

City of Emmett Council Meeting

February 26, 2019

The Emmett City Council held a regular meeting at 501 E. Main Street, Emmett, Idaho.

Mayor Gordon Petrie called the meeting to order at 7:00 p.m.

Mayor Gordon Petrie led the **Pledge of Allegiance**

Al Cinnamon offered the **Community Invocation**

Council Present: Councilman Shawn Alder, Councilman Gary Resinkin, Councilman Tona Henderson, Councilman Steve Nebeker and Councilman Mike Stout. Absent: Council President Michelle Welch

Staff Present: Brian Sullivan, Curt Christensen, Alyce Kelley, Steve Kunka, Bruce Evans, Clint Seamons, Mike Knittel, Lyleen Jerome, Dori Millan-Sotello.

Public Present: Pat Petrie, 501 E. 2nd; Barbara and Marty Huguenin, 3875 Fuller Rd; Al Cinnamon, 610 S. Hawthorne Ave; Diana Baird, Messenger Index; Krista Cole, Chamber; Carol and Burton Briggs, 4500 Harvest Lane; Cheryl Wurtenberger, 610 E. Central Rd; Jefferson Jenkins, Kirk Vickery, Mel Vickery.

Amendments to the Agenda:

None

Councilman Nebeker MADE A MOTION TO APPROVE THE AGENDA AS AMENDED, SECONDED, 5 AYES, 0 NOES. Motion Carried.

Declaration of Conflicts of Interest: None

None

Declaration of Council Members' Discussion Outside an Open Meeting:

Councilman Nebeker declared that he and Councilman Resinkin had a phone conversation about Item under Elected Officials C.1 Monthly Department Reporting. Councilman declared no decisions were made in their discussion.

CONSENT AGENDA:

A. Approval of Minutes – January 22, 2019 and February 12, 2019

B. Approval of Permits - None

C. Approval of Water Charge Waivers –

1. Bradley Peters-805 S. Commercial \$805.92 – Bradley Peters did not attend the meeting

D. Approval of Accounts Payable

Councilman Henderson made a **MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SECONDED, with discussion.** City Clerk Lyleen Jerome was asked to explain what happened in this situation and why this was being brought before Council. She explained that this leak was discovered on a normal read for assessment of charges, the citizen normally uses 700 CU but the reading came in at 39,500 CU and even though he got it fixed right away he was missing one requirement in order for the Clerk to authorize the waiver. Mayor Petrie called for the vote - **5 AYES, 0 NOES. Motion Carried.**

ELECTED OFFICIALS:

A. Mayor

1. Gem Community Gem Award presented to PR2TA Students and Instructors
2. Gem Community Gem Award presented to the Emmett Middle School Boys 8th Grade Basketball B Squad
3. Mayor Proclaimed March as National Nutrition Month, Carol Briggs accepted.

B. Announcements - none

C. City Council

1. Monthly Department Reporting – Councilman Resinkin **MADE A MOTION TO RESCIND THE ACTION TAKEN AT THE COUNCIL MEETING OF FEBRUARY 12, 2019 IN REFERENCE TO MONTHLY DEPARTMENT REPORTING FORM. SECONDED BY COUNCILMAN ALDER, 3 AYES, 2 NOES.** Mayor called for a voice vote: Councilman Stout-NAY, Councilman Henderson-NAY, Councilman Nebeker-YEA, Councilman Alder-YEA, Councilman Resinkin-YEA. **Mayor declared the AYES have the vote, the MOTION made in Council Meeting on February 12, 2019 in reference to the Department Reporting Form is hereby RECINDED.**

Non-Consent Agenda

BUSINESS:

A. Emmett City Personnel Policy Revision – City Attorney presented revisions to the current policy that includes any prior Resolutions or amendments made that were not included in the policy. **Councilman Nebeker made a MOTION TO ACCEPT THE CHANGES TO THE PERSONNEL POLICY AS PRESENTED, SECONDED, 5 AYES, 0 NOES. Motion Carried.**

B. Clint Seamons presented his request to Council for the purchase of a door to replace the current hangar door for City owned hangar at the airport. Councilman Nebeker **MADE A MOTION TO APPROVE HI-FOLD DOOR CORPORATION PURCHASE AGREEMENT IN THE IN THE AMOUNT OF \$15,259.43 WITH DOWN PAYMENT OF \$3,340.86 AND MAYOR TO SIGN, SECONDED, 5 AYES 0 NOES.** Councilmen polled, Councilman Stout YEA, Councilman Henderson, YEA, Councilman Resinkin, YEA, Councilman Nebeker, YEA, Councilman Alder, YEA. **Motion Carried.**

C. Krista Cole, Executive Director of Gem County Chamber of Commerce and also representing the Arts Commission asked permission to use the lobby of the City hall and the lawn area in front of City Hall to exhibit the Art Commission art work entries during the 2019 Cherry Festival Event. Councilman Stout made a **MOTION TO GRANT THE GEM COUNTY CHAMBER OF COMMERCE AND THE EMMETT COMMUNITY ARTS COMMISSION THE USE OF CITY HALL ON THE 15TH OF JUNE 2019 FROM 7:00 AM TO 7:00 PM. AND TO FOLLOW STAFF RECOMMENDATIONS. SECONDED, 5 AYES, 0 NOES. Motion Carried.**

City of Emmett Council Meeting

February 26, 2019

REPORTS:

Building Official/City Planner – Brian Sullivan – Presented Report, some discussion on Tiny Home Ordinance. Brian explained that the Idaho Building Code Board approved an amendment in regard to tiny homes and the City does not have a current ordinance on tiny homes but now can consider adopting one with the implementation of the current legislation.

City Clerk – Lyleen Jerome – Presented monthly financial statement – no discussion.

Fire – Chief Curt Christensen – Report given – no questions. Chief also discussed the AFG Grant process. This grant would help fund a new fire engine with a 10% match. Chief will be doing some initial research to see if this is a possibility for the Department.

Library – Librarian Alyce Kelley – Presented report – no discussion

Emmett Police – Chief Steve Kunka – Presented report, there was some discussion on the retention of officers, Chief Kunka explained that they have implemented the step program and increased the pay scale in the department. In addition, the officers will receive more income as they complete their certifications. Chief also presented an information update on officer training.

Superintendent of Public Works – Bruce Evans – Presented report and gave an update on the Substation Road project.

System Administrator – Mike Knittel – not present

Economic Development – Krista Cole, GCCC – Presented report – no discussion

Engineer – None

Councilman Alder **MADE A MOTION TO ADJOURN, SECONDED, 5 AYES, 0 NOES. Motion Carried.**

Meeting Adjourned at 8:22 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk

City of Emmett Council Meeting

March 12, 2019

The Emmett City Council held a regular meeting at 501 E. Main Street, Emmett, Idaho.

Mayor Gordon Petrie called the meeting to order at 7:00 p.m.

Mayor Gordon Petrie led the **Pledge of Allegiance**

Mike Hughes offered the **Community Invocation**

Council Present: Councilman Shawn Alder, Councilman Gary Resinkin, Councilman Tona Henderson, Councilman Steve Nebeker, Council President Michelle Welch absent from meeting until Item 6/B

Absent: Councilman Mike Stout. Quorum requirements met.

Staff Present: Brian Sullivan, Curt Christensen, Alyce Kelley, Steve Kunka, Clint Seamons, Mike Knittel, Lyleen Jerome.

Public Present: Bill Kurta, 132 S. Washington; Amy Helmick, 1202 Sunset; Michael Hughes, 1008 E. Main St.

Amendments to the Agenda:

None

Councilman Nebeker **MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED, SECONDED, 4 AYES, 0 NOES. Motion Carried.**

Declaration of Conflicts of Interest: None

None

Declaration of Council Members' Discussion Outside an Open Meeting:

None

CONSENT AGENDA:

A. Approval of Minutes – None

B. Approval of Permits - None

C. Approval of Water Charge Waivers – None

D. Approval of Accounts Payable

Councilman Henderson made a **MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SECONDED, 4 AYES, 0 NOES. Motion Carried.**

ELECTED OFFICIALS:

A. Mayor

B. Announcements

C. City Council

Non-Consent Agenda

BUSINESS:

A. **2018 F/Y Audit Results** - Jordan Zwygart representative of Zwygart John & Associates presented September 2018 fiscal year end audit results. Mr. Zwygart stated that the results reflect the financial statements, cash flows and accounting principles are in conformity and acceptable. He also stated that the City's internal controls and financial reporting are in compliance and they found no instances of noncompliance as required under Government Auditing Standards. Councilman Henderson made a **MOTION TO ACCEPT THE AUDIT REPORT RESULTS AS PRESENTED, SECONDED 4 AYES, 0 NOES. Motion Carried.**

B. **Request for road closure and use of City Park for Cherry Festival Event.** Krista Cole, Director could not attend the meeting, Chief Kunka spoke on behalf of the GCCC and he has approved the request and will work directly with the Chamber Director to comply with all the established regulations. Councilman Nebeker made a **MOTION TO APPROVE THE GEM COUNTY CHAMBER OF COMMERCE REQUEST TO USE THE CITY PARK FOR THE 2019 CHERRY FESTIVAL EVENT JUNE 9 – JUNE 16, 2019 WITH THE CONDITIONS AND COMMENTS FROM ALL DEPARTMENT HEADS, THIS IS ALSO FOR THE STREET CLOSURE FOR THE FIREMANS HOSE COMPETITION AND ALSO FOR THE CAR SHOW ON SATURDAY MORNING TO FOLLOW THE LETTER DATED FEBRUARY 21, 2019 FROM KRISTA COLE FROM THE CHAMBER OF COMMERCE AND AGAIN WITH THE DEPARTMENT HEADS RECOMMENDATIONS. SECONDED. 5 AYES, 0 NOES. Motion Carried.**

C. **Approval to waive curb, gutter, sidewalk and storm water requirements for 935 E. 7th Street to AmeriChoice Homes, Deon Echols.** Assistant Superintendent of Public Works, Clint Seamons presented. Councilman Henderson made a **MOTION TO APPROVE THE REQUEST OF WAIVER OF CURB, GUTTER, SIDEWALK AND STORM WATER REQUIREMENTS FOR 935 E. 7TH STREET. 4 AYES, 1 NAY-by Council President Michelle Welch. Motion Carried.**

D. **Approval to waive curb, gutter, sidewalk and storm water requirements for 619 Sharp Lane Lots 1,2&3 for Hansen Subdivision.** Assistant Superintendent of Public Works, Clint Seamons presented the request. Councilman Nebeker made a **MOTION TO APPROVE THE REQUEST OF WAIVER OF CURB, GUTTER, SIDEWALK AND STORM WATER REQUIREMENT FROM THE CITY OF EMMETT FOR HANSEN SUBDIVISION LOCATED AT 619 SHARP LANE THE AREA INSIDE THE GEM COUNTY AND THE CITY OF EMMETT AREA OF IMPACT THE AGREEMENTS FOR LOTS 1, 2 & 3 ONLY. SECONDED, 5 AYES, 0 NOES. Motion Carried.**

E. **Approval to pay Consolidated Supply Company \$15,918.35.** Assistant Superintendent of Public Works presented the request to purchase setters and meters. Councilman Nebeker made a **MOTION TO APPROVE PAYMENT OF THE CONSOLIDATED SUPPLY COMPANY INVOICE IN THE AMOUNT OF \$15,918.35, SECONDED. 5 AYES, 0 NOES, Motion Carried.**

F. **Approval to pay Codale Electric Supply \$15,150.00.** Systems Administrator, Mike Knittel presented the request for fiber optic conduit which is part of the Idaho Gem Grant through the Department of Commerce that was approved in September 2018. Councilman Nebeker made a **MOTION TO APPROVE PAYMENT CODALE ELECTRIC SUPPLY IN THE AMOUNT OF \$15,150.00, SECONDED. 5 AYES, 0 NOES. Motion Carried.**

City of Emmett Council Meeting

March 12, 2019

REPORTS:

Building Official/City Planner – Brian Sullivan – No report

City Clerk – Lyleen Jerome – No report

Fire – Chief Curt Christensen – Presented an explanation of work out equipment that was purchased and will be housed at the fire station for their fireman to remain in top shape for their jobs.

Library – Librarian Alyce Kelley – No report

Emmett Police – Chief Steve Kunka – No report

Assistant Superintendent of Public Works – Clint Seamons – presented an update on the airport project. A meeting was held with the airport committee and it went well overall. Everyone is on board with developing a plan for the future. Additional discussion in regards to fuel sales and what the revenue is to the City on those sales.

System Administrator – Mike Knittel – No report

Economic Development – None

Engineer – None

Councilman Alder **MADE A MOTION TO ADJOURN, SECONDED, 5 AYES, 0 NOES. Motion Carried.**

Meeting Adjourned at 7:51 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

(Space Above For Recorder's Use)

QUITCLAIM DEED

For value received the City of Emmett, Idaho, a political subdivision of the State of Idaho ("Grantor"), does hereby release and forever quitclaim unto Kurta Enterprises LLC, an Idaho limited liability company, whose address is 3328 W. Idaho Blvd., Emmett, ID 83617-8918, and its heirs and assigns forever, all right, title and interest which Grantor now has or may hereafter acquire in the following described real property situated in Gem County, State of Idaho:

See Exhibit A attached and incorporated by this reference.

IN WITNESS WHEREOF, the Grantor has executed this instrument on this ____ day of _____, 2019.

CITY OF EMMETT:

Gordon W. Petrie, Mayor

ATTEST:

Lyleen Jerome
City Clerk

STATE OF IDAHO)
) ss.
County of Gem)

On this _____ day of _____, 2019, before me a notary public,
personally appeared Gordon W. Petrie, known or identified to me, to be the
Mayor of the City of Emmett, Idaho and the person that executed the said
instrument, and acknowledged to me that he executed the same as Mayor of
the City of Emmett, Idaho.

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

NOTARY PUBLIC FOR IDAHO
Residing at _____
My Commission Expires _____

Exhibit A

Beginning at the Southeast corner of Block 3, of the Original Townsite of Emmettsville, according to the Revised Plat of said Townsite now on file and of record in the office of the county recorder of Gem County, Idaho, run thence North along the East line of said block 140 feet; thence West parallel to the South line of said block, 145 feet; thence South 140 feet; thence East 145 feet, to said point of beginning.

EXCEPTING THEREFROM the following described tract of land, consisting of part of Lots 8 and 9 of Block 3 of the Revised Plat of the Original Townsite of Emmett, Gem County, Idaho, which plat is on file in Book 1 of Plats, at page 13, in the Office of the Recorder of Gem County, Idaho, more particularly described as follows:

Commencing at the SE corner of Block 3 of said Revised Plat of the Original Townsite of Emmett, Idaho, which boundary is also the West line of the right of way for S. Hayes Avenue; thence North along the East boundary of Block 3 of said Revised Plat of the Original Townsite of Emmett, Idaho, a distance of 50.00 feet to the True Point of Beginning; thence

West, parallel with the South boundary of Block 3 of the said Revised Plat of the Original Townsite of Emmett, Idaho, a distance of 50.00 feet; thence

North, parallel with the East boundary of Block 3 of the Revised Plat of the Original Townsite of Emmett, Idaho, a distance of 90.00 feet to a point on the South boundary of the right of way for an existing alley; thence

East, along said South boundary of the right of way for said alley, and parallel with the South boundary of Block 3 of said Revised Plat of the Original Townsite of Emmett, Idaho, a distance of 50.00 feet to a point on the East boundary of Block 3 of said Revised Plat of the Original Townsite of Emmett, Idaho; thence

South along the East boundary of said Revised Plat of the Original Townsite of Emmett, Idaho, a distance of 90.00 feet to the True Point of Beginning.

ACKNOWLEDGMENT AND AGREEMENT

The undersigned, having been the successful bidder at public auction of that certain parcel of real property located on the northwest corner at the intersection of 1st Street and South Hayes Avenue, constituting a parking lot, hereby acknowledge that there exists on such property, a monument dedicated to the original parties that donated the property to the City of Emmett, Idaho, and the undersigned hereby agrees to keep and maintain such monument in perpetuity.

DATED this _____ day of _____, 2019.

Kurta Enterprises LLC,
an Idaho limited liability company

William B. Kurta, Member

LEGAL NOTICE
CITY OF EMMETT, IDAHO
Treasurer Financial Report for Quarter Ending September 2018

FUND	BUDGET	YEAR TO DATE		%of ANNUAL BUDGET	
		Receipts	Expenditures	Receipts	Expenditures
General Fund	\$ 2,431,941.00	\$ 2,689,893.74	\$ 2,433,491.01	105%	95%
Personnel			\$ 1,470,428.25		
Insurance			\$ 263,243.99		
Capital Outlay			\$ 699,818.77		
Street Fund	\$ 559,394.00	\$ 600,731.94	\$ 488,748.70	107%	87%
Personnel			\$ 135,951.74		
Insurance			\$ 38,443.25		
Capital Outlay			\$ 314,353.71		
Library Fund	\$ 214,802.00	\$ 223,201.98	\$ 206,743.29	104%	96%
Personnel			\$ 133,348.64		
Insurance			\$ 18,895.02		
Capital Outlay			\$ 54,499.63		
Cemetery	\$ 107,136.00	\$ 116,417.17	\$ 102,091.92	109%	95%
Personnel			\$ 54,570.42		
Insurance			\$ 13,163.62		
Capital Outlay			\$ 34,357.88		
Perpetual Care	\$ 2,600.00	\$ 4,162.60	\$ 0		
TOTAL	\$ 3,315,873.00	\$ 3,634,407.43	\$ 3,231,074.92	80%	95%
Enterprise Funds: Water/Sewer/Sanitation					
Water	\$ 1,793,978.00	\$ 1,808,132.23	\$ 1,665,015.39	101%	93%
Personnel			\$ 447,344.02		
Insurance			\$ 114,957.19		
Capital Outlay			\$ 992,681.44		
Bond Repayment			\$ 110,032.74		
Sewer	\$ 2,379,177.00	\$ 2,269,257.05	\$ 2,337,808.84	95%	98%
Personnel			\$ 392,080.89		
Insurance			\$ 87,323.24		
Capital Outlay			\$ 1,486,796.49		
Bond Repayment			\$ 371,608.22		
Sanitation	\$ 527,671.00	\$ 523,765.74	\$ 536,522.49	99%	102%
Personnel			\$ 24,111.50		
Insurance			\$ 7,386.43		
Capital Outlay			\$ 505,024.56		
Other	\$ 25,850.00	500.00	\$ 899.11		
TOTAL	\$ 8,042,549.00	\$ 8,236,062.45	\$ 7,771,320.75	101%	95%

Citizens are invited to inspect the detailed supporting records of the above financial statement.

City of Emmett is an Equal Opportunity Employer

Lyleen Jerome, City Clerk/Treasurer

STATEMENT OF WORK DOCUMENT

Axon Channel Services

Created For: **Emmett Police Department**

Sold By:	Kyle Panasewicz
Designed By:	Jake Borro
Deployed By:	Axon PSO

MIGRATION OVERVIEW

CUSTOMER NAME: Emmett Police Department – ID	
Street Address: 501 E. Main Street	City: Emmett
STATE or Country: ID	ZIP CODE: 83617
AGENCY CONTACT (NAME): Mike Knittel	AGENCY CONTACT EMAIL/PHONE: mknittel@cityofemmett.org
AGENCY AXON DEVS: Evidence.com	EVIDENCE.COM URL: emmettpd.ID.evidence.com

Channel Services Summary	
Total Data	2.8TB
Customer Data Source	<ul style="list-style-type: none"> ▪ Veripatrol
Data Types	<ul style="list-style-type: none"> ▪ Video, metadata
Details	Axon will perform the migration of data remotely in accordance with Statement of Work below.

CHANNEL SERVICE DETAILS

The following sections detail the channel services to be provided

Data Details

Total Data	2.8 Terabytes of digital data will be imported in Evidence.com.
Evidence Audit Trails	Axon will ingest audit trails from Veripatrol to Evidence.com.
Metadata	Customer will work with Axon to mutually determine and agree on appropriate Evidence.com fields to map this metadata. This can be described in the metadata mapping matrix.

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Service

<p>Channel Service</p>	<p>Axon will facilitate the one-time migration of evidence data indicated in the data details section of this document to customer's Evidence.com instance for storage and management. Playback of assets migrated is not necessarily supported in Evidence.com, this can be verified prior to initiation of services by ingesting a sample of each file type into Evidence.com.</p> <p>An Axon Field Engineer (AFE) will develop the migration software. The AFE will remotely install and run the software on customer's network to facilitate the migration directly to your Evidence.com instance. Evidence will be encrypted during transfer and securely hashed to verify completion and authenticity of migrated evidence.</p> <p>At the completion of the channel services, Axon will notify customer and provide verification reports. These reports include hash comparisons for authenticating the data migrated. When customer has verified migration of all requested data, customer may uninstall migration software and delete the legacy data in accordance with your policies.</p>
<p>Preliminary Work- OPTION A (DB copy shared)</p>	<p>Prior to the start of the project:</p> <ul style="list-style-type: none">▪ Customer will cease ingestion of new data into legacy system.▪ Legacy database does not store actual evidence, rather the path to the evidence file. Customer will create a backup of this database to ensure retention of and access to data if needed during the migration process.▪ Customer will create API clients via Evidence.com administrative interface with documentation and support from Axon Project Manager▪ Customer will create or designate sample files to test the migration tool. Sample files should be from the same source as evidence being migrated.▪ Customer will securely share API client outputs, database copy, and sample files via an access controlled Sharepoint folder, OneDrive folder, or a customer provided tool. <p>Access to the database is solely for the purposes of the Axon Field engineer to review the data structure, develop, and test the migration software.</p> <p>NOTE: Customer may also provide secure network access through a Zoom meeting or customer provided VPN to the copy of the database and the sample files. Axon Field Engineer will remote in to the sample environment for the development and testing of the migration software.</p>

<p>Testing and Validation</p>	<p>An Axon Field Engineer (AFE) will develop and test migration software using the provided database copy and sample files. Customer Database Administrator or equivalent shall be made reasonably available throughout development to support navigation of legacy database and validation of the Evidence.com fields to map metadata.</p> <p>Upon completion of development Axon Project Manager will schedule a call with customer stakeholders. Axon will demonstrate a migration into test Evidence.com instance. Customer will sign off that the required metadata fields are present and match up to mutually agreed Evidence.com fields.</p>
<p>Transfer Facilitation Method</p>	<p>Upon completion and validation of the software, customer will provide admin credentials to the legacy database. This can be done by creating a user in the legacy system with administrative rights with the below credentials.</p> <p>Username: MigrationServices Password: AxonMigration!</p> <p>When admin credentials are provided, customer will provide AFE network access to install and run the migration software. Remote access can be provided through a Zoom meeting or customer provided VPN.</p> <p>An AFE will access customer network to install and run the migration software. This will run on customer network directly to your Evidence.com instance. Evidence will be encrypted during transfer and securely hashed to verify completion and authenticity of migrated evidence.</p> <p>During migration, Axon's Field engineer will periodically access customer network to check the migration status and verify its operation. Axon Field Engineer will review failure logs to identify and rectify any issues and retry to migrate any failures. At the completion of the migration any unresolved failures will be provided in a report to the customer.</p>

Technical Resources

<p>Hardware Specifications</p>	<p>Customer will provide access to a modern Windows server on customer network as detailed in the server specifications document in Appendix 1.</p>
<p>Connectivity Specifications</p>	<p>API requests require HTTPS port 443, network IP should already be whitelisted in customer Evidence.com account. Migration speed is dependent on bandwidth availability at customer site.</p>
<p>Availability</p>	<p>Customer will ensure reasonable availability by phone or email of knowledgeable staff and personnel, system administrators, and operators to provide timely, accurate, complete, and up-to-date documentation and information to Axon including but not limited to explanation and verification of metadata mapping and facilitating network access.</p>

>

Agreement

Project Management	<p>Axon will assign a Project Manager that will provide the expertise to execute a successful migration. The Project Manager will have knowledge and experience with all phases of the project management lifecycle and service being implemented.</p> <p>He/she will work closely with the customer's project manager and project team members and will be responsible for completing the tasks required to meet all contract deliverables on time and on budget.</p>
Acceptance	<p>At the completion of the migration, Axon will notify customer, provide verification reports, and an acceptance form. Upon receipt of notification, customer is responsible for reviewing provided reports and Evidence.com auditing tools to verify that the scope of the project has been completed including but not limited to the migration and hash verification of all requested of data, metadata, and audit trails. Acceptance forms must be accepted or rejected within ten business days of receipt or acceptance is automatically verified.</p>

Data Ownership

Data Ownership	<ol style="list-style-type: none">1. All digital evidence stored on Axon's Evidence.com is owned by the agency. Our contracts are constructed to ensure that you retain all ownership of your data. Should the agreement be terminated, Axon will provide access for the State to securely migrate its own data or offer a service for Axon to migrate the data on behalf of the State.2. All digital evidence stored on the Evidence.com platform is owned by the agency and can be exported at any time. This process can be facilitated in a number of ways including the bulk export feature. If your agency wishes to extract all data stored in the application, data is exported in the format it was recorded (MP4 for Axon captured files). The simplest method for data/metadata return is via system APIs. Axon's API manual will be made available upon request, which details steps for developers to follow for this contingency. This would facilitate the return of data with minimal cost and high efficiency.
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Axon Enterprise Inc.

By signing this Statement of Work, you are agreeing to the items set forth in this document and Axon's Master Services & Purchasing Agreement and Channel Services Appendix. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign Statement of Work.

Changes to the scope of this SOW must be documented and agreed upon by the Parties in a change order. If the changes cause an increase or decrease in any charges or cause a scheduling change from that originally agreed upon, an equitable adjustment in the charges or schedule will be agreed upon by the Parties and included in the change order, signed by both Parties.

Signature: _____

Date: _____

Name (Print): _____

Title: _____

Appendix 1

System Requirements and Firewall Permissions

Customer will provide access to a modern Windows server to install and run migration tool.

- Server should be running on customer network
- Server should have connection to the legacy database
- Server should have connection to file repository(s)

Server Hardware Requirements

	Minimum	Recommended
Processor	1x Quad-Core Intel Xeon E3 (1.7 GHz)	2x Quad-Core Intel Xeon E5 (2.66 GHz)
Memory	32 RAM GB	64 GB RAM
Internal Drive	500 GB HDD	500 GB SSD
Network	10/100 Ethernet	Gigabit Ethernet
Operating System	Windows Server 2008 R2	Windows Server 2012 R2

DB Server

Depending on the configuration and location of the legacy DB server, file repository, and customer's firewall, some special configuration might be required to ensure communication with the server where the migration application is running.

Ports

The following ports should be opened:

Type	Port
Outbound	HTTPS 443
Outbound	53
Outbound	80

AGREEMENT FOR PROFESSIONAL SERVICES

This is an Agreement effective as of _____ (“Effective Date”) between the City of Emmett (“Owner”) and Keller Associates, Inc. (“Consultant”).

Owner's Project, of which Consultant's services under this Agreement are a part, is generally identified as follows: City of Emmett 12th Street Pathway (“Project”).

The Owner and the Consultant agree to the following Project scope, schedule, and compensation:

SCOPE: In general, the project will include the design, bidding, and construction support for a pathway and sidewalk construction on East 12th Street, from S. Johns Avenue to Carberry Elementary. The Consultant’s scope of work is defined in **Attachment A**.

SCHEDULE: The Agreement shall commence on the above written date. Consultant anticipates to complete its services by September 30, 2019.

COMPENSATION:

Basic Services. As compensation for services to be performed by Consultant, the Owner will pay Consultant a lump sum amount of \$24,700 (Twenty-Four Thousand, Seven Hundred dollars) for Tasks 1-4 as outlined in Attachment A. Owner will compensate Consultant on a time and materials basis with an estimated budget of \$1,400 (One-Thousand, Four Hundred dollars) for Task 5 as described in attachment A. Therefore, the total contract amount is for **\$26,100** (Twenty-Six Thousand, One Hundred Dollars).

In Witness Whereof, the parties hereto have executed this Agreement as of the date first above written. Owner further acknowledges that it has reviewed and accepted the attached Standard Terms and Conditions.

OWNER: _____
Signature: _____
Name: _____
Title: _____
Address: _____
Date: _____

CONSULTANT: Keller Associates, Inc.
Signature: NATHAN CLEAVER
Name: Nathan Cleaver
Title: Principal
Address: 131 SW 5th Avenue, Suite A
Meridian, ID 83642
Date: March 21, 2019

STANDARD TERMS AND CONDITIONS

1. **CONTRACT** – This document constitutes the full and complete Agreement between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. The Agreement may be amended only if both parties specifically agree in writing to such amendment of the Agreement.
2. **INVOICES AND PAYMENT** – Owner will make payment within 15 calendar days of the invoice date. Consultant shall keep accurate records of expenses. If Owner contests an invoice, Owner shall advise the Consultant within 15 days of receipt of invoice of the specific basis for doing so, may withhold only that portion so contested, and shall pay the undisputed portion.

Interest. If payment is not received by the Consultant within 30 calendar days of the invoice date, Owner shall pay interest at a rate of 1½% per month (or the maximum allowable by law, whichever is lower) of the past due amount. Payments will be credited first to interest and then to principal.

Suspension. If the Owner fails to make payments when due, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Owner. Owner agrees to indemnify and hold Consultant harmless from any claim or liability resulting from such suspension.
3. **DOCUMENTS** – All documents prepared or furnished by Consultant are instruments of service, and Consultant retains ownership and property interest (including the copyright and the right of reuse) in such documents. Owner shall have a limited license to use the documents in and for the Project subject to full payment for all services relating to preparation of the documents. The Owner agrees to obtain prior written agreement for any reuse or modifications of the instruments of service, and understands that any unauthorized use of the instruments of service shall be at the Owner's sole risk and without liability to the Consultant.
4. **STANDARD OF CARE** – The standard of care for all professional engineering and related services performed or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. The Consultant makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with the Consultant's services. Consultant shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws, rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.
5. **CHANGES OR DELAYS** – The proposed scope of services, compensation, schedule, and allocation of risks reflect Consultant's understanding of the Project at the date of this Agreement. Costs and schedule commitments shall be subject to renegotiation for changed conditions, unreasonable delays caused by the Owner's failure, independent government agencies, acts of God, or causes beyond the reasonable control of Consultant. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.
6. **TERMINATION** – The Owner and Consultant may terminate this Agreement in whole or in part at any time by giving 30 days written notice thereof. The Owner shall promptly pay Consultant for all services rendered to the effective date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on the Owner's behalf.
7. **SUSPENSION OF SERVICES** – If the Owner suspends services of the Consultant for any reason for more than thirty days, the Consultant shall be reimbursed for expenses incurred due to suspension of services, including costs associated with rescheduling or reassigning personnel, and commitments made to others on Owner's behalf.
8. **INDEMNITY AND LIMITATION OF LIABILITY** – Owner and Consultant each agree to indemnify and hold the other (including their respective officers, directors, employees, agents, owners, shareholders, members, partners, sub-consultants, subcontractors, and representatives) harmless from and against liability for all claims, losses, damages and expenses, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Owner and Consultant, they shall be borne by each party in proportion to its negligence. Neither the Owner nor Consultant shall be liable for incidental, indirect or consequential damages. The Consultant's liability to the Owner due to the Consultant's negligent acts, errors omissions, or breach of contractual obligations relating to or arising out of the Project shall not exceed \$1,000,000.

9. **OPINIONS OF COST** – Consultant’s opinions of probable cost represent Consultant’s judgment as an experienced and qualified design professional. Since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Owner’s and other contractor’s methods of determining prices, or over competitive bidding or market conditions, the Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable cost prepared by the Consultant.
10. **CONSTRUCTION PHASE SERVICES** – If Consultant performs any services during the construction phase of the Project, Consultant shall not supervise, direct, or have control over Contractor’s work. Consultant shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the Contractor. Consultant does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor’s failure to furnish and perform its work in accordance with the Contract Documents.

11. **MISCELLANEOUS**

Right of Entry: Unless otherwise noted in the scope of work, the Owner shall provide for Consultant’s right to enter the property owned by the Owner and others in order to fulfill the services to be performed hereunder.

Dispute Resolution: Owner or its Contractor agree to notify Consultant, in writing, of any claims against the Consultant within 10 days of discovery of any allegations, errors or omissions (“Notice of Claim”). If the parties fail to negotiate a resolution to any such claim within 30 calendar days following receipt of such Notice of Claim, then the parties may resolve any such claim by mutually agreed alternative dispute resolution technique. If a mutually agreed alternative dispute resolution technique cannot be reached within 60 calendar days following receipt of such Notice of Claim, then Owner may commence action through a court of law. This Agreement shall be governed by the laws of the State where the Project is located; venue shall be Gem County.

Hazardous Environmental Conditions: The scope of Consultant’s services does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead or other hazardous materials, as defined by Federal, State, and local laws or regulations. Consultant is not required to become an arranger, operator, generator, or transporter of hazardous substances, and shall have no responsibility for the discovery, handling, removal, disposal or exposure of persons to hazardous substances of any form.

Consultant Reliance: Consultant shall be entitled to rely, without liability or the need for independent verification, on the accuracy and completeness of any and all information provided by Owner, Owner’s consultants and contractors, information from public records, and information ordinarily or customarily furnished by others, including, but not limited to specialty contractors, manufacturers, suppliers, and publishers of technical standards.

Certifications: Consultant shall not be required to sign any documents that result in Consultant having to certify, warrant, or guarantee the existence of conditions whose existence Consultant cannot ascertain within its services for the Project.

Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Consultant. Consultant’s services hereunder are being performed solely for the benefit of the Owner, and no other entity shall have any claim against Consultant because of this Agreement or Consultant’s performance of services hereunder.

Severability & Waiver: In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provisions will be stricken, and those remaining Contract Provisions shall continue in full force and effect. The failure of either party of this Agreement to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this Agreement, shall not be construed as a waiver of such term, covenant or right.

Joint Drafting: The Parties expressly agree that this Agreement was jointly drafted, and that they both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this Agreement shall be construed neither against nor in favor of either Party, but shall be construed in a neutral manner.

Attorneys’ Fees. In any action or proceeding arising from or, related to or with this Agreement, the prevailing party in such action or proceeding shall be entitled to recover all their costs, including, without limitation, reasonable attorneys’ fees and costs as fixed by the court therein.

City of Emmett 12th Street Pathway
City of Emmett Project # _____
Keller Associates Project No. 210022.046

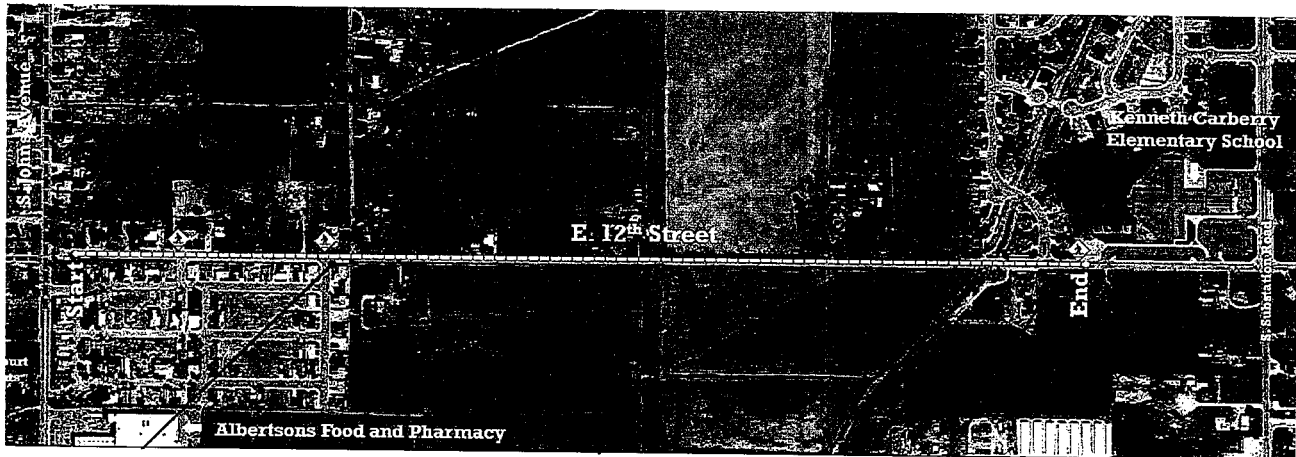
PROJECT DESCRIPTION

This project will construct a pedestrian pathway along the south side of East 12th Street, from S. Johns Avenue to the Kenneth Carberry Elementary, approximately 3100 feet.

East 12th Street is a heavily used east-west roadway connecting S. Johns Avenue and Substation Road. Pedestrian facilities are lacking along the majority of this corridor, which is used heavily by students walking to and from Carberry Elementary. Students are forced to walk along gravel shoulders for the majority of the corridor, creating safety concerns.

The project is funded with grant money awarded by the Local Highway Technical Assistance Council's (LHTAC), Safe Routes to School Children Pedestrian Safety program.

Keller Associates will provide engineering design and construction support services for the project.



GENERAL ASSUMPTIONS

- No right-of-way acquisition is anticipated, the construction work will remain within the County's 25-foot prescriptive easement.
- No geotechnical work will be conducted.
- Survey of 12th Street from the 2012 Emmett Water System Improvements Project will be utilized to design pathway.
- Designs and plan sheets will be prepared in AutoCAD format.

- All submittals will be made to Keller Associated electronically via e-mail, except oversized graphics (larger than 11" x 17"), such as presentation displays. The format of electronic submittals will be PDF, unless otherwise noted.
- The 2017 Idaho Standards for Public Works Construction (ISPWC) will be utilized with modifications via contractor notes and special provisions.
- The construction contract documents will utilize the Engineers Joint Contract Documents Committee (EJCDC) documents.
- The pathway will be designed outside of the existing travel.
- The pathway will be constructed of asphalt and have a 6-foot width.
- The pathway will be on-grade with the roadway. An extruded curb with tubular markers will delineate the pathway from the roadway.
- In-fill of concrete sidewalk (separated from the existing curb) will be 4-foot wide.
- No alteration to stormwater facilities will be designed. Breaks in the extruded curb will be design to allow water to flow thru the curb.
- Preparation of traffic control plans will be the responsibility of the contractor.
- Filing and acquiring of any Stormwater Pollution Prevention Plans (SWPPP's), National Pollutant Discharge Elimination System (NPDES) permits, or Notices of Intent (NOI's) will be the responsibility of the contractor.
- Gem County will be the permitting agency for the project outside of the city limits. City of Emmett will be the permitting agency within city limits.
- City of Emmett will pay all permit and advertising costs for the project.
- The project will only be bid once.

SCOPE OF WORK

Keller Associates staff will perform all tasks listed, unless otherwise noted.

TASK 1 — 60% DESIGN

Keller's Work Tasks:

1.1 - Construction Specifications

Develop the project construction specifications including bidding and construction contract documents, and special provisions.

1.2 - 60% Design Plans and Opinion of Probable Cost

Prepare 11"x17" (half size) 60% design plans and Opinion of Probable Cost. Provide to Owner for review and comment. The 60% drawings will show the overall horizontal layout of the pathway and sidewalk improvements. Specific construction details may not be included. Pay items will not be included.

It is contemplated that the 60% package will consist of the following sheets.

<u>Deliverables:</u>	<u>No. of Sheets</u>
• Title Sheet	1
• Line Styles and Legend	1
• Contractor Notes	1
• Project Overview and Survey Control	1
• Plan Sheets (1"=40')	5
• Typical Sections and Details	1
<i>Total Number of 60% Design Plan Sheets:</i>	<i>10</i>
• <i>Opinion of Probable Cost</i>	

1.4 - 60% Design Review Meeting

Attend a review meeting of the 60% Design review package. Following the meeting, prepare a list of review comments and actions to be taken.

Assumptions:

- The review meeting will be held at the City of Emmett with up to two (2) Keller Associates staff.
- One set of consolidated comments from the City of Emmett.

TASK 2 — 100% DESIGN**Keller's Work Tasks:****2.1 - Revisions to 60% Design Submittal**

Modify the 60% design plans, specifications and opinion of probable construction cost per the comments from the 60% Design Review and complete the design. Prepare the construction agreement, and bidding documents.

2.2 - 100% Design Submittal

Prepare 100% plans, specifications, and opinion of probable construction cost for public bidding.

Deliverables:

- Signed PS&E plans (11"x 17" half size) & project manual
- PDF of the plans and project manual (specifications, construction agreement, and bidding documents)
- Opinion of Probable Construction Cost

TASK 3 — BIDDING ASSISTANCE**Keller's Work Tasks:*****3.1 - Project Bidding***

Act on the City of Emmett's behalf to advertise, open bids, and recommend award of the construction contract. During bidding respond to bidders' questions (RFI's), reviewing and analyzing received bids, and issue recommendation of award to lowest responsive bidder.

TASK 4 — PROJECT MANAGEMENT**Keller's Work Tasks:*****4.1 - Project Initiation***

Following execution of a contract, assign project staff, and set up project files and accounting.

4.2 - Onsite Kick-Off and Field Review

Meet with the City of Emmett for a project kick-off meeting. Project information and files will be given to the consultant team at the meeting and communication linkages and reporting will be set up for the project.

4.3 - Quality Control

Perform quality control review of project elements, deliverables, and schedule at key project development stages.

TASK 5 — CONSTRUCTION SUPPORT**Keller's Work Tasks:****5.1 - Support**

Keller Associates will provide limited Construction Support when requested by the Owner on a time and materials basis. Construction support could include preparing construction agreement and notice to proceed documents, responding to contractor questions, reviewing submittals, observing construction activities and reviewing change orders or pay applications. For budgeting purposes ten (10) hours of support has been assumed.

SCHEDULE

An estimated project schedule is outlined below.

- | | |
|--------------------------------------------|-----------------------|
| • Notice to Proceed provided to Consultant | April 1, 2019 |
| • Completion of 60% design package | May 2019 |
| • Preparation of 100% design package | June/July 2019 |
| • Bidding | July 2019 |
| • Construction | August-September 2019 |



March 20, 2019

Mayor Gordon Petrie
Emmett City Council
501 E Main St
Emmett, ID 83617

RE: Emmett Cherry Festival
Hospitality Beer & Wine Tent

Dear Mayor Petrie and Emmett City Council,

The Gem County Chamber of Commerce (GCCC) appreciates the support and collaboration it has enjoyed and continues to enjoy with the City of Emmett in putting on the annual Emmett Cherry Festival.

In evaluating ways to bring a better festival to the community and visitors, we are proposing to add a qualified beer and wine vendor to the event.

For several years, a beer and wine vendor has been set up just outside the City Park. Participants at the festival purchase beer and wine and enter the festival. Beer and wine have always been a "part of" the festival but not always under the control of the GCCC or Emmett Cherry Festival.

In the past, beer and wine were part of the Emmett Cherry Festival events in the City Park and served within the tennis courts as part of the old boxing events. Back then, there had been concerns about alcohol being served at such an event (boxing matches) and the resulting issues. The lack of security and fencing may have contributed to the issues that occurred many years ago. Our RFP addresses those issues and provides for security, checking ID's, controls and fencing.

Based on the non-reoccurrence of alcohol-related issues without the boxing event, we believe that it is time to revisit the offering of beer and wine within the Emmett Cherry Festival event.

We have put together an RFP to find a vendor suitable to provide beer and wine in a controlled and professional manner. The proposed Hospitality Beer & Wine Tent will be in the same area as the current "Hospitality Tent", located in the entertainment area. The tent is at the south end of the viewing area for entertainment, closest to Main Street (a not-to-scale map is attached).

To secure the most qualified vendor for the Hospitality Beer & Wine Tent, we have enclosed our RFP.

As beer and wine is already being consumed within the event, it is proposed that the GCCC be supported in its desire to provide that service, control the process and be the recipient of a portion of the proceeds to help provide additional funds for the on-going, increased costs associated with the event and provide increases to the monies paid to our service providers and entertainers.

Some preliminary discussions have taken place to address any concerns and we feel that this RFP addresses those issues while providing an enhanced Emmett Cherry Festival experience for those wishing to have a beer or wine beverage.

Thank you for your support and consideration.

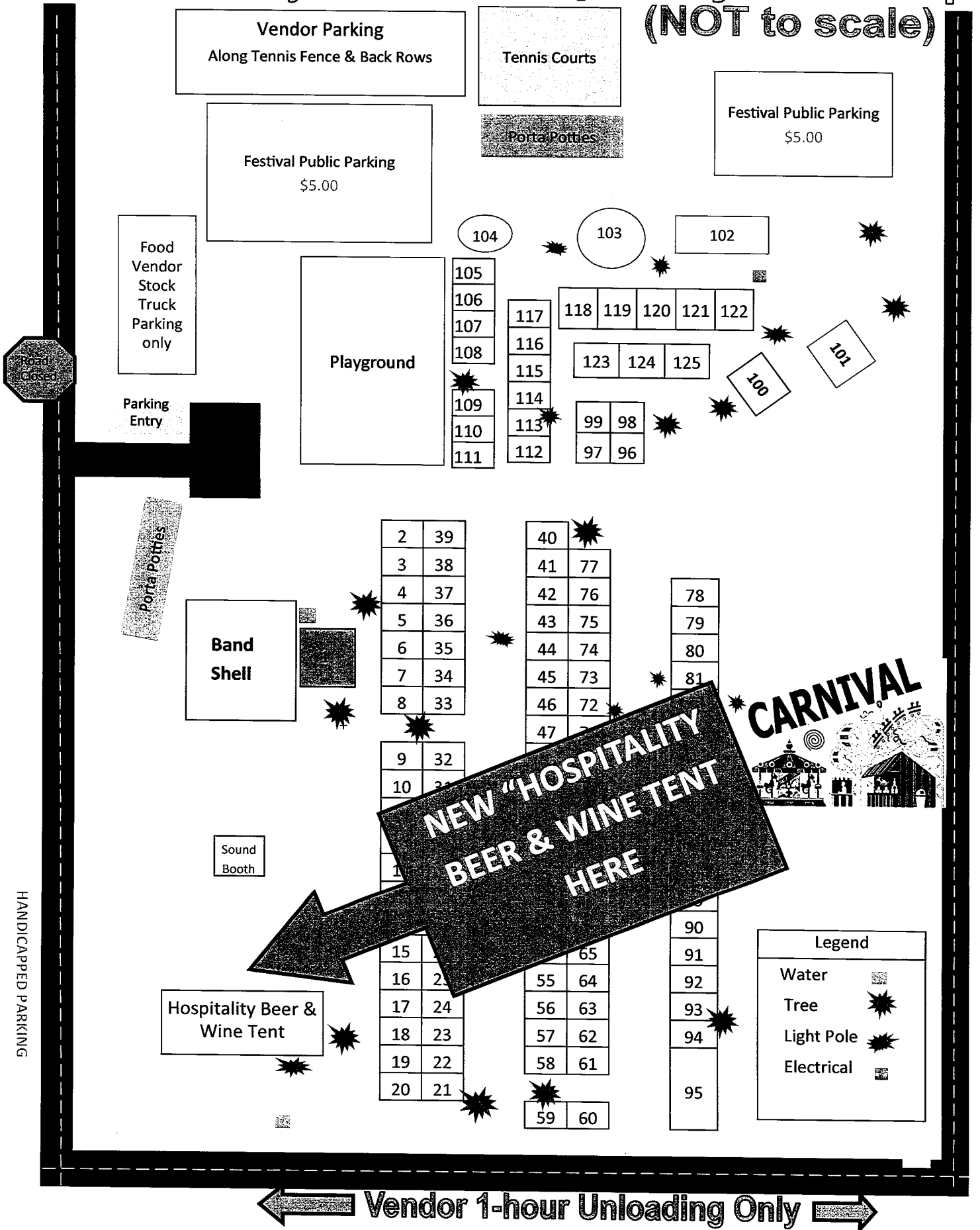
Sincerely,

Krista Cole

Krista Cole
Executive Director

Emmett Cherry Festival Hospitality Tent Map

(NOT to scale)



Emmett Cherry Festival Beer & Wine Request for Proposal

INTRODUCTION:

Emmett Cherry Festival is a Gem County Chamber of Commerce (GCCC) outdoor event taking place at the Emmett City Park in Emmett, Idaho on Wednesday, June 12 through Saturday, June 15, 2019. The GCCC is requesting competitive Sealed Proposals for *Catered Beer & Wine Service*. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the GCCC Executive Director, Krista Cole, via email or to the following address:

Gem County Chamber of Commerce
Attn: Krista Cole
PO Box 592
1102 S Washington Ave
Emmett, ID 83617
(208) 365-3485
Director@EmmettIdaho.com

To maintain a 'level playing field' and to assure that all proposers receive the same information, proposers are requested NOT to contact anyone other than the contact above until after the award of the contract. Doing so may result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:

One (1) original hard copy will be required for review purposes. An electric copy may be sent but **WILL NOT** be considered for evaluation. The only submissions that will be evaluated for consideration will be hard copies mailed or hand delivered to the address above.

CONTRACT TERM:

The term is for one event, four (4) days, June 12-15, 2019 with an option for First-Right of Refusal for the next year based on a satisfactory performance evaluation.

DUE DATE:

Sealed proposals will be received at the GCCC at the above address no later than **2:00PM MST, Monday, April 29, 2019**. Proposals received after this time will not be accepted.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of the RFP will be issued to all proposers in an addendum. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees or other monies due the City of Emmett, County of Gem, State of Idaho or federal government will not be accepted.

Secure and pay complete insurance coverage for the event and obtain all appropriate beer and wine permits and licensing as required by the federal government, State of Idaho, County of Gem and City of Emmett. Liability insurance coverage shall name the Gem County Chamber of Commerce, Emmett Cherry Festival and the City of Emmett as additionally insured.

The offeror will be required to provide the necessary trained staff and personnel for the event as per City, County, State and/or federal code. The staff shall include qualified servers and security during all times of operation during the event. All applicable labor laws shall be adhered to as well as ABC regulations and controls.

In evaluating the proposals, the GCCC may seek additional information from any company concerning such company's proposal or its qualifications to fulfill the contract.

THE VENUE:

The following information is provided to help in completing the RFP.

- Event is located within the Emmett City Park (an event map, not to scale, has been included)
- Event is estimated to attract approximately 50,000 attendees over the 4-days of the event.
- Hospitality Beer and Wine area will be approximately 36' x 24', located in the south area of the entertainment and bandshell stage area.
- The GCCC will not provide storage of any kind.
- All beer and wine must be stored and secured each day by proposer.

SCOPE OF RESPONSE TO REQUEST FOR PROPOSAL:

The response to the RFP shall include the following:

- Contact for the company to include the primary personnel dedicated to the event and their contact information.
- Executive summary detailing company qualifications to meet the needs of the RFP and event.
- Experience and/or references from past event hosts, include any similar events to the Emmett Cherry Festival.
- Proposed diagram of the Hospitality Beer and Wine area to include: fencing, security, tables, chairs, beverage service unit and signage (total space is approximately 36' wide x 24' deep).
- Proposed staffing structure for the event.
- Proposed "menu" of beer and wine offerings including type of serving container proposed.
- List of proposed operating procedures including emergency procedures in anticipation of any issues.
- List of preferred vendors for beer and wine.
- Rate structures for proposed retail beverage pricing.
- Proposed hours of service, by day, for the event.
- Copies of relevant licensing, permits, etc or process detailing license procurement and company liability insurance (if already not in possession).
- Proposed compensation package to the GCCC and Emmett Cherry Festival.

The GCCC reserves the option to evaluate each Proposal on its own merits without consultation or consideration of other Proposals. The GCCC specifically reserves the right to reject any and all Proposals without justification.

SUBMITTAL INSTRUCTIONS:

All responses shall be sent:

By Mail:

Gem County Chamber of Commerce
Attn: Krista Cole
PO Box 592
Emmett, ID 83617

Delivery or In-person:

Gem County Chamber of Commerce
Attn: Krista Cole
1102 S Washington Ave
Emmett, ID 83617

Any questions concerning the RFP process shall be directed to Krista Cole, Executive Director at Director@EmmettIdaho.com.

All proposals shall be submitted prior to **2:00PM MST, Monday, April 29, 2019**.

City's Strategic Pillars
3/12/19

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Building/Zoning Department Goal

- **Educate staff to obtain intimate knowledge of building and zoning codes. 15%**
- Update outdated city ordinances, **implement new ordinance**-----80% zoning and building only.
- Obtain accessibility inspector certification for ADA compliance-----40%
- Create ADA transition plan to evaluate all City owned buildings and property. 5%
- Certified Floodplain Manager 75%

Expenditures requiring authorization from higher and purpose of expenditure

- None

Current Projects

1. Start reviewing lot sizes for R-2, duplex zone. Would like to reduce the minimum lot size from 8000 down to? Had first and second meeting on this, zoning commission is on board to reduce lot size down to 6000 sq. ft. for a R-2 zone. Will bring back a formal amendment.
2. Start on proposal to adjust/reduce boundaries of the Historic Central Business District for design review.
3. Drafting ordinance to allow placement of tiny homes. This amendment has been approved by the State of Idaho Building Code Board and will go in to the Legislature in January 2018.
4. Re-writing Area of Impact Agreement between City of Emmett and Gem County.
5. Reviewing with Public Works and Gem County the Source Water draft ordinance.
6. Started a draft Oil and Gas Ordinance. Draft is done. Working on revisions
7. Ordinance revision to allow Manufactured Homes in an R-1 zone without a variance. Draft is done.
8. Starting Flood plain ordinance for the City. Draft is done.
9. Revisions to rubbish ordinance.
10. Working with County to finalize Area of Impact Map boundary reduction.
11. Land use section of Comp. Plan complete. MOVING FORWARD STARTING APRIL 5, 2019.
12. February 2019: Total permits =11, 0-new house, 1 Manufactured Home, Fees Collected: \$1921.10
13. Airport Planning for the future.
14. Zoning Applications
 - Administrative lot split
 - Annexation application Hwy 16 and S. Johns, southeast corner
 - Harvest Valley Sub. # 5 & 6 preliminary plat
 - Jean Hansen- Annexation, lot 4 of Hansen Minor Sub.
 - Development Agreement modification
 - SUP- Residential living in a commercial zone with a business

Plan for next 30 days

- Convert our building permit software over to Black Mountain
- Continue with Building, ADA, and Floodplain webinars
- Review legal descriptions, quit claim deeds for Sunny Acres and Moffat Estates.
- Review Economic Development chapter of comp. plan
- Review Land Use Chapter of comp. plan
- Review Community Design chapter of comp. plan
- Review 2 hangar plans
- Review a duplex plan
- Give each department their ADA transition plan to prepare for budgeting

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report

City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Clerk's Goals this Budget Year

- Employee Health Insurance Renewal- Costs/Coverage
- Establish an Asset Management Document for each Department
- Explore additional investment opportunities for a higher yield on funds
- Set up electronic files for permanent documents (resolutions, ordinances, ect.)
- Increase ACH (Direct Pay) 10% or 30 Clients

Expenditures requiring authorization / purpose of expenditure

- None

No less than Top Ten Accomplishments since last report

- Present Audited Financials to Council for approval
- Black Mountain Permitting Module Installed
- Idaho State Central Registry Report
- U.S. Department of Commerce Census Bureau Report
- County Tax Revenue Receipt - \$842,663
- U.S. Department of Labor Employee Status Report
- Entered End of Year Audit Adjustments into Accounting
- Presentation at the Mayor's Breakfast – Topic – Clerks Office
- Reconciled February Bank Statements – LGIP & Checking
- Process Cable One Franchise Revenue - \$2,980.33

Plan for next 30 days

- Publish Quarterly Financial Reports ending Sept 2018 (Pending Audit completion)
- Set up Bankcard payment processing on fee income
- Appoint new Insurance Committee Members
- Set schedule for Insurance Review Committee
- Meet with Amy Manning of IIIA Insurance
- Prepare Budget Worksheet for preliminary numbers
- Set Budget Schedule – Report to County by April 30th
- Prepare February Month End Financial Statement
- Reconcile March LGIP Fund Statements and Checking Account Statement
- Interview Applicants for Deputy Clerk Position
- Submit State Idaho Insurance Fund Remittance
- Submit Federal and State Quarterly Payroll Reports

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report

CITY CLERK

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
City Clerk	0			0
Deputy Clerk	0			0
Utility Clerk	0			0
# Emp. Trained	Total Training Hours			Total Cost
	0			0



City of Emmett, Idaho

Monthly Financial Report

February 28, 2019

OUR CASH...

Account Balances

GENERAL FUND --

Cash & Investments \$ 2.534M

STREET FUND --

Cash & Investments \$ 299,115

Investments \$ 117,735

Cash \$ 181,380

LIBRARY FUND --

Cash & Investments \$ 241,591

Investments \$ 166,778

Cash \$ 74,813

CEMETERY FUND --

Cash & Investments \$ 100,100

INVESTMENTS \$ 53,790

CASH \$ 46,309

PERPETUAL CARE FUND --

CASH & INVESTMENTS \$ 81,026

INVESTMENTS \$ 71,906

CASH \$ 9,120

WATER FUND --

Cash & Investments \$ 3.169M

Investments \$ 2.562M

Bond Payment Reserve \$ 293,221

Cash \$ 313,544

SEWER FUND --

Cash & Investments \$ 4.181M

Investments \$ 2.913M

Bond Payment Reserve \$ 958,976

Cash \$ 309,098

SANITATION FUND --

Cash & Investments \$ 150,905

OUR CASH FLOW..... BUDGET VS. ACTUAL

GENERAL FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$2,506,379

Revenues to Date \$ 1,429,958 57%

Expenditures to Date \$ 952,946 38%

Road & STREET FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$ 514,476

Revenues to Date \$ 269,657 52%

Expenditures to Date \$ 186,490 36%

LIBRARY FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$ 238,530

Revenues to Date \$ 131,973 55%

Expenditures to Date \$ 87,398 37%

CEMETERY FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$ 117,696

Revenues to Date \$ 46,044 39%

Expenditures to Date \$ 38,744 33%

WATER FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$1,733,400

Revenues to Date \$ 639,576 37%

Expenditures to Date \$ 535,188 31%

SEWER FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$2,114,800

Revenues to Date \$ 913,885 43%

Expenditures to Date \$ 543,040 26%

SANITATION FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$ 529,230

Revenues to Date \$ 233,748 44%

Expenditures to Date \$ 231,605 44%

SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

PROPERTY TAX COLLECTIONS

Budget \$1,725,821

Revenues to Date \$1,034,549 60%

STATE SHARED REVENUES COLLECTIONS

Budget \$ 263,935

Revenues to Date \$ 206,514 78%

BUILDING PERMIT REVENUES COLLECTIONS

Budget \$ 35,000

Revenues to Date \$ 27,929 80%

City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Emmett Fire Department Goals this Budget Year (with percentage of completion to date)

- Coordinate the fit of all service support functions: maintenance/repair, quality control and technical support. (80% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. (50% of completion)
- Provide constant, realistic and rigorous training to meet National Professional Development Model. (20% of completion)
- Provide a business inspection program that educates so that in each iteration high standards will be enforced, thus making our community safer. (10% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (38% of completion)

Expenditures requiring authorization from higher and purpose of expenditure

- None

No less than Top Ten Accomplishments since last report

- Changed out Banners
- Discussed with Wayne Rush fire suppression issues with Carberry Elementary
- Reached out to Idaho State Fire Marshal office regarding Carberry Elementary
- Met with Knute to discuss the smoke detector program and collaboration with promoting it
- Responded to Health Connections regarding our smoke detector program-promoting it
- Ordered workout equipment for station and Installed
- Conducted an in-depth training on engine maintenance
- 3 registered for Clearwater Fire Academy- Fire Apparatus ad Pump Maintance, Burden of Leadership, Art of Reading Smoke
- More pass tags were ordered and received
- Talked with BLM-no longer surplussing equipment Donation request also shot down by Idaho Power
- Cleaned and organized equipment room
- Driver operator class ongoing, drive time is being scheduled
- Taught a fire safety class for health care professionals for client homes
- Scheduled Fire Hose Testing
- Attended conference call with Idaho Fire Chief board meeting x2
- Received a call regarding access in and out of the Beijing Trailer Park. The claim was investigated and remediated.
- Changed out smoked detectors for disabled property owners x2 homes
- Working with Gem County and Systems to get the hydrants into Active911
- Reached out to Chief Niemeyer, Meridian Fire regarding SB1028 a bill regarding PTSD that is looking for support as Idaho looks to ratify it into law.
- Conference call regarding forced Arbitration SB1032
- Met with the Sheriff regarding dispatch with hope for a more harmonious working relationship, asked for help with time stamping and asked questions regarding the 12th and Johns call.
- Investigated a smell in Sheriffs office. Possible hazmat, found out it was a computer issue.
- Switched out 2 censors in Gas Monitors and recalibrated, updated firmware
- Inspections: Tractor Supply, Walgreens, Bi-Mart, D&B Supply, Albertsons.
- Took a call regarding a possible hazardous living environment. Consulted with building department as to how to proceed.

- Registered one firefighter for an S200 (Initial Attack Incident Commander)
- Working on getting one firefighter in the IDL system with his Cal Fire Certs. (Ongoing 18 months)
- Discussed with home owner a potential electrical issue
- One Firefighter received his recertification for EMT
- Installed Smoke Detectors for home owners
- Met with MES to discuss the Scott Air Packs and our needs
- Met with BME to discuss outfitting a new command rig
- One firefighter registered for the Traffic Management Incident Training
- 5 Firefighters took the Class This House Rocks/The Art of Go, No-Go
- Challenges to a Firefighter Marriage class attended
- Taught a 3.5 hour advanced first aid/Trauma Class
- Station Tour for a first grade class
- Helped High School with plans for a gate near the ball field
- 1 Firefighter was accepted to the National Fire Academy for a 2 week class on Command and Control of Natural and Man-made Disasters
- Contacted State Comm. Performed a bridge call. Accepted help from region 3 Hazmat Team. Investigation was performed.
- Fulfilled request for training records all fire department employees
- Cameron Taylor assisted a senior project and finished up with an Emmett High School student (completed late 2018)
- Training please see attached

Plan for next 30 days

- Search out supplementary funding sources to offset budget. Deployments, Scholarships, Grants, surplussed equipment, turnouts
- Order Drinking fountain and have Goffs install
- Focusing on Fire Prevention- If you can predict it, you can prevent it
- Training: Firefighting Command & Control, Communications.
- Wildland Program: Get Engine Boss signed off, Get Brush 2 equipped with all BLM/IDL necessary equipment
- Prevention Program: Inspections, Carberry School sprinkler system, Review Fire Evacuation Plans, Go through Keys at all schools, Figure all zones and put in preplan for schools.
- Continue calling back all Calls for Service to ensure all interactions meet perceived standard of excellence
- Developing a cancer prevention program
- Clean back apron, throw away old hose
- Begin review of SOG's, revise as needed
- Renew Paramedic Certification

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report

EMMETT FIRE DEPARTMENT

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
1 Chief	NFA Politics and the White Helmet / 16	02/16-02/18/2019	SIFA, Paul, Idaho	\$530/Yes
1 Firefighter	Regional Response Team 3 Training /8	02/13/2019	Caldwell	\$0/No
2 Chiefs/3 Firefighters	This House Rocks: the art of Go/No Go/ 8	02/21-02/22/2019	Meridian	\$50/No
1 Chief	Challenges to a Firefighter Marriage / 2	02/22/2019	Meridian	\$0/No
1 Chief	ACLS Completed /8	02/13/2019	Emmett Station	\$135/No
Department	Maintance Training/2	2/4/19	Emmett Station	\$0/No
Department	Split Blitz/Driver training	2/11/19	Emmett Station	\$0/No
Department	Split Blitz/Driver training	2/25/19	Emmett Station	\$0/No
# Emp. Trained	Total Training Hours			Total Cost
-42-	-138-			\$615

Annual Fundraiser

EMMETT

**Sat. APRIL
20th**

11-2

**@EMMETT
FIRE DEPT.**

FIRE

**CHILI COOKOFF
INVITATIONAL**

Presented by

EFD

Auxiliary

Contestants

1st Responder Invitational
\$50.00 Gift Card for the winner
Bragging rights

Attendees

Raffle baskets & Silent Auction
\$5.00 Meal deals
Funds directly benefit the
Auxiliary & Burn Out Fund

City's Strategic Pillars 3-20-2019

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Library Goals this Budget Year (with percentage of completion to date)

Mission: Emmett Public Library is the heart of the community! Serving as a resource for information, education and recreation, as well as a place to meet, gather and learn.

- Embrace a new awareness campaign, by collaborating with other community entities that support the library's mission of 2019-2020, partnerships developed and library usage will increase by 20%.
- Library will implement new software for improved patron financial recovery; expand delivery of learning opportunities through in-house & outreach programs.
- Library will support and enhance its early literacy program, through staff development and new learning STEM & STEAM opportunities.
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. **To date: Donations=\$13105.72 + Grants=\$2205.00**

Expenditures requiring authorization from higher and purpose of expenditure

- None

No less than Top Ten Accomplishments since last report

- Operation Lego-Licious Dinner and a FREE movie May 18th, tickets available now
- Monthly Outreach to Head Start (First Friday) give out books and hands on STEM activity 47 books
- ~~SUMMER STEM Grant to Idaho Commission for Libraries, submitted & awarded \$600.00~~
- ~~Underserved grant completed for FREE books to give out by Friends@ Summer Feeding, Accepted~~
- First Books Grant completed for partnership with Head Start FY 2019-2020
- ~~Books, Brownies & Bears Fundraiser & matching grant Feb 12-14, \$458 raised!~~
- Robotics Team @ library, formed, meeting 2x month
- ~~Feb 21st Literature night at Shadow Butte (130 attended)~~
- Begin planning process for Summer Reading Program & grants
- Monthly Friends of the library meeting 3rd Tuesday in February@1:30
- Idaho Community Foundation Awarded for program support \$2,500
- Program planning for March & April: Dr. Seuss Birthday Party (260), Wacky Wocket Wednesday (49),
- Community Conversations: 3-15 (gardening)
- Business Expo 3-16
- Emmett READS! March 19, BRAVE NEW WORLD
- Book Signing Sue Vahlberg 3-20, 2019, 3-6pm

Plans For Next 30 Days

- Stem (Science & Math Grant) workshops: *Parent night 3-21 & Spring STEM@library 3-26-28, 2019*
- Spring Break Stem (3-STEM events and Fun with Math & Science Grant)
- National Library Week & National Volunteer Week in April

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report.

LIBRARY

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
Librarian	Smart Women Conf.	2/15/2019	Boise, ID	No
	Total Training Hours			Total Cost
-3-	8			\$0.00

City's Strategic Pillars

- Economically Vibrant and...
 - Health-conscious city
 - Legally compliant with all state and federal laws
 - Performing its constitutional mission (protecting people and property)
 - With adequate infrastructure for growth
 - ***Police Department Goals this Budget Year (with percentage of completion to date)***
 - Retain 100% of Patrol Officers and Patrol Sgts. for no less than 3 years. (37% of Completion)
 - Proactively make residences and businesses along 1/5 of the main arterials in the city at least 80% ordinance compliant each year, in addition to reacting to citizen complaints; new arterials will be targeted each year. (% of completion)
 - Reduce domestic violence repeat offenses by 50%. **(Current 1 / 2018 at this time 2)**
 - Ensure 100% of police department staff attends C.I.T. Training to improve mental hold process by end of 2019 fiscal year. **(62% of completion)**
 - Form, train and deploy a Narcotic Detection Team that includes a drug detection canine. (% of completion)
 - ***No less than Top Ten Accomplishments since last report***
 - **Attended the monthly Gran Fondo Multijurisdictional meeting in Boise and attended Gem County commissioners meeting. County approved Gran Fondo as long as Promoter provides proper documents. We will have up to 3 officers and 4 volunteers assisting with this event in July.**
 - **Organization decided to provide back packs for schools that do not have the program provided by the Idaho Food Bank.**
 - **Trainee has 4 weeks left of P.O.S.T.**
 - **As of March 11 EPD is trained and carrying Axon Bodycams. PA Office also attended Axon training and was offered the system for free to be able to view video evidence.**
 - **Temp lockers have been installed by the assistance of public works. New evidence lockers are up and running. Audit was done with the assistance of ISP of evidence room and we will be implementing some changes that they suggested.**
 - **CIT Training has been changed to June 3, will be held at Butte View Complex. CIT training has been confirmed for June 24-27 in Emmett. All but one police department employee will be gone to this training as of the 28th of June.**
 - **Have scheduled to host ALERRT (Advanced Law Enforcement Rapid Response Training) July 22-26th. This training is focused on the possibilities of a school shooting / active shooter training. It is put on by the FBI and we hosted this training a few years ago under Chief Scheihing.**
 - **New time cards were implemented on 3-3-19. Process of new time cards was approved by both City Clerk and city atty.**
 - **COA for drone has been started by Sgt. Huff and City Atty. is working on letter of approval to submit to FAA.**
 - **DC Babcock is following up on where we are at with revamping tow policy.**
 - **Have decided to evaluate the number of speeders for the month of March that are 5+ on 12th street.**
- Plan for next 30 days***
- Have Public works paint Police Parking Only on the parking stalls in the city hall parking lot.

- Schedule teaching of 1st graders at both Carberry and Shadow Butte. Topic will be chosen by teachers.
- Start the COA (certificate of Authorization for drone policy) takes up to 60 day approval by FAA.
- Host spring Crisis Intervention Team Training (CIT Training) in Emmett.
- Make contact with Sentinel K9's in Sweet.
- Revamp Tow Policy
- Provide Domestic Violence Community Training in Emmett. TRAINING WILL BE FOR JUDICIAL COMMUNITY, LAW ENFORCEMENT AND COMMUNITY, DEPT. OF HEALTH AND WELFARE SOCIAL WORKERS, PROBATION OFFICERS, TREATMENT PROVIDERS, VICTIM ADVOCATES, AND ATTORNEYS. Contact person, REBECCA KULAGA, DVCPA, - rkulaga@adaweb.net
- Review PAL Pound contract / revisit the possibility of increasing pound fees
- Evaluate stats from radar sign on 12th street. Determine how to use this as a tool.

Emmett Police Department

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
SRO/DET.	AR Armorer / 16	03/05/2019 03/06/2019	Boise, PD	\$450/Yes
Patrol Officers (7)	Body Cam User Training / 2 ea.	3/11/2019	Emmett, PD	\$NA/No
Command Staff (4)	Body Cam User and Admin Training / 3 ea.	3/11/2019	Emmett, PD	\$NA/No
Reserves (2)	Body Cam User Training / 2 ea.	3/11/2019	Emmett, PD	\$NA/No
Unsworn staff (2)	Body Cam User/Clerical Training / 2 ea.	3/11/2019	Emmett, PD	\$NA/No
Patrol Officers (7)	GPS Tracking Training / 1 ea.	3/4/2019	Emmett, PD	Free/No
Command Staff (4)	GPS Tracking Training / 1 ea.	3/4/2019	Emmett, PD	Free/No
Unsworn staff (2)	GPS Tracking Training / 1 ea.	3/4/2019	Emmett, PD	Free/No
Admin. Sgt.	ISP Fleet Tour / 2	2/5/2019	Idaho State Police	Free/No
Chief	2019 Traumas of Law Enforcement / 24	3/18/2019 3/20/2019	Boise State University	\$47.50(meals)/Yes
# Emp. Trained	Total Training Hours			Total Cost
-29-	-89-			\$497.50



EMMETT POLICE DEPARTMENT

February Patrol Statistics

	TOTAL
Felony Arrests - Male	0
Felony Arrests - Female	3
Misd. Arrests - Male	14
Misd. Arrests - Female	3
Infraction Cite	51
Dispatched Calls	326
Reports	59
Dogs Taken to Pound	2
Ordinance Calls	4

Traffic Stops

Total Stops	133
Oral Warning	97

Community Involvement

February 1st through February 10th The City of Emmett Patrol Officers participated in a ITD Super bowl Mobilization. Our officers were granted 40 hours of Over Time from ITD to participate in the Mobilization.

During the month of February Emmett Police taught science at Carberry multiple times to Mrs. Browne's first grade class. The topic being taught in February were The States of Matter.

During the month of February Emmett Police presented twice at the middle school to the 7th graders during Career Café. Chief Kunka explained how he became a police officer and the steps he went through to become one.

During the month of February Emmett Police assisted the 7th grade class with a program they call Carbuddies. This program is where the 7th graders are bussed to Carberry to read with the children.

Emmett Police attended a community meeting to discuss the Back Pack Program in the Emmett Schools

Emmett Police attended a multijurisdictional meeting in Boise in preparation for the Gran Fondo Bike Ride which is in July of this year

Emmett Police had an officer do a presentation at Black Canyon High School.

Emmett Police Department met with Kiwanis to discuss the fun run they put on during Cherry Festival.

Emmett Police Department attended the Lunch and Learn hosted by Meadow View Nursing Center and The Chamber of Commerce.

CASE SUMMARY REPORT

From 02/01/2019 To 02/28/2019

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
02/01/2019	11:00 am	INVESTIGATED A HIT AND RUN CRASH
02/01/2019	8:20 pm	INVESTIGATED A FAMILY FIGHT INVOLVING A 37 YOM AND A 38 YOF
02/02/2019	1:31 am	INVESTIGATED A UNLAWFUL ENTRY AND BATTERY INVOLVING A 57 YOM SUSPECT
02/03/2019	8:00 pm	CITED 31 YOA MALE FOR DWP
02/04/2019	8:07 am	RESPONDED TO A VANDALISM
02/04/2019	3:31 pm	INVESTIGATED A TWO VEHICLE CRASH
02/05/2019	7:30 am	CITY ORDINANCE - LARGE ANIMAL PERMIT NEEDED
02/05/2019	6:30 pm	ARRESTED A 65 YOA MALE FOR PETIT THEFT
02/06/2019	4:16 am	INVESTIGATED AN INJURY TO CHILD
02/07/2019	9:30 am	ARRESTED A 12 YOA FEMALE FOR POSSESSION OF MARIJUANA AND POSSESSION OF PARAPHERNALIA.
02/08/2019	11:20 pm	CITED AN 18 YOM FOR PCS MARIJUANAN/PARAPHERNALIA. INVESTIGATED PCS MARIJUANA/PARAPHERNALIA ON TWO 16 YOM.
02/10/2019	11:35 pm	INVESTIGATED AN L & L BETWEEN A 21 YOM AND A 13 YOF.
02/11/2019	6:36 pm	INVESTIGATED A BATTERY BETWEEN A 52 YOF AND A 52 YOF.
02/12/2019	9:18 am	ARRESTED A 37 YOA MALE FOR CPO VIOLATION
02/12/2019	2:55 pm	INVESTIGATED AN LEW CONDUCT CASE, CASE OCCURED IN BOISE IDAHO
02/12/2019	4:09 pm	INVESTIGATED A VANDALISM TO A VEHICLE
02/12/2019	5:33 pm	ARRESTED A 19 YOA MALE FOR 2 BENCH WARRANTS
02/12/2019	7:34 pm	ARESTED 25 YOA MALE FOR ASSAULT ON 48 YOA FEMALE AND BATTERY ON A 21 YOA MALE
02/13/2019	9:18 am	INVESTIGATED A BATTERY BETWEEN A 13 YOA FEMALE AND A 14 YOA FEMALE.
02/13/2019	12:00 pm	INVESTIGATED A 9 YOA MALE FOR POSSESSION OF MARIJUANA AT SHADOW BUTTE ELEMENTARY.
02/13/2019	3:04 pm	ARRESTED A 25 YOA MALE FOR NCO VIOLATION
02/13/2019	8:10 pm	INVESTIGATED A TRAFFIC COLLISION IN THE 500 BLOCK OF N MOFFAT AVE
02/14/2019	2:46 pm	CITY ORDINANCE - ANIMAL CRUELTY / BARKING / LICENSING
02/14/2019	9:48 pm	INVESTIGATED A POSSIBLE "DEATH WISH LIST" FROM A MIDDLE SCHOOL STUDENT
02/15/2019	2:34 pm	MENTAL HOLD
02/15/2019	3:00 pm	INVESTIGATED A BATTERY THAT OCCURRED BETWEEN A 15 YOA MALE AND A 17 YOA MALE.
02/15/2019	5:26 pm	INVESTIGATED A CHILD CUSTODY INTERFERENCE.
02/16/2019	1:04 am	ARRESTED A 32 YOM FOR PCS MARIJUANA/PARAPHERNALIA CITED A 27 YOF FOR PCS MARIJUANA.
02/17/2019	3:25 pm	ARRESTED A 25 YOM FOR A THREE FELONY WARRANTS
02/18/2019	11:16 pm	INVESTIGATED A FALSE 911 CALL INVOLVING A 64 YOF
02/19/2019	9:00 am	CITY ORDINANCE - POSSIBLE DOG BITE (UNFOUNDED) - LICENSING
02/19/2019	2:45 pm	INVESTIGATED THE DELIVERY OF A SCHEDULE II DRUG INVOLVING TWO 14 YOA MALES AND A 14 YOA FEMALE.
02/19/2019	6:00 pm	RESPONDED TO A FIGHT THAT LEAD TO A WARRANT ARREST
02/19/2019	10:37 pm	CITY ORDINANCE - ANIMAL CRUELTY - DOG / LICENSING
02/21/2019	12:32 pm	CITY ORDINANCE - JUNK/ABANDONDED VEHICLE
02/21/2019	12:55 pm	CITY ORDINANCE - POSSIBLY LIVING IN CAMPER / CAMPER EXCEEDED 72 HR LIMIT IN ROADWAY
02/21/2019	12:55 pm	CITY ORDINANCE - EXCEEDED 72 HR TIME LIMIT - FLATBED TRAILER ON ROADWAY
02/21/2019	1:15 pm	INVESTIGATING FORGED CHECK, VICT 50 YO FEMALE, SUSPECT UNKNOWN
02/21/2019	1:34 pm	PLACED A 30 YOA MALE ON A MENTAL HOLD
02/23/2019	9:06 pm	CITED 33 YOM FOR DWP
02/24/2019	7:56 am	ARRESTED A 31 YOA MALE FOR DOMESTIC BATTERY ON A 27 YOA FEMALE.
02/25/2019	8:51 pm	INVESTIGATE - 20 YOM FOR SELLING AND DISTRUBUTING CONTROLLED SUBSTANCE
02/25/2019	10:15 pm	CITED A DRIVER FOR FAIL TO PURCHASE. OPERATING ON EXPIRED DRIVERS LICENSE.

CASE SUMMARY REPORT

From 02/01/2019 To 02/28/2019

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
02/26/2019	3:18 pm	INVESTIGATED 15 YOA MALE FOR VIOLATION OF CPO VIOLATION
02/27/2019	3:42 pm	INVESTIGATED A 48 YOA MALE FOR RAPE, KIDNAPPING AND DOMESTIC BATTERY AGAINST A 34 YOA FEMALE
02/27/2019	4:22 pm	ARRESTED A 19 YOA MALE FOR DOMESTIC BATTERY IN PRESENCE OF A CHILD
02/27/2019	7:13 pm	INVESTIGATED A THEFT OF BASKETBALL SHOES

Count: 47

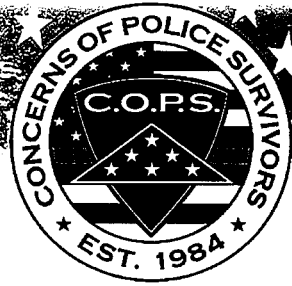
*****END OF REPORT*****



CITY ORDINANCE February Report

	NEW	RESOLVED	OUTSTANDING
Junk / Abandoned Vehicles	1	6	11
Parking Violations	2	2	3
Prohibited Accumulations	0	1	4
Sidewalk Obstruction	0	0	5
Weeds/Trees	0	3	0
Animals Present / No permit	15	18	22
*Misc. Other	3	4	2
Citizen Complaint	8		
Officer Initiated	13		

*Description of Misc Other -



2020 TRAINING AGENDA LAW ENFORCEMENT

BOISE, IDAHO AGENDA

**Monday, March 18th
8:30 AM - 5:00 PM**

EMOTIONAL SUPPORT IN LAW ENFORCEMENT

8:30 AM - Training Begins

Introduction & Training Overview

Stress & Trauma: The Impact, Signs, and Symptoms of Trauma

12:00 PM - 1:00 PM - Lunch

1:00 PM - Injured Officer: Life & Marriage After a Critical Incident

Surviving Your Law Enforcement Career

Keys to Recovering from Traumatic Events

5:00 PM - Training Dismissal

**Tuesday, March 19th
8:30 AM - 5:00 PM**

IMPACTS OF LINE-OF-DUTY DEATHS

8:30 AM - Training Begins

Supporting The Family

10:00 AM - Survivor Panel

12:00 PM - 1:00 PM - Lunch

Agency & Co-Worker Support

5:00 PM - Training Dismissal

**Wednesday, March 20th
8:30 AM - 3:30 PM**

LAW ENFORCEMENT BENEFITS SUICIDE AWARENESS & PREVENTION

8:30 AM - Training Begins

Law Enforcement Benefits

9:30 AM - Suicide Awareness & Prevention

11:30 AM - 12:30 PM - Lunch

12:30 PM - Suicide Awareness & Prevention - Continued

Training Summary

3:30 PM - Training Dismissal

AGENDA & TIMES ARE SUBJECT TO CHANGE DEPENDING ON THE AMOUNT OF QUESTIONS.
ADDITIONAL INFORMATION WILL BE GIVEN TO PARTICIPANTS DURING REGISTRATION.
REGISTRATION OPENS EACH MORNING OF TRAINING AT 8:00 AM

City's Strategic Pillars
Tuesday, March 19th, 2019

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Public Works Department Goals this Budget Year 2018/19 (with percentage of completion to date)

- Implement Airport Pavement, & Master C.I.P. Plan. – 25% completion
- Create Cemetery Master Plan. – 5% Completion
- Create and implement Road Improvement Plan to provide for Safe Route planning for pedestrians, bicycles and motor vehicles. – 35% completion
- Replace all water distribution system lines less than 6 inches in diameter to meet mandatory minimum main line size requirement. – 35% completion
- Reduce I&I inside sewer collections pipes to less than 50% of current rate of 4 million gallons per day as of 2016 per Sewer C.I.P. – 40% completion

Expenditures requiring authorization from higher and purpose of expenditure

Nothing to report

Training last 30 days

- See attached

No less than Top Ten Accomplishments since last report

1. G.I.S. mapping all cemetery graves for creation of kiosk for on-line location of graves – **90% complete**
2. Continuing construction repairs on S. Substation Road from Main Street to 4th Street which started on February 14th, 2019. Construction is estimated for next 30 days. **Hauling of base materials 100% complete, Paving scheduled 3/19/2019, cleanup of shoulders, ends of construction area, and paint stripping to be finished by end of week 3/22/2019.**
3. Removal of 2 hazard trees in main city park per certified arborist recommendation on February 13th, 2019 – in process **Postponed due to weather until after Substation Road Project**
4. Preparing for removal of 6 hazardous trees on S. Boise Avenue from West 2nd Street to West 3rd Street. Email & photos were sent out on Friday, March 1st, 2019 to Mayor & City Council.
5. – **Postponed due to weather until after Substation Road Project**
6. Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th Street R.O.W. Purchases, final payment & purchase title document to City Council 2/12/2019 – 99% complete **Waiting on Pioneer Title to finish up title work for closing.**
7. Preparing for submission LHATC agreement and resolution for 2019 Local Children Pedestrian Safety (CPS) Program Safe Routes to School 12th Street Pathway agreement between City of Emmett & LHTAC **awaiting task order from KELLER Associates to submit along with agreement to City Council.**
8. Repairs to bad water valves and water valve boxes
9. Water valve exercising for all water distribution valves.
10. Installing anthracite for green sand filter media replacement on Water Treatment Plant – **100% complete**
11. Preparing for continued water mainline work on S. John's Avenue starting from 1st Street.

Plan for next 30 to 45 days

- Present last 4 proposed hangar lease agreements to City Council. This will complete all the Hangar Master plan spaces available. **Currently reviewing hangar lease language**
- Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th Street final plan design & budget for construction.
- Repairs to sewer collection mainline on Phillips Street from N. Moffatt Avenue to N. Pine Avenue.
- Review Cemetery fees and create Master C.I.P. Plan
- Sewer manhole grout for leak repairs, sewer manhole replacement that are leaking water
- Water valve repairs throughout water distribution system.

Park Reservations Schedule

- America Need Fatima Rosary Rally, Eastside Covered Picnic Area – March 23rd, 2019 11:00AM to 1:30PM
- National Walking Day Emmett Public Library Band Shell – Wednesday April 3rd, 2019 9:00AM to 7:00PM
- Kiwanis Easter Egg Hunt all of Park Grounds – Saturday, April 20th, 2019 7:00AM to 1:00PM
- New Choice Fellowship “Spring forth for Jesus” Band Shell – Saturday, April 27, 2019 9:00AM to 5:00PM

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report – units

Emmett Public Works

Employee Title	Training/Hours	Date	Location	Cost/Certification
PW Supt.	Water license Certification/10 hrs	3/13 - 3/15/19	Boise, Idaho	\$0.00/ Yes
PW Supt.	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW Assistant Supt	F.O.G (Fat, Oil, Grease) Training/ 8 hrs	2/26/2019	Boise, Idaho	\$0.00/Yes
PW - General Labor 1	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 2	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 3	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 4	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 5	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 6	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 7	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 8	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 9	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes
PW - General Labor 10	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes

Emmett Public Works					
Employee Title	Training/Hours	Date	Location	Cost/Certification	
PW - General Labor 11	Traffic Control flagger certification/ 4 hrs	2/14/2019	Emmett, Idaho	\$40.00/Yes	
PW - WWTP labor 3	WWTP Operator Level 2 review/ 8 hrs	3/6/2019	Boise, Idaho	\$45.00/ Yes	
PW - WWTP labor 4	WWTP Operator Level 2 review/ 8 hrs	3/6/2019	Boise, Idaho	\$45.00/ Yes	
# Emp. Trained	Total Training Hours			Total Costs	
16	82			\$570.00	

City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Systems Admin Goals (with percentage of completion to date)

- Complete fiber optic network to inner city facilities. Begin next phase that includes Fire Department, Library, WWTP. **10% pull boxes and conduit purchased with grant monies.**
- Migrate all servers to cloud platforms over the next 5 years.
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **All water; meters left. 70% Cemetery almost complete**
- Install fiber to additional nodes and cameras on east side complex of the City Park. **Spring/Summer**
- Fiber down 12th to Well 9 coupled with Sidewalk project

Expenditures requiring authorization from higher and purpose of expenditure

- None

Training last 30 days

- None

No less than Top Ten Accomplishments since last report

1. Demo with Verizon for fleet mapping functions
2. Completed interviews and testing for new position
3. PD laptop screen replacement
4. Setup laptop for safety coordinator public works
5. Reviewed Axon migration scope of work agreement with Jake
6. Printer replacement for clerk's office installed
7. Program adjustments for 162 Cradlepoint battery drain
8. Reviewed school system setup for streaming meetings
9. Setup and program new Axon body camera docking station
10. WiFi door lock for well 9
11. Cemetery GIS data collection finished, work on online map now
12. Finish setting up mapping iPads for public works
13. Adobe reader problem fix for mechanic
14. PW clerk label printer problem
15. Put together practical exam for new higher
16. Meeting with Jerry Miller Dept of Commerce for funding timeline on fiber grant
17. Designed new ordinance reporting form for public on website
18. Website info updated for public auction notice
19. Reviewed Digline territories map and made yearly adjustments
20. Camera install in basement for evidence lockers
21. Work with Kyle on floor plans for first responders
22. Research getting ArcGIS information into the web platform
23. Web meeting with Bryan Wewers from Idaho Power on fiber discussion and power expansion
24. All Cradlepoint firmware upgraded
25. Participated in Cradlepoint online training Beta program

Plan for next 30 days

26. Complete budget spreadsheet
27. Setup replacement computer PD conference room
28. Setup group policy to push out Sync software for body cameras
29. Continue programming of new-to-us Dell R530 server
30. Document all switch ports across network
31. Migrate remainder of email accounts to exchange
32. Cemetery GIS project
33. Migration with PD to Axon body cameras
34. Move Syslog server from city hall to water plant
35. New north, south, and training computers PD