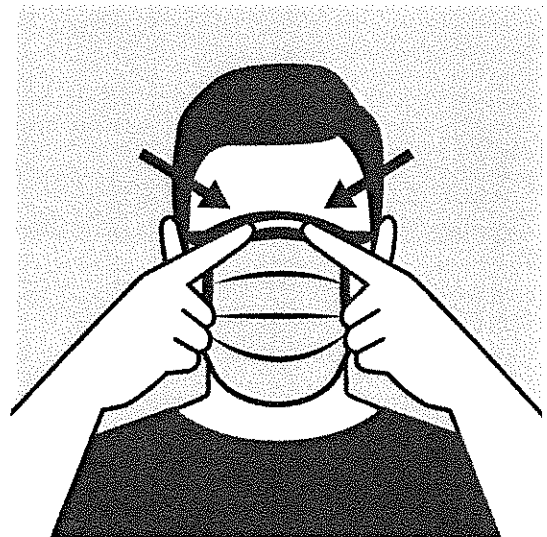
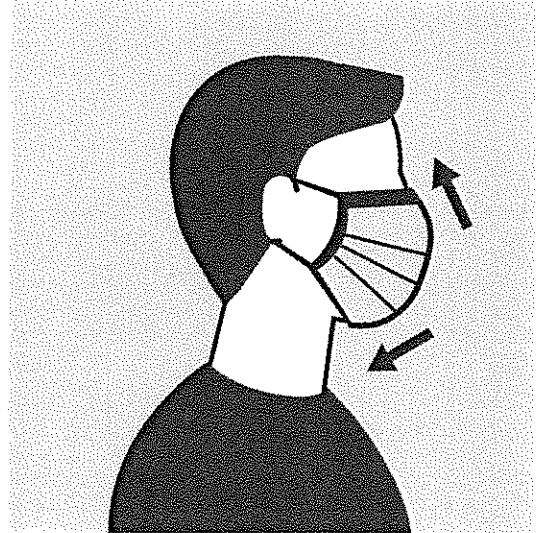
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

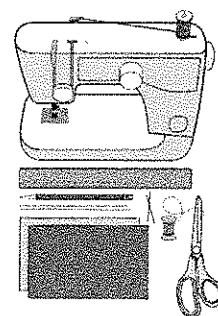


cdc.gov/coronavirus

Sewn Cloth Face Covering

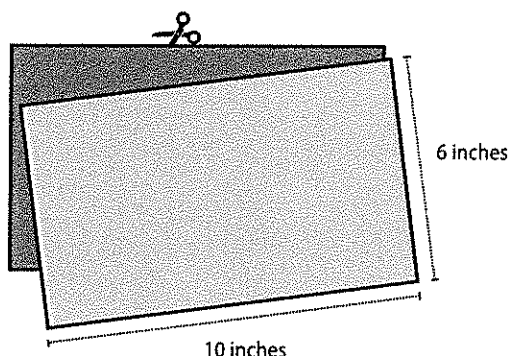
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

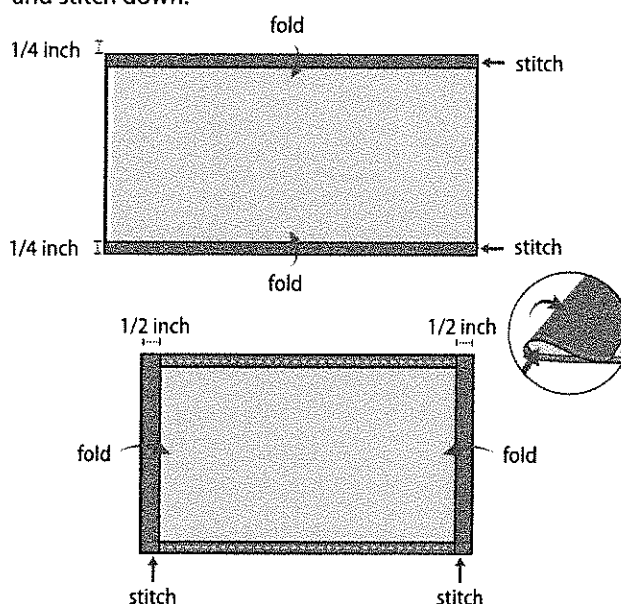


Tutorial

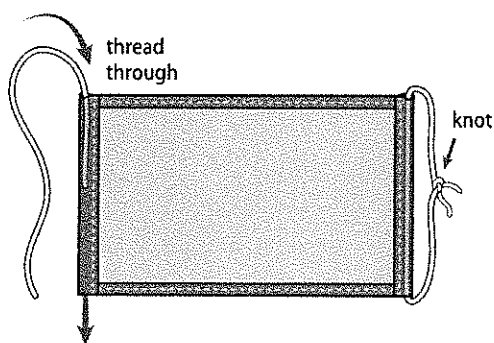
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



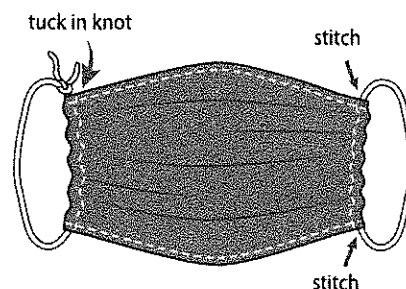
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

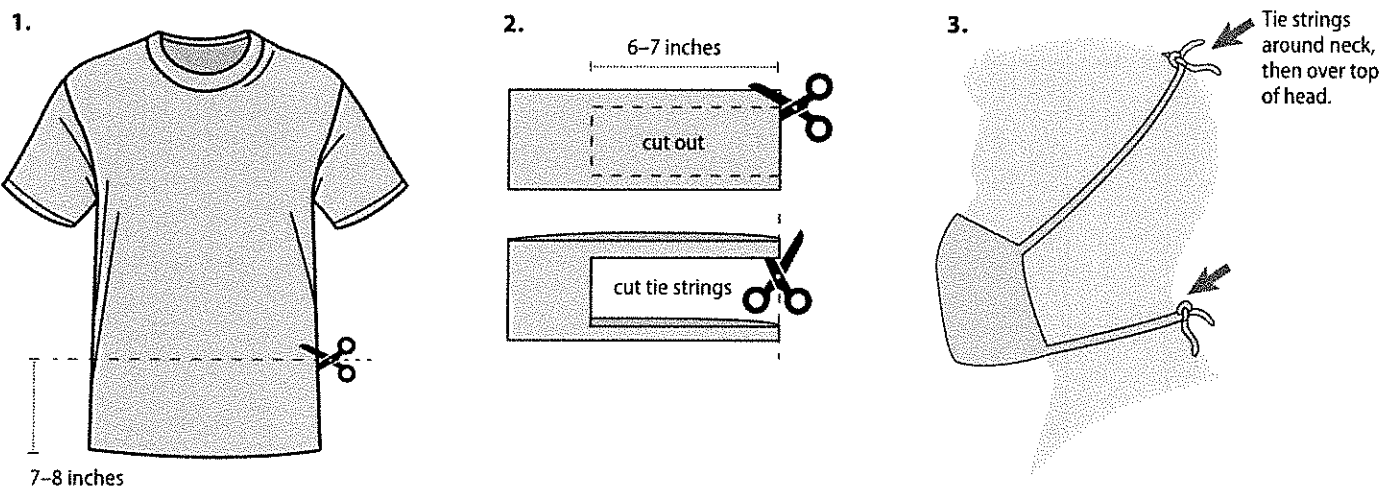


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial



Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial

