

Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council.

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life.

AGENDA

CITY COUNCIL MEETING

Bonners Ferry City Hall

7232 Main Street

267-3105

May 6, 2014

6:00 p.m. Swimming Pool Field Trip

7:00 p.m. Regular Meeting

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

PUBLIC COMMENTS

Each speaker will be allowed a maximum of five minutes, unless repeat testimony is requested by the Mayor/Council

GUESTS

Nancy Russell – Request to Use City Parks for Sale of Art (attachment)

Bob Hokanson – Rod Benders Car Show

REPORTS

Police/Fire/City Administrator/Economic Development Coordinator/Urban Renewal District

CONSENT AGENDA

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Treasurer's Report
4. Approval of April 24, 2014 Special Council Meeting Minutes and April 15, 2014 Regular Council Meeting Minutes

OLD BUSINESS

5. City – Second Reading of Business License Ordinance Amendment Title 3, Chapter 1 (attachment)

NEW BUSINESS

6. City – Approve Special Event Permit for Boundary Community Hospital Fun Run on May 10, 2014 (attachment)
7. City – Approve Special Event Permit for Bonners Ferry Rod Benders Car Show on June 7, 2014 (attachment)
8. City – Approve Special Event Permit for Kootenai River Run on June 21, 2014 (attachment)
9. City – Approve Revision to Hiring Policy Section B5 and B6 (attachment)

10. City – Review and Approve Personnel Policy with Changes Incorporated (attachment)
11. Electric – Authorization to Hire for Line Crew (attachment)
12. Water/Sewer – Review and Approve Cost of Service Study Firm (attachment)
13. Golf – Discuss and Approve Golf Contract

EXECUTIVE SESSION PURSUANT TO IDAHO CODE 67-2345, SUBSECTION 1

- (a) Consider hiring a public officer, employee, staff member or individual agent.
- (b) Consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.
- (c) Conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
- (d) Consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code.
- (e) Consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- (f) Communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- (g) Engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

ADJOURNMENT

NEXT MEETING DATE

INFORMATION

14. Street – Cleanup Week to be May 5, 2014 through May 12, 2014
15. City – AIC Annual Conference June 18 through June 20, 2014
16. Electric – BPA Facts Fiscal Year 2013 (attachment)
17. Water – City of Bonners Ferry 2013 Water Quality Report (attachment)
18. Water – Mayor's Proclamation for Drinking Water Week May 4-10, 2014 (attachment)
19. Water – Drinking Water Week Article for the Paper (attachment)
20. Police – Claim for Damage (attachment)

Peddler's License Application Information
April 22, 2014

This application is for "Pixels and Paint" Fine Art. The Fine Art products include professionally matted and/or framed photography and watercolor paintings. Other products to be sold are handcrafted fine art cards, calendars and bookmarks. Nancy L. Russell and Linda L. Wolfe are the artists selling under the name of "Pixels and Paints".

We are requesting a one year license to sell our products within the city limits. One venue is the building next to and owned by Safeway. At that site our fine art products would be displayed inside the building and possibly in a professional art tent next to the building. We would like to use this facility once a month during the summer and fall months for approximately 4 or 5 days at a time. We will request dates for Safeways approval prior to using the site. We would also like to request setting up our tent at the Georgia Mae plaza and use the tent and gazebo to display our art for sale to the public. This would occur in the summer only and probably only once or twice for one day if the city approves the request. Another site could be at the gazebo by the bridge.

All art work would be displayed for people to walk through to view the products. All products will be sold on site with no door to door sales.

If you have any questions, please do not hesitate to contact me.



Nancy L. Russell
Linda L. Wolfe
Pixels & Paint Fine Art
208.946.6572

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING SECTION 3-1-1 OF BONNERS FERRY CITY CODE CONCERNING BUSINESS PERMIT APPLICABILITY; ENACTING A NEW SECTION, 3-1-3A OF BONNERS FERRY CODE DETAILING EXEMPTIONS; ENACTING A NEW SECTION, 3-1-10 OF BONNERS FERRY CODE PROVIDING FOR PENALTIES; PROVIDING SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, it is in the interest of the City of Bonners Ferry to regulate and license businesses within the corporate limits of the City of Bonners Ferry; to determine if businesses are operating within applicable laws and ordinances; to maintain a safe environment for the general public; and to assure that zoning, building, and fire codes are enforced;

WHEREAS, the Mayor and City Council have deemed it in the public interest to amend the existing business permit ordinance in order to clarify the applicability of the ordinance and to provide penalties for non-compliance therewith.

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Bonners Ferry, Idaho as follows:

Section 1: That Bonners Ferry City Code Section 3-1-1 is hereby amended to read as follows:

3-1-1: DEFINITION APPLICABILITY:

"Business" means an undertaking for gain, profit, advantage or livelihood with principal or branch office or headquarters located within the geographic boundaries, as they exist from time to time, of the city. However, "business" does not apply to farmers, loggers or nonprofit corporations or associations. The provisions of this chapter shall be applicable to all wholesale and retail businesses and all activities, occupational callings, trades, pursuits or professions that conduct business from or at a location or locations within the City of Bonners Ferry, or engage in any business, trade, or profession within the geographic boundaries of the City of Bonners Ferry, with the object of gain, profit, benefit or advantage. Each business location shall be deemed a separate business unless it is a specific annex to the main location of the business. The permit is not intended to repeal any permit, license or franchise provisions of any other ordinance of the City of Bonners Ferry, nor is the permit to be considered a waiver of any other requirements of compliance with any federal, state and local laws.

Section 2: That a new section, 3-1-3A, of Bonners Ferry City Code is hereby adopted and shall read as follows:

3-1-3A: EXEMPTIONS:

A. The permit provisions of this chapter shall not apply to:

1. Persons qualifying as a charity within the meaning of section 501(c)(3) of the United States internal revenue code. Possession of a certificate, letter, or other proof of such status from the internal revenue service shall be required to qualify for this exemption.
2. Any agency of the United States government and any political subdivision of the state of Idaho.
3. Persons who occupy space at a flea market or other similar type of temporary bazaar. However, the provisions of this chapter shall apply to the operator of the flea market or bazaar.

B. In addition, neither the fee nor the permit provisions of this chapter shall apply to:

1. Persons who make occasional sales of their own household property, including garage sales or yard sales, not more than twice each calendar year and children's lemonade stands or similar endeavors operated by children on an occasional and temporary basis;
2. Domestic servants, newspaper carriers or casual laborers not included as employees of a regularly conducted business;
3. Professionals, such as architects and lawyers, who are working in the city temporarily and have offices elsewhere;
4. Lessors of residential property who lease two (2) or fewer family units or properties. However, the provisions of this title shall apply to any commercial property lessor and any lessor who leases more than two (2) family units or properties within the City limits.

Section 3: That a new section, 3-1-10, of Bonners Ferry City Code is hereby adopted and shall read as follows:

3-1-10: PENALTIES FOR NON-COMPLIANCE

A. Infraction: Unless otherwise provided, any person who shall commence or continue to carry on or transact any business or calling for which a permit is required by any provision of this title without first procuring the same or, once procured, fails to maintain the standards required to retain the permit or license shall be deemed guilty of an infraction and, upon conviction thereof, shall be fined two hundred dollars (\$200.00). A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

B. Violation: The operating or conducting of any business or occupation for which a license is required by this chapter without having a valid permit as provided herein is hereby declared to be a public nuisance. In addition to any penalty provided by this chapter, the city may bring an action in any court of competent jurisdiction to obtain an order enjoining any person from operating or conducting any business or occupation in violation of this chapter.

C. Revocation or Suspension: Any permit issued pursuant to this chapter may be revoked or suspended by the city council for violation of any law of the city, the state of Idaho, or of the United States of America applicable to the business for which the permit was issued. Such revocation must be preceded by notice in writing to the permittee from the city clerk, informing the permittee that the council has ordered the holding of a hearing at a date and time certain, not less than forty five (45) days from the date of such notice, at which hearing the permittee will be required to appear personally and show cause why the permit should not be revoked. At such hearing the permittee may be represented by counsel, may testify personally, may call witnesses, and may cross examine any witnesses called by the city. Should the council determine that such permit should be revoked or suspended, it shall pass a motion to that effect, and such permit shall thereupon be revoked, provided however, that no such motion shall be deemed passed without the affirmative vote of one-half (1/2) plus one of the members of the full council.

Section 4: PROVISIONS SEVERABLE: The provisions of this Ordinance are hereby declared to be severable and if any provision of this Ordinance or application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

Section 5: EFFECTIVE DATE: This ordinance shall be effective upon its passage and publication in the manner provided by law.

APPROVED by the Mayor and City Council of the City of Bonners Ferry this _____ day of _____, 2014.

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor

Attest:

Clerk, City of Bonners Ferry

CITY OF BONNERS FERRY, IDAHO
APPLICATION FOR CITY SPECIAL EVENT PERMIT
(REQUIRED UNDER ORDINANCE NO. 468)

2014-06

Date of Application: April 23, 2014
License Issued to: B Marcia Morman
Business Name: Boundary Community Hospital
Mailing Address: 6640 Kanikon Street BF
Physical Address: Same
Phone Number: 208 267-6912
Type of Event: Fun Run

RECEIVED

APR 22 2014

CITY OF BONNERS FERRY

Dates of Event: May 10, 2014
Location of Event: Around Hospital Area; Over Bridge Kootenai Ridge
Time of Event: 8 am to 10 am

By application, the applicant shall, waive, indemnify, and hold harmless the City of Bonners Ferry, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributed to personal injury, bodily injury, disease or death, or to injury or to destruction of property, including the loss of use there from, and (2) is not caused by any gross negligent act or omission or willful misconduct of the City of Bonners Ferry or its employees acting within the scope of their employment.

The following requirements must be met:

- A. If sponsored by a local resident, entity or group, a signed copy of licensee's contract with the local sponsor.
- B. Evidence of at least one million dollars (\$1,000,000.00) combined single limit liability insurance that names the City as co-insured.
- C. A clean-up fee of one hundred dollars (\$100.00); all, some or none of which will be returned upon recommendation of the Chief of Police after his inspection of the premises after the organization has left the premises and their permit expired. The foregoing fee is subject to change from time to time by resolution of Council.

Fees and proof of insurance must be provided to the City of Bonners Ferry prior to the event.

Authorized Signature for Applicant: Marcia S. Morman
Printed Name: Marcia Morman
Office/Title: Director of Marketing and Communications

Office Use: \$35 fee
plus deposit

Fee Paid: 7/00 Date: _____ Receipt No. 11566-24

Approved By: _____ Date: _____

CITY OF BONNERS FERRY, IDAHO
APPLICATION FOR CITY SPECIAL EVENT PERMIT
(REQUIRED UNDER ORDINANCE NO. 468)

Date of Application 4-11-14

License Issued to: _____

Business Name: BONNERS FERRY ROD BENDERS

Mailing Address: P.O. BOX 2010 BONNERS FERRY, ID 83805

Physical Address: 272 RIM DR MOYIE SPRINGS, ID 83845

Phone Number: 208 267-5355

Type of Event: CAR SHOW

Dates of Event: JUNE 7, 2014

Location of Event: MAIN STREET

Time of Event: 6:00 AM TO 4:00 PM

By application, the applicant shall, waive, indemnify, and hold harmless the City of Bonners Ferry, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributed to personal injury, bodily injury, disease or death, or to injury or to destruction of property, including the loss of use there from, and (2) is not caused by any gross negligent act or omission or willful misconduct of the City of Bonners Ferry or its employees acting within the scope of their employment.

The following requirements must be met:

- A. If sponsored by a local resident, entity or group, a signed copy of licensee's contract with the local sponsor.
- B. Evidence of at least one million dollars (\$1,000,000.00) combined single limit liability insurance that names the City as co-insured.
- C. A clean-up fee of one hundred dollars (\$100.00); all, some or none of which will be returned upon recommendation of the Chief of Police after his inspection of the premises after the organization has left the premises and their permit expired. The foregoing fee is subject to change from time to time by resolution of Council.

Fees and proof of insurance must be provided to the City of Bonners Ferry prior to the event.

Authorized Signature for Applicant 

Printed Name ROBERT G. HOKANSON

Office/Title PRESIDENT, B.F. ROD BENDERS

Office Use:
Fee Paid \$135

Date 4-11-14

Receipt No. 11559-35

Approved By _____

Date _____

2014-3

CITY OF BONNERS FERRY, IDAHO
APPLICATION FOR CITY SPECIAL EVENT PERMIT
(REQUIRED UNDER ORDINANCE NO. 468)

RECEIVED

APR 16 2014

CITY OF BONNERS FERRY

Date of Application April 16, 2014

License Issued to: Kootenai River Run

Business Name: Kootenai River Run

Mailing Address: 3178 District Two Rd., Bonners Ferry, ID 83805

Physical Address: 3178 District Two Rd.

Phone Number: 208-267-5776

Type of Event: 5K and 10K Run

Dates of Event: June 21, 2014

Location of Event: Fairgrounds and through Bonners Ferry

Time of Event: 9:00 AM

By application, the applicant shall, waive, indemnify, and hold harmless the City of Bonners Ferry, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributed to personal injury, bodily injury, disease or death, or to injury or to destruction of property, including the loss of use therefrom, and (2) is not caused by any gross negligent act or omission or willful misconduct of the City of Bonners Ferry or its employees acting within the scope of their employment.

The following requirements must be met:

- A. If sponsored by a local resident, entity or group, a signed copy of licensee's contract with the local sponsor.
- B. Evidence of at least one million dollars (\$1,000,000.00) combined single limit liability insurance that names the City as co-insured.
- C. A clean-up fee of one hundred dollars (\$100.00); all, some or none of which will be returned upon recommendation of the Chief of Police after his inspection of the premises after the organization has left the premises and their permit expired. The foregoing fee is subject to change from time to time by resolution of Council.

Fees and proof of insurance must be provided to the City of Bonners Ferry prior to the event.

Authorized Signature for Applicant Jim Cadnum

Printed Name Jim Cadnum

Office/Title Race Director

Office Use:

Fee Paid \$135

Date 4-16-14

Receipt No. 11562-94

Approved By _____

Date _____

2014-4

A. GENERAL

It is the goal of the City of Bonners Ferry to hire and/or promote individuals whose skills, abilities, and attitudes best enhance the City's ability to provide the best possible level of cost effective service to its citizens. This policy is not applicable to Mayoral appointments and volunteers.

B. ADVERTISING

1. All open positions will be advertised at the State of Idaho Job Service.
 2. Job postings are to reference the City's equal employment opportunity and non-discrimination policies
 3. Positions may also be advertised in the local newspaper, industry trade journals and web sites when appropriate to increase the pool of qualified applicants.
 4. The time the position is open for submission of applications is based on the time expected to obtain a list of qualified applicants. If after the position is closed and there is a desire to obtain additional applicants the position will be readvertised.
 5. ~~Candidates, including in-house candidates, will be required to turn in the standard application form and a copy of their valid driver's license to the job service and may be required to include any additional resumes, letters of references, and/or certifications they desire.~~
- 5.6. Exception: For positions to be filled with in-house candidates the opening will be noticed to all potentially qualified employees. The notice will include the position and closing dates. Also refer to the personnel policy 3A.IV.E.

C. INTERVIEWING

1. A list of individuals for interview will be made from review of the applications. This review will include contacting references and where possible additional people who know the applicant.
2. When possible the City will interview a slate of two to four applicants.
3. The interview team will consist of the same three or four individuals for all candidates with at least one interviewee being a City employee from outside the department with the open position.

D. PRE-EMPLOYMENT CHECKS

(APPLICABLE TO HIRES WHO ARE NOT CURRENT EMPLOYEES)

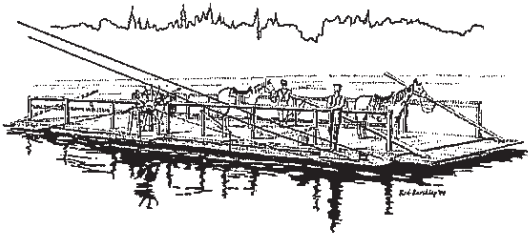
1. Further contact of references and existing and prior employers will be made if the person is not well known.
2. All potential employees will have a pre-employment physical and drug test.
3. The City will conduct a criminal background check on applicants.

E. RECOMMENDATION AND CONFIRMATION

1. From the interviewed candidates the supervisor will recommend to the Mayor and Council the person to be hired.

F. PROBATIONARY EMPLOYEES

It is the policy of the City of Bonners Ferry that any employee who applies for a promotion of any kind within the department in which they are currently employed, must be in good standing and not on probationary status. Probationary status may be the result of the employee being a newly hired employee, for disciplinary actions, or any other documented reason.



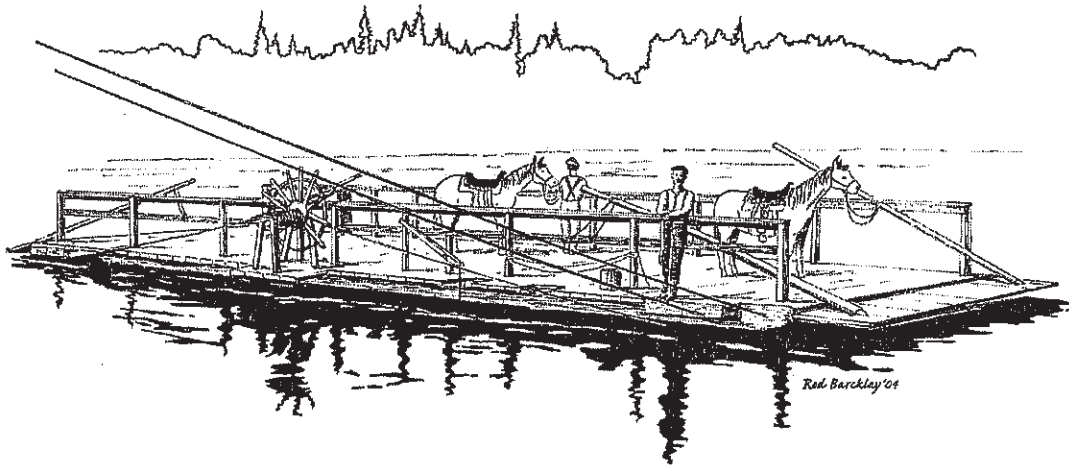
MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 28 April 2014
To: City Council
From: Stephen Boorman, City Administrator
Subject: Personnel Policy.

This memo is to recommend that the Council review and approve the Subject Policy. This change incorporates the previously approved bereavement leave, modified duty, and the FMLA sections. While these changes have been previously approved we would like confirmation that they are incorporated as intended.

SJB



CITY OF BONNERS FERRY

PERSONNEL POLICY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805

Phone: 208-267-3105 Fax: 208-267-4375

Approved by City Council

1 March 2011

Revised: 6 May 2014

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I. PURPOSE

The purpose of this Policy is to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all City employees and to explain benefits provided to City employees. THIS POLICY IS NOT TO BE CONSTRUED AS A CONTRACT OF EMPLOYMENT AND IS NOT INTENDED TO SPECIFY THE DURATION OF EMPLOYMENT OR LIMIT THE REASONS FOR WHICH AN EMPLOYEE MAY BE DISCHARGED. THIS POLICY CREATES NO RIGHTS, CONTRACTUAL OR OTHERWISE, ON BEHALF OF EMPLOYEES OF THE CITY. The City may, at its sole discretion, alter or amend this Policy or portions thereof at any time without prior notice to or consent by its employees.

II. NATURE OF EMPLOYMENT

ALL EMPLOYEES OF THE CITY ARE EMPLOYED AT THE DISCRETION OF THE MAYOR AND CITY COUNCIL AND SHALL HAVE NO RIGHT TO CONTINUED EMPLOYMENT OR EMPLOYMENT BENEFITS, EXCEPT AS MAY BE AGREED IN WRITING AND EXPRESSLY APPROVED BY THE CITY COUNCIL. All provisions of this Policy shall be interpreted in a manner consistent with this paragraph and in the event of any irreconcilable inconsistencies, the terms of this paragraph shall prevail. **Except as otherwise provided herein, or as required by law, employees of the City are AT-WILL employees. Only a written contract expressly authorized by the governing board can alter the at-will nature of employment by the City.**

III. ETHICS RULES OF THUMB

In addition to the guidance provided in this Policy, there are five rules of thumb we can consider when faced with ethical questions:

1. The Media Test – How would you feel and how would the City look if your actions appeared on the front page of the newspaper?
2. The Raised Eyebrow Test – How would your co-workers, friends or family react to your judgments or decisions?
3. The Sleep Test – Are you comfortable enough with your behavior that you can sleep at night?
4. Child on Your Shoulder Test – How would you feel if a child were on your shoulder observing your behavior?
5. The Conscience Test – If it feels wrong, it usually is wrong!

IV. GENERAL POLICIES

A. THE ORGANIZATION IN WHICH YOU WORK

Working for Bonners Ferry may be somewhat different from any employer for which you may have worked in the past. Bonners Ferry is a political subdivision of the State of Idaho, though

it is not a part of state government. The City Council serves as the governing body for Bonners Ferry, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council is the general policymaker for Bonners Ferry, and as such, has primary authority to establish terms and conditions of employment with Bonners Ferry. The Mayor may appoint personnel to help carry out administrative responsibilities.

As with all elected public officials, the Mayor and the City Council are ultimately responsible to the voters of Bonners Ferry. The terms set forth herein reflect city policy at the time of its printing, but they are subject to change at any time, without prior notice, and at the sole discretion of the City Council.

While the City Council has authority to establish general policy for Bonners Ferry employees, the Mayor has the authority to establish administrative policy. Each employee should recognize that although he/she may serve as an employee supervised by the Mayor or a Department Head, he/she remains an employee of Bonners Ferry, not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements which support it, cannot be superseded by any other official's pledge, without the express action of the City Council. That is particularly true for terms or conditions which would establish a financial obligation for Bonners Ferry, now or in the future. You may work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that department.

B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of Bonners Ferry employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, sex, age, national origin, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex, or age is a bona fide occupational qualification. All objections to application of Bonners Ferry policy in this regard shall be brought to the attention of the office of the Mayor or Department Head, or in the case of objection to actions undertaken by that person, to legal counsel for the City.

C. VETERAN'S PREFERENCE

Bonners Ferry will accord a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code § 65-502 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-502 or its successor will be employed.

D. CONFLICT OF INTEREST

No person shall be employed by Bonners Ferry when said employment would result in a violation of provisions found in Idaho Code § 59-701 et seq., §18-1359 or their successors. Any such appointment may be void. An employee whose relative is subsequently elected may be eligible to retain his/her position as allowed in Idaho Code §18-1359(5).

E. PREFERENCE FOR HIRING FROM WITHIN

Qualified individuals who are already employees of Bonners Ferry may be given preference over outside applicants to fill vacancies in the work force. Employees may be selected for transfer to positions without following the selection procedures normally required for hiring of new employees.

F. PERSONNEL POLICY SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

The rules contained in this Personnel Policy are subject to change, without prior notice, at any time in the sole discretion of the City Council.

V. EMPLOYMENT START-UP

A. EMPLOYMENT FORMS TO BE COMPLETED

The following forms must be completed before the employee may begin work for Bonners Ferry:

1. Employment application form
2. Withholding allowance form W-4
3. Employment eligibility verification form I-9
4. Drug testing forms
5. Insurance forms
6. Insurance information about dependents (if coverage is available)
7. Any other benefit forms necessary for employee information

B. PAYROLL REPORTING SYSTEMS

Reports of hours worked and leave time must be completed in a timely manner in accord with procedures established by the city clerk's office. Each report of employee time should be signed by both the supervisor and by the employee and should contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered. Any employee with concerns about his/her compensation, rate of pay, payroll status, deductions, etc. shall communicate such concerns to the city clerk's office as soon as any such concern becomes evident. If the response from the city clerk's office is unsatisfactory, the employee should address the issue to his/her immediate supervisor in order to resolve stated concerns. A written record of such issues should be maintained in the employee's personnel file.

C. DISTRIBUTION OF POLICY

At the time of employment, each employee should receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him/herself with the contents of the personnel policy and to acknowledge its receipt in writing. Periodic updates or changes should be distributed and acknowledged.

D. EMPLOYEE PERSONNEL FILES

1. Personnel Records

The official employee records for Bonners Ferry will be kept in the office of the City Clerk. Within these personnel files will be kept all records of employee performance evaluation, employee status, and other relevant materials related to the employee's service with Bonners Ferry. The employee's supervisor, employee's elected official or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review all materials placed in his/her personnel file at any reasonable time. Copies of materials in an employee's personnel file are available to that employee without charge. Personnel files shall not be removed from the premises except as necessary for city purposes.

2. Access to Personnel Files

It is the policy of Bonners Ferry to allow only limited access to an employee's personnel file. Those authorized to evaluate materials in a personnel file include the Mayor, the employee's supervisors, the City Council when acting as a body in the course of its official business, attorneys for the City, and the employee him/herself. Based upon the general confidentiality of personnel files, access of others to such files shall be allowed only with authorization of the supervising official after consultation with the City Attorney. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the City or pursuant to Court Order, or pursuant to a proper subpoena. The City reserves the right to disclose the contents of personnel files to outside state or federal agencies, to its insurance carrier or its agents for risk management purposes or when necessary to defend itself against allegations of unlawful conduct.

3. Management of Information in Personnel Files

Each employee shall be provided an opportunity to contest the contents of his/her personnel file at any time. This is to be done by filing a written objection and explanation which will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal counsel for the City, any offending material may be removed upon a showing by the employee that it is false or unfairly misleading. In general, there should be a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history.

VI. RULES OF EMPLOYEE CONDUCT

A. GROUNDS FOR DISCIPLINARY ACTION

Violation of any of the rules set forth below shall be grounds for disciplinary action including possible dismissal from employment. However, this list is not all inclusive and other acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Among these rules, the most important is the rule addressing attitude and cooperative behavior.

B. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of Bonners Ferry is expected to conduct him or herself in a manner that is helpful and productive and which does not reflect adversely upon Bonners Ferry. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of Bonners Ferry as a public institution, each employee is expected to scrupulously avoid personal behaviors which would bring unfavorable public impressions upon Bonners Ferry and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. WORK COOPERATIVELY AND CONSTRUCTIVELY WITH FELLOW WORKERS AND MEMBERS OF THE PUBLIC TO PROVIDE PUBLIC SERVICE OF THE HIGHEST QUALITY AND QUANTITY. This is the first priority for all employees.
2. Shall be prompt and regular in attendance at work or other required employer functions.
3. Shall keep all City bills paid on time and current as a condition of employment.
4. Shall not use City property for personal use except as follows:
 - a) Incidental use where primary purpose is for city business
 - b) City communication devices may be used for brief infrequent emergency personal business.
 - c) On call vehicles
 - d) Specific authorization by the City Council.
5. Shall comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a suitable appearance to the public.
6. Shall dedicate primary efforts to Bonners Ferry employment . Secondary employment should not conflict with duties performed for the City in any meaningful

way. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.

7. Shall avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in Bonners Ferry and related agencies. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §59-701 et seq. (Ethics in Government Act), I.C. §59-201 (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).

8. Shall not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.

9. Shall not serve on any board or commission which regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee.

10. Shall not release any public record without the express authority of the public official responsible for custody of the record or without an order from a court or public agency of competent jurisdiction. Public records are any information that has been filed or recorded by the City. See also Idaho Code Title 50 Chapter 9.

11. Shall not engage in conduct away from work which, although not criminal, may reflect adversely upon Bonners Ferry or its officials or otherwise impair the employee's ability to perform.

12. Shall not use any substances, lawful or unlawful, which will impair the employee's ability to function as a valued and competent part of the Bonners Ferry work force. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his or her job, the employee is required to provide a physician's note explaining the possible effects of the medication upon the employee's ability to do his or her job and the length of the time that the employee will be required to take the medication. The employee may be required to take sick leave while taking the medication.

13. Shall not engage in conduct while operating a motor vehicle which impairs the ability of the employee to perform job functions even though the driving conduct does not occur during hours of employment.

14. Shall not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the City Council, the Mayor or the department for whom he/she works.

15. Seat belt use is required in all City vehicles so equipped.

C. WORKPLACE CONDUCT

Each employee will be expected to conduct him/herself in the workplace in accordance with the following rules. THESE RULES ARE NOT ALL-INCLUSIVE OF CONDUCT EXPECTED OF Bonners Ferry EMPLOYEES. Each employee of Bonners Ferry shall:

1. Give his/her best efforts to accomplish the work of Bonners Ferry for public benefit in accordance with policies and procedures adopted by the Mayor and City Council displaying an attitude of cooperation and constructive participation.
2. Be subject to the administrative authority of the officials who supervise the department where the employee works even though the officials may not have been involved in the hiring of the employee.
3. Adhere to any code of ethics in his/her profession and avoid conflicts of interest or using his/her public position for personal gain.
4. Live within 15 miles of normal work site location.
5. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.
6. Abide by all departmental rules whether they be written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of any local jurisdiction, the state, or nation.
7. Abide by pertinent state and federal statutes, and Bonners Ferry rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the responsible official who has official custody of that record. Each employee shall maintain the confidential nature of records which are not open to public scrutiny in accordance with the direction of the responsible official.
8. Adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
9. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
10. Reporting all accidents that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.
11. Report any accidents observed to have happened on city property or involving city property. Each employee shall provide as much information as he/she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
12. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.

13. Maintain a current driver's license when necessary in the conduct of work for Bonners Ferry. Each employee must report any state-imposed driving restrictions to his/her immediate supervisor. Each employee is also obligated to notify his/her supervisor in the event that his/her driving abilities are impaired.

14. Perform such obligations as are necessary to carry out the work of Bonners Ferry in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

D. PROHIBITED WORKPLACE CONDUCT

Employees of Bonners Ferry shall not:

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other legal substances which would impair the ability of the employee to perform his/her work competently or which would threaten the safety or well-being of other workers or the public.
2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's work station when on duty. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.
5. Use work time for personal business, including the selling of goods or services to the general public.
6. Use work time or public premises to promote religious beliefs to members of the public or fellow employees.
7. Engage in political activities while on duty in public service. This rule shall not apply to elected officials.
8. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
9. Destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (I.C. §§ 18-3201 and 18-3202).
10. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability or national origin.
11. Smoke in City buildings, vehicles, or equipment.
12. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with Bonners Ferry policy.

13. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the Bonners Ferry policy for use of vacation, sick, bereavement, or other types of leave granted by this personnel policy.
14. Engage in prolonged visits with co-workers, children, friends, or family members who interfere with the course of work in the office or department in which the employee serves.
15. Use phones or computers in the workplace in a manner that violates policy or which disrupts workplace activities.
16. Engage in criminal conduct of any kind while on duty or off. Bonners Ferry employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.
18. Unlawfully harass a fellow worker or member of the public at any time while in the Bonners Ferry active service, as outlined in the City's Unlawful Harassment Policy.

E. RELATIONSHIP POLICY

1. No employee of Bonners Ferry shall hire, supervise or otherwise exercise discretion concerning a paid employee who is a spouse.
2. No employee of Bonners Ferry shall supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor within the first degree of affinity or consanguinity.
3. No employee of Bonners Ferry shall hire a paid employee who is related to the supervisor within the second degree of affinity or consanguinity pursuant to state law (I.C. § 18-1359 or its successor).
4. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

F. CANDIDACY FOR ELECTIVE OFFICE

While Bonners Ferry recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the City's interests in promoting the efficiency of the public services it performs through its employees. (*Pickering v. Board of Education*, 391 U.S. 563, 88 S.Ct. 1731 (1968)).

If an employee initiates candidacy against an incumbent Elected Official for whom he/she is a subordinate and there is a reasonable prediction of disruption in that Official's office, the employee must immediately resign or face possible termination.

A "reasonable prediction of disruption" is based upon any of the following factors:

1. The size of the office in which the employee works--the smaller the office, the greater prediction of disruption;
2. Whether the employee candidate holds a position of trust and confidence to the incumbent--the closer the ties, the greater likelihood of disruption;
3. Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor--in such circumstances the threat of disruption would loom larger; or
4. The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another--the greater the amount of contact and interaction, the greater the possibility of disruption.

Not all of the above factors must be met in order to seek resignation or termination of the employee.

If the Official determines that there exists a "reasonable prediction of disruption" should the employee remain employed with Bonners Ferry and the employee refuses to resign, he/she may be terminated. The Official should set out, in writing, the factual basis, for finding that there exists a "reasonable prediction of disruption" using the above factors. Said written findings should be provided to the employee, placed in the employee's personnel file and be made a part of the official record. All other applicable hearing procedures, as set out in this policy, shall apply.

VII. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

With the exception of Elected Officials, any employee, regardless of designation, may utilize the unlawful discrimination and name-clearing hearing procedures set out in Section V of this policy should he/she believe that an employment action taken against him/her was the result of unlawful discrimination or an allegation entitling him/her to a name-clearing hearing.

A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

1. Employment Status

- a) Except as otherwise provided by this Policy, or as required by law, or pursuant to a written contract approved by the governing board, employees of the City are AT-WILL EMPLOYEES.
- b) Changes in employment status that are the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings may be made at the sole discretion of the City. Therefore, Bonners Ferry retains full authority, without prior notice, to modify the general terms and conditions of employment. Should an employee believe that any such

decision is the result of unlawful discrimination, he/she may utilize the hearing procedures set out in Section V of this policy.

c) Appointed Officials. The city clerk, treasurer, and any other officials appointed pursuant to Idaho Code § 50-204 may only be removed pursuant to Idaho Code § 50-206 and the hearing process as set out in this policy does not apply. However, any employed appointed official who believes that he/she has been removed from his/her position as a result of unlawful discrimination or as a result of an allegation entitling him/her to a name-clearing hearing, may utilize the hearing procedures set out in Section VIII of this policy.

d) Temporary or Seasonal Employees. Employees who work on an irregular or temporary basis are considered to be temporary or seasonal employees. Any temporary or seasonal employee who believes that he/she has been terminated from his/her position or demoted with an attendant change in pay as a result of unlawful discrimination or as a result of an allegation entitling him/her to a name-clearing hearing, may utilize the hearing procedures set out in Section V of this policy.

e) Veteran's Rights Following Reinstatement. Any veteran, who has been restored to his/her position in accordance with Idaho Code § 65-512, shall not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran shall be entitled to a hearing prior to termination. Such returning veteran shall also be considered as having been on leave of absence during his/her period of military duty. He/she shall be restored to his/her position without loss of seniority, status or pay.

2. Employee Classification for Benefit Purposes

The classification of the position you hold with Bonners Ferry may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective status is outlined as follows:

- a) Elected Officials - Elected officials are not considered regular employees. Elected officials receive employment benefits by action of the City Council.
- b) Full-Time Regular Employees - Employees who are not temporary or seasonal and whose typical work week consists of at least 40 hours are considered Full-time Regular Employees. Full-time regular employees shall receive all employee benefits provided by Bonners Ferry as such benefits now exist or may be subsequently changed by action of the City Council.
- c) Part-Time Regular Employees - Employees who are not temporary or seasonal and whose typical work week consists of less than 40 hours on a

regular basis are considered Part-time Regular Employees. Part-time regular employees shall receive employee benefits in accordance with specific policies adopted by the City Council. The number of hours scheduled may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

d) Temporary/Seasonal Employees - Employees who work on an irregular or temporary basis, even though they work more than 40 hours per week are classified as temporary or seasonal employees. Temporary or seasonal employees will receive no benefits provided to regular employees, except those required by law or those approved by official action of the City Council. The hearing process set out in this policy does not apply to temporary or seasonal employees.

Any temporary or seasonal employee who believes that he/she has been terminated from his/her position or demoted with an attendant change in pay as a result of unlawful discrimination or as a result of an allegation entitling him/her to a name-clearing hearing, may utilize the hearing procedures set out in Section V of this policy.

e) Exceptions – May be made by the council for volunteers and special circumstances.

f) Independent Contractors - Independent contractors who provide services to the City on a contractual basis are not considered employees of the City. As such, this Policy does not apply to independent contractors.

B. COMPENSATION POLICIES

1. Establishment of Employee Compensation

Bonnors Ferry compensates employees in accord with decisions by the City Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period. The supervising elected official or administrator may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the City Council. The City Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which justify or require change in city expenditures.

2. Compliance with State and Federal Pay Acts

Bonnors Ferry shall comply with all State and Federal Pay Acts respecting the compensation of employees for services performed in the public service.

3. Additional Compensation Policies

Elected Officials shall be paid a set salary as established by the Council in the annual budget. They shall have no right to overtime pay, compensatory time off, sick leave or vacation leave. Employees determined to be exempt from the hourly requirements of the Fair Labor Standards Act shall be paid on a salary basis as established by the City Council.

4. Right to Change Compensation and Benefits

Bonnors Ferry reserves the right to change general compensation for any reason deemed appropriate by the Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent city budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as work load changes.

5. Overtime Compensation - Compliance with Fair Labor Standards Act

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). The FLSA is the federal wage and hour law which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of this law because they perform work that qualifies for the professional, executive or administrative exemption. As such, exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute. Employees who serve as sworn law enforcement officers or as firefighters may be subject to special exceptions found in the FLSA (see 29 U.S.C. § 207(k)). Please contact your department supervisor or the office of the City Clerk (HR) for further clarification of your FLSA status.

6. Call-outs

- a) Will be compensated at a minimum of two (2) hours worked. A "Call-out" is defined as the event when an employee is called in for unanticipated work outside of their scheduled work hours.
- b) The two hour minimum does not apply to time worked adjacent to the scheduled shift, issues that can be addressed remotely, or work scheduled outside of the normal work hours. Such work shall be compensated as actual time worked.

7. On-Call/Standby duty:

- a) Weekend duty is from 7:00 a.m. on Saturday morning through 7:00 a.m. Monday morning and includes holidays. Weekend standby duty is compensated

at a rate equivalent to two hours at overtime rate for each full day of standby duty. This is compensation for standby and not for hours worked.

b) Night duty is the time after normal working hours of one day and before the normal working hours of the next day. Night standby duty is compensated at a rate equivalent to one hour at overtime rate for each night of standby duty. This is compensation for standby and not for hours worked.

8. Compensatory Time Policy

It is the policy of Bonners Ferry that hourly employees who work over the regular hours paid in each seven-day work period may accrue compensatory time upon department head approval. Compensatory time in excess of 40 hours per week, or in excess of the work period interval established pursuant to 29 U.S.C. § 207(k) shall be computed at 1 ½ hours for each additional hour worked. The City Council has set a maximum accumulation of 40 hours that must be used within 90 days. Any compensatory time over that amount shall be paid in the next pay period.

9. Reporting and Verifying Time Records

It is the responsibility of each hourly employee to properly record time that he or she has worked. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked. These records shall be retained as required by the records retention policy of the City, consistent with state law. Exempt employees may be required to document time worked for accountability and benefit purposes.

10. Work Periods

Employment with Bonners Ferry is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency. The work week for all regular employees who are subject to the FLSA will begin at 12:00 a.m. (midnight) on Sunday of each week and conclude at 11:59 p.m. the succeeding Saturday. For regular employees, time actually worked in excess of forty hours in a work week will be computed at one and one-half (1 ½) times the hours worked. **Sick leave, vacation leave, personal leave, and holidays falling on a regularly scheduled work day will count toward hours worked for computation of overtime pay and compensatory time.**

Sworn law enforcement officers and firefighters may be subject to the special exception for their respective professions under 29 U.S.C. § 207(k) which allows establishment of their work period up to twenty-eight (28) days. Overtime compensation at one and one-half (1 ½) times the hours worked is to be paid for qualifying law enforcement officers' or for qualifying firefighters' hours beyond those established by the § 207(k) schedule.

For these special exception employees, compensatory time will accrue on the paycheck which follows the conclusion of each work period.

11. Promotions and Compensation

The compensation policy for all employees is established by action of the City Council. The annual budget of Bonners Ferry sets the funding available for compensation for positions in various departments. Promotions and changes in status may be recommended by officials in each of the operating departments, but final authority regarding compensation rests with the appropriate administrative official.

12. Payroll Procedures and Paydays

Employees are paid every two weeks throughout the year. Paychecks are issued by the office of the treasurer on every Friday following the pay period. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. The paycheck is generated by a computer program that does not have the capacity to think or to understand individual circumstances. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Department Head with the assistance of the City Clerk, the policy shall prevail. Employees are obligated to call to the City's attention any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

13. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to city operations or called to serve on jury duty. The employee has the choice of taking unpaid leave; or using paid leave, advising the City of funds received for services for jury duty and having these deducted from their gross pay; or taking vacation and keeping the funds received for jury duty.

14. When a City Employee who is also a City volunteer fireman responds to an incident during normal working hours they will be compensated as an employee. When they respond to an incident outside of normal working hours they will receive the stipend paid to all other fireman.

15. Military Leave

Unpaid leave of absence will be granted to participate in ordered and authorized field training. The city's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for

military service and the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA).

16. Reduction in Force

Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and workload. The Mayor reserves the right to make any changes in work force or assignment of resources deemed to be in the organization's best interests.

17. Payroll Deductions

In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.

18. Travel Expense Reimbursement

An employee on approved City business shall be reimbursed for expenses incurred in completing his/her work-related assignment.

- a) Travel will be reimbursed on the basis of the most expeditious means; whether it be by air, City, or Private car.
- b) Use of private car will be reimbursed at the published IRS rate.
- c) Hotels and meals will be reimbursed at actual cost.
- d) In all cases expenses must be accounted for and verified by itemized receipts. If receipts cannot be obtained the expenses must be verified by the employee in writing and approved by the City Clerk.

19. On-the-Job Injuries

All on-the-job injuries shall be reported to the employee's supervisor as soon as practicable to allow filing of a worker's compensation claim in the proper manner. If an employee is disabled temporarily by an on-the-job accident he/she should be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with injured worker status may be brought before the appropriate elected official for review. The employee may use sick leave and submit the comp checks to the City.

For sworn law enforcement officers injured in on-the-job accidents, the City should handle worker's compensation claims pursuant to Idaho Code, Title 72, Chapter 11.

C. EMPLOYEE BENEFITS

Bonnors Ferry offers a number of employee benefits for regular full-time and part-time employees. These benefit offerings are subject to change or termination in the sole discretion of the City Council. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the City Council.

1. Vacation Leave

Vacation leave is available to full-time regular employees. Vacation accrues from the start of employment in the following manner:

Length of Service	Vacation Accrual
1 through 10 years	80 hours / year
11 through 15 years	120 hours / year
Over 16 years	160 hours / year

An employee shall not be allowed to carry forward more than 1 year's accrual of Vacation and Personal leave beyond their anniversary date without council approval. Any excess, over the maximum accrual, not used during the year in which it accrues will be forfeited, without right of compensation, at the conclusion of the anniversary year in which it became excess. When vacation requests are submitted with thirty or more days advance notice with the immediate supervisor they shall be granted unless there is undue hardship to the City. If there are multiple employees requesting leave concurrently the employee who scheduled first shall receive priority. When vacation requests are submitted with less than 30 days notice they shall be granted at the department heads discretion. Upon separation from employment unused vacation leave up to the maximum allowable accrual will be compensated by lump-sum payment at the then-current hourly or daily rate.

2. Sick Leave

Sick leave benefits are provided to regular full-time employees at the rate of 80 hours per year. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his/her immediate family. It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative for necessary care. Sick leave must be requested at least within two hours of the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Elected officials or department supervisors asked to approve use of sick leave may, at Bonnors Ferry expense, request an independent review of reported illness at any time by a competent medical authority.

Sick leave can accrue to a maximum of 480 hours. Sick leave benefit recipients will receive their normal compensation when using sick leave. Implementation of policy regarding sick leave can be found in resolutions adopted by the City Council. All unused sick leave will be forfeited without compensation upon separation from employment.

3. Bereavement Leave:

Up to three (3) days of paid leave of absence shall be provided for a death in an employee's immediate family (spouse, mother, father, step-mother, step-father, mother-in-law, father-in-law, children, grandparents, grandchildren, brothers, sisters, sisters-in-law, or brothers-in-law). Additional leave must be approved by the department head and may be granted from accrued sick leave, vacation leave, personal leave, comp time, or unpaid leave of absence.

3.4. Holidays

Ten official holidays are provided for full-time regular employees. Employees who have regular full-time active status on the date of any holiday shall receive compensation for that day even though they do not work. Holidays that fall on Saturdays shall be observed on the preceding Friday. Those that fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time Regular Hourly Employees who work on holidays shall be compensated at a rate of one and a half (1½) times the employee's regular rate of pay in addition to the normal holiday pay.

Recognized Holidays:

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

4.5. Personal Leave

In addition 16 hours of paid leave of absence shall be provided for personal leave, which the employee can use for any purpose at any time so long as he gives his department head notice, as many hours as possible in advance.

5.6. Leaves of Absence

Up to thirty (30) days unpaid leave can be granted by the Mayor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require written approval of the City Council.

6.7. Change in Benefits

Bonnors Ferry, through its City Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

7-8. Benefits for Part-Time or Temporary Employees

All employees shall receive benefits as required by law to include Worker's Compensation insurance, all other benefits to be determined by the City Council.

8-9. Insurance Coverage Available to Employees

Health insurance is available to employees and family members in accordance with the terms and conditions of the city's contract for such services. The City Clerk's Office should be contacted to learn of sign-up and claims procedures. Other insurance offerings including life insurance, disability insurance, vision insurance and supplemental income protection may be available at employee or city expense. The City Clerk's Office should be contacted for additional information. Any such offerings are subject to change at any time.

9-10. Retirement

- a) The retirement plan of Bonners Ferry combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI mandates withholding a percentage of an employee's gross salary for pension purposes, which is presently exempt from Federal and State income taxes, and Bonners Ferry matches this with an additional larger contribution. Contact the City Clerk's Office for further information.

10-11. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following miscellaneous benefits may be available to employees for participation in accordance with the terms of their respective policy or agreement. Any such offerings are subject to change at the City Council's sole discretion at any time.

- a) Deferred compensation plans handled by payroll deduction.
- b) Credit union participation.
- c) Employee-requested deduction programs subject to city policy.
- d) Provision of uniforms, tools, equipment allowance, etc.
- e) Parking privileges, use of the lunchroom and kitchen facilities, and use of a locker.
- f) Further training and higher education reimbursement or tuition refund.
- g) Transfer of Benefits with Employee Transfer

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within Bonners Ferry. Any such

transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

12. MODIFIED DUTY POLICY

a) Purpose and Scope

The purpose of this policy is to establish procedures for assigning employees to modified duty. Temporary modified duty assignments may be available to employees who have incurred a duty related illness or injury, and due to medical restrictions or limitations, are unable to perform their regularly assigned duties. Non-duty related illnesses or injuries may also be considered for eligibility in accordance with this policy. Eligibility for modified duty assignment is subject to the approval of the head of the employee's department or his/her designee.

Modified duty assignments are intended to provide an employee with the ability to continue working within the limits of his/her restrictions and limitations on a temporary basis while providing the employee's department or the City with a productive employee during the interim period.

The City will engage in a good faith interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability.

b) Definition

Modified Duty: a temporary, limited term assignment not requiring performance of the full range of duties associated with the employee's regular job classification. Modified duty may also be referred to as "light duty."

c) Limitations

Modified duty assignments are a management prerogative and not an employee right. Modified duty assignments shall be subject to continuous reassessment dependent upon the City or the department's needs and the employee's ability to perform in a modified duty capacity.

An injured employee may be offered a modified duty position outside of his/her normal assignment or department if it becomes available, but the employee shall be given the option to either accept the position or continue to draw on applicable sick leave or disability accounts if applicable.

(1) If an employee cannot adequately perform in a modified duty assignment such assignment may be modified or terminated.

(2) The lack of City or department need or a change in priorities may result in the employee's removal from or modification of a modified duty assignment.

(3) The City or department may place conditions as deemed appropriate upon any modified duty assignment.

d) Procedure

Employees may request assignment to modified duty by first submitting a written request for modified duty to their department head. At that point the department head or his/her designee will discuss potential modified duty assignments available and provide employee with a list of these proposed assignments. Employee shall then provide this list to his/her health care provider for review and return a signed statement from their health care provider which indicates which of the suggested duties the employee is capable of safely performing and which would not be appropriate, as well as a statement describing the employee's restrictions, limitations, and expected duration of restrictions to their department head or his/her designee. The statement must also indicate if the employee requires any workplace accommodations, mobility aids or medical devices. The City will provide to the employee the form or forms to be completed by the medical provider.

The department head will determine what modified duty assignments may be available based on the needs of the department or of the City, limitations of the employee, and suitability of the employee to work a particular assignment.

e) Modified Duty Schedules

The schedules of employees assigned to modified duty may be adjusted to suit medical appointments or department needs at the discretion of the department head. The employee and his/her supervisor should be informed in writing of the schedule, assignment, and any limitations or restrictions as determined by the employee's health care provider.

f) Accountability

The employee's supervisors shall coordinate efforts to ensure proper time accountability and shall complete and process a change of assignment form.

(1) Employees on modified duty are responsible for coordinating required doctor's visits and physical therapy appointments in advance with their supervisor to appropriately account of any time taken. Doctor's visits and appointments for treatment of injuries or illnesses

shall be arranged during off duty time or otherwise charged to the employee's sick leave.

(2) Employees shall promptly submit a status report for each visit to their treating health care provider and shall immediately notify their supervisor of any change in restrictions or limitations as determined by their health care provider. An employee assigned to a modified duty assignment shall provide a health status report to his/her supervisor no less than once every thirty days while the employee is on modified duty.

(3) Supervisors shall keep department head informed of the employee's status and ability to perform the modified duty assignment. Modified duty assignments that extend beyond 60 days require a written status report and a request for an extension to the department head with an update of the employee's current status and anticipated date of return to regular duty. Extensions require the approval of the department head.

(4) When it is determined that an employee on modified duty will return to regular duty, the supervisor shall notify the department head and complete and process a change of assignment form. All training and certification necessary for return to duty shall be reviewed and updated as necessary.

g) Medical Examinations

The City reserves the right to require, prior to returning to full duty status, a fitness for duty examination of any employee assigned to a modified duty assignment or of any employee having been on such assignment. Such examinations shall be at the expense of the City and with a physician of the City's choosing.

Prior to returning to full duty status, employees shall be required to provide a statement signed by their health care provider indicating that they are medically cleared to perform the basic and essential job functions of their assignment without restriction or limitation.

h) Pregnancy

It is the policy of the City to reassign employees who are pregnant upon request by the employee or when deemed necessary by the City to temporary assignment that will not routinely expose the employee to potentially hazardous environments or activities.

13. FAMILY MEDICAL LEAVE ACT (FMLA) POLICY

a) Eligibility Requirements.

To be eligible for FMLA benefits, prior to any leave request, the employee:

(1) must have worked for the employer for at least 12 months;

(2) must have worked at least 1,250 hours for the employer during the previous 12 months; and

(3) your employer must employ at least 50 employees or be a public agency of the federal, state, or local government.

The employee must meet all eligibility requirements before FMLA benefits will be extended him/her.

If your employment situation does not meet all of the qualifications set forth above, the subsequent FMLA policy, which is required by law to be included in our policy, does not apply to you.

b) Entitlements

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that the employee's group health benefits be maintained during the leave. The 12-month period is determined using a "rolling" 12-month period measured backward to the date an employee first uses any FMLA leave.

If all eligibility requirements are met, the employee is covered under the FMLA. He/she may request up to 12 weeks of leave where the City of Bonners Ferry will continue the employee's benefits (employer portion only) during the leave period. If the employee does not return to work for reasons other than their own continued serious health condition or that of an eligible family member, the City of Bonners Ferry may recover from the employee the premium(s) that were paid for the employee's medical coverage.

Total FMLA leave for employee spouses/parents who both work for the City of Bonners Ferry is 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

VIII. EMPLOYEE PERFORMANCE AND DISCIPLINE

A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

The purpose underlying the discipline/performance policy of Bonners Ferry is to establish a consistent procedure for maintaining suitable behavior and a productive working environment

in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

Bonnors Ferry adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. Bonnors Ferry reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

C. DISCIPLINARY ACTIONS AVAILABLE

The following actions are among the disciplinary steps that may be taken by the supervisor in response to personnel policy violations:

1. Oral warning
2. Written warning or reprimand
3. Suspension without pay
4. Probation
5. Demotion
6. Dismissal

D. OPPORTUNITY FOR HEARING—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND NAME-CLEARING HEARING

All Bonnors Ferry employees are AT-WILL employees. However, Bonnors Ferry recognizes that even at-will employees may from time to time suffer from the adverse consequences of unlawful discrimination. Bonnors Ferry also recognizes that a public employee who is being terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is entitled to a "Name-Clearing" hearing.

Unlawful discrimination addresses actions that are alleged to involve decisions based upon age, sex, race, religion, national origin or disability that is not a bona fide occupational qualification. Issues of job performance or employee attitude are not the proper subject of this hearing procedure. Bonnors Ferry does not condone discrimination on the basis of the foregoing unlawful categories. **FAILURE TO PURSUE A HEARING PURSUANT TO THIS POLICY SHALL CONSTITUTE A FAILURE TO EXHAUST REMEDIES UNDER THIS POLICY.** Any employee entitled to a disciplinary hearing concerning job performance must raise allegations of

unlawful discrimination or the need for a name-clearing hearing in the course of that disciplinary hearing, with such issues to be addressed as provided by this section of the policy.

The elements of procedure to be followed in any such hearing, to be undertaken at the direction of the appropriate administrative officer or designated hearing officer, unless waived by the employee, are the following:

1. The employee may, within fourteen (14) days of his/her termination or demotion, submit a written allegation of unlawful discrimination, stating with particularity the basis for the requested hearing. Hearings filed untimely or failing to state a particular, legally recognized basis for the hearing will not be heard.
2. An employee alleging unlawful discrimination or entitlement to a name – clearing hearing shall be heard before the designated person with the oral hearing to last no longer than two hours unless otherwise approved.
3. There shall be a record maintained, including a tape recording of the hearing.
4. The employee’s supervisor shall provide a brief written statement in response to the particular allegation of discrimination. The City Council may request that the employee’s supervisor participate in the oral hearing.
5. The employee shall have an opportunity to be represented by legal counsel at his/her own expense.
6. The employee shall be provided an opportunity to present evidence upon which the claim of discrimination is based.

Every such hearing shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges.

After conducting the hearing, the Mayor or the responsible administrative officer shall consider the information submitted and such other information as might be in the city’s records to arrive at a decision concerning the allegations. Said decision shall set forth the reasons for the determination in writing.

IX. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE

A. PURPOSE

The purpose of this Harassment Policy is to clearly establish the City’s commitment to work to provide a work environment free from unlawful harassment, to define discriminatory harassment, and to set forth the procedures for investigating and resolving internal complaints of harassment. Because of the importance of a workplace free from unlawful harassment, this policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of each and every employee, supervisor and

Department Head to prevent inappropriate behavior in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace, will **not** be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

B. POLICY

Harassment of an applicant for employment, a member of the public, or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over) and disability is in violation of State and/or Federal law and will not be tolerated by Bonners Ferry.

Employees found to be participating in any form of employment-related unlawful harassment or retaliating against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

C. RESPONSIBILITIES

The City: It is the responsibility of the City to develop this policy, provide training on this policy, keep it up to date, and to ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this Policy.

The City should designate an official who will be responsible for following the Complaint Procedures as set out in this policy. This official will be referred to as the "Designated Official."

Supervisors: It is the responsibility of supervisors to enforce the policy, to train new employees on the policy, to make a regular review with all employees to ensure they know the policy and to regularly check the workplace to make sure the policy is being followed.

If a supervisor observes that unlawful discrimination, harassment or retaliation is occurring, he/she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, consult with the supervisor or a Department Head and take corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor's area of responsibility or oversight, he/she should notify the Department Head or other appropriate management employee, who should then take prompt steps to address the allegation.

If unlawful harassment is reported or alleged, it must be followed up. No complaining party should be allowed to retract an allegation of unlawful harassment without proving that it was made erroneously. If a supervisor receives information that discrimination, unlawful

harassment or retaliation might be occurring, he/she should follow the Complaint Procedure as set out in this policy below.

Employees: It is the responsibility of each and every employee to know this policy and to follow it. All City employees share the responsibility of understanding and preventing unlawful discrimination and harassment. But, ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the affected person. Individuals who believe they have been discriminated against or unlawfully harassed have the primary obligation of informing their supervisor, Department Head, Mayor, City Clerk or legal counsel for the City of the act of discrimination, unlawful harassment or retaliation, recounting specific actions or occurrences whenever possible. It is imperative that every employee treat every other employee and members of the public with decency and respect so as to facilitate a sound professional work environment

D. DEFINITIONS

For purposes of clarification, unlawful harassment includes but is not limited to the following behaviors:

1. **Verbal Harassment** – Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, color, religion, national origin, sex, age (40 and over) and disability whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” which is oriented towards a prohibited form of harassment.
2. **Physical Harassment** – Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
3. **Visual Forms of Harassment** – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This applies to both posted material and material maintained in or on Bonners Ferry equipment or personal property in the workplace.
4. **Sexual Harassment** – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment

There are basically two types of sexual harassment:

"Quid pro quo" harassment, where submission to unlawful harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

"Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or the public. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

E. COMPLAINT PROCEDURE

The following complaint procedure will be followed in order to address a complaint regarding harassment, discrimination, or retaliation:

1. A person who believes he/she has been unlawfully harassed, discriminated or retaliated against should report it to their supervisor, Department Head, Mayor, City Clerk, or legal counsel for the City. If a supervisor becomes aware that unlawful harassment or discrimination is occurring in any city department as a result of an employee coming forward, the supervisor should immediately report it to a designated official pursuant to this policy. Once a complaint of unlawful harassment, discrimination or retaliation has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
2. Promptly upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.
3. Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official should review the complaint with the City Attorney, the City Clerk or Mayor.
4. The Designated Official, in conjunction with legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
5. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the conduct occurred.
6. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Designated Official, who then will route it as appropriate.

7. If it is determined that unlawful harassment or discrimination in violation of the City's policy has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City. The appropriate action will depend on the following factors:

- a) The severity, frequency and pervasiveness of the conduct;
- b) Prior complaints made by the complainant;
- c) Prior complaints made against the respondent; and
- d) The quality of the evidence (first hand knowledge, credible corroboration, etc.).

8. If the investigation is inconclusive or it is determined that there has been no unlawful harassment or discrimination in violation of this Policy, but some potentially problematic conduct is revealed, corrective action may be taken.

9. Promptly after the investigation is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation.

10. The complainant and the respondent may submit statements to the supervisor(s) challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the supervisor(s) in which the findings of the investigation is discussed.

11. Promptly after the supervisor(s) has met with both parties and reviewed the documentation, he or she will decide, after consultation with legal counsel, what action, if any, should be taken.

F. DISCIPLINARY ACTION

If unlawful harassment is determined to have occurred, the supervisor should take prompt and effective remedial action against the harasser. The action should be commensurate with the severity of the offense, up to and including termination of employment.

G. RETALIATION

Retaliation in any manner against a person for filing a harassment charge or initiating an harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action **up to and including termination**. The supervisor, Department Head and Mayor should take reasonable steps to protect the victim and other potential victims from further harassment or related consequences.

H. CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law. However, a complete and thorough investigation of the

allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

I. FALSE COMPLAINTS

Any complaint made by an employee of the City regarding employment-based harassment which is conclusively proven to be false, should result in discipline. This discipline may include termination of employment. This section is not intended to discourage employees from making complaints regarding employment-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

J. DISTRIBUTION

This policy should be disseminated to all employees, supervisors and Elected Officials of the City. Any questions, concerns or comments related to this policy should be directed to the Department Head, City Clerk, Mayor, or City Attorney.

The position of City Clerk is appointed as the Designated Official for the purposes of this Policy.

X. SEPARATION FROM EMPLOYMENT

A. REDUCTIONS IN FORCE (RIF)

When financial circumstances or changes of workload require, Bonners Ferry reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of Bonners Ferry services. Decisions about the functions or positions to be reduced are not subject to the hearing procedure established by Bonners Ferry.

Reorganization initiated to make more efficient use of resources or to accommodate budgetary needs shall not be subject to the hearing procedure established by Bonners Ferry.

B. RETIREMENT POLICY

The retirement policy of Bonners Ferry shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee's Retirement System of Idaho (PERSI).

C. COBRA BENEFITS

Employees of Bonners Ferry who currently receive medical benefits, who separate their employment may be eligible to continue those medical benefits at the employee's sole cost and expense for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). If you have any questions regarding your right to continue your health coverage after separating from Bonners Ferry please contact City Clerk.

D. EXIT INTERVIEW

Each employee who terminates from employment with Bonners Ferry is encouraged to participate in an exit interview with the designated representative of the City, or in the event of involuntary termination with the personnel officer. In such interview, the employer should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee will be invited to inform the interviewer about his/her impressions of employment in such interview. An employee exit memo will be completed at this point whenever possible and will be retained in the employee's personnel file.

E. RESIGNATION POLICY

Voluntary resignations will generally be made in writing. If the employee wants their formal records to indicate "voluntary resignation", they must do so in writing to their supervisor or Department Head. Oral resignations will be documented by the supervisor after consultation with the elected official or Department Head in charge. Evidence of acceptance of a resignation should be provided to the ex-employee if possible. Employees who have an unexcused or unauthorized absence of three working days or more may be considered to have abandoned their position and therefore resigned.

Mayor

Adoption Date

Attested By: _____

Clerk

Date

XI. APPENDIX "A"

ACKNOWLEDGMENT OF RECEIPT OF CITY OF BONNERS FERRY PERSONNEL POLICY

I, _____ acknowledge receipt of the City of Bonners Ferry Personnel Policy, adopted on 1 March 2011.

- I understand that it is my responsibility to read and review this Policy.
- I understand that this Policy is not a contract and cannot create a contract.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy Manual and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new Policy.
- I understand that this Policy may be modified without prior notice to me.
- I understand that should this Policy be modified that I will be provided with a copy of the modification.

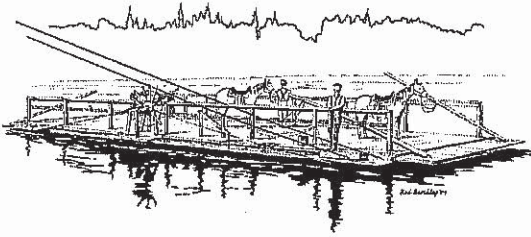
DATED this _____ day of _____, 20____.

(Employee)

I, _____, provided a copy of the City of Bonners Ferry
(Name-Title-Department)

Personnel Policy, as adopted by the City Council on 1 March 2011 to
_____, on his _____ day of _____, 20____.
(Employee's Name)

(Name - Title - Department)



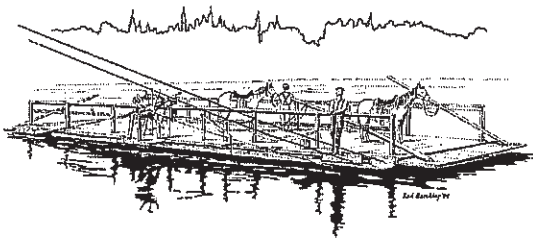
MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 28 April 2014
To: City Council
From: Stephen Boorman, City Administrator
Subject: Line Department Positions.

It is expected that we will likely have recommendations for the permanent replacement for the line superintendent and line foreman before the council meeting.

STB



MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 28 April 2014
To: City Council
From: Stephen Boorman, City Administrator
Subject: Water and Sewer COSA and Rate Study RFP.

We received responses to our Request for Proposal (RFP) for the Water/Sewer COSA and Rate Study from 5 firms; Welch-Comer, RCAC, FCS Group, Willdan Financial Services, and EES Consulting. The review and rating team consist of John Griffin, Kris Larson, and me. We plan to do the final review on 5 May and expect to have a recommendation for the Council Meeting.

STB

BPA facts

Information is for fiscal year 2013, unless otherwise noted.

Profile

The Bonneville Power Administration is a federal nonprofit power marketing administration based in the Pacific Northwest. Although BPA is part of the U.S. Department of Energy, it is self-funding and covers its costs by selling its products and services. BPA markets wholesale electrical power from 31 federal hydro projects in the Columbia River Basin, one nonfederal nuclear plant and several small nonfederal power plants. The dams are operated by the U.S. Army Corps of Engineers and the Bureau of Reclamation. About 30 percent of the electric power used in the Northwest comes from BPA. BPA's resources — primarily hydroelectric — make its power nearly carbon free.

BPA also operates and maintains about three-fourths of the high-voltage transmission in its service territory. BPA's service territory includes Idaho, Oregon, Washington, western Montana and small parts of eastern Montana, California, Nevada, Utah and Wyoming.

BPA promotes energy efficiency, renewable resources and new technologies that improve its ability to deliver on its mission. BPA also funds regional efforts to protect and enhance fish and wildlife populations affected by hydropower development in the Columbia River Basin.

BPA is committed to public service and seeks to make its decisions in a manner that provides opportunities for input from stakeholders. In its vision statement, BPA dedicates itself to providing high system reliability, low rates consistent with sound business principles, environmental stewardship and accountability.

BPA Mission

The Bonneville Power Administration's mission as a public service organization is to create and deliver the best value for its customers and constituents as it acts in concert with others to assure the Pacific Northwest:

- an adequate, safe, efficient, economical and reliable power supply;
- a transmission system that is adequate to the task of integrating and transmitting power from federal and nonfederal generating units, providing service to BPA's customers, providing interregional interconnections, and maintaining electrical reliability and stability; and
- mitigation of the Federal Columbia River Power System's impacts on fish and wildlife.

BPA is committed to cost-based rates and public and regional preference in its marketing of power. BPA will set its rates as low as possible consistent with sound business principles and the full recovery of all of its costs, including timely repayment of the federal investment in the system.

BPA Vision

BPA will be an engine of the Northwest's economic prosperity and environmental sustainability. BPA's actions advance a Northwest power system that is a national leader in providing:

- high reliability;
- low rates consistent with sound business principles;
- responsible environmental stewardship; and
- accountability to the region.

We deliver on these public responsibilities^{1/} through a commercially successful business.

^{1/} Our public responsibilities are defined by the four characteristics listed above.

General Information

BPA established	1937
Service area size (square miles)	300,000
Pacific Northwest population	12,922,668
Transmission line (circuit miles)	15,169
BPA substations	260
Employees (FTE)	3,200 ^{2/}

^{2/} FTE budget for FY 2014 from the 2015 congressional budget.

Customers

Cooperatives	54
Municipalities	42
Public utility districts	28
Federal agencies	7
Investor-owned utilities	6
Direct-service industries	2
Port districts	1
Tribal utilities	2
Total	142
Transmission customers	483

Rates

Wholesale power rates^{3/} (10/1/13-9/30/14)

Priority Firm Tier 1	3.15 cents/kWh (average ^{4/} , undelivered)
Priority Firm Avg. Tier 1 + Tier 2	3.29 cents/kWh (undelivered)
Priority Firm Exchange	5.91 cents/kWh (average, undelivered)
Industrial Firm	3.90 cents/kWh (average, undelivered)
New Resources	7.77 cents/kWh (average, undelivered)

^{3/} The rates shown do not include the cost of transmission. They also do not include the application of the Conservation Rate Credit.

^{4/} The actual rate paid by an individual customer will vary according to the shape of the load and the products and services purchased.

Transmission rates^{5/} (FYs 2012-2013)

Network rates:

Firm	\$17.748/kW/yr
Nonfirm426 cents/kWh

Southern intertie rates:

Firm	\$13.536/kW/yr
Nonfirm325 cents/kWh

^{5/} Reflects the rates for point-to-point transmission service. All short-term firm and nonfirm rates are downwardly flexible.

2013 Financial Highlights^{6/}

For the Federal Columbia River Power System
(\$ in thousands)

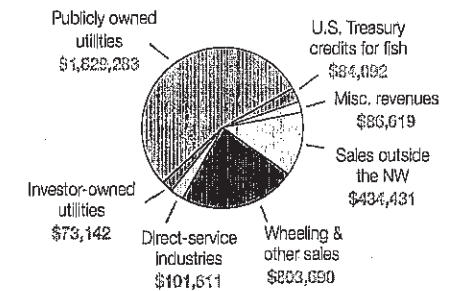
Total operating revenues ^{6/}	\$3,346,281
Total operating expenses	3,161,175
Net operating revenues	185,106
Net interest expense	289,871
Net (expenses) revenues	\$ (104,765)

^{6/} Includes both power and transmission revenues.

* This information is consistent with BPA's 2013 Annual Report.

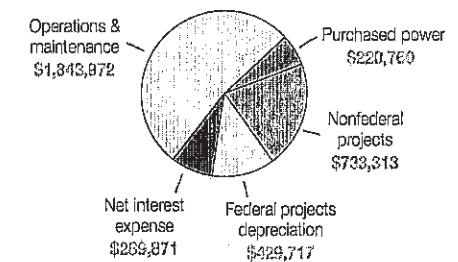
Sources of revenue^{7/}

(\$ in thousands)



Disposition of revenue^{7/}

(\$ in thousands)



^{7/} Does not reflect bookouts of -\$66,587.

Transmission System

Operating voltage	Circuit miles
1,000 kV	264 ^{8/}
500 kV	4,803
345 kV	570
287 kV	229
230 kV	5,327
161 kV	119
138 kV	53
115 kV	3,522
below 115 kV	282
Total ^{8/}	15,169

^{8/} BPA's portion of the PNW/PSW direct-current intertie. The total length of this line from The Dalles, Ore., to Los Angeles is 846 miles.

^{9/} Total circuit miles as of January 2014.



City of Bonners Ferry – 2013 Water Quality Report

Water System Information

City of Bonners Ferry
7232 Main Street, P.O. Box 149
Bonners Ferry, Idaho 83805-0149

Public Water System - ID#1110003

Water Treatment Plant Operator – Doug Ladely

Number of Connections – 1,368

Population Served – 3,200

This report is a summary of last year's water quality for the City of Bonners Ferry water system. Included are details about where your water comes from, what it contains, and how it compares to state and federal standards. We are committed to providing you with information because informed citizens are our best advocates. This report will not be mailed to our customers. However, printed copies may be picked up at Bonners Ferry City Hall. Additionally, the public is welcome to attend the Bonners Ferry City Council meetings. Regular meetings are held on the first and third Tuesday of each month at 7:00 PM in Council Chambers at City Hall - 7232 Main Street.

Water Sources

The City utilizes two surface water sources for their drinking water supply that require filtration and disinfection at the City's Water Treatment Plant (WTP). The primary source is Myrtle Creek, while the Kootenai River provides the City with a secondary source. The City water system is also interconnected with the Cabinet Mountain Water District (CMWD), which utilizes groundwater wells adjacent to the Kootenai River. The Kootenai River and the CMWD sources are rarely used by the City, but do provide good emergency back-up sources.

Source water assessment and its availability

The Idaho Department of Environmental Quality (DEQ) developed a Source Water Assessment for the City which can be obtained at City Hall.

Definitions

- **Action Level:** The concentration of a contaminant, which, if exceeded, triggers treatment, or other requirements that a water system must follow.
- **Initial Distribution System Evaluation (IDSE):** IDSE is an important part of the Stage 2 Disinfection By-Products Rule (DBPR). The IDSE is a one-time study conducted by some water systems, providing disinfection or chlorination, to identify distribution system locations with concentrations of Trihalomethanes (THMs) and Haloacetic acids (HAAs). Water systems will use results from the IDSE, in conjunction with their Stage 1 DBPR compliance monitoring data, to select monitoring locations for Stage 2 DBPR. Not all water systems were required to perform an IDSE.

- **Maximum Contamination Level (MCL):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **Maximum Contamination Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **Maximum Residual Disinfectant Level (MRDL):** The highest level of disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contamination.
- **NTU – Nephelometric Turbidity Unit,** an increment of turbidity measurement
- **ppb – Parts per billion;** also equivalent ug/L
- **ppm – Parts per million;** also equivalent to mg/L
- **Treatment Technique:** A required process intended to reduce the level of a contaminant in drinking water.
- **Turbidity –** A measure of water clarity

Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections or other health issues. These people should seek advice about drinking water from their health care providers. The Environmental Protection Agency (EPA)/Centers for Disease Control and Prevention (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791 or <http://www.epa.gov/safewater/hotline/>.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline at 1-800-426-4791 or <http://www.epa.gov/safewater/hotline/>.

In order to ensure that tap water is safe to drink, the EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Contaminants that may be present in source water before we treat it include:

- **Microbial contaminants,** such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

- **Inorganic contaminants**, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial, or domestic wastewater discharges, oil and gas production, mining, or farming.
- **Pesticides and herbicides**, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- **Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and also can come from gas stations, urban storm water runoff, and septic systems.
- **Radioactive contaminants**, which can be naturally-occurring or be the result of oil and gas production and mining activities.

Level of Detected Contaminants and Associated Health Effect Language

The presence of contaminants in the water does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in this table is from testing done in the calendar year of the report. In order to ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems.

Level of Detected Chemical and Radiological Contaminants and Associated Health Effects Language

Unless otherwise noted, the data presented in this water quality table is from testing performed (January 1, 2013 - December 31, 2013).

Contaminant	Violation (Y/N)	MCL	MCLG	Lowest Level Detected	Highest Level Detected	Date Tested	Typical Source of Contamination	Health Effects Language
Chemical and Radiological Contaminants								
Arsenic (ppb)	N	10	0	<3.0	<3.0	4/12/12	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes.	Some people who drink water containing arsenic in excess of the MCL over many years could experience skin damage or problems with their circulatory system, and may have an increased risk of getting cancer.
Nitrate (ppm)	N	10	10	<0.05	<0.05	4/2/14	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.	Infants below the age of six months who drink water containing nitrate in excess of the MCL could become seriously ill and, if untreated, may die. Symptoms include shortness of breath and blue baby syndrome.

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Monitoring Requirements Not Met for the City of Bonners Ferry Public Water System

Our water system violated drinking water monitoring requirements over the past year. Even though these were not emergencies, as our customers, you have a right to know what happened and what we are doing to correct these situations.

We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not our drinking water meets health standards. During 2013, we did not monitor or test for Nitrate and therefore cannot be sure of the quality of your drinking water during that time.

What should I do?

There is nothing you need to do at this time.

The table below lists the contaminant we did not properly test for during the last year, how often we are supposed to sample for Nitrate, how many samples we are supposed to take, how many samples we took, when samples should have been taken, and the date on which follow-up samples were taken.

Contaminant	Required sampling frequency	Number of samples taken	When samples should have been taken	When samples were taken
Nitrate	1 sample/year	0	2013	April 2, 2014

What is being done?

Annual Nitrate monitoring for the City of Bonners Ferry Public Water System was conducted on April 6, 2011, April 18, 2012 and April 2, 2014. Analytical results for all three samples were <0.05 mg/l or ppm, well below the maximum contamination level of 10.0 mg/L for Nitrate.

Disinfection and Disinfection Byproducts

The City of Bonners Ferry uses chlorine as a disinfectant. Although chlorine quickly kills most bacteria, it is less effective against organisms such as viruses and parasites. For this reason, water needs to mix with chlorine for a longer time period to kill such organisms. The amount of time necessary, or the contact time, depends on the amount of disinfectant in the water and the temperature of the water. We routinely monitor for disinfectant residual in the distribution system. This measurement tells us whether we are effectively disinfecting the water supply. Disinfectant residual is the amount of chlorine or related disinfectant present in the pipes of the distribution system. If the amount of disinfectant is too low, organisms could grow in the pipes.

Maximum Residual Disinfectant Level:

Contaminant	Violation (Y/N)	MCL	MCLG	Highest Level Detected	Running Annual Average	Sample Frequency	Typical Source of Contamination
Chlorine (ppm)	N	MRDL = 4	MRDLG = 4	1.3	0.79	Monthly	Water additive used to control microbes

To meet the Safe Drinking Water Act the City uses chlorine to disinfect your water. However this also produces disinfection by-products that may be harmful when consumed at elevated quantities over extended periods of time.

Disinfection Byproducts

Contaminant	Violation (Y/N)	MCL	MCLG	Highest Level Detected	Running Annual Average	Range	Typical Source of Contamination
Total Trihalomethanes (ppb)	N	80	n/a	39.4	32.1	24.9 to 39.4	By product of drinking water chlorination
Haloacetic Acid Group 5 (ppb)	N	60	n/a	54.1	44.6	36.9 to 54.1	By product of drinking water chlorination

Lead Informational Statement (Health effects and ways to reduce exposure)

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Bonners Ferry is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components.

When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your drinking water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Lead and Copper

Contaminant	Action Level (AL)	MCLG	Date(s) Collected	90th Percentile	No. of sites above AL	Violation Y/N	Possible Source of Contamination	Health Effects Language
Lead (ppm)	0.015	0	6/19/2013	0.00714	0	N	Corrosion of household plumbing systems: Erosion of natural deposits.	Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.
Copper (ppm)	1.3	1.3	6/19/2013	0.307	0	N	Corrosion of household plumbing systems: Erosion of natural deposits.	Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor.

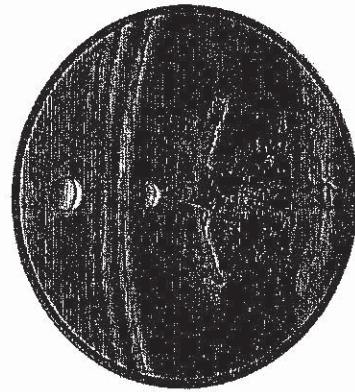
Turbidity Testing

Turbidity is a measure of the cloudiness of the water. We monitor it because it is a good indicator of water quality. Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease causing organisms. These organisms include bacteria, viruses, and parasites which can cause symptoms such as nausea, cramps, diarrhea, and associated headaches. These symptoms are not caused only by organisms in drinking water. If you experience any of these symptoms and they persist, you may want to seek medical advice.

Turbidity Results:

Turbidity/Units	MCL/TT	MCLG	Highest Level Found	Range	Sample Period	Violation Y/N	Typical Source
Turbidity (NTU)	1 NTU	0	0.29	0.02 - 0.29	Continuous	N	Soil runoff
	95% of all samples must be <0.3NTU		100% of all samples were <0.3 NTU	n/a	Continuous	N	Soil runoff

The City continues to optimize its filtration and disinfection processes with the goal of providing the best possible drinking water to its customers. Should you have any questions and/or comments about your drinking water, please contact either Doug Ladely or John F. Griffin at (208) 267-4380. Copies of this report are available at Bonners Ferry City Hall located at 7232 Main Street.





Mayor's Proclamation

WHEREAS, water is our most valuable resource; and

WHEREAS, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, any measure of a successful society – low mortality rates, economic growth and diversity, productivity, and safety – are in some way related to access to safe water; and

WHEREAS, we are all stewards of the water infrastructure upon which future generations depend; and

WHEREAS, each citizen of our city is called upon to help protect our source of waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water;

NOW, THEREFORE, be it resolved that by the virtue of the authority vested in me as Mayor of our fine City, I do hereby proclaim May 4-10, 2014 as Drinking Water Week in Bonners Ferry.

David Anderson, Mayor
City of Bonners Ferry

Attest:

Kris Larson, City Clerk

MAY 4-10 2014

DRINKING WATER WEEK

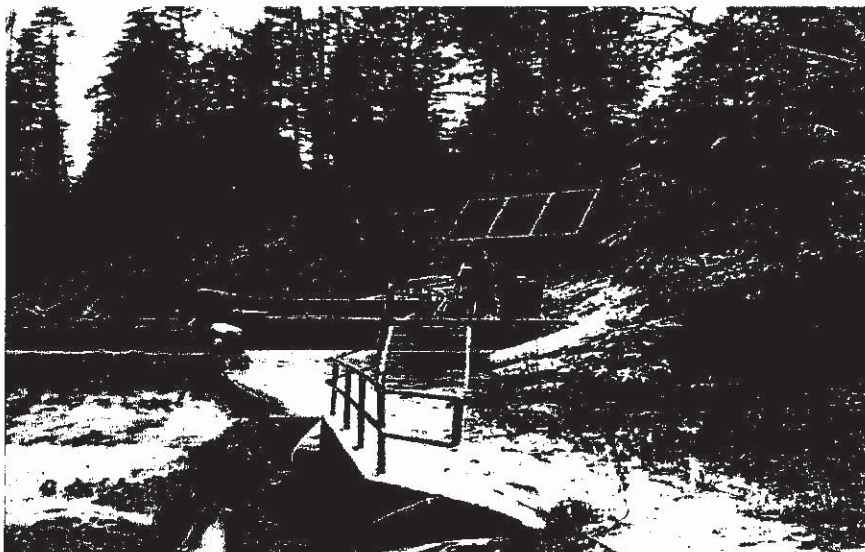
What do you know about H₂O?

City of Bonners Ferry Public Water System – The Silent Service

Clean, safe water is essential to the health, well-being and commerce of our community. The City of Bonners Ferry Water Department continues to work diligently to provide safe, reliable drinking water. We place great importance on delivering high-quality water to every tap, every day. The City consistently delivers water that meets or surpasses all state and federal standards.

During the course of a year, the City monitors several parameters such as turbidity, pH, chlorine residual, and temperature continuously 24 hours a day with the use of online instrumentation. Additionally, Water Department staff collects grab samples for those parameters mentioned above and others such as Coliform bacteria, heavy metals, minerals, alkalinity, chlorine disinfection by-products, volatile organic compounds and more.

These samples are collected throughout the water system during the year from our raw water intake site to the kitchen tap. Like many other public water systems, your water is checked, tested and evaluated 1000's of times per year to ensure quality for human consumption.



City of Bonners Ferry Myrtle Creek Raw Water Intake Structure

CLAIM FOR DAMAGE OR INJURY

(NOTE: It is a requirement that this form, if used, be presented to and filed with the clerk or secretary of the public entity involved. This form is being provided as a courtesy to assist you in filing your claim. Providing this form to you is not an admission nor shall it be construed to be an admission of liability or an acknowledgement of the validity of a claim by the political subdivision. Legal requirements for filing claims can be found in Title 6, Chapter 9, Idaho Code. All claims must be filed promptly, in writing!)

RECEIVED

APR 28 2014

COPY

Name: <u>Nicholas Huggins</u>	Phone Number: (Home) <u>627-9466</u> (Work) <u>267-3531</u>
CITY OF BONNERS FERRY	
Current Address: <u>6478 Van Buren St. unit #4</u>	
Address for the Six Months Immediately Prior to the Date the Damage or Injury Occurred:	
Date Damage or Injury Occurred: <u>3-29-14</u> ^{roughly} <u>2 believe</u> Time: <u>4-5</u> (A.M.) or P.M.	
Location of Occurrence: <u>6478 Van Buren St. unit #4</u>	
Any Injuries? <u>N</u> If so, what type?	
Describe How Damage or Injury Occurred: <u>officers kicked in front door as my room-mate was about to open the door. the door frame, trim, the door itself with a peep-hole and chain lock and 3 knobs for matching keys to other door and storage unit need replaced I am unaware of the damage costs at this time.</u>	

The officers said it will be paid for.

I hereby certify that I have read the above information and it is true and correct to the best of my knowledge.

I hereby make a claim against city of B.F. police dept.
a public entity, for damages (damage, injury, etc.)
in the amount of (unknown at this time)

DATE: 4-28-14 SIGNATURE: [Signature]

(You may attach any other information or documentation you desire.)