

# City of Greenleaf

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Greenleaf, Idaho 83626  
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cityhall@greenleaf-idaho.us

## CITY COUNCIL MEETING AGENDA

### Regular Session – 7:00pm 05 May 2020 at Greenleaf City Hall

*This meeting can be joined via computer, tablet, or smartphone at:*

<https://global.gotomeeting.com/join/858401213>

*Via telephone - United States: +1 (872) 240-3311 Access Code: 858-401-213*

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 Mayor's Signature on Memorandum of Understanding with Canyon County Local Highway Jurisdictions regarding a Proposed Increase in Canyon County Vehicle Registration Fees [ACTION ITEM]

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: Third 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] *(Clerk's Note: Second Reading, Sponsored by Ryan Schnuerle)*

7.4 Consideration of a Public Health Emergency Order [ACTION ITEM] *(Clerk's Note: Public health Emergency Order #20-01 was posted and took effect 03 Apr 2020, effective for 30 days, which would have ended 03 May, before the 05 May Council Meeting. The 30 day period was extended by 10 days to 40 days total total at the 07 Apr Council Meeting, which would expire 14 May unless extended upon approval by the Council)*

7.5 Report on Dark Sky issue at 21258 Main Street *(Clerk's Note: Lighting in violation has been shrouded since last Council Meeting and is now in compliance)*

7.6 FY 2021 Budget – Initial discussion including Treasurer's current projections and discussion of Council priorities [ACTION ITEM]

7.7 Consideration of Draft Resolution #007-FY20 – Financial Reporting - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, IDAHO ESTABLISHING FINANCIAL REPORTING EXPECTATIONS; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE [ACTION ITEM]

7.8 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 (04 April 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]

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- Posted physically at the following locations at approximately 12:45p 03 May 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 12:30p 03 May 2020 at the city website ([greenleaf-idaho.us](http://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.

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**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](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](mailto: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.

## **Excerpt from draft 07 April 2020 Greenleaf City Council Minutes**

### **Agenda Item #7.1**

#### **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**

Jeff Barnes, P.E., Deputy Public Works Director with the City of Nampa presented to the Council. Please see emails and "Canyon County Registration Fee Increase Proposal" for detail.

Discussion followed, including the City of Caldwell's position and alternatives to place on the ballot if not all cities sign the memorandum. Discussion continued. It was estimated that the city would need to more than double to reach the \$40,000.00 income level from population alone.

It was expressed that joining the memorandum would benefit the city, and supports putting the proposal to the voters in November. It was noted that passage would be by simple majority (50% +1).

Tina Wilson with the Western Alliance for Economic Development expressed that Idaho is known for poor road conditions, and that this is closer to a user fee for funding than a property tax funding source. The benefit to the city was highlighted. Tina suggested that the key is picking a project and presenting this to the public so the public could see tangible benefit.

Discussion continued, including support for allowing the voters to decide.

Due to the clerk's error in not tagging this agenda item as an "action item", Mayor recognized the direction of the Council for signature and ratification at next month's meeting.

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 UNTIL DECEMBER 31 OF THE YEAR OF ISSUANCE 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.~~

~~5-5-6-2: 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.~~

~~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  
Greenleaf, Idaho 83626

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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



# CITY OF GREENLEAF

20523 North Whittier Drive  
Greenleaf, Idaho 83626

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:

*PUBLIC HEALTH EMERGENCY ORDER 20-01*

*Page 2*



# CITY OF GREENLEAF

20523 North Whittier Drive  
Greenleaf, Idaho 83626

- 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 R-Holton

**Subject:** Farmers Market

**From:** Liza Warner <liza.warner@yahoo.com>

**Date:** 5/4/2020, 6:50 PM

**To:** Alan Weinacht <alan@greenleaffriends.org>, Allen Morse <AMorse@GCI.net>, "City Clerk - Greenleaf, Idaho" <clerk@greenleaf-idaho.us>, Dennis McIndoo <dennismcindoo@gmail.com>, Jadetree Jadetree <fromjadetree@msn.com>, Mark & Doris Wilkins <wilpro@threefingers.net>, Rich Buskirk <rich@masterworksconcrete.com>

Hi Everyone

Letting you know that the farmers market will be open this Friday. They will be using the area by the Museum same as last year.

We will be using the guidelines provided by the health department and the farmers market organization.

We will be doing social distancing by having the booths 6 feet apart and limiting the number of people per booth. We will have a wash station available as well as hand sanitizer. the hours will be from 2pm to 7 pm.

If you have any questions or concerns please let me know.

thanks  
Liza



# CITY OF GREENLEAF

20523 North Whittier Drive  
Greenleaf, Idaho 83626

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

via USPS and e-mail ([kamalsivia@gmail.com](mailto:kamalsivia@gmail.com))

06 May 2020

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

Greetings!

Thank you for shielding the gas pump canopy lighting.

Please accept this letter as an acknowledgment from the city for your records that the notice of violation which was the subject of the city's 06 March letter has been resolved and that the violation no longer exists.

A picture of the gas pump canopy showing the shielded lighting is enclosed.

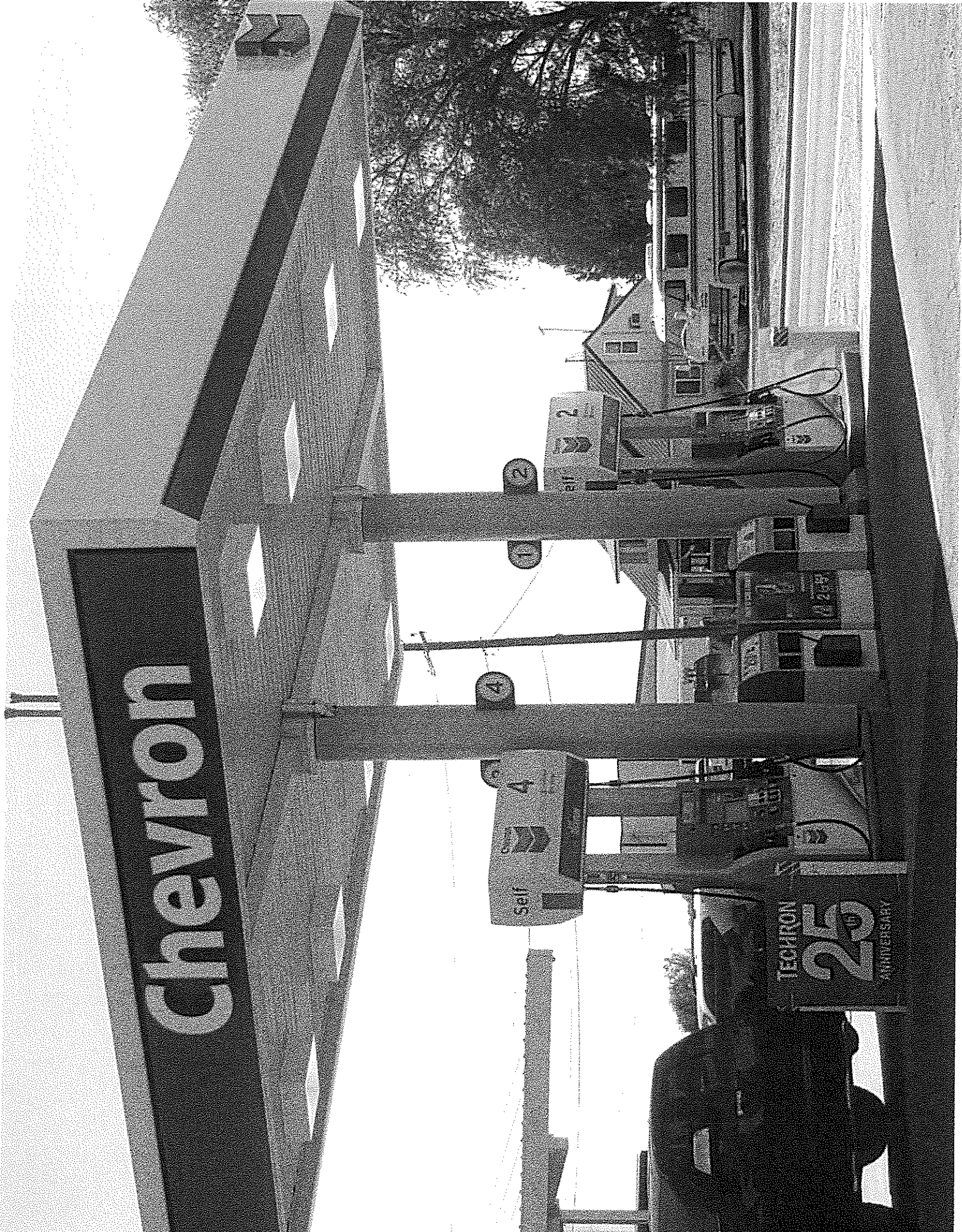
Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lee C. Belt".

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 Picture of Service Station Gas Pump Canopy Lighting



**DRAFT**

City of Greenleaf, Idaho – Line-item Budget – 01 Oct 2020 – 30 Sep 2021 (FY-21)  
revenue figures, out of manual or historical but more conservative

1st Draft for 5-5-2020

Income Direct		Classes:	General Fund	Irrigation Fund	Road Fund	Greenleaf Sewer Revenue Fund	Greenleaf Water Revenue Fund	Greenleaf Disposable Services Fund	Western Alliance Project	Fund-Only Total
1	3% inc.									
2	FY expectation X .75									
3	factored in 2.2% reduction									
4	* 1st draft budget manual									
5	* 1st draft budget manual									
6	* 1st draft budget manual									
7	historic info 3 yr avg									
8	historic info 3 yr avg									
9	historic info 3 yr avg									
10	3% increase									
11										
12										
13	3 year avg. X .95									
14	* 1st draft budget manual									
15	* 1st draft budget manual									
16	1.5% increase see utility tab-NO ADD EDU									
17	2 PYMTS 24 acres									
18										
19	keep same as last year									
20										
21	Inc. Fax, Copies, NSF, sale of equip									
22	Sub Total Income									
23										
24	Income Pass Thru									
25										
26										
27										
28										
29										
30										
31										
32										
33										
34	approx. 40,000 loan from sewer									
35	LRHIP, Park, Block, COMPASS									
36										
37	From Western Alliance									
38	From Western Alliance									
39	From Western Alliance									
40	From Western Alliance									
41										
42	Pass Thru									
43										
44	Total Income									
45	double check									

**DRAFT**



DRAFT

1st Draft for 5-5-2020  
 City of Greentree, Idaho - Line-Item Budget - 01 Oct 2019 - 30 Sep 2020 (FY-20)  
 Expenses based on staff and historical information

	Classes:	General Fund	Irrigation Fund	Road Fund	Greentree Sewer Revenue Fund	Greentree Water Revenue Fund	Greentree Disposable Services Fund	Western Alliance Project	Fund-Only Total
Expense	Per Fund % of subtotal income	20.0%	5.0%	7.0%	40.0%	27%	1.0%		1.00
Expense	Allocated Expenses	26.00%	5.00%	13.00%	25.00%	30.00%	1.00%		100.00%
1	Contracted ICRMP	\$6,459.00	\$2,199.34	\$422.95	\$1,099.57	\$2,114.75	\$2,537.70	\$64.59	\$8,459.00
2	Contracted Audit & Accounting	\$8,000.00	\$2,000.00	\$400.00	\$1,040.00	\$2,080.00	\$2,400.00	\$80.00	\$8,000.00
3	Contracted Police Contract	\$25,000.00							\$25,000.00
4	Prof. Services City Attorney	\$25,000.00	\$6,500.00	\$1,250.00	\$3,250.00	\$6,250.00	\$7,500.00	\$250.00	\$25,000.00
5	Prof. Services City Attorney		\$						\$0.00
6	Prof. Services City Attorney-Special Projects, code		\$						\$0.00
7	Prof. Services City Engineer	\$25,000.00	\$6,500.00	\$1,250.00	\$3,250.00	\$6,250.00	\$7,500.00	\$250.00	\$25,000.00
8	Prof. Services City Engineer-Special projects, maps		\$1,000.00						\$1,000.00
9									\$0.00
10	City Hall electricity	\$1,500.00	\$380.00	\$75.00	\$195.00	\$375.00	\$450.00	\$15.00	\$1,500.00
11	City Hall natural gas	\$700.00	\$180.00	\$35.00	\$90.00	\$175.00	\$210.00	\$7.00	\$700.00
12	City Hall phone & cable one	\$3,000.00	\$780.00	\$150.00	\$390.00	\$780.00	\$900.00	\$30.00	\$3,000.00
13	City Hall Internet	\$375.00	\$94.00	\$19.00	\$48.00	\$95.00	\$112.50	\$4.00	\$375.00
14	City Hall Photocopier	\$5,000.00	\$1,250.00	\$250.00	\$625.00	\$1,250.00	\$1,500.00	\$50.00	\$5,000.00
15	City Hall Office Supplies	\$3,500.00	\$875.00	\$175.00	\$438.00	\$875.00	\$1,050.00	\$35.00	\$3,500.00
16	City Hall Maintenance, Tech Equip, Upgrades	\$3,500.00							\$3,500.00
17									\$0.00
18	Pub. Services Capital Outlay-Equip. Management replacement		\$	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
19	Pub. Services City Property	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
20	Pub. Services Cap Improv Plan projects, includes reserves		\$	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
21	Pub. Services Maintenance and Repairs		\$5,000.00	\$4,000.00	\$15,000.00	\$8,500.00			\$33,000.00
22	Pub. Services Maintenance and Repairs Air Ranch in pump station		\$0.00						\$0.00
23	Pub. Services Vehicle maintenance & repairs	\$600.00	\$600.00	\$600.00	\$200.00	\$1,300.00			\$3,500.00
24	Pub. Services Fuel	\$500.00	\$500.00	\$1,000.00	\$550.00	\$3,000.00			\$6,200.00
25	Pub. Services Postage/AirCard	\$350.00	\$375.00		\$75.00	\$2,000.00			\$3,600.00
26	Pub. Services Weed Control		\$500.00	\$500.00	\$500.00	\$500.00			\$2,000.00
27	Pub. Services Vehicle payback		\$5.00		\$5.00	\$5.00			\$15.00
28	Pub. Services electricity	\$2,500.00			\$25,000.00	\$8,500.00			\$36,000.00
29	Pub. Services electricity (street lights)			\$6,100.00					\$6,100.00
30	Pub. Services electricity Air Ranch irrigation pump station			\$0.00					\$0.00
31	Pub. Services Street Maint. HB 312			\$9,875.00					\$9,875.00
32	Pub. Services Laboratory Expense				\$13,500.00	\$4,000.00			\$17,500.00
33	Pub. Services Gen Fuel @ \$6.00/gal. \$4.00/propane				\$950.00	\$1,250.00			\$2,200.00
34	Pub. Services DEO Drinking Water Assessment					\$1,250.00			\$1,250.00
35	Pub. Services DEO Waste Water Assessment				\$2,500.00				\$2,500.00
36	Pub. Services Sew Agent					\$4,000.00			\$4,000.00
37	Pub. Services Chlorine				\$6,000.00	\$5,000.00			\$11,000.00
38	Pub. Services De-Chlorine				\$6,000.00				\$6,000.00
39	Pub. Services Certified Operator				\$26,000.00				\$26,000.00
40	Pub. Services Professional Services add sewer eng				\$15,000.00	\$6,600.00			\$21,600.00
41	Pub. Services Land Application					\$5,000.00			\$5,000.00
42	Pub. Services Supplies, tools, uniforms		\$2,500.00	\$1,000.00	\$3,500.00	\$3,500.00			\$10,500.00
43	Pub. Services Training-CEU			\$500.00	\$800.00	\$800.00			\$2,100.00
44	Pub. Services Telephone/Internet				\$300.00	\$600.00			\$1,600.00
45	Pub. Services Sludge Handling (Landfill)				\$5,000.00				\$5,000.00
46	Pub. Services Irrigation District Water Toll				\$2,000.00	\$0.00			\$2,000.00
47	Pub. Services BAD DEBT - WRITE OFF				\$1,918.76	\$3,750.00			\$5,668.76
48	Pub. Services Exp. Due to vacancies				\$1,977.36	\$2,471.94			\$4,449.30
49	Pub. Services other exp		\$	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
50									\$0.00
51	Parks & Rec Electricity - Parks and Rec	\$250.00							\$250.00
52	Parks & Rec General Park Exp. & Improvement	\$1,500.00							\$1,500.00
53	Parks & Rec Community Events	\$1,350.00							\$1,350.00
54	Parks & Rec Park Grant	\$2,000.00		\$0.00					\$2,000.00
55									\$0.00
56	Other Bank Charges	\$500.00			\$35.00				\$535.00
57	Other memberships, dues & subscriptions	\$4,784.50	\$1,276.12	\$256.22	\$714.63	\$1,836.95	\$2,470.53	\$201.05	\$9,749.50
58	Other public notice/news/paper/code	\$2,500.00							\$2,500.00
59	Other Training	\$1,500.00	\$380.00	\$75.00	\$195.00	\$375.00	\$450.00	\$15.00	\$1,600.00
60	Other Meetings	\$1,000.00	\$260.00	\$50.00	\$130.00	\$250.00	\$300.00	\$10.00	\$1,000.00
61	Other Planning		\$1,000.00					\$0.00	\$1,000.00
62	Other Spring Clean Up		\$150.00				\$500.00		\$650.00
63	Other Ordinance 206	\$3,000.00							\$3,000.00
64	Other Rainy Day Fund	\$3,500.00							\$3,500.00
65									\$0.00
66	Payroll Mayor's Wages	\$7,200.00							\$7,200.00
67	Payroll Council Wages	\$10,800.00							\$10,800.00
68	Payroll Treasurer	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
69	Payroll Wages at various % raise plus 1 new employee	\$204,247.48	\$50,452.17	\$22,322.99	\$21,127.37	\$47,269.69	\$51,032.87	\$2,042.47	\$554,148.00
70	Payroll PERSI 11.04%	\$26,536.35	\$6,367.19	\$2,665.37	\$2,522.60	\$5,644.00	\$6,093.32	\$243.87	\$63,066.35
71	Payroll Payroll Liabilities FICA, SUI, WKMN COMP	\$22,636.30	\$5,398.37	\$2,318.39	\$2,194.77	\$4,910.53	\$4,806.98	\$212.18	\$29,851.82
72	Payroll Health Ins. (3200.00 X 12)	\$38,400.00	\$9,984.00	\$1,920.00	\$4,892.00	\$9,600.00	\$11,920.00	\$384.00	\$47,720.00
73	Payroll HSA Contributions	\$9,050.00	\$2,340.00	\$450.00	\$1,170.00	\$2,250.00	\$2,700.00	\$90.00	\$9,050.00
74									\$0.00
75	Pub. Serv. Del 2013 Sewer Loan Principal				\$4,767.58				\$4,767.58
76	Pub. Serv. Del Interest Exp. Collection 2013				\$774.32				\$774.32
77	Pub. Serv. Del 2013B sewer loan principal				\$128,206.09				\$128,206.09
78	Pub. Serv. Del Interest Exp. Treatment 2013B				\$10,107.04				\$10,107.04
79	Pub. Serv. Del Sewer Loan Pymts 10% contingency				\$14,385.56				\$14,385.56
80	Pub. Serv. Del 2006 USDA water loan principal					\$17,351.85			\$17,351.85
81	Pub. Serv. Del Interest Exp. 2006 Bond					\$18,948.15			\$18,948.15
82	Pub. Serv. Del 2007 USDA water loan principal					\$9,612.04			\$9,612.04
83	Pub. Serv. Del Interest Expense, 2007 Bond					\$9,541.96			\$9,541.96
84	Pub. Serv. Del 2013 USDA water loan principal					\$9,562.40			\$9,562.40
85	Pub. Serv. Del Interest Expense, 2013 Bond					\$10,140.60			\$10,140.60
86	Pub. Serv. Del USDA Water Loan, 10% Contingency					\$1,970.28			\$1,970.28
87	LGIP - Transfer Loan between funds revenue	\$0.00			\$500.00				\$500.00
88									\$0.00
89	TOTAL EXPENSES	\$189,416.69	\$47,214.27	\$67,091.69	\$382,132.98	\$238,286.12	\$4,503.91	\$77,550.00	\$1,009,197.06
90									\$0.00
91	Pass thru Expenses that are dependent on specific income								\$0.00
92	City Hall Other Permit Expense - Projected	\$31,250.00							\$31,250.00
93	Contracted 75% of Projected Building Permits	\$93,750.00							\$93,750.00
94	Contracted 75% of Building Permits to Inspector	\$4,125.00							\$4,125.00
95	Prof. Services City Engineer-Land Use App	\$40,000.00							\$40,000.00
96	Prof. Services City Attorney-Land Use Applications	\$35,000.00							\$35,000.00
97	Pub. Services Potential Sewer Septic Expenses				\$0.00				\$0.00
98	Pub. Services Transfer to State Invest Pool hookups					\$220,525.00			\$220,525.00
99	Pub. Services Transfer to State Invest Pool hookups				\$360,675.00				\$360,675.00
100	Pub. Services Waste Disposal Exp					\$60,000.00			\$60,000.00
101	Pub. Services Sales Tax Collected Exp	\$20.00				\$1,000.00			\$1,020.00
102	Pub. Services Wilder IRR District Water Toll		\$20,355.00						\$20,355.00
103	Pub. Services Water Deposit Exp.					\$7,500.00			\$7,500.00
104	Western Allain Vehicle Lease						\$3,756.00		\$3,756.00
105	Western Allain Training class fees						\$1,800.00		\$1,800.00
106	Western Allain Travel						\$2,000.00		\$2,000.00
107	Western Allain Meetings/ Meals						\$1,000.00		\$1,000.00
108	Western Allain Marketing/ Marketing, website						\$3,000.00		\$3,000.00
109	Western Allain Insurance Corporate						\$1,400.00		\$1,400.00
110	Western Allain Telephone/Internet						\$650.00		\$650.00
111	Western Allain Membership Dues						\$1,820.00		\$1,820.00
112	Western Allain Office Supplies						\$1,000.00		\$1,000.00
113	Western Allain Vehicle maintenance & repairs						\$500.00		\$500.00
114	Western Allain Fuel						\$2,500.00		\$2,500.00
115	Western Allain Grant Admin Exp						\$10,000.00		\$10,000.00
116	LGIP Transfer Invest Pool - Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,788.00	\$14,788.00
117									\$0.00
118	sub-total	\$204,144.00	\$20,355.00	\$0.00	\$360,675.00	\$228,025.00	\$61,000.00	\$44,324.00	\$918,524.00
119									\$0.00
120	Total Expense	\$595,641.69	\$67,569.27	\$67,091.69	\$742,807.98	\$466,313.12	\$65,503.91	\$121,874.00	\$1,924,721.66
121									\$0.00
122	Difference	-70,037.67	-1,410.73	-1,001.31	\$4,800.42	\$5,651.83	-3.91	0.00	\$2,621.43

DRAFT



**RESOLUTION #DRAFT 007-FY20**

(Financial Reporting)

Sponsored by: \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, IDAHO ESTABLISHING FINANCIAL REPORTING EXPECTATIONS BY CITY STAFF TO THE CITY COUNCIL; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Idaho Code §50-208(1) states as follows:

50-208(1). DUTIES OF TREASURER. The treasurer of each city shall be the custodian of all moneys belonging to the city. He shall account for each fund or appropriation made in its annual budget appropriation or otherwise directed by the city council. Such accounting shall track the debits and credits relating thereto. The treasurer shall on a monthly basis, and no more than sixty (60) days after the conclusion of each month at a regular meeting of the city council, render an accounting to the city council showing the financial condition of the treasury at the date of such accounting. The report shall state the balances of accounts maintained in the city's treasury. The treasurer shall also make available credit and debit details of all such accounts when required by the mayor or by action of the governing board. Making the quarterly treasurer's report available for public review on the city's website within thirty (30) days of the conclusion of each quarter shall satisfy publication requirements established by section 50-1011, Idaho Code; and

WHEREAS, Idaho Code §50-1002 states as follows:

50-1002. ANNUAL BUDGET. The city council of each city shall, prior to passing the annual appropriation ordinance, prepare a budget, estimating the probable amount of money necessary for all purposes for which an appropriation is to be made, including interest and principal due on the bonded debt and sinking fund, itemizing and classifying the proposed expenditures by

department, fund or service, as nearly as may be practicable, and specifying any fund balances accumulated under section 50-1005A, Idaho Code. To support such proposed expenditure, the council shall prepare an estimate of the total revenue anticipated during the ensuing fiscal year for which a budget is being prepared classifying such receipts by source as nearly as may be possible and practicable, said estimate to include any surplus not subject to the provisions of sections 50-1004 and 50-1005A, Idaho Code, nor shall said estimated revenue include funds accumulated under section 50-236, Idaho Code. The proposed budget for the ensuing fiscal year shall list expenditures and revenues during each of the two (2) previous fiscal years by fund and/or department. Following tentative approval of the revenues and expenditures estimated by the council, the same shall be entered at length in the journal of proceedings. Prior to certifying to the county commissioners, a notice of time and place of public hearing on the budget, which notice shall include the proposed expenditures and revenues by fund and/or department including the two (2) previous fiscal years, and a statement of the estimated revenue from property taxes and the total amount from sources other than property taxes of the city for the ensuing fiscal year, shall be published twice at least seven (7) days apart in the official newspaper. At said hearing any interested person may appear and show cause, if any he has, why such proposed budget should or should not be adopted; and

WHEREAS, the City Council recognizes its fiduciary responsibility for the city's finances and that communication with city staff – including both written information and verbal discussion – is of paramount importance for informed decision-making by the Council,

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

SECTION 1. That City Staff shall provide information to the Council in accordance with the following table:

Table – Financial Reporting to Council  
begins on the next page

Table - Financial Reporting to Council

	Verbal	Written
<b>Monthly</b> (Components of a financial report agenda item on a Council Meeting Agenda)	Discussion of reserves and cash flow; Discussion of any staff concerns	Balance Sheet Report
	Review of percentage of fiscal year completed; Discussion of budget line items over or under budget for the percentage of fiscal year completed; Discussion of any staff concerns	Budget vs. Actual Report
	Review of any new vendors in the monthly period; Confirmation of vendor selection and purchases made in accordance with Idaho Code Chapter 28 Title 67 (Purchasing by Political Subdivisions)	Vendors / Distribution Report

	Verbal	Written
<b>Annually</b> (To be included as separate line items on a November or December Regular Session City Council Meeting Agenda)	Discussion of relationship vendors and back-up vendors for critical supplies and services; Discussion of any staff concerns	Vendor list of vendors used the previous fiscal year
	Review of new fiscal year projects and city reserves; Discussion of any staff concerns	Reserves and cash-flow ("carryover") into the new fiscal year

	Verbal	Written
<b>Annually*</b> (To be included as separate line items on a January or February Special Session City Council Meeting Agenda)	Discussion of roles and responsibilities (to include Mayor, Council, Appointed Officials, Staff, etc.)*	PowerPoint presentation or other appropriate written reference material*
	Discussion of how to read the city's financial reports (to include monthly financial report and annual audit)*	PowerPoint presentation or other appropriate written reference material*

\* Qualified guest speakers and/or outside materials may be used. Qualified sources include, but are not limited to, the Association of Idaho Cities (AIC) and/or the Idaho Counties Risk Management Program (ICRMP) and/or the city's auditor.

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.

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

(SEAL)

\_\_\_\_\_  
Lee C. Belt, City Clerk

City of Greenleaf  
Balance Sheet  
As of April 30, 2020

	Apr 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Water Cash on Hand	200.00
D.L. Evans Checking	
General Fund--DL Evans	-42,362.15
Irrigation Fund--DL Evans	21,741.24
Road Fund--DL Evans	-712.02
Sewer Fund--DL Evans	3,661.47
Sewer Loan Reserve--DL Evans	701.29
Water Fund--DL Evans	2,553.42
Water Deposit Fund--DL Evans	1,463.20
Waste Disposal Fund--DL Evans	6,938.99
WAED Project--DL Evans	41,669.79
Total D.L. Evans Checking	35,655.23
D.L. Evans Special Account	21,002.68
Investment Pool--SIP 981	
SIP 6 month reserve funded	
General- 6 month reserve	106,056.42
Irrigation- 6 month reserve	25,135.47
Road- 6 month reserve	34,676.46
Water- 6 month reserve	90,406.42
Total SIP 6 month reserve funded	256,274.77
SIP 6 month reserve unfunded	
Sewer- 6 month reserve	63,509.54
Total SIP 6 month reserve unfunded	63,509.54
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	1,003,577.61
Water Fund Rev Bond Accounts	
2006 Bond DS--SIP 2908	18,185.09
2006 Bond DS Reserve--SIP 2909	38,483.31
2007 Bond DS--SIP 2952	1,413.79
2007 Bond DS Reserve--SIP 2953	20,705.77
2013 Bond DS--SIP 3313	2,335.27
2013 Bond DS Reserve--SIP 3314	14,661.48
Total Water Fund Rev Bond Accounts	95,784.71
Sewer Fund Note Accts	
2013 Collection DS- SIP 3344	2,627.81
2013 Collection Res.- SIP 3345	3,745.62
2013B Treatment DS-SIP 3346	38,715.23

**City of Greenleaf**  
**Balance Sheet**  
 As of April 30, 2020

	Apr 30, 20
2013B Treatment Res.- SIP 3347	90,602.11
Total Sewer Fund Note Accts	135,690.77
Total Checking/Savings	1,291,911.00
Accounts Receivable	
Accounts Receivable-Irrigation	29,890.15
Accounts Rec.--WAED	5,050.00
Total Accounts Receivable	34,940.15
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	1,496,904.03
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
<b>TOTAL ASSETS</b>	<b>10,720,773.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	47,749.39
Total Accounts Payable	47,749.39
Credit Cards	
Mastercard -- Amick	190.00
Total Credit Cards	190.00

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Accrual Basis

**City of Greenleaf**  
**Balance Sheet**  
As of April 30, 2020

	Apr 30, 20
Other Current Liabilities	
Deferred Revenue	84,260.40
Accrued Payroll	710.81
Accrued Deferred Comp Expense	31,490.98
Interest Payable-2006 Bond	6,383.50
Interest Payable-2007 Bond	10,042.56
Interest Payable-2013 Bond	996.81
Int. Pay. WW Treatment 2013B	3,359.89
Int. Pay. WW Collection 2013	571.69
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	
PERSI	382.00
FICA and Federal Withholdings	4,820.57
Payroll Liabilities - Other	-22.92
Total Payroll Liabilities	5,179.65
Total Other Current Liabilities	201,463.65
Total Current Liabilities	249,403.04
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	4,672,235.18
Equity	
Retained Earnings	5,893,342.28
Net Income	155,195.57
Total Equity	6,048,537.85
TOTAL LIABILITIES & EQUITY	10,720,773.03

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Accrual Basis

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

	General Fund	Irrigation Fund	Road Fund
<b>Income</b>			
<b>Direct Income</b>			
CC Property Taxes	53,233.24	0.00	0.00
State Inv Pool - Interest	2,819.70	1,058.00	1,547.53
State Inv Pool - Liquor	21,030.00	0.00	0.00
SIP-State Sales Tax Rev Sharing	27,582.67	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	7,403.32	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	18,310.50
State Inv Pool - Highway	0.00	0.00	24,698.54
State Inv Pool Hwy HB 312	0.00	0.00	7,407.00
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	1.32	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
<b>Total Other Income</b>	<b>331.72</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Direct Income</b>	<b>123,873.02</b>	<b>48,669.22</b>	<b>51,963.57</b>
<b>Pass Through Income</b>			
Sales Tax Income	2.06	0.00	5.67
Building Permits & Fees	21,257.23	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
<b>Total Pass Through Income</b>	<b>21,259.29</b>	<b>18,265.89</b>	<b>5.67</b>
<b>Grant and Special Income</b>			
<b>Grants</b>			
Grant - Transportation	100,000.00	0.00	0.00
<b>Total Grants</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Donations</b>	<b>18.87</b>	<b>0.00</b>	<b>174.33</b>
<b>Total Grant and Special Income</b>	<b>100,018.87</b>	<b>0.00</b>	<b>174.33</b>
<b>Licenses &amp; Permits</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>245,176.18</b>	<b>66,935.11</b>	<b>52,143.57</b>
<b>Gross Profit</b>	<b>245,176.18</b>	<b>66,935.11</b>	<b>52,143.57</b>
<b>Expense</b>			
<b>Contracted</b>			
Insurance - ICRMP	2,199.34	422.96	1,099.68
Audit & Accounting	1,638.00	315.00	819.00
Police Contract	19,833.31	0.00	0.00
<b>Total Contracted</b>	<b>23,670.65</b>	<b>737.96</b>	<b>1,918.68</b>
<b>Professional Services</b>			
Legal & City Attorney			
Planning & Zoning	5,170.80	0.00	0.00
Legal & City Attorney - Other	1,744.46	335.48	872.22
<b>Total Legal &amp; City Attorney</b>	<b>6,915.26</b>	<b>335.48</b>	<b>872.22</b>
<b>Engineering</b>			
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 April 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	237.36	45.66	118.67
Natural Gas	98.40	18.92	49.19
Phone- Internet	392.49	75.48	196.24
Trash	61.11	11.77	30.55
Photocopier	731.54	140.69	365.76
Office Supplies	416.93	80.19	208.46
Main., Tech Equip, Upgrade	2,230.23	0.00	0.00
Total City Hall	4,168.06	372.71	968.87
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	142.50	1,561.78	560.29
Vehicle Maint & Repair	0.00	496.26	496.26
Fuel	155.89	219.58	149.00
Postage/Aircard	13.10	220.00	0.00
Weed Control	0.00	87.24	84.75
Electricity	0.00	89.07	0.00
Electricity (street lights)	0.00	0.00	3,220.84
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	458.04	570.79
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	139,194.81	3,242.56	5,177.32
Parks and Recreation			
Electricity-Parks and Rec	78.07	0.00	0.00
General Parks and Rec	12.66	0.00	0.00
Total Parks and Recreation	90.73	0.00	0.00
Other Expense			
Bank Charges	102.75	0.00	0.00
Prof mbrships, dues & subscrip	747.42	143.74	373.70
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	71.10	0.00	0.00
Total Other Expense	2,137.59	218.37	499.90
Payroll			
Mayor Salary	4,200.00	0.00	0.00
City Council Salary	6,525.00	0.00	0.00
Wages	31,277.64	8,916.17	7,769.39
Treasurer	0.00	0.00	0.00
Payroll Expenses			
Benefits-PERSI	5,058.39	1,128.47	964.28
Payroll Liab. Other	-4,537.84	702.94	598.69
Payroll Expenses - Other	7,998.44	0.00	0.00
Total Payroll Expenses	8,518.99	1,831.41	1,562.97
Reim.-Cell & Utility Reim	207.60	0.00	0.00
Benefits - Health Insurance	3,522.97	677.52	1,761.48

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Accrual Basis

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

	General Fund	Irrigation Fund	Road Fund
HSA Contributions	819.00	157.50	409.50
Total Payroll	55,071.20	11,582.60	11,503.34
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
Website Exp- 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	15,497.95	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.	15,499.37	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	249,452.87	32,652.46	21,824.75
Net Income	-4,276.69	34,282.65	30,318.82

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Accrual Basis

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

	Sewer Fund	Water Fund	Trash Disposal
<b>Income</b>			
<b>Direct Income</b>			
CC Property Taxes	0.00	0.00	0.00
State Inv Pool - Interest	3,799.56	4,729.71	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	2,641.25
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	216,059.78	0.00	0.00
Sewer- Add. Rev.	3,624.00	0.00	0.00
Water Revenue	0.00	135,462.59	0.00
Water disconnect/ restore fee	0.00	112.00	0.00
Interest Income	0.00	0.00	0.00
<b>Other Income</b>			
Fax	0.00	0.00	0.00
Photocopies	0.00	0.00	0.00
Other Income - Other	720.00	0.00	0.00
<b>Total Other Income</b>	720.00	0.00	0.00
<b>Total Direct Income</b>	224,203.34	140,304.30	2,641.25
<b>Pass Through Income</b>			
Sales Tax Income	0.00	0.00	416.74
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	14,120.42	0.00
Utility Deposit	0.00	6,392.04	0.00
Waste Disposal Rev -- Westown	0.00	0.00	33,178.18
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
<b>Total Pass Through Income</b>	127,640.50	20,512.46	33,594.92
<b>Grant and Special Income</b>			
<b>Grants</b>			
Grant - Transportation	0.00	0.00	0.00
<b>Total Grants</b>	0.00	0.00	0.00
<b>Donations</b>	0.00	0.00	0.00
<b>Total Grant and Special Income</b>	0.00	0.00	0.00
<b>Licenses &amp; Permits</b>	0.00	0.00	0.00
<b>Total Income</b>	351,843.84	160,816.76	36,236.17
<b>Gross Profit</b>	351,843.84	160,816.76	36,236.17
<b>Expense</b>			
<b>Contracted</b>			
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
<b>Total Contracted</b>	2,951.80	5,165.62	147.60
<b>Professional Services</b>			
Legal & City Attorney			
Planning & Zoning	0.00	0.00	0.00
Legal & City Attorney - Other	1,341.88	2,348.27	67.09
<b>Total Legal &amp; City Attorney</b>	1,341.88	2,348.27	67.09
<b>Engineering</b>			
ReUse Application	14,809.08	0.00	0.00
Planning & Zoning	0.00	0.00	0.00
Engineering - Other	1,354.00	2,369.47	67.71

**City of Greenleaf**  
**Profit & Loss by Class**  
 October 2019 through April 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	182.60	319.50	9.13
Natural Gas	75.68	132.44	3.79
Phone- Internet	301.92	528.33	15.10
Trash	47.00	82.24	2.35
Photocopier	562.73	984.75	28.14
Office Supplies	320.70	561.27	16.03
Main., Tech Equip, Upgrade	0.00	0.00	0.00
Total City Hall	1,490.63	2,608.53	74.54
Public Services			
City Projects			
Water Meter Project	0.00	81,628.65	0.00
Harmony Project	0.00	0.00	0.00
Total City Projects	0.00	81,628.65	0.00
Maintenance & Repairs	9,738.03	4,429.93	0.00
Vehicle Maint & Repair	77.68	1,313.19	0.00
Fuel	338.38	542.05	0.00
Postage/Aircard	0.00	420.00	0.00
Weed Control	47.24	47.24	0.00
Electricity	12,781.13	4,724.88	0.00
Electricity (street lights)	0.00	0.00	0.00
Laboratory Expense	6,939.00	1,819.00	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	13,650.00	0.00	0.00
Professional Services	1,159.16	1,159.16	0.00
Land Application	1,386.76	0.00	0.00
Supplies	630.67	1,161.63	0.00
Training	90.00	90.00	0.00
Telephone/Pagers	512.96	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	53,402.10	101,460.30	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	1,259.84	1,691.01	180.95
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	1,430.27	1,988.18	186.10
Payroll			
Mayor Salary	0.00	0.00	0.00
City Council Salary	0.00	0.00	0.00
Wages	22,738.86	23,729.60	953.86
Treasurer	0.00	0.00	0.00
Payroll Expenses			
Benefits-PERSI	2,631.40	2,934.16	115.54
Payroll Liab. Other	1,599.92	1,843.88	71.77
Payroll Expenses - Other	0.00	0.00	0.00
Total Payroll Expenses	4,231.32	4,778.04	187.31
Reim.-Cell & Utility Reim	0.00	0.00	0.00
Benefits - Health Insurance	2,709.98	4,742.51	135.51

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Accrual Basis

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

	Sewer Fund	Water Fund	Trash Disposal
HSA Contributions	630.00	1,102.50	31.50
Total Payroll	30,310.16	34,352.65	1,308.18
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
Website Exp- 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	2,918.31	0.00
Westtown Exp.	0.00	0.00	33,178.18
Sales Tax Exp.	0.00	0.00	182.50
Total Pass Through Exp.	0.00	2,918.31	33,360.68
Debt. Exp			
Interest Exp. Collection 2013	431.09	0.00	0.00
Interest Exp. Treatment 2013B	5,757.30	0.00	0.00
Interest Expense-2013 Bond	0.00	5,976.65	0.00
Interest Expense-2007 Bond	0.00	5,894.21	0.00
Interest Expense-2006 Bond	0.00	11,129.65	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	139,308.54	49,216.39	0.00
Total Expense	246,398.46	202,427.72	35,211.90
Net Income	105,445.38	-41,610.96	1,024.27

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

	Western Alliance Project	TOTAL
<b>Income</b>		
<b>Direct Income</b>		
CC Property Taxes	0.00	53,233.24
State Inv Pool - Interest	0.00	13,954.50
State Inv Pool - Liquor	0.00	21,030.00
SIP-State Sales Tax Rev Sharing	0.00	27,582.67
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	10,044.57
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	18,310.50
State Inv Pool - Highway	0.00	24,698.54
State Inv Pool Hwy HB 312	0.00	7,407.00
Sewer Revenue	0.00	216,059.78
Sewer- Add. Rev.	0.00	3,624.00
Water Revenue	0.00	135,806.09
Water disconnect/ restore fee	0.00	112.00
Interest Income	0.00	1.32
<b>Other Income</b>		
Fax	0.00	5.65
Photocopies	0.00	9.42
Other Income - Other	0.00	1,036.65
<b>Total Other Income</b>	0.00	1,051.72
<b>Total Direct Income</b>	0.00	591,654.70
<b>Pass Through Income</b>		
Sales Tax Income	0.00	424.47
Building Permits & Fees	0.00	21,257.23
Irrigation Toll - Wilder	0.00	18,265.89
Hook-up fees--Sewer	0.00	127,640.50
Hook-up fees--Water	0.00	14,120.42
Utility Deposit	0.00	6,392.04
Waste Disposal Rev -- Westtown	0.00	33,178.18
WAED Grant Income	18,300.00	18,300.00
Memberships--WAED	67,274.00	67,274.00
Fundraising/ Scholarships--WAED	1,127.55	1,127.55
<b>Total Pass Through Income</b>	86,701.55	307,980.28
<b>Grant and Special Income</b>		
<b>Grants</b>		
Grant - Transportation	0.00	100,000.00
<b>Total Grants</b>	0.00	100,000.00
<b>Donations</b>	0.00	193.20
<b>Total Grant and Special Income</b>	0.00	100,193.20
<b>Licenses &amp; Permits</b>	0.00	25.00
<b>Total Income</b>	86,701.55	999,853.18
<b>Gross Profit</b>	86,701.55	999,853.18
<b>Expense</b>		
<b>Contracted</b>		
Insurance - ICRMP	0.00	8,459.00
Audit & Accounting	0.00	6,300.00
Police Contract	0.00	19,833.31
<b>Total Contracted</b>	0.00	34,592.31
<b>Professional Services</b>		
Legal & City Attorney		
Planning & Zoning	0.00	5,170.80
Legal & City Attorney - Other	0.00	6,709.40
<b>Total Legal &amp; City Attorney</b>	0.00	11,880.20
<b>Engineering</b>		
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 April 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	912.92
Natural Gas	0.00	378.42
Phone- Internet	0.00	1,509.56
Trash	0.00	235.02
Photocopier	0.00	2,813.61
Office Supplies	0.00	1,603.58
Main., Tech Equip, Upgrade	0.00	2,230.23
Total City Hall	0.00	9,683.34
Public Services		
City Projects		
Water Meter Project	0.00	81,628.65
Harmony Project	0.00	138,883.32
Total City Projects	0.00	220,511.97
Maintenance & Repairs	0.00	16,432.53
Vehicle Maint & Repair	0.00	2,383.39
Fuel	0.00	1,404.90
Postage/Aircard	0.00	653.10
Weed Control	0.00	266.47
Electricity	0.00	17,595.08
Electricity (street lights)	0.00	3,220.84
Laboratory Expense	0.00	8,758.00
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	13,650.00
Professional Services	0.00	2,318.32
Land Application	0.00	1,386.76
Supplies	0.00	2,821.13
Training	0.00	220.38
Telephone/Pagers	0.00	512.96
Sludge Handling	0.00	1,216.64
Irrigation Exp- Wilder/Pioneer	0.00	1,966.06
Total Public Services	0.00	302,477.09
Parks and Recreation		
Electricity-Parks and Rec	0.00	78.07
General Parks and Rec	0.00	12.66
Total Parks and Recreation	0.00	90.73
Other Expense		
Bank Charges	28.00	155.75
Prof mbrships, dues & subscrip	0.00	4,396.66
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	71.10
Total Other Expense	28.00	6,488.41
Payroll		
Mayor Salary	0.00	4,200.00
City Council Salary	0.00	6,525.00
Wages	30,082.50	125,468.02
Treasurer	0.00	0.00
Payroll Expenses		
Benefits-PERSI	4,109.26	16,941.50
Payroll Liab. Other	10.74	290.10
Payroll Expenses - Other	6,936.38	14,934.82
Total Payroll Expenses	11,056.38	32,166.42
Reim.-Cell & Utility Reim	0.00	207.60
Benefits - Health Insurance	0.00	13,549.97

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Accrual Basis

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

	Western Alliance Project	TOTAL
HSA Contributions	0.00	3,150.00
Total Payroll	41,138.88	185,267.01
WAED--Expenses		
Cell Phone --WAED	375.12	375.12
Fuel--WAED	537.32	537.32
Health Insurance - WAED	6,214.40	6,214.40
Insurance Corp- WAED	1,283.00	1,283.00
Marketing--WAED	529.08	529.08
Meals/ Meetings--WAED	486.32	486.32
Office Supplies- WAED	624.51	624.51
Professional Membership & Dues	1,014.65	1,014.65
Training --WAED	875.75	875.75
Vehicle Lease-- WAED	2,274.72	2,274.72
Vehicle Maint--WAED	165.71	165.71
Website Exp- WAED	8.00	8.00
Reserves--WAED	1,133.99	1,133.99
Total WAED--Expenses	15,522.57	15,522.57
Pass Through Exp.		
Irrigation Exp- Wilder Irr	0.00	15,824.27
Building Inspector	0.00	15,497.95
Water Deposit Exp.	0.00	2,918.31
Westown Exp.	0.00	33,178.18
Sales Tax Exp.	0.00	188.23
Total Pass Through Exp.	0.00	67,606.94
Debt. Exp		
Interest Exp. Collection 2013	0.00	431.09
Interest Exp. Treatment 2013B	0.00	5,757.30
Interest Expense-2013 Bond	0.00	5,976.65
Interest Expense-2007 Bond	0.00	5,894.21
Interest Expense-2006 Bond	0.00	11,129.65
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	188,524.93
Total Expense	56,689.45	844,657.61
Net Income	30,012.10	155,195.57



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Accrual Basis

City of Greenleaf  
Profit & Loss Budget vs. Actual  
October 2019 through April 2020

58.3%

	TOTAL			
	Oct '19 - Apr 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Direct Income</b>				
CC Property Taxes	53,233.24	80,924.00	-27,690.76	65.8%
State Inv Pool - Interest	13,954.50	18,000.00	-4,045.50	77.5%
State Inv Pool - Liquor	21,030.00	28,948.00	-7,918.00	72.6%
SIP-State Sales Tax Rev Sharing	27,582.67	34,165.80	-6,583.13	80.7%
County Dist. - Sales Tax Sharing	9,886.04	17,191.20	-7,305.16	57.5%
Replacement personal prop. tax	994.63	1,697.00	-712.37	58.0%
Fines	131.10	1,250.00	-1,118.90	10.5%
Franchise Fees	10,044.57	14,250.00	-4,205.43	70.5%
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	18,310.50	22,250.00	-3,939.50	82.3%
State Inv Pool - Highway	24,698.54	31,552.00	-6,853.46	78.3%
State Inv Pool Hwy HB 312	7,407.00	9,876.00	-2,469.00	75.0%
Sawyer Revenue	216,059.78	383,527.80	-167,468.02	56.3%
Sewer- Add. Rev.	3,624.00	67,500.00	-63,876.00	5.4%
Sewer-Sustainable Agronomics	0.00	7,300.00	-7,300.00	0.0%
Water Revenue	135,806.09	235,900.93	-100,094.84	57.6%
Water disconnect/ restore fee	112.00	0.00	112.00	100.0%
Interest Income	1.32	0.00	1.32	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%
<b>Total Other Income</b>	<b>1,051.72</b>	<b>0.00</b>	<b>1,051.72</b>	<b>100.0%</b>
<b>Total Direct Income</b>	<b>591,654.70</b>	<b>1,002,083.73</b>	<b>-410,429.03</b>	<b>59.0%</b>
<b>Pass Through Income</b>				
Fund Loan	0.00	500.00	-500.00	0.0%
Sales Tax Income	424.47	1,020.00	-595.53	41.6%
Building Permits & Fees	21,257.23	5,500.00	15,757.23	396.5%
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	18,265.89	20,355.00	-2,089.11	89.7%
Hook-up fees--Sewer	127,640.50	350,875.00	-223,034.50	35.4%
Hook-up fees--Water	14,120.42	220,525.00	-206,404.58	6.4%
Utility Deposit	6,392.04	7,500.00	-1,107.96	85.2%
Waste Disposal Rev -- Westown	33,178.18	60,000.00	-26,821.82	55.3%
WAED Grant Income	18,300.00	30,000.00	-11,700.00	61.0%
Memberships--WAED	67,274.00	68,124.00	-850.00	98.8%
Grant Admin Fees--WAED	0.00	10,000.00	-10,000.00	0.0%
Fundraising/ Scholarships--WAED	1,127.55	750.00	377.55	150.3%
<b>Total Pass Through Income</b>	<b>307,980.28</b>	<b>984,949.00</b>	<b>-676,968.72</b>	<b>31.3%</b>
<b>Grant and Special Income</b>				
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%
<b>Total Grants</b>	<b>100,000.00</b>	<b>157,000.00</b>	<b>-57,000.00</b>	<b>63.7%</b>
<b>Donations</b>	<b>193.20</b>	<b>0.00</b>	<b>193.20</b>	<b>100.0%</b>
<b>Total Grant and Special Income</b>	<b>100,193.20</b>	<b>157,000.00</b>	<b>-56,806.80</b>	<b>63.8%</b>
<b>Licenses &amp; Permits</b>	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	<b>100.0%</b>
<b>Vehicle Payback</b>	<b>0.00</b>	<b>15.00</b>	<b>-15.00</b>	<b>0.0%</b>
<b>Invest Pool Trans- Cash Carry</b>	<b>0.00</b>	<b>365,674.00</b>	<b>-365,674.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>999,853.18</b>	<b>2,509,721.73</b>	<b>-1,509,868.55</b>	<b>39.8%</b>
<b>Gross Profit</b>	<b>999,853.18</b>	<b>2,509,721.73</b>	<b>-1,509,868.55</b>	<b>39.8%</b>
<b>Expense</b>				
<b>Contracted</b>				
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	19,833.31	34,000.00	-14,166.69	58.3%
<b>Total Contracted</b>	<b>34,592.31</b>	<b>50,459.00</b>	<b>-15,866.69</b>	<b>68.6%</b>
<b>Professional Services</b>				
Legal & City Attorney				
Planning & Zoning	5,170.80	0.00	5,170.80	100.0%
Legal & City Attorney - Other	6,709.49	25,000.00	-18,290.51	26.8%
<b>Total Legal &amp; City Attorney</b>	<b>11,880.29</b>	<b>25,000.00</b>	<b>-13,119.71</b>	<b>47.5%</b>
Engineering				
ReUse 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%
<b>Total Engineering</b>	<b>22,524.08</b>	<b>26,000.00</b>	<b>-3,475.92</b>	<b>86.6%</b>
<b>Total Professional Services</b>	<b>34,404.28</b>	<b>51,000.00</b>	<b>-16,595.72</b>	<b>67.5%</b>
<b>City Hall</b>				
Electricity	912.92	1,200.00	-287.08	76.1%
Natural Gas	378.42	700.00	-321.58	54.1%
Phone- Internet	1,509.56	2,700.00	-1,190.44	55.9%
Trash	235.02	350.00	-114.98	67.1%
Photocopier	2,813.61	4,700.00	-1,886.39	59.9%
Office Supplies	1,603.58	3,500.00	-1,896.42	45.8%
Main., Tech Equip, Upgrade	2,230.23	3,500.00	-1,269.77	63.7%
<b>Total City Hall</b>	<b>9,583.34</b>	<b>16,650.00</b>	<b>-6,966.66</b>	<b>58.2%</b>
<b>Public Services</b>				
Capital Improvement Plan Proj.	0.00	22,200.00	-22,200.00	0.0%
<b>City Projects</b>				

58.3%

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05/05/20

Accrual Basis

City of Greenleaf  
Profit & Loss Budget vs. Actual  
October 2019 through April 2020

	TOTAL			
	Oct '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Water Meter Project	81,628.65	0.00	81,628.65	100.0%
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%
<b>Total City Projects</b>	<b>220,511.97</b>	<b>493,174.00</b>	<b>-272,662.03</b>	<b>44.7%</b>
Capital Outlay-Equip/Materials	0.00	28,369.67	-28,369.67	0.0%
Maintenance & Repairs	16,432.53	28,900.00	-12,467.47	56.9%
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	1,404.90	8,195.92	-4,791.02	22.7%
Postage/Aircard	653.10	1,100.00	-446.90	59.4%
Weed Control	266.47	2,000.00	-1,733.53	13.3%
Vehicle payback	0.00	15.00	-15.00	0.0%
Electricity	17,595.08	36,400.00	-18,804.92	48.3%
Electricity (street lights)	3,220.84	6,100.00	-2,879.16	52.8%
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	8,758.00	17,500.00	-8,742.00	50.0%
Generator Fuel	662.36	2,200.00	-1,537.64	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	2,484.45	9,500.00	-7,035.55	25.9%
De-Chlorine	1,455.75	4,000.00	-2,544.25	36.4%
Certified Operator	13,650.00	27,600.00	-13,950.00	49.5%
Professional Services	2,318.32	21,500.00	-19,181.68	10.8%
Land Application	1,388.76	3,000.00	-1,611.24	46.2%
Supplies	2,821.13	10,500.00	-7,678.87	26.9%
Training	220.38	2,100.00	-1,879.62	10.5%
Telephone/Pagers	512.96	1,500.00	-987.04	34.2%
Sludge Handling	1,216.64	5,000.00	-3,783.36	24.3%
Irrigation Exp- Wilder/Pioneer	1,966.06	2,020.00	-53.94	97.3%
Exp. due to vacancies	0.00	4,449.30	-4,449.30	0.0%
Uncollectible Accts Write-off	0.00	5,669.76	-5,669.76	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%
<b>Total Public Services</b>	<b>302,477.09</b>	<b>1,363,325.49</b>	<b>-1,060,848.40</b>	<b>22.2%</b>
Parks and Recreation				
Electricity-Parks and Rec	78.07	250.00	-171.93	31.2%
General Parks and Rec	12.66	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%
<b>Total Parks and Recreation</b>	<b>90.73</b>	<b>5,100.00</b>	<b>-5,009.27</b>	<b>1.8%</b>
Other Expense				
Bank Charges	155.75	535.00	-379.25	29.1%
Prof mbrships, dues & subscrip	4,396.68	6,754.50	-2,357.84	65.1%
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	71.10	0.00	71.10	100.0%
<b>Total Other Expense</b>	<b>6,488.41</b>	<b>19,151.74</b>	<b>-12,663.33</b>	<b>33.9%</b>
Rainy Day Fund				
Payroll	0.00	3,500.00	-3,500.00	0.0%
Mayor Salary	4,200.00	7,200.00	-3,000.00	58.3%
City Council Salary	6,525.00	10,800.00	-4,275.00	60.4%
Wages	125,468.02	241,244.42	-115,776.40	52.0%
Payroll Expenses				
Benefits-PERSI	18,941.50	30,958.50	-14,017.00	54.7%
Payroll Liab. Other	290.10	28,873.95	-28,583.85	1.0%
Payroll Expenses - Other	14,934.82	0.00	14,934.82	100.0%
<b>Total Payroll Expenses</b>	<b>32,166.42</b>	<b>59,832.45</b>	<b>-27,666.03</b>	<b>53.8%</b>
Reim.-Cell & Utility Reim	207.60	0.00	207.60	100.0%
Benefits - Health Insurance	13,549.97	38,400.00	-24,850.03	35.3%
HSA Contributions	3,150.00	9,000.00	-5,850.00	35.0%
<b>Total Payroll</b>	<b>185,287.01</b>	<b>366,476.87</b>	<b>-181,209.86</b>	<b>50.6%</b>
WAED-Expenses				
Cell Phone -WAED	375.12	660.00	-284.88	56.8%
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	6,214.40	9,322.00	-3,107.60	66.7%
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	486.32	1,000.00	-513.68	48.6%
Office Supplies- WAED	824.51	1,000.00	-175.49	82.5%
Professional Membership & Dues	1,014.65	1,920.00	-905.35	52.8%
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	2,274.72	3,756.00	-1,481.28	60.6%
Vehicle Maint-WAED	165.71	500.00	-334.29	33.1%
Website Exp- WAED	8.00	0.00	8.00	100.0%
Reserves-WAED	1,133.99	0.00	1,133.99	100.0%
<b>Total WAED-Expenses</b>	<b>15,522.57</b>	<b>38,858.00</b>	<b>-23,335.43</b>	<b>39.9%</b>
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	15,497.95	4,125.00	11,372.95	375.7%
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.	2,918.31	7,500.00	-4,581.69	38.9%
Westown Exp.	33,178.18	60,000.00	-26,821.82	55.3%

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05/05/20

Accrual Basis

City of Greenleaf  
Profit & Loss Budget vs. Actual  
October 2019 through April 2020

58.3%

	TOTAL			
	Oct '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Sales Tax Exp.	186.23	1,020.00	-831.77	18.5%
Potential LGIP Savings Reimb	0.00	15,268.00	-15,268.00	0.0%
Total Pass Through Exp.	67,606.94	375,788.00	-308,181.06	18.0%
Debt. Exp				
Interest Exp. Collection 2013	431.09	774.32	-343.23	55.7%
Interest Exp. Treatment 2013B	5,757.30	10,107.64	-4,350.34	57.0%
Interest Expense-2013 Bond	5,976.65	10,140.60	-4,163.95	58.9%
Interest Expense-2007 Bond	5,894.21	9,941.96	-4,047.75	59.3%
Interest Expense-2006 Bond	11,129.65	18,948.15	-7,818.50	58.7%
2013B sewer loan principal	128,334.07	128,206.09	127.98	100.1%
2013 sewer loan principal	4,796.98	4,767.58	29.40	100.4%
2013 USDA water loan principal	9,415.31	9,562.40	-147.09	98.5%
2007 USDA water loan principal	0.00	9,612.04	-9,612.04	0.0%
2006 USDA water loan principal	19,800.57	17,351.85	2,448.72	96.8%
Total Debt. Exp	188,524.93	219,412.63	-30,887.70	85.9%
Total Expense	844,657.61	2,509,721.73	-1,665,064.12	33.7%
Net Income	155,195.57	0.00	155,195.57	100.0%

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05/05/20

Cash Basis

**City of Greenleaf**  
**Disbursement Report**  
 April 7 through May 5, 2020

Type	Date	Num	Memo	Account	Original Amount	Paid Amount
<b>A.M.E. Electric, Inc.</b>						
Bill Pmt -Check	05/04/2020	31708	Inv # 200390	Sewer Fund--DL ...	-340.00	-340.00
Total A.M.E. Electric, Inc.						-340.00
<b>Aflac</b>						
Liability Check	04/22/2020	EFT	DDM63 WAED portion	WAED Project--...	-76.86	-76.86
Liability Check	04/22/2020	EFT	DDM63 COG portion	General Fund--D...	-125.82	-125.82
Total Aflac						-202.68
<b>AME Electric Inc</b>						
Bill Pmt -Check	04/20/2020	31684	Inv # 200333	Sewer Fund--DL ...	-170.00	-170.00
Total AME Electric Inc						-170.00
<b>Analytical Labs, Inc.</b>						
Bill Pmt -Check	04/13/2020	31681	Inv # 70673 & 70674	Multi Class Fund...	-1,971.00	-1,971.00
Total Analytical Labs, Inc.						-1,971.00
<b>Austin, Matthew</b>						
Bill Pmt -Check	05/04/2020	31711	Inv # 1002	Multi Class Fund...	-602.50	-602.50
Total Austin, Matthew						-602.50
<b>Automated Office Systems, Inc</b>						
Bill Pmt -Check	04/27/2020	31689	Inv # 64282	General Fund--D...	-124.73	-124.73
Total Automated Office Systems, Inc						-124.73
<b>Big Valley Supply, Inc.</b>						
Bill Pmt -Check	05/05/2020		Inv # 81779 & 82065	Irrigation Fund--...	-85.97	-85.97
Total Big Valley Supply, Inc.						-85.97
<b>CENTURYLINK</b>						
Bill Pmt -Check	05/05/2020		208-454-0552 343B	General Fund--D...	-116.41	-116.41
Total CENTURYLINK						-116.41
<b>City of Wilder -- Police</b>						
Bill Pmt -Check	04/27/2020	31693	April 2020 contract	General Fund--D...	-2,833.33	-2,833.33
Total City of Wilder -- Police						-2,833.33
<b>COMPASS</b>						
Bill Pmt -Check	04/08/2020	31675	Inv # 220077	General Fund--D...	-96.00	-96.00
Total COMPASS						-96.00
<b>Control Engineers, PA, Inc.</b>						
Bill Pmt -Check	04/20/2020	31685	Inv # 36889	Multi Class Fund...	-2,332.50	-2,332.50
Total Control Engineers, PA, Inc.						-2,332.50
<b>Core &amp; Main</b>						
Bill Pmt -Check	04/13/2020	31679	Inv M078089	Water Fund--DL ...	-22,867.60	-22,867.60
Bill Pmt -Check	04/13/2020	31680	Inv # M138116	Water Fund--DL ...	-145.90	-145.90
Total Core & Main						-23,013.50
<b>D.L. Evans Bank</b>						
Liability Check	04/27/2020	31691	HSA-Tax Year 2020 D. Amick 365.00 R. Flores 150.00	General Fund--D...	-515.00	-515.00
Total D.L. Evans Bank						-515.00
<b>De Lage Landen Financial</b>						
Bill Pmt -Check	05/04/2020	31706	Inv # 67761450	General Fund--D...	-238.60	-238.60
Total De Lage Landen Financial						-238.60
<b>Doug Amick</b>						
Bill Pmt -Check	04/27/2020	31695	April 2020 contract	Water Fund--DL ...	-60.00	-60.00
Total Doug Amick						-60.00
<b>GM Financial Leasing</b>						
Bill Pmt -Check	04/27/2020	31699	Acct # 0170301174	WAED Project--...	-324.96	-324.96
Total GM Financial Leasing						-324.96
<b>Health Equity</b>						
Liability Check	04/27/2020	31692	HSA -Tax yr 2020 acct ending 9069	General Fund--D...	-330.00	-330.00
Total Health Equity						-330.00
<b>Idaho Building Inspection Services, Inc.</b>						
Bill Pmt -Check	04/08/2020	31674	Inv # G-06-20	General Fund--D...	-8,162.52	-8,162.52
Total Idaho Building Inspection Services, Inc.						-8,162.52
<b>Idaho Power Company</b>						
Bill Pmt -Check	05/05/2020		Acct # 2200176218	Road Fund--DL ...	-456.21	-456.21
Bill Pmt -Check	05/04/2020	31712	April 2020 stmts	Multi Class Fund...	-2,543.61	-2,543.61

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05/05/20

Cash Basis

# City of Greenleaf Disbursement Report April 7 through May 5, 2020

Type	Date	Num	Memo	Account	Original Amount	Paid Amount
Total Idaho Power Company						-2,999.82
<b>Idaho State Tax Commission</b>						
Liability Check	04/27/2020	31690	000118786 April 2020 withholding COG	General Fund--D...	-320.00	-320.00
Liability Check	04/27/2020	31698	000118786 April withholding WAED	WAED Project--...	-362.00	-362.00
Total Idaho State Tax Commission						-682.00
<b>Intermountain Gas Company</b>						
Bill Pmt -Check	04/13/2020	31678	637 293 3000 9	General Fund--D...	-44.69	-44.69
Total Intermountain Gas Company						-44.69
<b>National Access Long Distance</b>						
Bill Pmt -Check	04/20/2020	31683	Inv # 4195027B	General Fund--D...	-19.76	-19.76
Total National Access Long Distance						-19.76
<b>PERSI - payroll liability</b>						
Liability Check	04/13/2020	31677	C266 Bi-weekly COG portion	General Fund--D...	-1,438.77	-1,438.77
Liability Check	04/13/2020	31682	C266 Bi-weekly WAED portion	WAED Project--...	-471.04	-471.04
Liability Check	04/27/2020	31688	C266 Bi-weekly COG	General Fund--D...	-1,438.77	-1,438.77
Liability Check	04/27/2020	31696	C266 Bi-weekly WAED	WAED Project--...	-471.04	-471.04
Liability Check	05/04/2020	31705	C266 Monthly COG	General Fund--D...	-286.52	-286.52
Total PERSI - payroll liability						-4,106.14
<b>Precision Automation Systems</b>						
Bill Pmt -Check	05/04/2020	31707	Inv # IN104461	Sewer Fund--DL ...	-1,065.00	-1,065.00
Total Precision Automation Systems						-1,065.00
<b>QuickBooks Payroll Service</b>						
Liability Check	04/10/2020	EFT	T. Wilson pay period 3/28/2020 to 4/10/2020	WAED Project--...	-1,034.59	-1,034.59
Liability Check	04/10/2020	EFT	D. Amick pay period 3/28/2020 to 4/10/2020	General Fund--D...	-1,121.11	-1,121.11
Liability Check	04/10/2020	EFT	L. Belt pay period 3/28/2020 to 4/10/2020	General Fund--D...	-1,331.12	-1,331.12
Liability Check	04/10/2020	EFT	C. Huggins pay period 3/28/2020 to 4/10/2020	General Fund--D...	-961.44	-961.44
Liability Check	04/21/2020	EFT	T. Wilson Bonus City of Emmett	WAED Project--...	-1,501.55	-1,501.55
Liability Check	04/24/2020	EFT	T. Wilson pay period 4-11 to 4-24-2020	WAED Project--...	-1,034.59	-1,034.59
Liability Check	04/24/2020	EFT	Amick, Belt, Huggins pay period 4-11 to 4-24-2020	General Fund--D...	-3,413.66	-3,413.66
Total QuickBooks Payroll Service						-10,398.06
<b>Sparklight</b>						
Bill Pmt -Check	04/27/2020	31694	Acct # 112660196	Sewer Fund--DL ...	-73.28	-73.28
Total Sparklight						-73.28
<b>United States Treasury</b>						
Liability Check	04/10/2020	EFT	82-0314498 WAED March 2020	WAED Project--...	-2,673.72	-2,673.72
Liability Check	04/10/2020	EFT	82-0314498 COG March 2020	General Fund--D...	-4,221.84	-4,221.84
Total United States Treasury						-6,895.56
<b>USDA - RD</b>						
Bill Pmt -Check	05/03/2020	EFT	Fy 2020 pymt	Water Fund--DL ...	-19,554.00	-19,554.00
Total USDA - RD						-19,554.00
<b>Verizon</b>						
Bill Pmt -Check	04/27/2020	31697	Inv # 9852648960	WAED Project--...	-53.40	-53.40
Total Verizon						-53.40
<b>VISA- WILSON</b>						
Bill Pmt -Check	05/04/2020	31713	acct ending 5642	WAED Project--...	-167.90	-167.90
Total VISA- WILSON						-167.90
<b>VISA - AMICK</b>						
Bill Pmt -Check	05/04/2020	31710	Acct ending 1807	Multi Class Fund...	-824.97	-824.97
Total VISA - AMICK						-824.97
<b>VISA - BELT</b>						
Bill Pmt -Check	05/04/2020	31709	acct ending 1799	Multi Class Fund...	-1,251.01	-1,251.01
Total VISA - BELT						-1,251.01
<b>Brad Holton</b>						
Paycheck	05/04/2020	31700	pay period 4/1/2020 to 4/30/2020	General Fund--D...	-511.14	-511.14
Total Brad Holton						-511.14
<b>Carrie Salberg-Huggins</b>						
Paycheck	04/13/2020	DD1244	pay period 3/28/2020 to 4/10/2020	General Fund--D...	0.00	0.00
Paycheck	04/27/2020	DD1247	pay period 4/11/2020 to 4/24/2020	General Fund--D...	0.00	0.00
Total Carrie Salberg-Huggins						0.00
<b>Daniel F Hyer</b>						
Paycheck	05/04/2020	31701	pay period 4/1/2020 to 4/30/2020	General Fund--D...	-191.67	-191.67
Total Daniel F Hyer						-191.67
<b>Doug C. Amick</b>						

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05/05/20

Cash Basis

**City of Greenleaf**  
**Disbursement Report**  
 April 7 through May 5, 2020

Type	Date	Num	Memo	Account	Original Amount	Paid Amount
Paycheck	04/13/2020	DD1242	pay period 3/28/2020 to 4/10/2020	General Fund--D...	0.00	0.00
Paycheck	04/27/2020	DD1248	pay period 4/11/2020 to 4/24/2020	General Fund--D...	0.00	0.00
Total Doug C. Amick						0.00
<b>Kurt H. Kopadt</b>						
Paycheck	05/04/2020	31702	pay period 4/1/2020 to 4/30/2020	General Fund--D...	-81.68	-81.68
Total Kurt H. Kopadt						-81.68
<b>Lee C. Belt</b>						
Paycheck	04/13/2020	DD1243	pay period 3/28/2020 to 4/10/2020	General Fund--D...	0.00	0.00
Paycheck	04/27/2020	DD1249	pay period 4/11/2020 to 4/24/2020	General Fund--D...	0.00	0.00
Total Lee C. Belt						0.00
<b>Robert A. Fisher</b>						
Paycheck	05/04/2020	31703	pay period 4/1/2020 to 4/30/2020	General Fund--D...	-191.68	-191.68
Total Robert A. Fisher						-191.68
<b>Robert R. Schnuerle</b>						
Paycheck	05/04/2020	31704	pay period 4/1/2020 to 4/30/2020	General Fund--D...	-191.68	-191.68
Total Robert R. Schnuerle						-191.68
<b>Ruben Flores</b>						
Paycheck	04/13/2020	31676	pay period 3/28/2020 to 4/10/2020	General Fund--D...	-1,086.31	-1,086.31
Paycheck	04/27/2020	31687	pay period 4/11/2020 to 4/24/2020	General Fund--D...	-1,086.31	-1,086.31
Total Ruben Flores						-2,172.62
<b>Tina G Wilson</b>						
Paycheck	04/13/2020	DD1241	pay period 3/28/2020 to 4/10/2020	WAED Project--...	0.00	0.00
Paycheck	04/22/2020	DD1245	Bonus check WAED	WAED Project--...	0.00	0.00
Paycheck	04/27/2020	DD1246	pay period 4/11/2020 to 4/24/2020	WAED Project--...	0.00	0.00
Total Tina G Wilson						0.00
<b>Mrs. Marigrace Mickelsen</b>						
Check	04/22/2020	31686	refund overpayment Acct # 124600	Water Deposit F...	-6.56	-6.56
Total Mrs. Marigrace Mickelsen						-6.56
<b>TOTAL</b>						<b>-93,002.32</b>

D.L. Evans | BANK

DOUG C AMICK  
CITY OF GREENLEAF  
Account Number: ##### 1807  
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VISA

SCORECARD

Bonus Points  
Available  
18,236

## Account Summary

Billing Cycle	03/25/2020
Days In Billing Cycle	31
Previous Balance	\$187.66
Purchases	+ \$480.21
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$187.66-
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

NEW BALANCE \$480.21

## Credit Summary

Total Credit Line	\$20,000.00
Available Credit Line	\$19,519.79
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Account Inquiries

Call us at: (833) 259-2037  
Lost or Stolen Card: (866) 839-3485Go to [www.mycardstatement.com](http://www.mycardstatement.com)

Write us at PO BOX 30495, TAMPA, FL 33630-3495

## Payment Summary

NEW BALANCE	\$480.21
MINIMUM PAYMENT	\$20.00
PAYMENT DUE DATE	04/19/2020

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement

## Important Information About Your Account

IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOUR APR'S MAY BE INCREASED UP TO THE PENALTY APR OF PRIME + 21.74%.

## Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/24	02/25	PBUS01	24061060055030010203322	NATHANS GREENLEAF CAFE GREENLEAF ID	\$27.79
03/02	03/03	PBUS01	24445000063000900688596	GOLDEN CORRAL 2433 NAMP ID	\$12.59
03/04	03/05	PBUS01	24427330064740251140950	MAVERIK #595 CALDWELL ID	\$66.48 ✓
03/06	03/09	PBUS01	24061060068030010737019	NATHANS GREENLEAF CAFE GREENLEAF ID	\$29.33
03/09	03/09		74946990069001205101751	PAYMENT - THANK YOU	\$187.66-
03/10	03/11	PBUS01	24055230071200881000035	WILSON POINT S OF WILDER WILDER ID	\$190.00
03/16	03/17	PBUS01	24427330076740253257915	MAVERIK #595 CALDWELL ID	\$42.56 ✓
03/16	03/18	PBUS01	24632690077500432579929	TACOMA SCREW PRODUCTS C 253-680-4234 ID	\$60.11
03/23	03/24	PBUS01	24427330083740239645580	MAVERIK #595 CALDWELL ID	\$51.35 ✓

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 5101 5243

D L EVANS BANK  
PO BOX 1188  
BURLEY ID 83318-0826

D.L. Evans | BANK

Account Number

##### 1807

Check box to indicate  
name/address change ☐  
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date

03/25/20

New Balance

\$480.21

Total Minimum  
Payment Due

\$20.00

Payment Due Date

04/19/20

\$

DOUG C AMICK  
CITY OF GREENLEAF  
20523 N WITTIER DR  
GREENLEAF ID 83626-9199

MAKE CHECK PAYABLE TO:

VISA  
PO BOX 4517  
CAROL STREAM IL 60197-4517



DOUG C AMICK  
CITY OF GREENLEAF  
Account Number: ##### 1807  
Page 3 of 3

#### Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.MYCARDSTATEMENT.COM](http://WWW.MYCARDSTATEMENT.COM) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT. ENROLL TODAY!

THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$0.00.

#### ScoreCard Bonus Points Information as of 03/24/2020

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	17,743	493	0	0	18,236

#### Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PBUS01 001	PURCHASE	G	\$0.00	0.83250%(M)	9.9900%(V)	\$0.00	\$0.00	0.0000%	\$480.21
<b>Cash</b>									
CBUS01 001	CASH	A	\$0.00	1.83250%(M)	21.9900%(V)	\$0.00	\$0.00	0.0000%	\$0.00

\* Periodic Rate (M)=Monthly (D)=Daily

\*\* includes cash advance and foreign currency fees

Days In Billing Cycle: 31

APR = Annual Percentage Rate

<sup>1</sup> FCM = Finance Charge Method

(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

fuel - 160<sup>39</sup>  
training - 40.38  
ord 208 29.33  
Vehicle 190.00  
Supplies 60.11



## CITY OF GREENLEAF

20523 N. WHITTIER DRIVE  
GREENLEAF, ID 83626  
(208) 454-0552

D.L. EVANS BANK  
919 BLAINE ST.  
CALDWELL, ID 83605  
92-358/1241

031639

3/25/2020

PAY TO THE  
ORDER OF VISA

\$ \*\*480.21

Four Hundred Eighty and 21/100\*\*\*\*\*

DOLLARS

VISA  
PO Box 4512  
Carol Stream, IL 60197-4512

*Bradley Holton*  
AUTHORIZED SIGNATURE



MEMO

acct ending 1807

⑈031639⑈ ⑆124103582⑆926 00276 7⑈

## CITY OF GREENLEAF

031639

VISA

Date	Type	Reference	Original Amt.	Balance Due	3/25/2020 Discount	Payment
3/25/2020	Bill	acct ending 1807	480.21	480.21		480.21
					Check Amount	480.21

BH 37345416307

Multi Class Fund--DL acct ending 1807

480.21

## CITY OF GREENLEAF

031639

VISA

Date	Type	Reference	Original Amt.	Balance Due	3/25/2020 Discount	Payment
3/25/2020	Bill	acct ending 1807	480.21	480.21		480.21
					Check Amount	480.21

Multi Class Fund--DL acct ending 1807

480.21

D.L. Evans | BANK

DOUG C AMICK  
CITY OF GREENLEAF  
Account Number: ##### 1807  
Page 1 of 3



SCORECARD

Bonus Points  
Available  
19,112

### Account Summary

Billing Cycle		04/24/2020
Days In Billing Cycle		30
Previous Balance		\$480.21
Purchases	+	\$824.97
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$480.21-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$824.97**

### Credit Summary

Total Credit Line	\$20,000.00
Available Credit Line	\$19,175.03
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

### Account Inquiries

Call us at: (833) 259-2037  
Lost or Stolen Card: (866) 839-3485  
Go to [www.mycardstatement.com](http://www.mycardstatement.com)  
Write us at PO BOX 30495, TAMPA, FL 33630-3495

### Payment Summary

NEW BALANCE	\$824.97
MINIMUM PAYMENT	\$0.00
PAYMENT DUE DATE	05/19/2020

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

### Important Information About Your Account

IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOUR APR'S MAY BE INCREASED UP TO THE PENALTY APR OF PRIME + 21.74%.

### Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/26	03/27	PBUS01	24275390086900013644811	TATES RENTS - CALDWELL 208-4549600 ID	\$232.96
03/26	03/29	PBUS01	24632690087500302091706	TACOMA SCREW PRODUCTS C 253-680-4234 ID	\$12.56
03/30	03/31	PBUS01	24427330090740239241068	MAVERIK #595 CALDWELL ID	\$51.20 ✓
03/30	04/01	PBUS01	24632690091500279962354	TACOMA SCREW PRODUCTS C 253-680-4234 ID	\$463.22
04/08	04/09	PBUS01	24427330099740241383065	MAVERIK #595 CALDWELL ID	\$42.61 ✓
04/15	04/15		1587062667	INTERNET PMT-THANK YOU	\$480.21-
04/21	04/22	PBUS01	24692160112100232466894	CHEVRON 0382748 GREENLEAF ID	\$22.42 ✓

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 5150 5163

D L EVANS BANK  
PO BOX 1188  
BURLEY ID 83318-0826

D.L. Evans | BANK

Account Number

##### 1807

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on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
04/24/20	\$824.97	\$0.00	05/19/20

\$

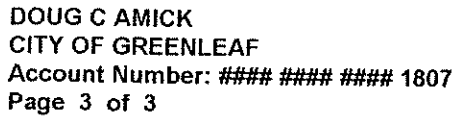
DOUG C AMICK  
CITY OF GREENLEAF  
20523 N WITTIER DR  
GREENLEAF ID 83626-9199



MAKE CHECK PAYABLE TO:



VISA  
PO BOX 4517  
CAROL STREAM IL 60197-4517



**MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.MYCARDSTATEMENT.COM](http://WWW.MYCARDSTATEMENT.COM) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT. ENROLL TODAY!**

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	18,236	876	0	0	19,112

[illegible]

D.L. Evans | BANK

LEE BELT  
CITY OF GREENLEAF  
Account Number: ##### 1799  
Page 1 of 3

VISA

SCORECARD

Bonus Points  
Available  
16,669

## Account Summary

Billing Cycle	03/25/2020
Days In Billing Cycle	31
Previous Balance	\$659.85
Purchases	+ \$1,744.10
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$659.85
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

NEW BALANCE \$1,744.10

## Credit Summary

Total Credit Line	\$5,000.00
Available Credit Line	\$3,255.90
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Account Inquiries

Call us at: (833) 259-2037  
Lost or Stolen Card: (866) 839-3485Go to [www.mycardstatement.com](http://www.mycardstatement.com)

Write us at PO BOX 30495, TAMPA, FL 33630-3495

## Payment Summary

NEW BALANCE	\$1,744.10
MINIMUM PAYMENT	\$53.00
PAYMENT DUE DATE	04/19/2020

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

## Important Information About Your Account

IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOUR APR'S MAY BE INCREASED UP TO THE PENALTY APR OF PRIME + 21.74%.

## Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/25	02/26	PBUS01	24906410056089081122154	HSW*CABLEONE.COM 866-4632507 IL	\$6.95 ✓
02/26	02/27	PBUS01	24692160057100892956223	CHEVRON 0382748 GREENLEAF ID	\$26.38 ✓
02/26	03/01	PBUS01	24692160059100964654092	THE HOME DEPOT 1804 MERIDIAN ID	\$88.66
03/03	03/04	PBUS01	24137460064001518424810	USPS PO 1538500478 GREENLEAF ID	\$230.60 ✓
03/04	03/05	PBUS01	24399000064295064037326	BEST BUY 00010785 NAMPA ID	\$137.79 ✓
03/05	03/06	PBUS01	24399000065503007037348	BESTBUYCOM805694198332 888-BESTBUY MN	\$63.59 ✓
03/09	03/09		74946990069001205201452	PAYMENT - THANK YOU	\$659.85-
03/12	03/13	PBUS01	24431060073898000149130	COSTCO WHSE #0734 NAMPA ID	\$19.91 ✓
03/13	03/15	PBUS01	24399000073295006063736	BEST BUY 00010785 NAMPA ID	\$211.99 ✓

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D L EVANS BANK  
PO BOX 1188  
BURLEY ID 83318-0826

D.L. Evans | BANK

Account Number

##### 1799

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AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
03/25/20	\$1,744.10	\$53.00	04/19/20

\$

LEE BELT  
CITY OF GREENLEAF  
20523 N WITTIER DR  
GREENLEAF ID 83626-9199

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CAROL STREAM IL 60197-4517



LEE BELT  
CITY OF GREENLEAF  
Account Number: #### #### 1799  
Page 3 of 3

### Cardholder Account Summary Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/18	03/19	PBUS01	24692160078100958013054	LOGMEIN*GoToMeeting logmein.com MA	\$192.00
03/19	03/22	PBUS01	24707800080030028492717	ABI COMPUTERS NAMPA ID	\$629.95
03/23	03/25	PBUS01	24207850084317200050256	A GEM SUPPLY CO INC CALDWELL ID	\$136.28

### Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.MYCARDSTATEMENT.COM](http://WWW.MYCARDSTATEMENT.COM) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT. ENROLL TODAY!

THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$.00.

### ScoreCard Bonus Points Information as of 03/24/2020

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	15,060	1,609	0	0	16,669

### Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PBUS01 001	PURCHASE	G	\$0.00	0.83250%(M)	9.9900%(V)	\$0.00	\$0.00	0.0000%	\$1,744.10
<b>Cash</b>									
CBUS01 001	CASH	A	\$0.00	1.83250%(M)	21.9900%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

water project 201.38  
office 19.91  
fuel 26.38  
membership 6.95  
postage 230.60  
Ord 208 416.94  
Tech support 841.94

**CITY OF GREENLEAF**

20523 N. WHITTIER DRIVE  
GREENLEAF, ID 83626  
(208) 454-0552

D.L. EVANS BANK  
919 BLAINE ST.  
CALDWELL, ID 83605  
92-358/1241

031643

3/31/2020

PAY TO THE  
ORDER OF

VISA

\$ \*\*1,744.10

One Thousand Seven Hundred Forty-Four and 10/100\*\*\*\*\*

DOLLARS

VISA  
PO Box 4512  
Carol Stream, IL 60197-4512

*Bradley Holter*  
AUTHORIZED SIGNATURE



MEMO

⑈031643⑈ ⑆124103582⑆926 00276 7⑈

**CITY OF GREENLEAF**

031643

VISA

3/31/2020

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
3/31/2020	Bill	acct ending 1799	1,744.10	1,744.10		1,744.10
					Check Amount	1,744.10

*Paid online 4.15.2020*  
*confirm # BH 3734540979*

Multi Class Fund--DL

1,744.10

**CITY OF GREENLEAF**

031643

VISA

3/31/2020

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
3/31/2020	Bill	acct ending 1799	1,744.10	1,744.10		1,744.10
					Check Amount	1,744.10

Multi Class Fund--DL

1,744.10

D.L. Evans | BANK

LEE BELT  
CITY OF GREENLEAF  
Account Number: ##### 1799  
Page 1 of 3

VISA

SCORECARD

Bonus Points  
Available  
17,771

## Account Summary

Billing Cycle	04/24/2020
Days In Billing Cycle	30
Previous Balance	\$1,744.10
Purchases	+ \$1,251.01
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$1,744.10
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

**NEW BALANCE** \$1,251.01

## Credit Summary

Total Credit Line	\$5,000.00
Available Credit Line	\$3,748.99
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Important Information About Your Account

IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOUR APR'S MAY BE INCREASED UP TO THE PENALTY APR OF PRIME + 21.74%.

## Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/24	03/26	PBUS01	24707800085030023618014	ABI COMPUTERS NAMP A ID	\$665.85
03/25	03/26	PBUS01	24906410085090902110258	HSW*CABLEONE.COM 866-4632507 IL	\$6.95
03/26	03/29	PBUS01	24632690087500302091623	TACOMA SCREW PRODUCTS C 253-680-4234 ID	\$179.11
04/07	04/08	PBUS01	24906410098091709536187	HSW*CABLEONE.COM 866-4632507 IL	\$5.64
04/07	04/09	PBUS01	24431060099975015831025	ALBERTSONS #0103 CALDWELL ID	\$3.17
04/15	04/15		1587057339	INTERNET PMT-THANK YOU	\$1,744.10
04/20	04/22	PBUS01	24707800112030025320905	ABI COMPUTERS NAMP A ID	\$104.90
04/22	04/23	PBUS01	24493980113026439187119	ESET WWW.ESET.COM 866-343-3738 CA	\$180.54
04/22	04/24	PBUS01	24207850114313800055567	A GEM SUPPLY CO INC CALDWELL ID	\$104.85

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 5150 5163

D L EVANS BANK  
PO BOX 1188  
BURLEY ID 83318-0826

D.L. Evans | BANK

Account Number

##### 1799

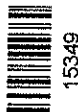
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AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
04/24/20	\$1,251.01	\$0.00	05/19/20

\$

LEE BELT  
CITY OF GREENLEAF  
20523 N WITTIER DR  
GREENLEAF ID 83626-9199



MAKE CHECK PAYABLE TO:



VISA  
PO BOX 4517  
CAROL STREAM IL 60197-4517

1.7 4946 9900 1.002 1.298 00000000 00125101 7



LEE BELT  
CITY OF GREENLEAF  
Account Number: ##### 1799  
Page 3 of 3

#### Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.MYCARDSTATEMENT.COM](http://WWW.MYCARDSTATEMENT.COM) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT. ENROLL TODAY!

YOU MAY SKIP THIS MONTH'S MINIMUM PAYMENT ON YOUR ACCOUNT. FINANCE CHARGES WILL CONTINUE TO ACCRUE.

#### ScoreCard Bonus Points Information as of 04/23/2020

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	16,669	1,102	0	0	17,771

#### Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PBUS01001	PURCHASE	G	\$0.00	0.83250%(M)	9.9900%(V)	\$0.00	\$0.00	0.0000%	\$1,251.01
<b>Cash</b>									
CBUS01001	CASH	A	\$0.00	1.83250%(M)	21.9900%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

Tech upgrades



D.L. Evans | BANK

TINA G WILSON  
CITY OF GREENLEAF  
Account Number: ##### 5642  
Page 1 of 3

VISA

SCORECARD

Bonus Points  
Available  
1,730

## Account Summary

Billing Cycle		03/25/2020
Days In Billing Cycle		31
Previous Balance		\$1,425.44
Purchases	+	\$619.20
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$449.95
Payments	-	\$1,425.44
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE** \$169.25

## Credit Summary

Total Credit Line	\$6,000.00
Available Credit Line	\$5,830.75
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Account Inquiries



Call us at: (833) 259-2037  
Lost or Stolen Card: (866) 839-3485



Go to [www.mycardstatement.com](http://www.mycardstatement.com)



Write us at PO BOX 30495, TAMPA, FL 33630-3495

## Payment Summary

<b>NEW BALANCE</b>	<b>\$169.25</b>
<b>MINIMUM PAYMENT</b>	<b>\$20.00</b>
<b>PAYMENT DUE DATE</b>	<b>04/19/2020</b>

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

## Important Information About Your Account

IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOUR APR'S MAY BE INCREASED UP TO THE PENALTY APR OF PRIME + 21.74%.

## Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/02	03/03	PBUS01	24055230063837000637559	SURE CLEAN CAR WASH BOISE ID	\$14.00
03/02	03/03	PBUS01	24717050063150634469932	PARKBOI CAP MAIN1 BOISE ID	\$15.00
03/02	03/04	PBUS01	24316050063548724020850	SHELL OIL 57444634901 BOISE ID	\$31.11
03/03	03/04	PBUS01	24717050064150642307628	PARKBOI CAP MAIN1 BOISE ID	\$15.00
03/04	03/05	PBUS01	24692160064100920632441	SQ *MIDDLETON ESPRESSO Middleton ID	\$4.51
03/04	03/05	PBUS01	24492150064852415545834	PAYPAL *IDAHOECONOM 402-935-7733 CA	\$200.00
03/10	03/10		74946990070001204700956	PAYMENT - THANK YOU	\$1,425.44
03/09	03/11	PBUS01	24744000070900013139263	IDAHO PRESS TRIBUNE SUB 208-4679251 ID	\$10.00
03/10	03/12	PBUS01	24164070071105002956924	STAPLES 00114090 BOISE ID	\$187.58

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 5101 5243

D L EVANS BANK  
PO BOX 1188  
BURLEY ID 83318-0826

D.L. Evans | BANK

Account Number

##### 5642

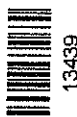
Check box to indicate  
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on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
03/25/20	\$169.25	\$20.00	04/19/20

\$

TINA G WILSON  
CITY OF GREENLEAF  
20523 N WITTIER DR  
GREENLEAF ID 83626-9199



13439

MAKE CHECK PAYABLE TO:



VISA  
PO BOX 4517  
CAROL STREAM IL 60197-4517



TINA G WILSON  
CITY OF GREENLEAF  
Account Number: ##### 5642  
Page 3 of 3

Cardholder Account Summary Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/12	03/13	PBUS01	24431060072026758561253	IDAHO GOV STATE OF ID 208-332-0102 ID	\$82.66
03/12	03/15	PBUS01	24707800073030040460980	KOPPER KITCHEN PUB AND G BOISE ID	\$21.48
03/16	03/17	PBUS01	24055230076200673908606	CTC TELECOM INC 208-257-3314 ID	\$8.00
03/17	03/19		74055220078750004171070	CREDIT VOUCHER	T \$249.95-
				LIMELIGHT HOTEL KETCHUM 2089284816 ID	
03/18	03/19		74492150078852991356076	CREDIT VOUCHER	T \$200.00-
				PAYPAL *IDAHOECONOM 4029357733 CA	
03/20	03/22	PBUS01	24316050081548711003495	SHELL OIL 57444639702 NOTUS ID	\$29.86

#### Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.MYCARDSTATEMENT.COM](http://WWW.MYCARDSTATEMENT.COM) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT. ENROLL TODAY!

THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$.00.

#### ScoreCard Bonus Points Information as of 03/24/2020

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	1,560	170	0	0	1,730

#### Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PBUS01 001	PURCHASE	G	\$0.00	0.83250%(M)	9.9900%(V)	\$0.00	\$0.00	0.0000%	\$169.25
<b>Cash</b>									
CBUS01 001	CASH	A	\$0.00	1.83250%(M)	21.9900%(V)	\$0.00	\$0.00	0.0000%	\$0.00

\* Periodic Rate (M)=Monthly (D)=Daily

\*\* includes cash advance and foreign currency fees

<sup>1</sup> FCM = Finance Charge Method

Days In Billing Cycle: 31

APR = Annual Percentage Rate

(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

memberships 10<sup>00</sup>  
Training 282<sup>66</sup> - credit 449<sup>95</sup>  
Fuel 60<sup>97</sup>  
vehicle 44<sup>00</sup>  
meals 25<sup>99</sup>  
office 195<sup>58</sup>

**CITY OF GREENLEAF**

20523 N. WHITTIER DRIVE  
GREENLEAF, ID 83626  
(208) 454-0552

D.L. EVANS BANK  
919 BLAINE ST.  
CALDWELL, ID 83605  
92-358/1241

031645

3/31/2020

PAY TO THE ORDER OF VISA

\$\*\*169.25

One Hundred Sixty-Nine and 25/100\*\*\*\*\*

DOLLARS

VISA  
PO Box 4517  
Carol Stream, IL 60197-4512

*Bradley Holton*  
AUTHORIZED SIGNATURE



MEMO

Acct ending 5642

⑈031645⑈ ⑆124103582⑆926 00276 7⑈

**CITY OF GREENLEAF**

031645

VISA				3/31/2020	
Date	Type	Reference	Original Amt.	Balance Due	Discount
3/25/2020	Bill	acct ending 5642	169.25	169.25	
				Check Amount	169.25

Confirm # BH3734546009

WAED Project--DL Ev Acct ending 5642

169.25

**CITY OF GREENLEAF**

031645

VISA				3/31/2020	
Date	Type	Reference	Original Amt.	Balance Due	Discount
3/25/2020	Bill	acct ending 5642	169.25	169.25	
				Check Amount	169.25

WAED Project--DL Ev Acct ending 5642

169.25

D.L. Evans | BANK

TINA G WILSON  
CITY OF GREENLEAF  
Account Number: ##### 5642  
Page 1 of 3

VISA

SCORECARD

Bonus Points  
Available  
1,898

## Account Summary

Billing Cycle		04/24/2020
Days In Billing Cycle		30
Previous Balance		\$169.25
Purchases	+	\$167.90
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$169.25
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$167.90

## Credit Summary

Total Credit Line	\$6,000.00
Available Credit Line	\$5,832.10
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Important Information About Your Account

IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOUR APR'S MAY BE INCREASED UP TO THE PENALTY APR OF PRIME + 21.74%.

## Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/31	04/01	PBUS01	24493980092026404418007	ZOOM.US 888-799-9666 CA	\$149.90
04/08	04/09	PBUS01	24744000099900015991940	IDAHO PRESS TRIBUNE SUB 208-4679251 ID	\$10.00
04/15	04/15		1587062369	INTERNET PMT-THANK YOU	\$169.25
04/16	04/17	PBUS01	24055230107200673108655	CTC TELECOM INC 208-257-3314 ID	\$8.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 5150 5163

D L EVANS BANK  
PO BOX 1188  
BURLEY ID 83318-0826

D.L. Evans | BANK

Account Number

##### 5642

Check box to indicate  
name/address change  
on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
04/24/20	\$167.90	\$0.00	05/19/20

\$

TINA G WILSON  
CITY OF GREENLEAF  
20523 N WITTIER DR  
GREENLEAF ID 83626-9199

MAKE CHECK PAYABLE TO:

VISA  
PO BOX 4517  
CAROL STREAM IL 60197-4517



TINA G WILSON  
CITY OF GREENLEAF  
Account Number: ##### 5642  
Page 3 of 3

#### Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.MYCARDSTATEMENT.COM](http://WWW.MYCARDSTATEMENT.COM) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT. ENROLL TODAY!

YOU MAY SKIP THIS MONTH'S MINIMUM PAYMENT ON YOUR ACCOUNT. FINANCE CHARGES WILL CONTINUE TO ACCRUE.

#### ScoreCard Bonus Points Information as of 04/23/2020

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	1,730	168	0	0	1,898

#### Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PBUS01 001	PURCHASE	G	\$0.00	0.83250%(M)	9.9900%(V)	\$0.00	\$0.00	0.0000%	\$167.90
<b>Cash</b>									
CBUS01 001	CASH	A	\$0.00	1.83250%(M)	21.9900%(V)	\$0.00	\$0.00	0.0000%	\$0.00

\* Periodic Rate (M)=Monthly (D)=Daily

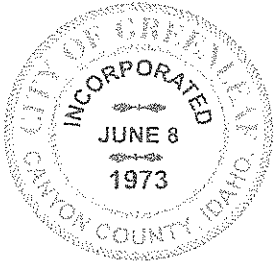
\*\* includes cash advance and foreign currency fees

<sup>1</sup> FCM = Finance Charge Method

Days In Billing Cycle: 30

APR = Annual Percentage Rate

(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.



## City of Greenleaf

20523 N. Whittier Drive

Greenleaf, Idaho 83626

208/454-0552

208/454-7994 (fax)

greenleafcity@cableone.net

### Memorandum

Date: 05 May 2020  
To: City Council  
cc:  
From: Lee C. Belt, City Clerk  
RE: 05 MAY 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

#### THURSDAY 14 MAY 2020 2-5p WICAP FOOD DISTRIBUTION AT CITY HALL

Please see flyer attached for detail. WICAP intends to bring 0 70-lb food boxes for distribution to Canyon County residents. Approximately 9-12 community volunteers have indicated they can assist with traffic control, taking information, and box-handling.

#### RESIDENTIAL AIRPLANE HANGAR GUIDANCE

A guidance memo has been developed by the Building Official and the Clerk to assist those designing and building residential airplane hangars. The document has been submitted for review by the Caldwell Rural Fire Protection District's Fire Marshal.

#### FY-2019 AUDIT

The annual audit has been completed and copies provided by the Auditor.

## ATTACHMENTS:

- WICAP Mobile Food Pantry Flyer
- Greenleaf Emergency Preparation Team Minutes – 06 Mar to 30 Apr  
(Clerk's Note: This is NOT a city established committee. The clerk is meeting with representatives of Greenleaf Friends Church and Greenleaf Friends Academy weekly through COVID-19, with possible opportunity for longer term cooperative emergency planning. Rick Irish with GFC chairs and does minutes.)
- Sparklight Media Release – Extension of COVID-19 Response Efforts through 30 June
- Updated City Hall COVID-19 Plan  
(includes Idaho Rebounds – Guidelines for Opening Up Idaho)
- Air Quality - Voluntary Burn Ban Information
- AIC 2020 Virtual Conference 10-12 June 2020 Information (including event schedule)
- Thank You note received from Julissa Wolf
- History of Cinco de Mayo

## CALENDAR OF UPCOMING EVENTS:

Weekly video-conferences:

Ada / Canyon Counties MAC Policy Meeting - Mondays & Fridays 11:00a – WebEx  
Greenleaf Emergency Preparedness Mtg – Thursdays 11:30a - GoToMeeting  
Canyon County COVID-19 Mtg – Thursdays 1:30p - SKYPE

05	May	n/a	Cinco de Mayo
05	May	7:00p	City Council Mtg
25	May	n/a	Memorial Day
02	Jun	7:00p	City Council Mtg
10-12	Jun	n/a	AIC Conference
21	Jun	n/a	Father's Day
04	Jul	n/a	Independence Day
07	Jul	7:00p	City Council Mtg
17-24	Jul	n/a	Clerk Off (NWYM)

# Food Drive



## Thursday May 14<sup>th</sup> 2020

WICAP will have a mobile food pantry available  
for all Canyon County residents at:

### Greenleaf City Hall

20523 Whittier Dr. Greenleaf, ID 83626

2:00pm - 5:00pm

No documents required

\*\*Income based eligibility \*\*

Ask us about our Job Readiness, Utility Assistance, and  
Temporary Supplemental Funding.



Monday- Friday  
8am-5pm  
502 Main St. Caldwell, ID  
(208) 454-0675





Emergency Preparation Team  
March 6, 2020, Minutes, Revised March 15, 2020  
(See underscored sections)

Present 3/6/20: Lee Belt, Doug Amick, Dave Dixon, Rick Irish

Purpose: To establish protocols, institutional agreements and a process to make preparations to respond to potential emergencies.

Initial concern: Prepare to respond to potential needs related to the Corona Virus outbreak.

Longer range target: Provide shelter, food, water, basic care for up to 60 people, (with preference given to residents of the Greenleaf Retirement Home as an identified at-risk senior and disabled population who live in an all-electric facility), for two weeks, utilizing the facilities of the GFC Community Center and/or GFA kitchen and Commons.

**TASKS:**

**Memorandum of understanding** between the City of Greenleaf and GFC/GFA, including clarification of legal liabilities involved--Lee will develop a draft for consideration at our next meeting.

**Installation of transfer switch at GFA**—Jamie Winters, owner of AME Electric, indicates that the cost for an installed switch would be \$28,000. Fortunately, this figure has been included in a grant proposal submitted last month to the Albertson Foundation, which also included a request for funds to complete the GFA walk-in freezer/refrigerator. (We are waiting for Albertson's response.)

**Community Emergency Response Team** (CERT)--Lee will bring information to our next meeting; Dave will explore with Kathy Hazen and others at GFA the possibility of instituting the CERT program in the GFA curriculum. (FEMA provides an online course in CERT under class 112 or 115. Nampa Christian School has a three day camp to teach CERT. Perhaps this program could generate a team of community people who could manage emergency response long term.)

**Funding these Preparations**--The City has approximately \$5000 available for these purposes this year. If we can present a coherent plan for a longer term the City Council may be willing to designate a larger amount next year. Another source could come through asking citizens to contribute toward units of food, channeling those contributions through a non-profit for tax purposes.

**Resource People**--Lee invited Jeff Cappe (on March 9<sup>th</sup>), a representative from Southwest District Health to join us at our next meeting. Research what partnership with the Red Cross would look like. Ideal would be to compose a team of 4-6 people to manage this program long term; conduct annual rehearsals/reviews of protocols....

**Food**--Rick will consult with the LDS Cannery for advice on types, quantities and sources of food for future needs. (604 E 46th St, Garden City; 208-35-7893; open T, W, Th 10 am - 4 pm) Cannery personnel provided materials (see attached) that offer guidance for amounts and costs of various types of food to store for future needs. From the figures they have provided a very

rough calculation of amounts needed for 60 people for two weeks would perhaps cost around \$1500. (Do you hear the wiggle room built into that estimation 😊.)

In response to our potential current needs they suggested providing boxes of basic foods for a week at a time which recipients could then prepare day by day. (Lindy's help is needed to apply this information to our situation.)

Lindy Buskirk has agreed to meet with us on March 19<sup>th</sup> to advise us on food related questions.

Rotating food supplies: consider periodic community meals; cycle through GFA lunches; involve Love INC food distribution....

**Equipment**--Doug will keep his eye open for resources available through the Idaho Federal Surplus program (located in Caldwell, with online access). The City and GFA qualify to make purchases there. E.g. cots for \$20, blankets for \$5.

**Storage**--Mark Wilkins indicates that the GFC food bank facility attached to the Community Center is probably available for long term storage. The shipping containers behind GFA have room for some items. GFA is waiting for funding to complete the freezer/refrigerator. Once completed there will be ample room to accommodate goods needing refrigeration. (Our challenge in using the food bank and shipping containers is keeping food at or below room temperature which is necessary to ensure the longest shelf life.)

**NEXT MEETING**--Thursday, March 19th, 11:30 am, Greenleaf Café?

Food supply/distribution in response to potential pandemic  
Reports on tasks noted above

Emergency Preparation Team Agenda  
March 19, 2020

Purpose: To establish protocols, institutional agreements and a process to make preparations to respond to potential emergencies.

Initial concern: Prepare to respond to potential needs related to the Corona Virus outbreak.

Longer range target: Provide shelter, food, water, basic care for up to 60 people, (with preference given to residents of the Greenleaf Retirement Home as an identified at-risk senior and disabled population who live in an all-electric facility), for two weeks, utilizing the facilities of the GFC Community Center and/or GFA kitchen and Commons.

Clarify and confirm today's AGENDA:

Our response to coronavirus:

What do we anticipate for our community?

Update from Idaho Health Department—Jeff Cappe

Status of City of Greenleaf's response to coronavirus—Lee Belt

What help may be needed? What can we provide and how can we prepare to do so?

If needs arise, how can we determine who needs it?

How can we enlist volunteers to provide assistance?

What protections should/can we provide for volunteers?

Other concerns:

Longer term preparations:

Memorandum of Understanding between the City of Greenleaf and GFC/GFA--Lee

Community Emergency Response Team (CERT)--Lee and Dave

Other Items:

Next Meeting:

Emergency Preparation Team Minutes  
March 26, 2020

Present (via GoToMeeting): Lee Belt, Dave Dixon, Bev Chapman, Rick Irish  
Deeanne Payne, City Government rep from SWDH

Our response to coronavirus:

A form for *Crisis Assistance Requests* was compiled and will be included in the COG utility bills being sent out tomorrow. (See attachment) Community members are invited to communicate needs on the form and deposit them in the COG utility payment box. They can also communicate their needs via email to the City. The form includes opportunity for people to volunteer to help.

**Lee** will receive applications for help and/or volunteers and forward them to Bev, Rick and Dave. We will determine together how best to respond depending on each need.

**Lee** will include the form on the City's website and Facebook page so that people in the Greenleaf community who do not receive a utility bill can know of this offer of help.

**Rick** will compose an email soliciting help from Greenleaf Friends Church members and circulate a draft to this team for final edit before sending to the GFC email list.

**Deeanne** will email documents from the Health Department providing guidance on safe practices for our volunteers. A source of current information on the pandemic can be found at [coronavirus.idaho.gov](https://coronavirus.idaho.gov) which is updated at 5 pm every day.

Provision of food--We agreed that the Walmart Grocery app (or its equivalent for Albertsons or Fred Meyer) would be the best way to fulfill people's needs for food, eliminating volunteers needing to make selections, handle money or unnecessarily expose themselves to the virus in stores. It is our understanding that Meals on Wheels will continue to serve people in our community. It would be difficult for them to add new people on a temporary basis.

**Next Meeting: Thursday, April 2, 11:30, on GoToMeeting, Lee Belt convener**

Longer term preparations:

To establish protocols, institutional agreements and a process to make preparations to respond to potential emergencies. Provide shelter, food, water, basic care for up to 60 people, (with preference given to residents of the Greenleaf Retirement Home as an identified at-risk senior and disabled population who live in an all-electric facility), for two

weeks, utilizing the facilities of the GFC Community Center and/or GFA kitchen and Commons.

Memorandum of Understanding between the City of Greenleaf and GFC/GFA--Lee  
Community Emergency Response Team (CERT)--Lee and Dave

Other Items:

Emergency Preparation Team Minutes  
April 9, 2020

Participants: Lee Belt & Rick Irish

Volunteers currently committed to help total thirteen. (See attached Excel spreadsheet)  
No one has communicated a need for help yet.

Resources to Help Those Who Cannot Afford Food, etc:

Seven boxes of food ready for distribution at the Church (**Bev** will check on contents)  
Lee does not currently have sources available.

GFC is willing to make \$1400 in the Household of Faith Fund available, with their involvement in its distribution.

Oasis Food Center:

506 W. Simplot Blvd., Caldwell Idaho 83605, United States (208) 459-6000

Individuals and Families may come every week to the Oasis Food Center.

Every Wednesday 12 pm-2 pm Hot Meal & Food Box

Every Thursday 4 pm-6 pm Food Box

\*New Individuals and Families are required to fill out an intake form at time of service. Must have photo ID

The "Self-Rescue Manual" details local area resources

Longer Term Preparations:

Lee will continue to develop the MOU to discuss in 2 or 3 weeks, depending on its priority.

**Next Meeting: Thursday, April 16, 11:30**, on GoToMeeting, Lee Belt convener

Use April 2<sup>nd</sup> invitation to enter the meeting.

\*\*\*\*\*

Longer term emergency preparations:

To establish protocols, institutional agreements and a process to make preparations to respond to potential emergencies. Provide shelter, food, water, basic care for up to 60 people, (with preference given to residents of the Greenleaf Retirement Home as an identified at-risk senior and disabled population who live in an all-electric facility), for two weeks, utilizing the facilities of the GFC Community Center and/or GFA kitchen and Commons.

Memorandum of Understanding between the City of Greenleaf and GFC/GFA--Lee  
Community Emergency Response Team (CERT)--Lee and Dave

Emergency Preparation Team Minutes  
April 23, 2020

Participants: Lee Belt, Bev Chapman, Dave Dixon & Rick Irish

Resources to Help Those Who Cannot Afford Food, etc:

Email from Lee April 23<sup>rd</sup>: "I had opportunity to speak with Maria Fuentes at WICAP this morning. WICAP has agreed to do a food distribution event on Thursday 14 May 2020 from 2p-5p at Greenleaf City Hall.

WICAP is working up a flyer for the event, hopefully available in the next few days. WICAP is only allowed to distribute to Canyon County residents.

WICAP intends to bring 200 food boxes of approximately 70 lbs each for distribution (WICAP has a place to use any not distributed). WICAP has to collect some basic info (name, address, perhaps income range) to meet record-keeping requirements (I believe they've got to meet Idaho Dept of H&W oversight and USDA-RD food source requirements).

Initial thought is that folks can drive through the 'circle drive' on Whittier entering from the north, have basic info collected, pop trunk or open door to load food box, and then exit back onto Whittier near the intersection with SH-19.

We will need to publicize the event. 6 to 8 people are needed to help with traffic control, collect basic info, and work with boxes (masks and gloves will be provided by WICAP and City Hall) - Perhaps this is an opportunity to see if any of our questionnaire volunteers are available to help.

I will notify Wilder Police so they'll know the event is scheduled."

Once the WICAP flyer has been received Lee will pass it along to Bev and Rick and include it with the City utility bills next Monday, as well as on the City's Facebook page.

Rick will ask Susie to send the flyer to the GFC email list, indicating that the food is only for Canyon County residents.

Bev will send the flyer to the GFA email list, indicating it is for Canyon County residents only.

Rick will email the flyer to our volunteers and ask if they are willing to serve at the distribution. Lee will phone those who don't have email addresses listed.

Response to this distribution may provide some indication as to whether there is a need for a food bank in Greenleaf. An alternative may be to ask WICAP to hold periodic distributions in Greenleaf.

No one has communicated a need for help yet.

The Governor of Idaho today released guidelines for reopening the State, published at [www.rebound.idaho.gov](http://www.rebound.idaho.gov)

Deanne Payne, SWDH, emailed committee members a document outlining guidance for reopening businesses.

Longer Term Preparations:

Lee will continue to develop the MOU to discuss in future weeks, depending on its priority.

**Next Meeting: Thursday, April 30, 11:30**, on GoToMeeting, Lee Belt convener

Use April 2<sup>nd</sup> invitation to enter the meeting.

\*\*\*\*\*

To establish protocols, institutional agreements and a process to make preparations to respond to potential emergencies. Provide shelter, food, water, basic care for up to 60 people, (with preference given to residents of the Greenleaf Retirement Home as an identified at-risk senior and disabled population who live in an all-electric facility), for two weeks, utilizing the facilities of the GFC Community Center and/or GFA kitchen and Commons.

Memorandum of Understanding between the City of Greenleaf and GFC/GFA--Lee  
Community Emergency Response Team (CERT)--Lee and Dave



**Subject:** Greenleaf Community Emergency Preparedness April 30th Meeting (Short and sweet:-)  
**From:** Rick Irish <[REDACTED]>  
**Date:** 4/30/2020, 12:21 PM  
**To:** Greenleaf City Clerk <clerk@greenleaf-idaho.us>  
**CC:** Doug Amick <douglas.amick@greenleaf-idaho.us>, Bev Chapman  
<[REDACTED]>, "Payne, Deanne" <deanne.payne@phd3.idaho.gov>, Dave Dixon  
<[REDACTED]>

### Emergency Preparation Team Minutes

April 30, 2020

Participants: Lee Belt, Bev Chapman, Rick Irish

Updates on people in need:

Thanks to Bev for procuring food for a resident of the Retirement Center, with help from GFC.

Thanks to Bev and Lee for ensuring that Retirement Center residents receive our notices.

Preparations for Food Distribution May 14<sup>th</sup>:

**Lee** will include the WICAP flyer with the City water bill this Friday or Monday.

**Bev** has asked Mel to email the flyer to GFA

**Rick** has asked Susie to email flyer to GFC

**Lee** will email and phone volunteers to help with distribution and then coordinate their work.

**Next Meeting: Thursday, May 7, 11:30**, on GoToMeeting, Lee Belt convener

— Attachments: —

Greenleaf Food Distribution.pdf

699 KB



FOR IMMEDIATE RELEASE

## Sparklight® Extends COVID-19 Response Efforts Through June 30

**April 28, 2020 – Phoenix, AZ –** Sparklight today announced that it will extend its commitment to the Federal Communications Commission's Keep Americans Connected Pledge in an effort to provide continued connectivity for customers and communities and to ease the financial burden of those impacted by the coronavirus (COVID-19) pandemic.

Sparklight originally committed to the pledge on March 13, 2020, and it will now extend the following activities through June 30, 2020:

- Waiving of late charges and suspending disconnection of internet services for residential and small business customers who are unable to pay their bill due to disruptions caused by the pandemic.
- Opening of free WiFi hotspots in local office parking lots and other public areas across its footprint for public use during the crisis in order to keep individuals and communities connected. Sparklight and the other Cable One family of brands have opened more than 140 WiFi hotspots since March 16, 2020, and work continues to open additional WiFi hotspots in other public areas.

Beyond the pledge actions, the company will also continue to make available through June 30, 2020 a low-cost 15 Mbps residential internet plan for \$10 per month to help low-income families and those impacted from coronavirus challenges, such as seniors and college students.

"Access to internet service is critical during these unprecedented times, and we remain committed to ensuring our customers and communities stay connected to family, work, school and information," said Julie Laulis, President and CEO.

Customers can call 877-692-2253 for more information.

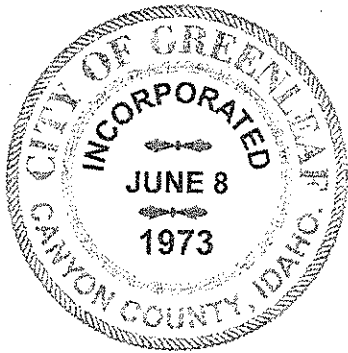
###

### About Sparklight

Sparklight® is a leading broadband communications provider and part of the Cable One family of brands, which serves more than 900,000 residential and business customers in 21 states. Sparklight provides consumers with a wide array of connectivity and entertainment services, including high-speed internet and advanced Wi-Fi solutions, cable television and phone service. Sparklight Business provides scalable and cost-effective products for businesses ranging in size from small to mid-market, in addition to enterprise, wholesale and carrier customers.

### CONTACT:

Trish Niemann  
Senior Director, Corporate Communications  
602.364.6372  
[patricia.niemann@sparklight.biz](mailto:patricia.niemann@sparklight.biz)



## 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: 30 April 2020  
To: Mayor, City Treasurer, Public Services Director & Assistant  
cc: City Council at 05 May 2020 Council Mtg  
From: Lee C. Belt, City Clerk *LCB*  
RE: UPDATED CITY HALL COVID-19 PLAN

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On 23 March 2020 the Clerk proposed procedures for continued City Hall operation through the COVID-19 event, to be implemented unless directed otherwise by the Mayor, and subject to subsequent updated direction from Southwest District Health (SWDH) or the State of Idaho. That plan was based on recommendation from SWDH (per letter dated 19 March 2020), and the best scale-able guidance available at that time from the Centers for Disease Control (Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission CS 315926-A 03/12/2020).

Things have changed. The State of Idaho has issued the "Idaho Rebounds: Our Path to Prosperity" plan taking effect on 01 May 2020. This is a four-phase scale-able plan providing guidelines for opening up Idaho's economy. A copy of the Idaho Rebounds plan is enclosed following this memorandum.

The Clerk proposes the following procedures for continued City Hall operation through the COVID-19 event, based on the Idaho Rebounds plan, unless directed otherwise by the Mayor, and subject to subsequent updated direction from SWDH or the State of Idaho.

Please note that SWDH and/or the State of Idaho will give guidance as to which stage is in play, and that these stages are scale-able by occurrence of COVID-19, not date-driven, such that with increase in COVID-19 the stages may revert to more stringent stages if deemed appropriate.

#### *At All Stages:*

- Maintain 6-foot social distancing for staff and patrons
- Provide adequate sanitation by wiping down surfaces at City Hall with a bleach solution at least once daily

*Memo RE: Updated City Hall COVID-19 Plan, p. 1 of 3*

- Staff that feel ill, have a fever or have reason to believe they have been exposed to COVID-19 should self-quarantine and work from home to the extent possible for 14 days, with after-hours work alone at City Hall possible if deemed necessary by a department head with additional sanitation activity before and after the after-hours activity by potentially exposed staff, and then again before the next shift by non-exposed staff

*Stage 1 (tentatively 01-15 May):*

- All Stage precautions as given above, with the following additional precautions:
- City Hall lobby closed to limit close-quarters contact in the lobby. Staff to utilize intercom and the front door to conduct business.
- Cash payments and change may be made, with staff to wash or sanitize hands after handing money
- Sanitation of surfaces at beginning of workday and at end of workday on Mondays, with daily sanitation at end of workday Tuesday through Friday, and additional sanitation as deemed appropriate by staff
- No meetings at City Hall of more than 10 people, 6-ft social distancing required, and utilization of video-conferencing and teleconferencing encouraged for larger meetings

*Stage 2 (tentatively 16-29 May):*

- All Stage precautions and Stage 1 precautions as given above, with the following adjustments:
- City Hall lobby is semi-closed to limit close-quarters contact. Staff to utilize intercom and the front door to conduct business. Staff may allow patrons into the lobby one party at a time, with sanitation of lobby after each patron

*Stage 3 (tentatively 30 May – 12 June):*

- All Stage precautions and Stage 1 precautions as given above, with the following adjustments:
- City Hall lobby is open with signage to encourage 6-foot social distancing and sanitation of lobby counter between customers as deemed appropriate by staff

*Stage 4 (tentatively 13-26 June):*

- All Stage precautions and Stage 1 precautions as given above, with the following adjustments:

- Daily sanitation of surfaces at end of workday Monday through Friday, and additional sanitation as deemed appropriate by staff
- Meetings at City Hall with more than 10 people allowed with 6-ft social distancing encouraged

*Stage None (tentatively 27 June):*

- The Idaho Rebounds plan has completed and is no longer in effect; No COVID-19 precautions necessary



# GUIDELINES FOR OPENING UP

# IDAHO

Governor Brad Little, with the help of the Department of Health and Welfare and guidance issued by President Donald Trump and the Centers for Disease Control and Prevention, has established a data-driven approach to opening up Idaho's economy. This approach reduces the risk of COVID-19 to Idaho's most vulnerable population and preserves capacity in our healthcare system, while opening up businesses safely. From an economic standpoint, Idaho's rebound from COVID-19 starts with employee and consumer confidence, which leads into business stability and growth and eventually promotion and attraction.

[REBOUND.IDAHO.GOV](https://REBOUND.IDAHO.GOV)

# MEETING IDAHO CRITERIA MEANS ADVANCING TO A STAGED APPROACH

All criteria below must be met before Idaho advances to the next stage of reopening. The Idaho Division of Public Health and the Governor's Coronavirus Working Group will review the criteria every two weeks to assess if criteria are met, or continue to be met, so Idaho can move to the next stage. **To advance to the next stage, all criteria must be met. If the criteria indicates trends are beginning to move the wrong direction, or there is evidence that a stage has adversely impacted rates, stages may have to be extended or reversed.** Dates shown in the document are estimated timelines only.

## IDAHO CRITERIA

### SYNDROMIC

Downward trend or low numbers of COVID-19-like illness patient visits as tracked by Emergency Departments within a 14-day period

**MEASURED BY:** NSSP (Idaho's syndromic tracking system). Displayed on website as "Number of Emergency Department Visits for COVID-Like Illness."

**METRIC:** Downward trend over most recent reported 14-day period, OR less than 20 visits/day on average over same 14-day period

AND

Downward trend or very low numbers of patients with COVID-19-like illness admitted from Emergency Departments within a 14-day period

**MEASURED BY:** NSSP (Idaho's syndromic tracking system). Displayed on website as "Number of emergency Department Patients with COVID-like Illness Symptoms Admitted to the Hospital."

**METRIC:** Downward trend over most recent reported 14-day period, OR less than 2 patients/day on average over same 14-day period

### EPIDEMIOLOGIC

Downward trend or low levels of documented COVID-19 cases reported within a 14-day period

**MEASURED BY:** NBS (Idaho's integrated disease reporting system). Displayed on the website as "COVID-19 by Date Reported."

**METRIC:** Downward trend over most recent reported 14-day period, OR less than 20 patients per day on average reported statewide over the same 14-day period

OR

Downward trend of positive COVID-19 PCR tests as a percent of total tests within a 14-day period (including flat or increasing volume of tests)

**MEASURED BY:** NBS (Idaho's integrated disease reporting system). Will be displayed on the website

**METRIC:** Downward trend over most recent reported 14-day period, OR less than 5 percent laboratory PCR positivity on average over same 14-day period

### HEALTHCARE

Treat all patients without needing to use crisis standards of care

**MEASURED BY:** Governor's Order for Crisis Standards of Care in place; reports from hospitals

AND

Available ventilators, intensive care unit beds, and personal protective equipment (PPE) to safely care for additional COVID-19 patients in hospitals

**MEASURED BY:** Idaho Resource Tracking System (IRTS) (through the Division of Public Health) and displayed on the website

**METRIC:** At least 50 available (unused) ventilators, 50 ICU beds, and available 10-day supply of N95 masks, surgical masks, face shields, gowns, and gloves

AND

Robust COVID-19 testing program in place for at-risk healthcare workers

**MEASURED BY:** NBS (Idaho's integrated disease reporting system). Numbers of reported cases among healthcare workers; will be displayed on the website

**METRIC:** Downward trend over most recent reported 14-day period, OR less than 2 healthcare workers reported/day on average over same 14-day period



## STRATEGIES, RESPONSIBILITIES, AND CAPABILITIES NEEDED

The State of Idaho must remain focused on achieving the following core preparedness responsibilities.

### TESTING AND CONTACT TRACING:

- Ability to quickly set up safe and efficient screening and testing sites for symptomatic individuals, including those with mild symptoms
- Contact tracing in place for all COVID-19 positive results
- Screening and testing locations in all regions of the state in place that serve older individuals, rural and lower income populations, and racial and ethnic minorities, such as Native Americans and Hispanics

### PLANS AND STRATEGIES:

- State and local preparedness plans are in place including surge plans
- Crisis Standards of Care Plan established
- Long-Term Care Task Force operational to support long-term care facilities
- Testing strategy developed
- Contact tracing strategy developed

### HEALTHCARE SYSTEM CAPACITY:

- Ability to quickly supply sufficient PPE, medications, and critical medical equipment to handle dramatic surge if needed
- Ability to quickly test symptomatic healthcare workers
- Ability to surge intensive care unit capacity



# STAGED OPENING (AFTER IDAHO CRITERIA IS MET)

Until we have targeted, case-based interventions for each infectious person, an effective vaccine, or effective treatment, we must maintain some level of community interventions to slow the spread of COVID-19. This includes heightened protections for the health and safety of workers in critical industries, people living and working in high-risk facilities (e.g. senior care facilities), and all other employees.

All Idahoans have a responsibility to protect themselves and others. Each stage, while allowing for additional businesses and practices to open and loosen, is grounded in the following basic practices for individuals and businesses:

## PROTOCOLS

### ALL STAGES – INDIVIDUALS SHOULD CONTINUE TO:

- Engage in physical distancing of at least six feet
- Wear face coverings in public places
- Stay home if sick
- Practice good hand hygiene
- Cover coughs and sneezes
- Disinfect surfaces and objects regularly

### ADDITIONAL PROTOCOLS WILL BE PROVIDED FOR EACH STAGE.

### ALL STAGES – EMPLOYERS SHOULD CONTINUE TO:

- Maintain the six-foot physical distancing requirements for employees and patrons
- Provide adequate sanitation and personal hygiene for employees, vendors, and patrons
- Ensure frequent disinfection of the business as well as regular cleaning, especially of high-touch surfaces
- Identify how personal use items such as masks, face coverings, and gloves may be required by employees, vendors, and/or patrons
- Provide services while limiting close interactions with patrons
- Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious, and may include keeping employees who were directly exposed to the COVID-19 positive employee away from the workplace, and the closure of the business until the location can be properly disinfected
- On a case-by-case basis, include other practices appropriate for specific types of businesses such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.



## CURRENT STAGE

existing Order through April 30

### INDIVIDUAL

- **All Idahoans, including vulnerable Idahoans,** continue to self-quarantine, except for certain essential activities and work to provide essential business and government services or perform essential public infrastructure
- **Gatherings** of individuals outside the home are prohibited
- Prohibit non-essential **travel** and adhere to CDC guidelines regarding isolation following essential travel
- Unless on essential business, people entering Idaho are required to **self-quarantine for 14 days**. If a person is in Idaho for less than 14 days, they must self-quarantine for the duration of their visit

### EMPLOYER

See “Specific Types of Employers” in the right column for places of worship, restaurants, bars, gyms, daycares, senior living facilities, and salons

- Continue to encourage **telework**, whenever possible and feasible with business operations
- **Employees** who are considered vulnerable individuals should continue to self-quarantine. Special accommodations for these employees should be made in the workplace if they are unable to work from home
- **Non-essential businesses**, other than those excluded in the amended order, develop plans for reopening and ability to meet business protocols
- Non-essential **travel** prohibited

### SPECIFIC TYPES OF EMPLOYERS

- Visits to **senior living facilities and congregate facilities (e.g. jails and corrections)** are prohibited and those employees and providers who do interact with residents and patients must adhere to strict protocols regarding hygiene and infection prevention
- **Bars and nightclubs** are closed
- **Restaurants** continue with takeout and delivery.
- **Places of worship** develop plans for reopening and ability to meet protocols
- **Indoor gyms** and recreation facilities are closed
- **Hair salons** are closed
- **Large venues** (e.g. movie theaters and sporting venues) are closed
- **Daycare**, if closed, develop plans for reopening to meet business protocols and work with local public health districts and DHW



## STAGE 1

After all criteria are met  
May 1 – May 15\*\*\*

### INDIVIDUAL

- **All vulnerable Idahoans** should continue to self-quarantine. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not always possible, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents
- **Gatherings**, both public and private, should be avoided
- Minimize non-essential **travel** and adhere to [CDC guidelines](#) regarding isolation following travel
- Continue the **14-day self-quarantine** for people entering Idaho to prevent influx of out-of-state visitors

### EMPLOYER

See "Specific Types of Employers" in the right column for places of worship, restaurants, bars, gyms, daycares, senior living facilities, and salons

- Continue to encourage **telework**, whenever possible and feasible with business operations

Return employees to work in phases, if physical distancing, personal protections and sanitation are feasible

- **Employees** who are considered vulnerable individuals should continue to self-quarantine. Special accommodations for these employees should be made in the workplace if they are unable to work from home
- **Non-essential businesses**, other than those excluded in the amended order implement plans for reopening demonstrating ability to meet business protocols
- Minimize non-essential **travel** and adhere to [CDC guidelines](#) regarding isolation following travel

### SPECIFIC TYPES OF EMPLOYERS

- Visits to **senior living facilities and congregate facilities (e.g. jails and corrections)** are prohibited and those employees and providers who do interact with residents and patients must adhere to strict protocols regarding hygiene and infection prevention
- **Bars and nightclubs** remain closed
- **Restaurants** dining rooms remain closed, develop plans for reopening and ability to meet business protocols in order to open in stage 2
- **Places of worship** can open if they adhere to strict physical distancing, sanitation protocol, and any CDC guidance
- **Indoor gyms** and recreation facilities remain closed, develop plans for reopening and ability to meet business protocols in order to open in stage 2
- **Hair salons** remain closed, develop plans for reopening and ability to meet business protocols in order to open in stage 2
- **Large venues** (e.g. movie theaters and sporting venues) are closed
- **Daycares** and organized youth activities and camps can reopen



## STAGE 2

If no significant increase in cases and criteria remain met  
May 16 – May 29\*\*\*

### INDIVIDUAL

- **All vulnerable Idahoans** should continue to self-quarantine. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not always possible, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents
- **Gatherings**, both public and private, of less than 10 people, where appropriate physical distancing and precautionary measures are observed can occur.
- Minimize non-essential **travel** and adhere to [CDC guidelines](#) regarding isolation following travel
- Continue the **14-day self-quarantine** for people entering Idaho to prevent influx of out-of-state visitors

### EMPLOYER

See “Specific Types of Employers” in the right column for places of worship, restaurants, bars, gyms, daycares, senior living facilities, and salons

- Continue to encourage **telework**, whenever possible and feasible with business operations

Return employees to work in phases, if physical distancing, personal protections and sanitation are feasible

- **Employees** who are considered vulnerable individuals should continue to self-quarantine. Special accommodations for these employees should be made in the workplace if they are unable to work from home
- All open **businesses** continue to follow plans.
- Minimize non-essential **travel** and adhere to [CDC guidelines](#) regarding isolation following travel

### SPECIFIC TYPES OF EMPLOYERS

- Visits to **senior living facilities and congregate facilities (e.g. jails and corrections)** are prohibited and those employees and providers who do interact with residents and patients must adhere to strict protocols regarding hygiene and infection prevention
- **Bars and nightclubs** remain closed
- **Restaurant dining rooms** can open once their plans have been submitted for approval by local public health districts
- **Indoor gyms** and recreation facilities can open if ability to meet business protocols
- **Hair salons** can open if ability to meet business protocols
- **Large venues** (e.g. movie theaters and sporting venues) are closed



## STAGE 3

If no significant increase in cases and criteria remain met  
May 30 – June 12th\*\*\*

### INDIVIDUAL

- **Vulnerable Idahoans** can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed
- **Gatherings**, both public and private, of 10-50 people, where appropriate physical distancing and precautionary measures are observed can occur
- Non-essential **travel** can resume to locations that allow it and do not have ongoing transmission (adhere to [CDC guidelines](#) regarding isolation following travel)
- Discontinue the **14-day self-quarantine** for people entering Idaho

### SPECIFIC TYPES OF EMPLOYERS

- Visits to **senior living facilities and congregate facilities (e.g. jails and corrections)** are prohibited and those employees and providers who do interact with residents and patients must adhere to strict protocols regarding hygiene and infection prevention
- **Bars and nightclubs** remain closed, develop plans for operating with diminished standing room occupancy in order to open in stage 4
- **Large venues** (e.g. movie theaters and sporting venues) remain closed, develop plans for operating with limited physical distancing protocols in order to open in stage 4

### EMPLOYER

See “Specific Types of Employers” in the right column for places of worship, restaurants, bars, gyms, daycares, senior living facilities, and salons

- Continue to encourage **telework**, whenever possible and feasible with business operations
- Return employees to work in phases, if physical distancing, personal protections and sanitation are feasible
- **Employees** who are considered vulnerable individuals should continue to self-quarantine. Special accommodations for these employees should be made in the workplace if they are unable to work from home
- All open **businesses** continue to follow plans
- Non-essential **travel** can resume to locations that allow it and do not have ongoing transmission (adhere to [CDC guidelines](#) regarding isolation following travel)

If no significant increase in cases and criteria remain met  
June 13 – June 26\*\*\*

## INDIVIDUAL

- **Vulnerable Idahoans** can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed
- **Gatherings**, both public and private, of more than 50 people, where appropriate physical distancing and precautionary measures are observed can occur
- Non-essential **travel** continues to locations that allow it and do not have ongoing transmission (adhere to [CDC guidelines](#) regarding isolation following travel)

## SPECIFIC TYPES OF EMPLOYERS

- Visits to **senior living facilities and congregate facilities (e.g. jails and corrections)** can resume. Those who interact with residents and patients must be diligent regarding hygiene and physical distancing
- **Bars and nightclubs** may operate with diminished standing-room occupancy, where applicable and appropriate
- **Large venues** (e.g. movie theaters and sporting venues) can operate under limited physical distancing protocols

## EMPLOYER

See "Specific Types of Employers" in the right column for places of worship, restaurants, bars, gyms, daycares, senior living facilities, and salons

- Resume unrestricted staffing of worksites, but continue to practice physical distancing, personal protections and sanitation for protection of workers
- Special accommodations for **employees** who are considered vulnerable should be made in the workplace
- All open **businesses** continue to follow plans
- Non-essential **travel** continues to locations that allow it and do not have ongoing transmission (adhere to [CDC guidelines](#) regarding isolation following travel)

Every two weeks: re-evaluation against criteria to determine feasibility to advance from one stage to the next.

\*\*\*ALL CRITERIA MUST BE MET TO MOVE TO THE NEXT STAGE AND DATES ARE ESTIMATED TARGETS

**Subject:** Treasure Valley Air Quality Forecast for Tomorrow - Friday, May 1, 2020 - AQI = 45

**From:** <Michael.Toole@deq.idaho.gov>

**Date:** 4/30/2020, 1:36 PM

**To:** <Michael.Toole@deq.idaho.gov>

**Due to the current COVID-19 pandemic and respiratory concerns associated with the illness, a voluntary burn ban has been enacted to help reduce smoke impacts in the community. DEQ is asking everyone to Please Refrain from all outdoor burning activities. All non-essential burning should be postponed or cancelled. Please refer to the attached document for additional information.**

The Air Quality Index (AQI) forecast for the Treasure Valley for **Friday, May 1, 2020** is **45**. Air quality is expected to be in the **GREEN/GOOD** category.

<u>Activity</u>	<b>Unincorporated Ada County</b>	<b>Ada County Cities</b>	<b>Unincorporated Canyon County</b>	<b>Canyon County Cities</b>
<b>Outdoor Burning</b>	YES – PLEASE REFRAIN	YES – PLEASE REFRAIN	YES – PLEASE REFRAIN	YES – PLEASE REFRAIN
<b>Woodstove/Fireplace</b>	YES – PLEASE REFRAIN	YES – PLEASE REFRAIN	YES – PLEASE REFRAIN	YES – PLEASE REFRAIN

For more information concerning general air quality, the air quality index and forecasts, and local open burning ordinances, please visit the Idaho Department of Environmental Quality's website at <http://www.deq.idaho.gov/daily-air-quality-reports-forecasts>



**Michael Toole | Airshed Coordinator**  
Idaho Department of Environmental Quality  
Boise Regional Office  
1445 North Orchard Street  
Boise, Idaho 83706  
Office: (208) 373-0104  
<http://www.deq.idaho.gov/>

*Our mission is to protect human health and the quality of Idaho's air, land, and water.*

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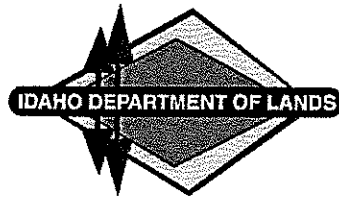
— Attachments: —

News Release - Voluntary Burn Ban.pdf

214 KB

Open Burning Ordinance Contact Information.pdf

383 KB



## News Release

**FOR IMMEDIATE RELEASE**

March 27, 2020

### Public asked to refrain from nonessential open burning

(BOISE)—The Idaho Department of Environmental Quality (DEQ), Idaho Department of Lands (IDL), and Idaho Department of Health and Welfare (DHW) remind the public to refrain from all nonessential open burning activities as communities respond to the spread of the novel coronavirus that causes COVID-19.

The novel coronavirus that causes COVID-19 affects the respiratory system (nose, throat, and lungs) and gastrointestinal system. It can cause asthma attacks and can lead to pneumonia and acute respiratory distress. People with asthma are recommended to avoid asthma triggers such as smoke from burning wood or other plants.

To avoid additional health impacts, the public should take standard preventative measures to protect their health from smoke exposure and refrain from residential open burning (tree limbs, leaves, yard trimmings, garden waste, burn barrels and fire pits) and other nonessential open burning activities until further notice. If open burning is essential, please follow best smoke management practices.

Smoke from open burning can cause unnecessary public health and safety concerns and impact local service providers:

- Smoke inhalation can cause upper respiratory symptoms, which could be incorrectly attributed to COVID-19.
- Smoke exposure impacts can lead to unnecessary testing or self-isolation.
- First responders and other emergency services are operating at a reduced capacity and have limited resources to respond to out-of-control burns.
- Personal protective equipment to reduce smoke exposure is not readily available at this time.

Local officials may have already prohibited open burning in your area. Prior to burning, contact your local fire agency and visit <https://www2.deq.idaho.gov/air/AQIPublic/Map/OutdoorBurn> to verify open burning is allowed.

DEQ, IDL, and DHW encourage the public to use alternative burning options:

- **Lawn mulching**—Leave grass clippings on your lawn to add nutrients back into the soil and improve lawn health.
- **Composting**—Compost yard waste to recycle organic material and add nutrients back into the soil.



- **Chipping**—Add chipped brush, pruning, or wood waste to your compost pile or soil to increase nutrient content.
- **Curbside pickup**—Collect and separate yard waste, organic material, and recyclables and set out for curbside collection. Check with your local government or waste management company for local services.
- **Landfills**—Many landfills offer free or reduced fees for yard waste.

See the following websites for additional information:

<https://coronavirus.idaho.gov/>

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

###

**Media contacts:**

Mary Anderson	DEQ	(208) 373-0202	<a href="mailto:mary.anderson@deq.idaho.gov">mary.anderson@deq.idaho.gov</a>
Sharla Arledge	IDL	(208) 334-0286	<a href="mailto:pio@idl.idaho.gov">pio@idl.idaho.gov</a>
Niki Forbing-Orr	IDHW	(208) 334-0668	<a href="mailto:Niki.Forbing-Orr@dhw.idaho.gov">Niki.Forbing-Orr@dhw.idaho.gov</a>

**Open Burning Ordinance Contact List**

<b>Local Agency</b>	<b>Contact Phone #</b>
Ada County - Solid Waste Management (Landfill)	(208) 577-4725
Ada County - Code Enforcement	(208) 577-3726
Canyon County - Development Services/Code Enforcement	(208) 454-6606
City of Boise - Code Enforcement	(208) 972-8150
City of Caldwell - Code Enforcement	(208) 454-7531
City of Garden City - Code Enforcement	(208) 472-2930
City of Greenleaf	(208) 454-0552
City of Eagle - Planning & Zoning	(208) 939-6813
City of Kuna - Planning & Zoning	(208) 922-5274
City of Meridian - Code Enforcement	(208) 844-5533
City of Middleton	(208) 585-3133
City of Nampa - Code Enforcement	(208) 468-5473
City of Notus	(208) 459-6212
City of Parma	(208) 722-5716
City of Star	(208) 286-7247



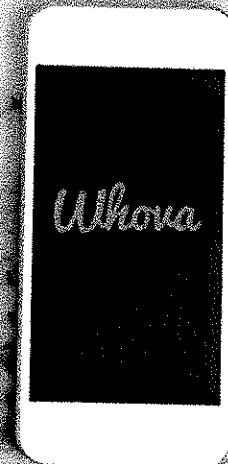
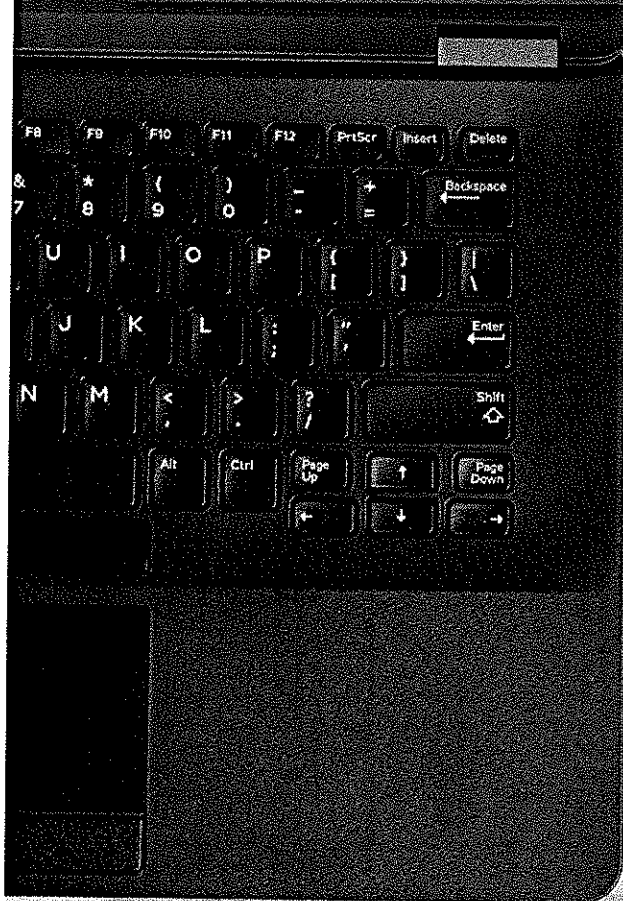
ASSOCIATION OF IDAHO CITIES

# 2020 AIC Virtual Conference

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June 10-12, 2020

Cost: \$99





## Introducing AICOnline University!

### EARN YOUR AIC CERTIFICATE OF APPLIED PUBLIC ADMINISTRATION!

*At \$367 per course, the BSU Center for Professional Development - School of Public Service is offering these courses for \$80 per course through AIC. Please note that continuing education hours earned in the Applied Public Administration BSU-AIC-sponsored professional development are not equivalent to or exchangeable for academic credits in the Applied Public Administration Certificate at Boise State University.*

#### COURSES INCLUDE:

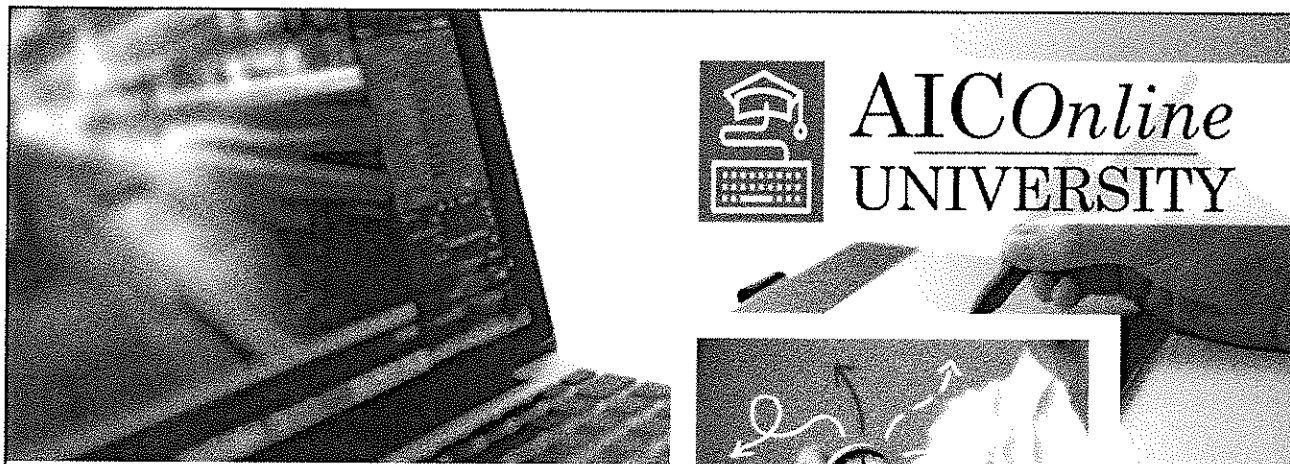
- Navigating Ethical Changes
- Planning a Career in Public Service
- How Public Policy is Made
- Legislative Process
- Engaging Citizens
- Managing Public Finances
- How to Deal with People
- Negotiating Risks
- Making Policy Choices



*Each course will take place in conjunction with the AIC Annual Conference and the ICCTFOA Institute. 6 weeks prior to each event, BSU will offer online enrollment to the current course during that time of year. The 2020 AIC Conference will kick off with "Navigating Ethical Changes." Registration to each event is mandatory in order to take the course as the final class will be presented during the conference training events. AIC will provide any registrant a direct link to enroll in the current course through BSU.*

#### Possible Credit Earned for each course:

- 1 CEU Credit
- 10 Contact Hours
- 2.5 education points per course toward ICCTFOA Certification



**AICOnline**  
**UNIVERSITY**

## NAVIGATING ETHICAL CHOICES

**MAY 4-JUNE 10**

In collaboration with Boise State University, this course is being offered as an add-on to the AIC Annual Conference. Complete the course prior to June 10, 2020. The final wrap-up session for this course will be a workshop during the conference.

As part of a continual learning program direct from the BSU Applied Public Administration course, this ten-hour online course introduces participants to commonly encountered Ethical issues in local government. **Earn CEUs and ICCTFOA State CMC - Advanced credit.**

Topics Include:

- Open Meetings
- Open Records
- Conflict of Interest
- Whistle Blowing

**Enroll today! Cost: \$80**

Seats are limited and the deadline to register is fast approaching.

**You must register for the AIC Annual Conference to take this course. During registration, you will have the option to select the *AIC Online University Course*. AIC will then send you a direct link to enroll in the BSU course at this discounted rate.**



BOISE STATE UNIVERSITY

CENTER FOR  
PROFESSIONAL DEVELOPMENT



BOISE STATE UNIVERSITY

SCHOOL OF PUBLIC SERVICE

# Association of Idaho Cities

## Event Schedule

Wed, Jun 10, 2020

### 9:00am

#### Welcome

🕒 9:00am - 9:15am, Jun 10

### 9:15am

#### Opening General Session - COVID-19

🕒 9:15am - 10:15am, Jun 10

### 10:15am

#### Exhibitor Break

🕒 10:15am - 10:30am, Jun 10

### 10:30am

#### River Restoration and Economic Development

🕒 10:30am - 11:30am, Jun 10

📍 Online

🔗 [Click here to view the agenda for this session.](#)

#### Budgeting Basics

🕒 10:30am - 11:30am, Jun 10

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#### 🗣️ Speaker



Travis Rothweiler City Manager, City of Twin Falls

### 11:30am

#### Exhibitor Break

🕒 11:30am - 11:45am, Jun 10

### 11:45am

#### Mayor's Legislative Roundtable

🕒 11:45am - 12:45pm, Jun 10

#### City Manager vs City Administrator

🕒 11:45am - 12:45pm, Jun 10

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#### 🗣️ Speakers



**Travis Rothweiler** City Manager, City of Twin Falls



**Mike Williams** City Administrator, City of Jerome

### **Sustainable Utility Management**

⌚ 11:45am - 12:45pm, Jun 10

### **Personnel Hot Topics**

⌚ 11:45am - 12:45pm, Jun 10

## **12:45pm**

### **Exhibitor Break**

⌚ 12:45pm - 1:00pm, Jun 10

## **1:00pm**

### **AIC Nominating Committee**

⌚ 1:00pm - 2:00pm, Jun 10

### **Supervisor Training**

⌚ 1:00pm - 2:00pm, Jun 10

### **Energy Conservation Building Code**

⌚ 1:00pm - 2:00pm, Jun 10

### **Public Records**

⌚ 1:00pm - 2:00pm, Jun 10

## **2:00pm**

### **Exhibitor Break**

⌚ 2:00pm - 2:15pm, Jun 10

## **2:15pm**

### **AIC Drug Task Force**

⌚ 2:15pm - 3:15pm, Jun 10

### **Law Enforcement**

⌚ 2:15pm - 3:15pm, Jun 10

### **Stormwater Green Development**

⌚ 2:15pm - 3:15pm, Jun 10

⌚ 2:15pm - 3:15pm, Jun 10

Thu, Jun 11, 2020

**9:00am**

Welcome

⌚ 9:00am - 9:15am, Jun 11

📍 Online

**9:15am**

General Session

⌚ 9:15am - 10:15am, Jun 11

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🗣️ Speaker



Lisa Soronen National League of Cities

**10:15am**

Exhibitor Break

⌚ 10:15am - 10:30am, Jun 11

**10:30am**

Ethics

⌚ 10:30am - 11:30am, Jun 11

P & Z Roles and Responsibilities

⌚ 10:30am - 11:30am, Jun 11

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🗣️ Speaker



Jerry Mason Mason & Stricklin, LLP, Counsel for AIC

AIC Municipal Water Forum

⌚ 10:30am - 11:30am, Jun 11

Cyber Security

⌚ 10:30am - 11:30am, Jun 11

**11:30am**



**11:45am**

**Resort Cities Caucus**

⌚ 11:45am - 12:45pm, Jun 11

**Budgeting & Revenue Sharing Hot Topics**

⌚ 11:45am - 12:45pm, Jun 11

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**Speaker**



**Justin Ruen** Policy Analyst, Association of Idaho Cities

**AIC Environmental Forum**

⌚ 11:45am - 12:45pm, Jun 11

**Alcohol Licensing**

⌚ 11:45am - 12:45pm, Jun 11

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**Speaker**



**Debbie Geyer** City Clerk, City of Caldwell

**12:45pm**

**Exhibitor Break**

⌚ 12:45pm - 1:00pm, Jun 11

**1:00pm**

**AIC Youth & Family**

⌚ 1:00pm - 2:00pm, Jun 11

**FMLA/FSLA**

⌚ 1:00pm - 2:00pm, Jun 11

**Collaboration Communication for Utilities**

⌚ 1:00pm - 2:00pm, Jun 11

**De-Stress**

⌚ 1:00pm - 2:00pm, Jun 11

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**Speaker**



Megan Smith III-A Health Coach, III-A

## 2:00pm

### Exhibitor Break

⌚ 2:00pm - 2:15pm, Jun 11

## 2:15pm

### AIC Drug Task Force

⌚ 2:15pm - 3:15pm, Jun 11

### City Library Relations

⌚ 2:15pm - 3:15pm, Jun 11

### Reuse +/- RAFN

⌚ 2:15pm - 3:15pm, Jun 11

## 3:30pm

### Annual Business Meeting - Awards Banquet

⌚ 3:30pm - 4:30pm, Jun 11

Fri, Jun 12, 2020

## 8:00am

### Welcome

⌚ 8:00am - 8:15am, Jun 12

## 8:15am

### Public Works Roundtable

⌚ 8:15am - 9:15am, Jun 12

### Clerk/Treasurer Roundtable

⌚ 8:15am - 9:15am, Jun 12

### Audit

⌚ 8:15am - 9:15am, Jun 12

## 9:15am

### Exhibitor Break

⌚ 9:15am - 9:30am, Jun 12

## 9:30am

### Mayer's Roundtable

### **Councilmember Roundtable**

⌚ 9:30am - 10:30am, Jun 12

### **10:30am**

#### **Exhibitor Break**

⌚ 10:30am - 10:45am, Jun 12

#### **Exhibitor Break COPY**

⌚ 10:30am - 10:45am, Jun 12

### **10:45am**

#### **Small City Roundtable**

⌚ 10:45am - 12:00pm, Jun 12

#### **Large City Roundtable**

⌚ 10:45am - 12:00pm, Jun 12

### **12:00pm**

#### **Conference Adjourns**

⌚ 12:00pm - 12:00pm, Jun 12

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JULISSA WOLF

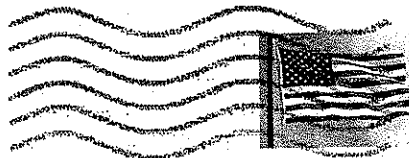
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BOISE, ID 83714

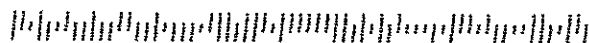
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MAY 2020 PM 1 T



CITY OF GREENLEAF  
ATTN: LEE C. BELT  
20523 N. WHITTIER DR.  
GREENLEAF, ID 83026



DEAR LEE,

5.1.2020

I WANT TO THANK YOU FOR ALL YOUR HELP  
BEFORE & DURING THIS QUARANTINE. BECAUSE  
OF YOU I HAVE BEEN ABLE TO CONTINUE  
MY WORK FROM HOME & RECEIVE A PAYCHECK  
WHEN SO MANY OTHERS HAVE NOT BEEN  
AS FORTUNATE. I AM FOREVER GRATEFUL.

UNTIL MY NEXT PUBLIC RECORDS REQUEST, ☺

JULISSA WOLF



## The History of Cinco de Mayo

Cinco de Mayo has become a popular holiday, celebrated much like St. Patrick's Day in the United States. Cinco de Mayo is NOT Mexico's Independence Day, which is September 16, 1810. Rather, **Cinco de Mayo celebrates a victory over French forces on May 5, 1862 at the Battle of Puebla, representing Mexican resolve and bravery and resistance against foreign occupation.** President Benito Juárez inherited México's troubled political and financial situation, which included a bankrupt Mexican treasury. As a result of these problems,

President Juárez issued a moratorium in 1861 halting payments on Mexican foreign debt. Much of this debt was owed to France. Shortly thereafter, France sent troops to México to secure payment of its debt.

At the time, the French Army of Napoleon III was considered the premier army in the world. The French expected to march from the port city of Veracruz to Mexico City without encountering much resistance. President Juárez sent troops, under the command of General Ignacio Zaragoza, to Puebla to confront the French. The Mexican troops consisted almost entirely of indigenous soldiers. General Zaragoza's troops, outnumbered 4,700 to 5,200, and were severely under-equipped. La Batalla de Puebla raged on for two hours, after which time the French were forced to retreat to Orizaba. Despite tremendous odds, the humble Mexican Army defeated the most powerful fighting unit in the world!

One year after La Batalla de Puebla, the French brought in more troops and re-attacked. This time they were able to make their way to Mexico City, take the capital, and install Emperor Maximilian of Hapsburg as the reigning monarch of México. Maximilian ruled México for about four years, until his execution in 1867 by troops loyal to President Juárez, who regained power. Although La Batalla de Puebla on Cinco de Mayo was rendered militarily insignificant by the French's subsequent victory, it did inject the Mexican people with pride and patriotism it had never before enjoyed.

4 min video: <http://www.history.com/topics/holidays/cinco-de-mayo/videos/cinco-de-mayo>

